

Mill Creek Summer Homeowners Association

Meeting Minutes

Monday, September 5, 2016

9:34 a.m.

Cabin #4 (Kirch)

Present: Patti Petromilli, Mitch Hoggard, David Rigby, Mark Black, and Amy Webster

Visitor: Tom Webster –representing Mill Creek Lassen Mutual Water Co.

Absent: Jude Tarrant

- 1. Approval of the previous minutes** Mark Black moved and David Rigby seconded to approve the minutes as distributed for the following meetings. The vote was unanimous.
 - a. July 2, 2016 –election of officers
 - b. July 9, 2016 meeting
- 2. Treasurer’s Report, David Rigby**
 - a. Presented our current financial report including the list of all Checks written since the last meeting.
 - b. Discussed updating process on Bank Signatory cards; changes for cards must be presented to the bank in a proper order with new names added before old names can be removed and with official recognition of the change of officers. At this point, the legal requirements for recognition of officers has been met, David and Amy have been added to the signatory cards. The next step will be to remove prior officers names from the list. We also removed a beneficiary name from the accounts of the Mill Creek Summer Homeowners Association; no single beneficiary needs to be named for an association.
 - c. Delinquent Dues –three properties currently in arrears.
 - i. One property owes for the 2015-2016 year and has been notified of their delinquent assessment by certified mail (Step 1).
 - ii. Three properties owe for the 2016-2017 year. One of those is also represented in the 2015-2016 tally, owing for both years.
 - iii. David Rigby presented the MCSHA lien policy (available on request),
 1. It was moved by Susie Kirch and seconded by Mitch Hoggard to proceed to Step 2 of the current lien procedure for the property owing for the 2015-2016 year. This passed unanimously.
 2. It was moved by Mark Black and seconded by Patti Petromilli to begin the Step 1 procedure for the three properties currently in arrears for the 2016-2107 year. This passed unanimously.
 3. The next step for implementing the lien procedure will be in late October at the next regular MCSHA meeting, if the outstanding bills are not paid.
 - d. Financial Report, David Rigby presented a Profit & Loss & balance sheet at the meeting. Our current budget is 58,600 and our current actual spending is 1694.99 leaving a remaining budget of 56,905.01. At this date there have been no major bill in regards to road repair, common area clean up or other expenses that are projected to occur this year.
- 3. Old Business**
 - a. **Common land report–Mitch Hoggard.**

- i. The common land clean up hasn't moved forward at this time. Mr. Christensen hasn't responded to numerous phone calls and e-mails. He needed to present us with proof of insurance and take care of some trailer licensing issues. Mitch Hoggard contacted a company in Durham, Old Mill Wood to take materials being removed from our clean up to Durham and they will take it for free saving the cost of dumping (estimated by weight). We are currently looking at the 1st of October to start the clean up (assuming everything else is taken care of in good order). Partner does respond but no real dates or progress at this time.
 - ii. Due to the delays in response from the contractor with whom we are trying work, a secondary prospective contractor for the common land clean has been contacted, Dave Walker (Shingletown). He says he is an insured tree feller – and will come up to look at the job we need completed. There is currently a map of clean up areas, pink flags were used to mark areas and 32 trees have been marked with orange paint or x's to be removed. Mark Black will contact and meet with Dave Walker about this project. We will ask for references, proof of insurance and a detailed bid /estimate.
 - iii. Susie inquired as to whether it is a good idea to break any contract into parts and tasks, sorting out cleaning areas, tree removal, relative dump loads and hauling rates, so that any unfinished job has a clear estimated value.
 - iv. The board agrees that road frontage is one of the foremost places for cleanup, and other areas are less urgent, but that all areas and jobs do need to be clearly defined. This has been sent back to the Road committee to organize, We will require a bid or estimate for the clean up or any part of the clean up and we have a legal contract put together by our lawyer Mr. G. Einhorn before any work begins.
 - v. . Mitch has original bid & estimate from Christensen
- b. **ARC Report – Susie Kirch reported for Russ Jarvis**, No new applications at this time
- c. **Road Maintenance –Susie Kirch**. When committees were established, we omitted the Road Maintenance committee. Preston Dickinson and Russ Jarvis have agreed to serve on the Road Maintenance Committee for the 2016-2107 year. Their appointment was passed unanimously
- i. Russ is scheduled to meet with Roger from Dig-It Construction on 9/17 to take a look at the roads, and to determine the actual needs this year.
 - ii. The initial assessment seems to be it will require a ditch with rip-rap, but there are concerns that this may send water onto homeowners' lots inadvertently.
- d. **Website review –Amy Webster**
- i. Site has changed from regular to “plus” –increase to 12.95 per year.
 - ii. The committee reviewed, studied and accessed the website to determine and the following things:
 1. We'd like to see it more Mobile optimized for access through hand held devices. This would be more User Friendly on the road, still work on a computer
 2. No log-ins are necessary. Only the membership list needs to be protected and passwords/log ins require extra work
 3. Overall we would like to see more friendly language in written descriptions, more topic focus on pages (MCSHA page will have MCSHA links). Logical placement that will make locating information easier.

