

northstar property owners association

NPOA Board of Directors Meeting
August 31, 2018
1:00p.m. Adult Center

A regular meeting of the Northstar Property Owners Association Board of Directors was called to order at 1:05p.m. by the Board President, Brian West.

1. Roll Call:

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

President West welcomed the members of the audience and asked them to introduce themselves. Property owners, Jim Kooler, Mike Milliken and son, Gene Roeder, Debbie Roth, Bob Williamson, and Steve Zilles were present at the meeting. Nadia Guerriero of Northstar California was also present.

2. Property Owners Comments:

Mr. Kooler asked for an update in regards to the teleconference option to allow homeowners access to listen to the NPOA Board meetings. NPOA staff and the Board noted that it was available to homeowners for the February 3, 2018 Board meeting with no participants. NPOA will send an email blast out to membership and also post on the website of how to acquire the passcode to be able to participate in the next meeting scheduled for October 6th as a "listen only". NPOA will do a 6 month trial period and then will evaluate participation.

3. A. Approval of the June 23, 2018 NPOA Board Meeting minutes.

A motion was made to approve the minutes from the June 23, 2018 Board of Directors Meeting. Motion was approved unanimously with the addition of a sentence that was missing in the Northstar California section.

4. B. Community Reports

Northstar Community Services District (NCS D):

There was no representative present at the meeting. No news at this time.

Northstar California/Vail Resorts: Nadia Guerriero

Vice President and General Manager, Nadia Guerriero noted that Inxpot in the Village has permanently closed. Yamakai Fish & Sushi has changed its name to The Grille at Sawtooth Ridge with the same operator. In regards to construction in the Village, repair to the waterproof podium deck is taking place which was leaking into the underground parking structure. Also, faulty windows and gutters are being replaced on the Iron Horse South Building. Ms. Guerriero noted that the annual sidewalk and tent sale will be taking place at Heavenly with in store sales at Northstar over Labor Day weekend. The Autumn Food & Wine Festival is scheduled for September 8th and 9th. A new event that Northstar California will be hosting is the dirt demo of the Interbike Trade Show from September 14th – 16th. The

scheduled opening day of winter operations at the resort is November 16, 2018 and closing date on April 14, 2019. Northstar is working on some environmental type upgrades which include eliminating disposable soda cups and plastic bottles, and using washable plate ware. This winter season, Northstar will open up a "Hike & Tube" operation at the Village Overlook which will be open weekends and holidays for a family friendly tubing experience.

North Tahoe Regional Advisory Committee (NTRAC): Submitted by Gene Roeder

Mr. Roeder updated the Board and audience with three items that NTRAC has been discussing:

- Traffic in Kings Beach – Placer County can't restrict traffic from using "The Grid" in Kings Beach. There is heavy traffic during the summer and holiday periods and hopefully drivers obey the speed rules.
- Park Dedication Fees – NTRAC agreed to use the income to redo the bike path from Squaw Valley to Tahoe City.
- Meeting at Northstar – NTRAC has never held a meeting at Northstar. They will be holding their October or November 2018 meeting which is scheduled the second Thursday every month at 6p.m at the Northstar Community Services District (NCSD) Administrative building.

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

Budget & Finance: Submitted by Jim Brigance & Tim Fulton

The Board reviewed and discussed the 2018 July financials. Secretary/Treasurer Brigance noted that the financials are "healthy". Year to date, NPOA is positive of \$167,000 before depreciation. It was highlighted that the new deli operator's revenue through July of this summer season is double of the entire revenue from last year's summer season. NPOA has spent about \$180,000 for capital improvement projects this year and has deferred around \$98,000 to 2019 or future projects. Lastly, Mr. Brigance recommended approval from the Board to leave \$25,000 in the reserve account and not pull it back into the operating account. The Board had approved the transfer at the June 23, 2018 meeting to be confident there was enough of a safeguard in the operating account during the transition of Geoff Stephens' retirement and new General Manager, Tim Fulton. It was noted that NPOA's operating account is very cash positive and the transfer would not be necessary.

