Martis Camp Community Association Fourth Quarter Board Meeting Minutes Friday, October 28, 2016 8:00 a.m. Location: 7901 Fleur du Lac Drive, Truckee, CA 96161

Attendees: Board of Directors: William Beaty, Jeff VanHarte, Tom Bernthal, Sherry Conrads, Larry Kelley (via telephone). Staff: Chris Hoschak, Scott Bower, Kelly Turner, Kristine Ebner, Julie Akers. Counsel: Brain Hanley

	Description	Notes	Board Action
1	Call to Order	The meeting was called to order at 8:00 a.m. The Board reviewed the minutes from the following	
		 meeting minutes: 3rd Quarter Meeting held July 5, 2016 Executive Meeting held July 5, 2016 Executive Meeting held August 25, 2016 Executive Meeting held September 6, 2016 Executive Meeting held September 14, 2016 Executive Meeting held October 19, 2016 	Unanimously approved all minutes from all meetings
2	Member Comment	No member comment	None
3	General Manager's Report	 Scott reported the following to the Board members: It was a very successful season for the Club and Community Association. Fire awareness and smoking policies were established early in the season. Scott received positive feedback from the community on the large fire sign at the Gatehouse and the red flags throughout the community. The Architectural Design Review team is also adding established smoking policies to the Design Review Handbook for construction companies to adhere to at the construction sites. Scott also reiterated the importance of remaining vigilant in continuing to educate members and guests on fire awareness and smoking when fire danger is eminent. Scott reported on the progress that is being made with adhering to the guidelines of driving low-speed vehicles within the community and restricting under age children from driving these vehicles. Scott will continue to work with the sales team in educating new homeowners about low-speed vehicles and street-legal guidelines. Scott reported on Roads and Landscaping. Many repairs have been made to all the roads. 	

			October 28, 2016
	Roads and Landscaping continued	 All repairs to roundabouts are complete. Slurry has been completed on scheduled roads. Scott stated that there has been quite a bit of attention paid to the storm drains. With the extensive construction of new homes, it is important to maintain storm drains, especially for winter snow removal and water runoff. Scott also discussed the importance and benefits of scraping snow versus blowing snow for snow removal, especially with more homes being built in the community which limits the ability for excess snow storage. Scott will continue to look at ways to educate community members and guests in order to reinforce safety, security and fire awareness. The Board suggested using different methods of media to educate existing homeowners and new homeowners on the highest concerns as it relates to safety, security and critical guidelines. 	Follow up with different methods of educating homeowners on safety, security and critical guidelines.
4	Safety and Security Director's Report	 Chris commented on the software his security team has been using since March. He stated that this software is setting the standard for communities nationwide. He will begin utilizing the software for the house watch program in November. Statistics have been kept since March of 2016 and will be updated regularly. Chris stated that home openings and closings are the most labor-intensive. The board suggested looking at ways to make all costs fair and reasonable for everyone. Chris has done and will continue to do cost-effective analysis which supports adding staff. The board requested a true P&L on house watch and alarm monitoring programs to verify the revenues are comparable to the costs. 	Requested a true P&L on house watch and alarm monitoring programs. Ture P&L will be available by
	A. 2016 Overview and Update, Wildlife and Traffic Control	 A. Chris reported on a fairly quiet season regarding wildlife. There was only one burglary from a furry animal - a bear. This occurred one day before this meeting. Chris reported on traffic control: 147 vehicles were stopped for speeding. Ticketed 27 and gave verbal warning to 120. 40% of those were contractors, 40% members and 20% guests. No members were given fines. 62 parking violations 57 parking violations in front of fire hydrants Chris reported the decrease in speeding in the community. This is attributed to the added speed bumps and the ongoing education being addressed to the members from his security team. 	December 15, 2016.
	B. Staffing Update	B. Chris informed the board he has raised the standards and expectations of his team.The Board applauded Chris on his team and expressed the importance and value of keeping long-term employees.	

			Preliminary October 28, 2016
		Scott agreed, "Chris' team is doing an outstanding job."	
5	Architectural Review Director's Report	 Kelly's update on homes at Martis Camp: 77 homes in design 113 homes under construction 331 homes have been completed 52 starts, in addition to 2 main homes and 2 major additions. Kelly also commented on construction crews that were complying voluntarily with the smoking policy. Kelly discussed the importance of having appropriate staffing to review landscaping and construction oversight due to the start of 30 new homes already queue for next season. 	Unanimously
	A. Architectural Fee Increase Approval	A. Tom Bernthal motioned and Sherry Conrads seconded the motion to increase the architectural/design review fees.	Approved design review fees
6	Budget A. Aged Receivables – Delinquent Members	 Kristine reported the monthly financials for the community having a positive net income. The board queried as to any other big numbers that might arise. Kristine suggested increases due to security, snow removal and legal fees. The Board expressed options for budgeting due to future legal fees whether it's raising the quarterly homeowner's fees or requesting a special assessment. It was discussed to be prudent and conservative. A. Kristine advised the board of the delinquent fees. The board motioned to proceed with the policy that is in place for Pre-lien action. Scott ensured the board that payment would be received in a few days for the one delinquent member. Tom Bernthal motioned to proceed with pre-lien action and Jeff VanHarte seconded the motion. 	Unanimously Approved
		• Bill Beaty motioned to wait two weeks to start pre-lien proceedings and Tom Bernthal seconded the motion.	Unanimously Approved
7	Discussion/Business Items A. 2017 Budget Discussion/Approval	 A. 2017 Budget Discussion/Approval The Board expressed options for budgeting due to future legal fees whether it's raising the quarterly homeowner's fees or requesting a special assessment. 	

			Preliminary October 28, 2016
		 It was discussed to be prudent and conservative. Brian stated thirty days are needed prior to the fiscal year for the increase in quarterly dues. Tom Bernthal motioned to increase the quarterly dues to \$900 and Bill Beaty seconded the motion. The Board also agreed to have Jeff approve the budget as the Budget Committee Person once the minor changes are made by Kristine to the preliminary 2017 budget. 	Unanimously approved to increase quarterly dues to \$900 for 2017. Jeff to approve 2017 budget on behalf of the board.
	B. East Gate Update C. Conflict of Interest	 B. East Gate Update The Board discussed options as it relates to the East Gate. Scott informed the Board that the Club is planning on Shuttles for the upcoming season via either the Mill Site Road or Highway 267. C. Conflict of Interest The board discussed and motioned to have a Conflict of Interest Policy in place for the Martis Camp Community Association. Jeff VanHarte motioned to adapt and approve the draft of the Conflict of Interest policy and Bill Beaty seconded the motion. 	All BOD's agreed with the exception of Larry Kelley, who was not on the call at that moment. Conflict of Interest Draft will be completed by next board meeting.
	D. Quarterly Meeting Schedule for 2017	 D. Quarterly Meeting Schedule for 2017 The Board agreed to the First Quarter Meeting date and time. Future Quarterly meetings will be determined. 	Unanimously approved First Quarter Meeting Date
8	Adjournment	The meeting was adjourned at 10:30 a.m.	