

**DRAFT MINUTES**

A regular meeting of the Northstar Property Owners Association Board of Directors was called to order at 9:00a.m. by the Board President, Brian West.

1. Roll Call:

The following Board members were present at the meeting: Jim Brigance, John Bowe, Sue Cordonnier, Don Watters, and Brian West. Mike Plishner and Al Roth were present via telephone conference. NPOA staff that was present at the meeting: Geoff Stephens, Nancy Barna, John Forni, and Donielle Summers.

President West welcomed the members of the audience and asked them to introduce themselves. Property owners, Henry DeNero (also a member of the Oversight Committee), Frank Seelig (also a representative of NCSD), and Bob Williamson were present at the meeting.

2. Property Owners Comments:

No comments at this time.

3. A. Approval of the December 2, 2017 NPOA Board Meeting minutes:

**A motion was made to approve the minutes from the December 2, 2017 Board of Directors Meeting as presented. Motion was approved unanimously.**

4. B. Community Reports

Northstar Community Services District (NCSD):

Frank Seelig informed the Board and audience that NCSD's second option is to run power from the mailbox location to the NPOA dumpsters to install a gate which hopefully will prevent trash abuse from outside sources. The cost would be around 20% less of the original estimate from Liberty Utilities. The Army Corps of Engineers has found in favor to run the Martis Valley Trail (MVT) right along Highway 267. NCSD has enlisted Congressman McClintock to discuss moving the trail back inside the boundary. NCSD plans on moving ahead this summer on the trail segment 3F from the roundabout to the Northstar Village. Placer County has been delayed on trail segment 3B from the one mile sign on Highway 267 to the roundabout on Northstar Drive due to cultural impacts, and hopefully work can begin in 2019. NCSD has scheduled two internal interviews with candidates to replace the current Northstar Fire Chief, Mark Shadowens who is retiring at the end of March 2018. Once a new Fire Chief has been established, NCSD will be informing Northstar residents of neighborhood meeting schedules to discuss emergency and fire preparedness plans. The fire department has burned 343 of 631 piles this season. NCSD is looking into any opportunities on undeveloped parcels from the asset sale of Mountainside Partners. Lastly, the district is looking into certifying the CEQUA document for the Truckee River Watershed Martis Creek Restoration project which construction is scheduled for 2019.

Northstar California/Vail Resorts:

A representative was not present at the meeting.

North Tahoe Regional Advisory Committee (NTRAC):

A representative was not present at the meeting.

5. C. Committee Reports: Update/Discussion/Action

Budget & Finance: Submitted by Geoff Stephens

The Board reviewed and discussed the 2017 November financials. The 2017 December financials will not be available to review until the 2017 Annual Audit has been completed. The annual audit is scheduled from February 6<sup>th</sup>-9<sup>th</sup>. The financials continue to track as expected and are “solid”. NPOA made its yearly contribution of \$250,000 to the reserve account. Currently, aged receivables are at \$78,000.

**A motion was made to accept the 2017 November financials. Motion was approved unanimously.**

Design Review: Submitted by Geoff Stephens

Mr. Stephens informed the Board that since the meeting, there has been one review each of an in-house, remodel/addition, conceptual, and a new construction project. The proposed new construction project on Martis Landing had a front setback variance request. Mr. Stephens noted that there is a huge precedence of front setbacks on Martis Landing due to the terrain. However, the Design Review Committee (DRC) determined that the variance request would not be supported and that there was plenty of room to move the house back without a variance. It was also noted that five neighbors had also submitted concerns of the front setback encroachment to NPOA and the DRC for review.