A motion was made to leave \$25,000 in the reserve account and not pull it back into the operating account. Motion was approved unanimously.

A motion was made to accept the 2018 July financials. Motion was approved unanimously.

NPOA's new General Manager, Tim Fulton informed the Board that he is in the process of reviewing operating revenue and expenses as well as the replacement reserve schedule projects to provide budgets at the October 6, 2018 Board meeting. It was noted that motions had been made at the last Board meeting for NPOA to begin the Notice of Delinquent Assessments process for three properties. Fortunately, all three properties paid the remaining balance left on their 2018 assessment before filing had started. There is only one property that owes their 2017 and 2018 late fees. The Board directed Mr. Fulton and staff to begin

reviewing the collection assessment policy with NPOA's legal counsel in regards to collecting the late fees.

Design Review: Submitted by Tim Fulton

Mr. Fulton provided a list to the Board of current projects that are currently being reviewed or have been approved by the Design Review Committee (DRC) or in-house by NPOA. Construction activity had picked up this summer.

Variance Request – 2308 Overlook Place

A variance was requested by the owners of 2308 Overlook Place to obtain only a Placer County Grading Permit to begin grading only work on the lot for a new construction project prior to obtaining a Placer County Building Permit. The Board discussed the request and would be willing to grant the variance if the owners would agree to NPOA's terms and conditions, and to provide an additional deposit equivalent to the costs of obtaining a building permit (including all school district and fire department fees), to be kept on file until the building permit is provided. NPOA staff will provide a letter to the owners with the terms and conditions discussed.

A motion was made to approve that grading work for a new construction project can begin on the lot located at 2308 Overlook Place with only a Placer County Grading Permit prior to obtaining a Placer County Building Permit. Motion was approved unanimously subject to a letter provided by NPOA to the owners with the terms and conditions is agreed upon and signed, and all other necessary paperwork and deposits are on file.

Oversight: Submitted by Tim Fulton

Ski Trails Crescent/Conservation Easement:

Mr. Fulton informed the Board and audience that Mountainside Partners did not record the conservation easement by the June 30, 2018 deadline previously requested by NPOA due to the impending sale of the Mountainside Partner's assets. There have been multiple personnel changes after this transaction and it will take time for all involved to review the easement documents before any recordation can take place.

The Retreat EVA Gate: Submitted by Mike Plishner

Mr. Plishner updated the Board and audience that during the first week of July 2018, the trial judge entered a decision on the 1st phase claims of the ongoing litigation made by the Martis Camp Homeowner's Association and three of its members in regards to The Retreat Emergency Vehicle Access Gate (EVA). The judge's ruling was in favor of The Retreat and a notice of appeal was recently filed by the Martis Camp HOA and three of its members. A date has not been set for the 2nd phase of the litigation which is the Abutter's Right Claim which could only be made by the Martis Camp Homeowners Association and not by its individual homeowners.

Martis Valley Trail: Submitted by Brian West

Mr. West noted that there is no update of the Martis Valley Trail. On-going discussions continue to take place with NCSA, the Army Corps of Engineers, and the Washoe Tribe.

Director, Sue Cordonnier requested the Board speak with Northstar/Vail about looking into possibly posting signs outside of the NPOA parking lot exit gates in regards for drivers to watch out for speeding bicyclists.

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

Bank Signature Cards:

The Board discussed and reviewed with NPOA the process of bank signature cards for U.S. Bank, Bank of the West, and Plumas Bank. Currently, Board members and NPOA staff, Tim Fulton and Nancy Barna have check signing authority. After discussing, NPOA staff and the Board came to an agreement that at this time, only Tim Fulton and Nancy Barna of NPOA, and one Board Director and the Secretary/Treasurer would have signing authority. NPOA staff can monitor and can add additional Board members to the bank signature cards if necessary. Another item that was discussed was to look into transferring all of NPOA's separate accounts to only one bank, U.S. Bank which has been easy to work with including the bank signature card process. NPOA staff will bring the proposal items discussed back to the Board for approval at a future Board meeting.