4. Legal documents and archives of records in downloadable .pdf format. Agendas as temporary announcement of meetings only.
 5. Financial information should include our accountant and the current dues as well as dates due and the annual budget.
 6. The handbook has been rewritten and is available either as a .pdf or an e-book at this time.
- iii. The Committee will provide a written report of desired changes by the next regular meeting to be approved.
 1. The currently approved budget is 2 free hours per month and \$50.00 per hour there after
 2. Total cost or estimation of cost of the website improvement is to be included in the written report
- e. **CC&R and Bylaw Revision Report Susie Kirch.** Bill Zeller and Susie Kirch have submitted the CC&Rs and Bylaw revisions to G. Einhorn for legal review and expect to have a final version ready to be read and voted on by the MCSHA board by the next regular meeting. The proposed format will be to list significant changes with old language, the proposed change and the rationale for the change. Once the recommendations have been approved by MCSHA, they will be distributed to the membership for review and a vote of approval.
 - f. **Merger of MCSHA and MC-LM Water Co. Boards -Tom Webster.** The Mill Creek-Lassen Mutual Water Company has submitted the concept of merging their board with the Mill Creek Summer Homeowners association to their legal counsel, Andrew McClure. The concept is that both boards actions and meetings will be kept separate, while the same members will serve on both boards.
 - i. Items determined:
 1. Number of board members. MCSHA currently has seven board members, while MC-LM Water Co has 5. It was recommended by MCSHA that we propose both boards maintain 7 members if merged.
 2. Reorganization of terms, length of terms. MCSHA currently has 2-year terms, while MC-LM Water Co has 4-year terms that are staggered into classes to maintain a board that has some previous experience for decision making and continuity. It recommended by MCSHA that we propose 4-year terms with staggered term starts for the same reason.
 3. Term limits for combined boards. There are currently no effective term limits for either board. It was recommended by MCSHA that a term limit for board members of the combined boards be 2 consecutive terms (8 years).
 - g. Purchase of AED –Patti Petromilli presented a full package of information regarding purchase of AED devices. Red Cross currently has a sale on a Zoll device that would save some cost to the association (only until 9/30/2017) and the Zoll AED Plus would be her recommendation.
 - i. It was mentioned that there seemed to be waning interest from the MCSHA membership at the annual meeting in pursuing placement of AED devices.
 - ii. There were a few specific questions regarding adherence to state law and the logistics of AED placement and servicing.

1. Record keeping & testing. State law requires physical records that need to be kept to verify testing and maintenance, monthly and annually. How would this be achieved?
 2. State law requires distribution of written instructions including contact information for oversight by EMS or physician to each home. In an area with absentee owners –do we distribute to cabin owners or individual cabins to meet state laws.
 3. Replacement of usable parts (pads, batteries, child pads, first responder packs). Although AEDs have listed battery life and pad replacement policies how would we test and replace these? Store them?
- iii. Another factor was be year round vs seasonal placement. How do the units survive in extreme weather? Who would monitor/test/record off-season if they were to remain in place? What is the liability if the unit is removed off-season?
 - iv. Tom Webster enquired as to what the rules would be if a private cabin owner decided to purchase and maintain an AED without board support.
 - v. The board determined that it was not ready to purchase an AED until there was a comprehensive plan about overall cost, placement, protection, and adherence to CA laws, maintenance, and liabilities.
4. **New business** There was no new business placed before the MCSHA board.
 5. **Other** There was no other business placed before the MCSHA board
 6. **Next Meeting** The next meeting date will be set to coincide with the final review of the Bylaws and CC&R revision and the next step in the lien procedures. The current timeline is early in November, and the meeting is proposed to be in Yuba City at Bill Zeller’s home (but available by phone to those who can not attend). Actual date and time to be announced.
 7. **Meeting adjourned at 11:45.** Moved by Susie Kirch, seconded by Mark Black, passed unanimously.