Oversight: Submitted by Henry DeNero, Mike Plishner & Geoff Stephens

Martis Valley Trail (MVT) & Tompkins Memorial Trail (TMT):

Oversight Committee member, Henry DeNero informed the Board as earlier indicated by NCSD is that the Army Corps of Engineers has found in favor to run a one mile section of the MVT right along Highway 267 which could then decommission the current Tompkins Memorial Trail (TMT) in the Martis Valley and fencing could possibly be installed in the area. NCSD’s General Manager, Mike Staudenmayer is trying to set up a meeting with the Army Corp’s General to argue his case that with the current decision, the TMT trail would be destroyed which has been in existence for over 40 years which NCSD has maintained. NCSD is confident that the decision will be overturned soon and the MVT section in the Martis Valley will go back to the favorable alignment. Mr. DeNero noted that NCSD has a possible alternative alignment for section 3F of the MVT which runs from the roundabout to the Northstar Village. All parties involved with the MVT will walk and stake the proposed new alignment in the spring 2018 to review and discuss. Lastly, it was noted that NCSD will be setting up a schedule of when to start on three TMT extensions throughout the Northstar area.

Ski Trails Crescent/Conservation Easement:

NPOA continues to wait for the Draft Memorandum of Understanding (MOU) from either Vail/Northstar or Mountainside Partners. The Board directed Mr. Stephens to reach out to both parties on the current status.

The Retreat/EVA Gate:

Vice-President Plishner updated the Board and audience that a status conference took place in mid-January 2018 with a Placer County judge. The judge had decided to put on hold the Abutters Right claim made by three Martis Camp residents and the homeowner association in regards to the EVA gate, and will proceed with the CEQUA claim first. A trial will be scheduled to discuss the claim.

6. D. New Business: Update/Discussion/Action

Project Approvals:

Mr. Stephens recommended approval from the Board of the expenditure not to exceed \$20,000 to purchase fiber optic and equipment from OSSI to be able to offer Wi-Fi throughout the entire Recreation Center facility. Mr. Stephens informed the Board that OSSI currently runs the entry access and parking lot programs. Maintenance Manager, John Forni noted that NPOA staff could run the multi-line fiber optic and pull conduit between all the buildings. This would set up a good foundation not only to run strong Wi-Fi but also update the camera system in the future throughout the facility.

**A motion was made to approve the expenditure not to exceed \$20,000 to purchase fiber optic and equipment from OSSI to be able to offer Wi-Fi throughout the entire Recreation Center facility. Motion was approved unanimously.**

Mr. Stephens recommended approval from the Board of the expenditure from the Holman Company not to exceed \$15,000 to purchase new replacement lockers including extra doors and digital locks for both the men's and women's locker rooms. The new lockers will remain the same width of 1 foot but the depth will be increased to 16 inches. The lockers will be installed with electronic locks and will also have the capability for users to bring their own lock. NPOA staff would install the women's lockers during clean week of April 23<sup>rd</sup>-26<sup>th</sup> and the men's as time allows.

**A motion was made to approve the expenditure from the Holman Company not to exceed \$15,000 to purchase new replacement lockers including extra doors and digital locks for both the men's and women's locker rooms. Motion was approved unanimously.**

Bank Signature Cards:

**A motion was made to remove past Board members, Henry DeNero, Judy Howes, and Jack Moore from the approved bank signature list and to add new Board members, John Bowe, Sue Cordonnier, and Mike Plishner. Motion was approved unanimously.**

**The NPOA current approved bank signature card list is as follows:**

- **Geoff Stephens (General Manager)**
- **Nancy Barna (Office Manager)**
- **Brian West (Board President)**
- **Mike Plishner (Vice-President)**
- **Jim Brigance (Secretary/Treasurer)**

- **John Bowe (Director)**
- **Sue Cordonnier (Director)**
- **Al Roth (Director)**
- **Don Watters (Director)**

Board/Management 2018 Goals & Objectives:

The Board decided to defer this agenda item to a later meeting date to discuss.

D&O Insurance Limits:

The Board decided to defer this agenda item to a later meeting date to discuss.

