

**The Martis Camp Community Association  
First Quarter Board Meeting Minutes**

Thursday, February 4, 2016 @ 9:00 a.m.  
Location: 7901 Fleur Du Lac Drive, Truckee, CA 96161

**Attendees:** Board Directors: William Beaty, Tom Bernthal, Sherry Conrads @ 9:19am, Jeff Van Harte (via phone), Larry Kelly (via phone @ 9:31am). Staff: Carla Yeager (arrived at 11:04 am), Scott Bower, Chris Hoschak, Keith Franke (exited at 10:30am), Kelly Turner, Stephanie Murphy and Kristine Ebner (arrived at 11:04 am) Gus Jones (arrived 11:30 am). Council: Brian Hanley.

	<u>Description</u>	<u>Notes</u>	<u>Board Action</u>
1	Call to Order	The meeting was called to order at 9:00 am. The Board reviewed the below minutes: • October 8, 2015 fourth quarter meeting. • December 3, 2015 Executive meeting. • January 8, 2016 Executive meeting.	<ul style="list-style-type: none"> <li>• October 8, 2015 4th quarter meeting minutes unanimously approved.</li> <li>• December 3, 2015 Executive meeting minutes unanimously approved.</li> <li>• January 8, 2016 Executive meeting minutes unanimously approved.</li> </ul>
2	Member Comment	No member comment	None
3	General Managers Report		
	A. Future Quarterly Meeting dates and times	A. The Board was presented with the following dates that were proposed at the December 3, 2015 meeting and it was decided that new dates needed to be set. Tom Bernthal volunteered to gather dates that could work for all Board members. The meeting dates now have been set as March 25, 2016 @ 8:00 am (2nd Quarter) and July 8, 2016 @ 8:00 am (3rd Quarter).	Tom Bernthal to validate dates that will work for all Board Members.
	B. CC&R's and Bylaws update	B. Scott updated the Board on the cost of updating the CC&R's to eliminate the Developer language. It would cost around \$10,000.	The Board decided to not incur the cost of eliminating the Developer language at this time.
	C. Roads/Landscape - Snow Removal, 2016 replacement reserve roadwork	C. Scott updated the Board about the snow removal cost as of January 2016. He also mentioned that the roads will need repair this spring and summer due to the snow accumulations thus far.	None

	D. Surrounding Areas - Forest management plans	D. Scott updated the Board about the Forest Service and their plans to do fuel management on the forest land that borders the west side of Martis Camp property.	None
4	Design Review		
	A. Architectural Submittal update	A. Keith reported that there are were 100 homes under construction in 2015. There were also 293 homes completed and 190 in design review.	None
	B. Lot 56 Notice	B. Kelly updated the Board regarding the fine notice of non-compliance. The Board voted for Keith to write another letter tying to resolve the non-compliance issue and if a mutual agreement can not be meet then Scott will contact the owner by letter and if a suitable outcome can not be met by both the owner the Architectural Review department then a hearing date will be set.	Unanimously approved
	C. Lot 160 Update	C. It was suggested by Scott that the board release the deposit that belongs to the old owner. The Board voted for Scott to write a letter to the old owner notifying him of the release of funds.	Unanimously approved
5	Safety & Security		
	A. Transponder Update	A. Chris reported that the new transponders are still working great and that he is still collecting the old transponders. He will continue to collect the old transponder and issue the new transponders to those with the old transponders.	None
	B. Member and Gate usage and tracking update	B. Chris presented the total for the East Gate for the month of December 2015.	None
	C. Speeding Tickets	C. Chris reported that he is still issuing a warning to members to those that he is catching speeding on property. It was suggested by the board that they get a speeding sign that records speeder. Scott will come up with a plan that includes a recommendation for excess speeding and present it to the Board at the next meeting.	Board to review at the next meeting scheduled on March 25, 2016.
	D. Traffic Assistance at Lookout Lodge	D. Chris reported that he and his staff have been helping at the Lookout Lodge and it is going well.	None