New Project Approvals: Submitted by Tim Fulton

Mr. Fulton recommended approval from the Board of the proposed projects as follows:

- The proposed bid from Truckee River Tub not to exceed \$3,000 to install water meters for the Main Pool and the Kiddie Pool/Splash Pad to monitor water usage and to detect leaks, and the proposed bid not to exceed \$5,000 for a piping overhaul of the same pools. The Board had no objection to the recommendation but directed Mr. Fulton to first discuss with NCS D their experience with such water meters and discuss with Truckee River Tub the piping overhaul. The proposals will be brought back to the Board at a future meeting.
- The proposed bid from Truckee River Tub for material cost of \$8,315 for the replacement of pool railings. This project is on the reserve schedule for \$11,135 in 2018 but it was noted by Mr. Fulton that Toot from Truckee River Tub would like to discuss with Placer County Health and Environmental Safety to confirm if the pool railings need to be replaced at this time due to any updated codes. The Board will postpone the motion until they review Placer County's position at a future meeting.
- The proposed bid from Truckee River Tub not to exceed \$3,500 to replace all the pool and hot tub drain inlets. This project was listed in the Reserve Study for \$10,210 for replacement in 2018. The timing of the replacement would occur the same time when the Main Pool was drained for the tile and coping project in September. The Lap Pool inlet project will occur over the clean week from October 22nd to 25th.

A motion was made to approve the replacement of all pool and hot tub drain inlets by Truckee River Tub. Motion was approved unanimously but the Board agreed that the cost not exceed \$5,000.

Operating Budget 2019 Initial Draft: Submitted by Tim Fulton & Jim Brigance

Mr. Fulton provided the Board with the latest Operating Budget 2019 Draft to review. It was noted that the Budget Committee has met several times with Mr. Fulton and is making any further adjustments. Secretary/Treasurer Brigance noted that NPOA is on target for another balanced budget.

Replacement Reserve Budget 2019 Initial Draft: Submitted by Tim Fulton & Jim Brigrance Mr. Fulton also provided the Board with the latest Replacement Reserve Budget 2019 Draft to review. Secretary/Treasurer Brigrance noted that the reserve fund is around \$2.2 million and capital improvement projects are staying consistent in the range of about \$250,000 annually for the next three years. In 2023, there is some large capital improvement projects scheduled which could total around \$600,000. The Board and Mr. Fulton continue to monitor and to discuss annual assessments, as increases are a possibility in the future. The final approval of the Replacement Reserve Budget will be made at the October meeting.

Discussion re: Officer Positions:

The Board and NPOA staff reviewed and discussed the process of electing Board officers which is usually done at the October meeting. President West and Secretary/Treasurer Brigrance will be leaving the Board after the Annual Membership meeting on Saturday, September 1, 2018 after both serving 6 years. It was noted that the Association can't operate bank transactions with a vacant Secretary/Treasurer position.

Motions were made that after the Saturday, September 1, 2018 Annual Membership Meeting and subject to that current Director, Sue Cordonnier being re-elected, the interim officer positions are as follows until the next Board meeting scheduled for Saturday, October 6, 2018 when the usual nomination process occurs:

- **NPOA Board President – Mike Plishner**
- **NPOA Vice President – John Bowe**
- **NPOA Secretary/Treasurer – Sue Cordonnier**

Motions were approved unanimously.

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

Reserve/Operating Project Updates:

Mr. Fulton informed the Board of project updates which included:

- Cassidy Coatings sealed the Splash Pad this spring 2018 but chipping and cracking has occurred. They will be out after Labor Day weekend to perform warranty work.
- No update on the ADA access ramp.
- Internet Upgrade – Fiber installation to begin fall 2018. The work will be done in-house.
- Mr. Fulton recommended approval from the Board to approve the additional bid not to exceed \$4,000 from TNT Custom Tile to replace all 27 coping stones for the Adult Covered Hot Tub in addition to previously approved amount of \$1,050 to replace only 7 stones.

A motion was made to approve the additional bid not to exceed \$4,000 from TNT Custom Tile to replace all 27 coping stones for the Adult Covered Hot Tub in addition to the pre-approved amount of \$1,050 to replace only 7 stones. Motion was approved unanimously to modify the agreement.

