



Bear Valley Springs Association Board of Directors  
Regular Monthly Meeting  
Tuesday, November 15, 2016 at 6:00 PM  
Oak Branch Saloon

Open to All  
Members

**MINUTES**

**A. ANNOUNCEMENTS –**

1. **Call to Order – Pledge of Allegiance @ 6:00 PM** by President Todd Lander
2. **Roll Call –**
  - | **Present:** President Todd Lander, Vice President Larry Thompson, Treasurer Rebecca Hewett and Director Julia Stavlo
  - | **Board Absent:** Director Jim Panek
  - | **Staff Present:** General Manager Cheramy Krueger, Board Secretary Kathleen Chattin, Project Manager Debbie Shryock, Recreation Manager Debbie Papac and Finance Manager Wesley Shryock
3. **Declaration of Intent to Tape the Meeting –** Read into the record by President Lander.
4. **Board Comments & Announcements -** None

**B. ADMINISTRATIVE & PROCEDURAL MATTERS / CORRESPONDENCE**

<u>Item #</u>	<u>Item</u>
17-133	<b>Approval of the Agenda</b> November 15, 2016 Regular Meeting Agenda <b>MOTION</b> by LT to approve the November 15, 2016 Regular Meeting Agenda as presented. 2 <sup>nd</sup> by RH <b>Motion approved without objection 4-0.</b>
17-134	<b>Approval of Minutes</b> October 18, 2016 Regular Meeting Minutes <b>MOTION</b> by RH to approve the October 18, 2016 Regular Meeting Minutes as presented. 2 <sup>nd</sup> by LT <b>Motion approved without objection 4-0.</b>
17-135	<b>Reading of the Executive Session Reports –</b> read into the record by President Lander. <ul style="list-style-type: none"><li>▪ Special Meeting 10/18/16</li><li>▪ Regular Meeting 10/24/16</li></ul>
17-136	<b>Receive and File Various Committee Reports</b> <ul style="list-style-type: none"><li>▪ Golf Advisory Committee – 10/04/16</li><li>▪ Equestrian Advisory Committee – 10/03/16</li><li>▪ Recreation Advisory Committee – 10/12/16</li><li>▪ Food Service Advisory Committee – 10/06/16</li><li>▪ Rules Advisory Committee – 10/04/16</li><li>▪ Finance Advisory Committee – 09/28/16</li></ul> <b>MOTION</b> by LT to receive and file the various committee reports as presented. 2 <sup>nd</sup> by RH <b>Discussion:</b> TL asked that KC list the committee recommendations for presentation to the Board at the Regular Open Board Meetings. <b>Motion approved without objection 4-0.</b>
17-137	<b>Treasurer’s Report –</b> Presented by Treasurer Rebecca Hewett

**C. GENERAL MANAGER**

<u>Item #</u>	<u>Item</u>
<b>17-138</b>	<b>Controller’s Report</b> Presented by Finance Manager Wesley Shryock.
<b>17-139</b>	<b>Amenity Highlights and Challenges</b> Presented by General Manager Cheramy Krueger.

**D. MEMBER COMMENTS**

Jerry Pittenger – 3461-438 – Dead and Dying Trees in BVS (Oaks and Pines) statement read into the record.

**E. CONSENT CALENDAR – 5 items**

<b>17-140</b>	2016-2017 Board of Directors Board Meeting Schedule
<b>17-141</b>	BVSA Follow Up Items list
<b>17-142</b>	Approval to Post Proposed Changes in BVSA Rules Article 3, Section 307, Guest Passes Subsections (a), (d)(4), and (c)(2) Grandchild Passes
<b>17-143</b>	Approval to Post Proposed Changes in BVSA Rules Article 10, Sections 1000, 1003 and 1004
<b>17-144</b>	Approval to Post Proposed Changes in BVSA Rules Article 14, Whiting Center, Section 1401, General, Subsection (c)
	<b>MOTION</b> by LT to accept and approve the Consent Calendar items as presented. 2 <sup>nd</sup> by RH <b>Motion approved without objection 4-0.</b>