	E. Staffing Update	E. Chris reported that he had been interviewing for a new staff member that he is in need of but has not yet found a person that will fit in. He also mentioned that he may need more staff to fulfill the House Watch and Alarm Monitoring program as it progresses. This will create some data to show for the need of more staff to satisfy the program. He will send to the Board 10 days before the 3rd Quarter meeting scheduled for March 25, 2016.	Board to review prior to 2nd Quarter meeting scheduled on March 25, 2016.
6	<p>Budget</p> <p>A. Monthly Financials overview as of December 31, 2015</p> <p>B. Aged Receivables</p> <p>C. Delinquent members</p> <p>D. MCCA Investment Policy Statement</p>	<p>A. Carla presented the Summary income statement as of December 31, 2015. It was suggested that she present the monthly statements to Jeff Van Harte every month. She will also add a column on her Summary income statement for the quarterly numbers for all future Board meetings. Carla &amp; Jeff will present this to the Board for review 10 days before the next Board meeting which is set for March 25, 2016 @ 8:00 am.</p> <p>B. Carla reported on the aged receivables and noted that all of the Community Association members are current.</p> <p>C. Carla reported there are no members that are behind more than a month at this time.</p> <p>D. The Board voted on the new investment policy. Brian Hanley to review the 2nd draft that was approved. It was unanimously approved by the Board.</p>	<p>Board to review prior to 2nd Quarter meeting scheduled on March 25, 2016.</p> <p>None</p> <p>None</p> <p>Unanimously approved</p>
7	<p>Discussion / Business Items</p> <p>A. MCCA Board Strategic Direction Statement</p> <p>B. Operating Rule Concerning East Gate - Continuance</p>	<p>A. The Board decided to postpone the discussion on the MCCA Board Strategic Direction Statement until the 2nd Board of Directors meeting.</p> <p>B. The Board Voted to extend the Operating Rule for the full six months as mentioned in the Operating Rule Concerning Operation and Access Through East Gate. Tom volunteered to help script a form to solicit feed back form the members.</p>	<p>Board to review at the next meeting scheduled on March 25, 2016.</p> <p>Unanimously approved</p>

C. Gatehouse Package Holding Fee	C. Chris reported that the Gatehouse staff is focusing on House Watch mostly, not patrol, due to the House Watch and Package demands during the month of December. This is now tracking the P & L House Watch specifically. Chris and Scott will present the new analysis and proposal to the Board 10 days before the next Board meeting. Chris also noted that although the Board approved fee have not been charged.	Board to review prior to 2nd Quarter meeting scheduled on March 25, 2016.
D. Design Review Fee Increase	D. Keith presented the new (version 2) Design Review Fee Increase sheet which allocated a portion of the deposit for the construction phase. Within that change there is a slight deposit refund increase for those that finish their home in a year. This new fee schedule will also allocate the deposits over two years. The Increase will start on May 1st for those that are starting the Design process only. Tom suggested that landscaping and changes to a completed home be increased. Kelly Turner will track the type of services and fees for the Board to review and also project this over a number of years not just the next two years. Scott will forward Kelly's recommendation to the Board members 10 days before the next Board meeting for review and comments so that the Board can make a decision at the next Board meeting.	Board to review prior to 2nd Quarter meeting scheduled on March 25, 2016.
E. Data Base Privacy	E. It was discussed by Bill about the sharing of our Community Association members. Brain Hanly will draft a Opt in form so that we have authorization to share information to other members that request it.	Board to review prior to 2nd Quarter meeting scheduled on March 25, 2016.
F. Low Speed Vehicles	F. The Board talked a about the use of Low Speed Vehicles and the use of Golf carts on the Community Association Roads. The discussion was about the drivers age of the Cart. It was decided that Scott Bower and Brain Hanley will work on the verbiage of Low Speed Vehicle and golf cart use on the Community Association Roads. This will be sent to the Board members for review 10 days before the next 3rd Quarter meeting scheduled for March 25, 2016.	Board to review prior to 2nd Quarter meeting scheduled on March 25, 2016.

	G. Shuttle Operations Update	G. Scott and Gus reported that the Shuttle program is well received by the Members. It was discussed by the Board that it would be nice to know the exact cost of running the shuttle program. Scott and Gus will get a budget to the board to for discussion 10 days before the next board meeting scheduled on March 25, 2016.	Board to review budget prior 2nd Quarter meeting scheduled on March 25, 2016.
	H. Smoking discussion	H. Time did not allow for the discussion of Smoking on the Community grounds. This will be added to the agenda for the Third Quarter meeting.	
8	Adjourn	The meeting was adjourned at 1:30pm	