Conservation Easement Update:

Item was discussed in the Oversight Section of the Committee Reports.

NPOA/NCSD Dumpster Agreement – Revised Draft:

Mr. Fulton recommended approval from the Board of the revised written agreement for the NPOA/NCSD Dumpster Site. There were small updates made by both parties to the site access and card distribution section.

A motion was made to approve the revised written agreement for the NPOA/NCSD Dumpster Site. Motion was approved unanimously.

The Board discussed a few written requests from rental companies to have dumpster access cards so as not to make extra trips back to every rental property, especially during the winter season. Further discussions will take place at the October 6, 2018 meeting about which outside entities would be eligible to receive access cards including signing an agreement to abide by the rules.

NPOA Dumpster Site Gate Contribution:

As discussed at the June 23rd meeting, the Board discussed NPOA's responsibility to provide software to the new dumpster site Gate location and the estimated cost. The initial cost was \$16,550. Mr. Fulton noted a motion was not made but the work conducted, and we have received the invoice from OSSI for \$16,700 (including a monitor added after June 23rd meeting).

A motion was made to final approve the invoice cost from OSSI of \$16,700 for the dumpster site gate installation including a monitor purchase. Motion was approved unanimously.

Street Signs:

Mr. Fulton updated the Board that replacement letters for the Northstar subdivision street signs were ordered and work will begin this fall. NPOA staff will re-evaluate the letters and also the fading red brick background of the signs.

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

Mr. Fulton informed the Board that it was a busy summer including challenging lifeguard staffing issues with time off requests and school schedules. NPOA staff is discussing offering an incentive program to summer staff, especially lifeguards/swim instructors who are able to work the entire summer season. There were also a lot of new design review items that needed to be reviewed in detail including exterior window screening, exterior lights, and the requirements for hot tub screening. NPOA staff is currently reaching out to owners who are not in compliance. Carolyn and Zario of the snack shack have been in initial discussions with Mr. Fulton in regards to possibly renting the kitchen space during the winter season for a separate delivery service. Board members, John Bowe, Mike Plishner, Don Watters, and Brian West have agreed to open up the Annual Membership meeting for the counting of the Board election ballots on Saturday, September 1, 2018 at 10a.m. In regards to the Liberty Utilities planned power outage from October 1st to October 5th which will impact Basque Dr. and adjacent site streets, NPOA will be sending an email blast out to membership and was also directed by the Board to mail the notices to all affected homeowners. The outage will also be mentioned at the Annual Membership meeting. Recreation usage from January 1st to August 27th of this year is 60,837, compared to 63,665 in 2017, and 45,616 in 2016. From May 26th to August 27th, the usage from the past three years has been pretty consistent around 43,500. Lastly, Jerusha Hall from Northstar California wanted membership to know to

contact the resort if anyone is interested in renting their house during the summer and winter seasons. There has been a shortage of staff due in part to the lack of affordable housing.

9. G. Copies of Correspondence

The Board reviewed copies of correspondence received by NPOA since the last Board meeting.

10. Directors Comments:

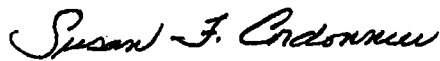
President West informed the Board and audience that bears are multiplying rapidly around the Northstar and surrounding Tahoe communities, and are becoming more habitant to occupied residences. The Board will discuss at the next meeting of how to be more educated and possibly of how to be more involved with this issue. Lastly, this will be the last Board meeting for President West and Secretary/Treasurer Brigance and they were thanked by their fellow Board members. Their service and dedication has been much appreciated.

11. Next Board of Directors Meeting Date – Saturday, October 6, 2018 at 9a.m. at the NPOA Adult Center.

12. Adjournment

A motion was made to adjourn the regular session of the NPOA Board Meeting at 3:58p.m. Motion carried unanimously.

For NORTHSTAR PROPERTY OWNERS ASSOCIATION,



Sue Cordonnier
Secretary/Treasurer, NPOA Board of Directors