**F. BOARD BUSINESS ACTION ITEMS – 21 items**

<u>Item #</u>	<u>Item</u>
<b>17-145</b>	<b>Discussion: Review 2016-2017 Reserve Item List</b> CK stated that this is a follow-up item from last month’s meeting. The Finance Manager, Project Manager and Asset Administrator have met with all of the Department Managers and are reviewing and updating the changes.
<b>17-146</b>	<b>Discussion: Reed and Cattail Abatement Cub and Four Island Lakes</b> CK stated that this is also a follow-up item from last month. She presented the areas of reed removal and habitat protection which will be published in the eBuzz. BVS has not received final authority from Fish & Wildlife and she is working diligently with the BVCS D to get the approval as quickly as possible.
<b>17-147</b>	<b>Discussion: Oak Canyon Trail Renovation Project</b> CK stated that this is also a follow-up item from last month. The renovation is scheduled to start in early spring.
<b>17-148</b>	<b>Discussion: Range Fire Investigation</b> CK stated that the BVCS D and BVSA are still waiting for the Cal Fire investigation results to be published.
<b>17-149</b>	<b>Discussion: Capital Improvement Fund – Legal Opinion</b> CK stated that in the May 2016 Supplemental Disclosure it was reported that a Capital Budget of \$69,240 was assessed. Gen Wangler, BVSA Legal Counsel, recommended by legal opinion that the funding be returned to the members as an offset to the amenity fees for the next FY. TL explained the process and advice that was given when the budget was approved and thanked CK for investigating the Capital Budget issue.

<p><b>17-150</b></p>	<p><b>Discussion and Approval: Changes to the MCDB</b>  <b>MOTION</b> by LT to approve the changes to the MCDB.                  2<sup>nd</sup> by RH                  Discussion: DS explained the MCDB changes which were approved by the Finance Advisory Committee and presented to the Board for approval.  <b>Motion approved without objection 4-0.</b></p>
<p><b>17-151</b></p>	<p><b>Discussion: Scope of Work/Request for Proposal Inspector of Election, Annual BVSA Election 2017</b>                  CK presented the Scope of Work and RFP.</p>
<p><b>17-152</b></p>	<p><b>Discussion: 2017 Board Advisory Committee Request for Members – Guidance Memos and Annual Committee Membership Lists</b>                  KC explained the process.</p>
<p><b>17-153</b></p>	<p><b>Discussion and Approval: Funding Approval for Oak Canyon Trail Environmental Services for Permit and Survey</b>                  CK presented the invoices that were received for the hydrology and for the permit and survey.  <b>MOTION</b> by JS to approve Board Contingency funds for payment of the environmental services of \$1082.50 for MH Wolfe &amp; Associates Environmental.                  2<sup>nd</sup> by LT  <b>Motion approved without objection 4-0.</b>  <b>MOTION</b> by LT to approve Board Contingency funds for payment of \$3000 for the survey by Jason E. VanCurrent, PLS.                  2<sup>nd</sup> by RH  <b>Motion approved without objection 4-0.</b></p>
<p><b>17-154</b></p>	<p><b>Discussion and Approval: Reserve CER for Interior Paint – OTCC Banquet Room</b>                  DS presented the CER.  <b>MOTION</b> by LT to approve the staff recommendation of Alternative Three, Adam Knowles Painting, of \$5,994 to be funded from the Reserve Fund.                  2<sup>nd</sup> by RH                  Discussion: JS asked what the paint colors for the reception area will be and DS responded that it will be off white and gray tones.  <b>Motion approved without objection 4-0.</b></p>
<p><b>17-155</b></p>	<p><b>Discussion and Approval: Reserve CER for Slope Maintenance &amp; Sidewalk R&amp;R – Whiting Center</b>                  DS presented the CER.  <b>MOTION</b> by LT to approve Alternative One, MG Concrete for \$7,609 plus a 10% contingency fee of \$760.90 for a total price of \$8,369.90 from the Reserve Fund.                  2<sup>nd</sup> by RH  <b>Motion approved without objection 4-0.</b></p>
<p><b>17-156</b></p>	<p><b>Discussion and Approval: Reserve CER for Community Tree Allowance</b>                  DS presented the CER.  <b>MOTION</b> by LT to approve Alternative One, Chriso’s, for payment of \$2,000 to be funded from the Reserve Fund.                  2<sup>nd</sup> by JS  <b>Motion approved without objection 4-0.</b></p>