Employee Handbook & Hire Documents Proposal:

Mr. Stephens recommended approval from the Board the proposal from Weintruab/Tobin (NPOA's legal counsel) of around \$4,600 to review and revise NPOA's current employee handbook and hiring packet to confirm that all documents are in compliance with California's current legal requirements. Vice-President Plishner noted that he would like Weintruab/Tobin to be able to offer a proposal bid to NPOA to offer a training session with NPOA management and any current Board members in regards to the updated laws and requirements for new and rehire employees including the interview process.

**A motion was made to approve the expenditure not to exceed \$7,500 from Weintruab/Tobin (NPOA's legal counsel) to review and revise NPOA's current employee handbook and hiring packet to confirm all documents are in compliance with California's current legal requirements. The expenditure would also include a training session with NPOA management and any current Board members who would like to sit in on the meeting.**

7. E. Old Business: Update/Discussion/Action

Approval of Design Rule Change:

Mr. Stephens informed the Board that the notice of the rule change for staining requirements was posted online and published in the quarterly Northstar Living magazine. NPOA has not received any comments from membership. Mr. Stephens recommended approval from the Board to approve the rule change as written and published.

**A motion was made to approve the rule change as published and posted on the NPOA website to amend the Design Review Guidelines that all exposed foundations, board form concrete, piers, and cement retaining walls are required to be stained to match the architecture of the home with approval by NPOA. Motion was approved unanimously.**

Reserve Project Updates:

Mr. Stephens informed the Board of reserve project updates which included:

- NPOA has replaced two new treadmills and two elliptical machines in the fitness center.
- The new Bear Hut will be installed in the spring for the children's activity center.
- The contract has been agreed upon and signed for the Splash Pad resurface project.
- Pool Furniture has been ordered.

- The tennis center paver replacement project is scheduled to start in the spring.
- The fitness center forced air replacement heaters should be installed the end of April during clean week.
- The Splash Pad/Wading Pool chemical room upgrade is still in progress.
- NPOA is waiting for the easement approval from Northstar Mountain Properties to be able to install an ADA pedestrian path which would be located by the entry gate of the Recreation Center parking lot.
- Currently NPOA is working on upgrading the parking lot kiosk.
- Removal of the grass between the Twirl Spa and the Adult Covered Hot Tub and replace the irrigation in the spring.

8. F. General Managers Report: Update/Discussion/Action

Mr. Stephens informed the Board that Nancy Barna, Donielle Summers, and himself attended the annual Law Seminar to review new California Homeowner Association laws and restrictions. It was noted to the Board that all three attendees who are management employees of NPOA are certified California Community Association Managers (CCAM). The Board recognition holiday dinner is scheduled for Saturday, December 1<sup>st</sup> at the Cedar House. Smokey's Kitchen will once again be catering the food for the 2018 Annual Homeowner Meeting the Saturday of Labor Day weekend. Mr. Stephens updated the Board that NPOA has met with four outside sources interested in running the summer deli operation at the Recreation Center, and updates will follow.

9. G. Copies of Correspondence

The Board reviewed copies of correspondence received by NPOA since the last Board meeting. President West would like NPOA to look into joining as a member of the Donner Land Trust and possibly with the Truckee River Watershed Council.

10. Directors Comments:

Secretary/Treasurer Brigance noted that NPOA should evaluate the current speaker system and upgrade where needed to make sure that all of membership and attendees at the annual meeting can be able to hear guest speakers clearly.

11. Executive Session: Personnel Update

**A motion was made to adjourn the meeting to Executive Session at 10:36a.m. Motion carried unanimously.**

An Executive Session was called to order at 10:50a.m. by the Board President, Brian West to review and discuss personnel updates. The following Board members were present at the Executive Session: Jim Brigance, John Bowe, Sue Cordonnier, Don Watters, and Brian West. Mike Plishner and Al Roth were present via telephone conference.

12. Adjournment

**A motion was made to adjourn the Executive Session of the NPOA Board Meeting at 12:00p.m. Motion carried unanimously.**

For NORTHSTAR PROPERTY OWNERS ASSOCIATION,

Jim Brigance  
Secretary/Treasurer, NPOA Board of Directors