

Mill Creek Summer Homeowner Association

Minutes

Saturday, July 9, 2016

9:30 a.m.

Cabin #66 (Petromilli)

Meeting called to order at 9:30 am. In attendance were: Susie Kirch, Patti Petromilli, Dave Rigby, Mitch Hoggard and Mark Black. Absent: Amy Webster, Jude Tarrant

1. **Welcome new Board members:** Mark Black and Mitch Hoggard
 - a. Introduction and brief bio from each Board member.
 - b. Information binders presented to all Board members.
2. **Approval of the minutes for July 2, 2016 meeting**
 - a. It was noted that Russ Jarvis was not on the ARC committee last year. Amy will make corrections and we will approve the minutes at the next meeting.
3. **Treasurer's Report**
 - a. Bills and payments. Dave Rigby believes we need to be providing accountant and members with a balance sheet. Susie asked Dave to get together with the accountant to create an Annual Report as per CC&R 7.4A. Consistent with governing documents.
 - b. Status of Delinquent Dues. Dave Rigby made contact with David Hagen, our Accountant.
 - i. 39 cabins still outstanding for 2016, but not past due until August 1st.
 - ii. One individual (Cabin 72) delinquent for 2015.
 - iii. Discussion occurred about who should be charged with sending a delinquent letter, accountant or attorney. Dave will determine if delinquency letters have been mailed to this homeowner and by whom (attorney, accountant or board). Board consensus is that first delinquency letter should be mailed by Board, subsequent letters by attorney. Dave will ask attorney for delinquency letter templates he may have.
 - c. Status of required State and County filings
 - i. Dave reported. SI-CID and Statement of Information (SI-100) have been filed. The Tehama County Tax Assessor Questionnaire will be filed by the Accountant. SI-100 needed to be amended to reflect new Board officers.
 - ii. Susie would like to have future Treasurer's Reports include information on whom we pay, and when we pay it.
 - iii. Change signature cards on bank accounts.
4. **Old Business**
 - a. Annual Meeting
 - i. Elections – Jude Tarrant (Cabin 41) and Amy Webster (Cabin 83) were re-elected. Mitch Hoggard (Cabin 65) and Mark Black (Cabin 6) volunteered and were elected.
 - b. Common land
 - i. Cleanup - Dave Rigby and Russ Jarvis walked common areas with Mike Christensen and crew to determine what areas need to be cleaned.
 - ii. Areas to be cleaned and cost estimates:
 1. Mike put up flags to help him determine how many loads. Estimated 50 loads and 32 trees that need removing because they are dead. Plat map was used to determine common lands.

2. Estimate cost is \$18,900 to do it all. Dave is going to check to see what Bylaws say about whether the Board can approve such a budget increase.
 - iii. Mike thinks it will take him well into the fall to do this. If they don't get to areas because of weather, they will start there the next year.
 - iv. Further discussion involved insurance and liability for the clean up. Mitch Hoggard is to contact Michael Christianson and request that he check to see if he can obtain liability insurance and if possible name MCSHA as additional insured. Mitch will also contact the MCSHA attorney if Michael Christianson cannot obtain insurance and clarify our current insurance policy and direction.
 - v. Ownership of common ground was briefly discussed. No action. Matter tabled at this time.
- c. ARC report of new applications or completed projects. We have no report at this meeting. All agreed that the Board would like more detail in these reports, including name, cabin # project approve /not and estimated completion.
 - d. Road maintenance committee report – Preston Dickinson. We have no road report yet. We'll put it on the next agenda.
 - e. Website review. Roundtable discussion of needs/wants/priorities for MillCreekLassen.com (HOA/water company website), identify for Webmaster changes, corrections and/or additions to the website.
 - i. It was agreed that the current website is workable if updated. Susie moved to form a committee of three people for website review to report and make recommendations to the board. Patti seconded the motion. Vote was unanimous.
 - ii. Susie further moved to make Amy Webster be the Chair, Patti Petromilli and Shirley Boracci, members. Mark Black seconded the motion. Vote was unanimous. Susie would like their first report to be given at the next board meeting.
 - f. CC&R and Bylaw Review
 - i. Tentative timetable for completion of project. Susie reported for the Bylaw Review Committee.
 1. They expect to be through with Bylaw and CC&R review by the end of summer 2016, and review it with MCSHA board.
 2. Next spring the revised Bylaws and CC&Rs will be mailed to the membership for review before asking the membership to approve the changes at the annual meeting.
 - ii. Set fall date for a working meeting of MCSHA board to review recommendations submitted by committee (Bill Zeller and Susie Kirch). No date was set. Mitch will provide information on teleconferencing via the Internet.
 - g. Merger of MCSHA and Water Co. Boards – Status report – Susie spoke with Tom Webster, President of the Water Board. He is going to give Mill Creek-Lassen Water Company Bylaws and MSCHA Bylaws to the water company attorney. Dave clarified that it is not a true merger. We just have to know if it is okay for one member to sit on both boards. If okay, we will call it the "common board membership" for future discussion. Water Board is moving ahead on this.

5. New business

- a. Discussion of 2015-16 priorities for Association. Board consensus is that the following 5 items are our top priorities for FY 2016-17 at this time
 - i. Common land cleanup
 - ii. Financial transparency
 - iii. Committee structure and reporting
 - iv. Website review and improvement
 - v. Road Repair
- b. Appointment of new committee members
 - i. Website Review Committee: We have already formed the website review committee. It consists of Amy Webster, Chair, with Patti Petromilli and Shirley Boracci as members.
 - ii. Common Area Committee: Susie moved to name a Common Area Committee naming Mitch Hoggard as chair, Mark Black and Tony Petromilli as committee members. Patti Petromilli seconded the motion. Vote was unanimous.
 - iii. ARC Committee: Susie moved that the ARC Committee be Russ Jarvis, Chair Jim Barbour, Craig Faniani members, with Mike Silveira as alternate. Mark seconded. Vote was unanimous.
 - iv. Nominating Committee: Appointment of the nominating committee will be deferred until next spring.
 - v. Fire Hazard committee: Susie motioned to name Judy Tarrant Chair, and Joanne Kittle as member Mark Black seconded the motion. Vote was unanimous.
 - vi. CC&R Committee: General consensus of the board is that we do not need a CC&R committee. Any complaints will be handled by the board.
- c. Establish minimum amount for Association financial reserves. Discussion occurred. Dave stated that CC&R 7.5C addresses the issue.
- d. Discussed a proposal by Bill Zeller to provide membership with a Spring and Fall newsletter. Discussion occurred. If website becomes a tiered site, a newsletter could be posted there. The board will determine appropriateness.

6. Other

- a. Discussion was about pros and cons of setting term limits. Mitch will send the board additional material. This item will be further discussed.
- b. Susie wants the minutes to be sent to the board within one week, have board members review and respond to the minutes within a week, before posting them. This is a suggested timeline.
- c. Board emails. If you are on the cc's you don't need to respond.
- d. Next Meeting Monday, September 5th, 9:30 at cabin # 4 (Kirch Cabin)

Patti moved to adjourn the meeting, Susie seconded. Meeting adjourned at 12:15