17-157	<p><b>Discussion and Approval: Reserve CER for Mulligan Room Roof, Flat, Elastomeric Coating</b>                  DS presented the CER.  <b>MOTION</b> by LT to approve the staff recommendation, Alternative One, Fassbender Roofing for \$1200 plus a 10% contingency for a total price of \$1320 to be funded from the Reserve Fund.                  2<sup>nd</sup> by LT  <b>Motion approved without objection 4-0.</b></p>
17-158	<p><b>Discussion and Approval: Reserve CER for OTCC Roof, Flat, Elastomeric Coating</b>                  DS presented the CER.  <b>MOTION</b> by JS to approve the staff recommendation, Alternative One, Fassbender Roofing for \$1,950 plus a 10% contingency fee of \$195 for a total price of \$2,145 to be funded from the Reserve Fund.                  2<sup>nd</sup> by LT  <b>Motion approved without objection 4-0.</b></p>
17-159	<p><b>Discussion and Approval: Reserve CER for Mower, DR Field &amp; Bush Attachments #141</b>                  DS presented the CER.  <b>MOTION</b> by LT to approve Alternative Two, DR Professional Power for a total cost of \$3,912.98 plus a 10% contingency of \$391.30 for a total price of \$4304.28 to be funded from the Reserve Fund.                  2<sup>nd</sup> by RH  <b>Motion approved without objection 4-0.</b></p>
17-160	<p><b>Discussion and Approval: Reserve CER for Stump Grinder</b>                  DS presented the CER.  <b>MOTION</b> by LT to approve Alternative One, Dr. Power Equipment, for \$2,622.98 plus a 10% contingency of \$262.30 for a total price of \$2885.28 to be funded from the Reserve Fund.                  2<sup>nd</sup> by RH  <b>Motion approved without objection 4-0.</b></p>
17-161	<p><b>Discussion: January 2017 Bear Tracks Board Article Due on December 21, 2016</b>                  Julia Stavlo will prepare the board article due on December 21, 2016.</p>
17-162	<p><b>Discussion: BVSA Employee Holiday Party, Tuesday, December 13, 2016</b>                  CK stated that it will be a Casino Night with appetizers and asked for volunteers.</p>
17-163	<p><b>Discussion: Next Scheduled Town Hall Meeting on Tuesday, January 10, 2017 at 6:30 PM, OTCC Reception Room</b>                  The BVSA will lead the Town Hall Meeting – TL and LT will represent the BVSA</p>
17-164	<p><b>Discussion: 2016 Volunteer Appreciation Dinner, January 19, 2017</b>                  TL explained the process of invitations.</p>

**G. SUMMARY OF TODAY’S FOLLOW UPS**

1. KC to list the advisory committee recommendations for presentation to the Board at the Regular Open Board Meetings as Board Business Action Items
2. KC to work with Debbie Shryock and Debbie Papac to purchase the picnic table for the Kawaiisu Preserve.

3. CK to request that the “Challenge the Bear Major Intersection Coverage” be added to the Liaison agenda.

**H. ANNOUNCE UPCOMING MEETINGS AND NOTICES**

**MEETINGS**

- Special Monthly Board Meeting, Monday, November 21, 2016 at 1:00 PM, Oak Branch Saloon (Closed executive session to begin immediately following the Open Meeting)
- BVCSD/BVSA Liaison Meeting, Tuesday, November 22, 2016 at 9:00 AM, BVCSD
- Regular Monthly Board Meeting, Tuesday, December 20, 2016 at 6:00 PM, Oak Branch Saloon (Closed executive session to begin at **2:00** PM prior to the Open Meeting)

**NOTICES**

- Special Executive Session Board Meeting on November 15, 2016 to begin at 1:00 PM Prior to the Open Session where the Board of Directors will conduct Association business that falls within any one of the following categories:
  - Member Discipline/ECC Matters – 3 items
  - Litigation/Legal Matters – None
  - Contracts – None
  - Delinquent Assessments/ECC Discipline – None
  - Personnel Matters – 2 items
  - Compliance Officer Report – None

*Executive Session Board Meetings are confidential and therefore **CLOSED** to the membership.*

**I. ADJOURN REGULAR MONTHLY MEETING @ 7:51 PM**

**BOARD APPROVAL:**

December 20, 2016

Date

*Kathleen Chattin*

Kathleen Chattin – Secretary  
Bear Valley Springs Association