

## Meeting of the Board of Directors of the Rocky Ridge Properties Owners' Association

Meeting Date: November 21, 2022 at 1:30 pm

Meeting Location: Rocky Ridge Beach Clubhouse

## Meeting Minutes

**Advance Notice of Meeting.** Cirra Mason (the Association's bookkeeper) provided notice to homeowners of the Board meetings in accordance with the requirements of the Association's Bylaws. The means of notice included (i) emails of the notice and agenda to each member; (ii) mailing of the notice and agenda to members that do not accept email notices; (iii) posting of the notice and agenda on the website; and (iv) posting of the notice and agenda on the bulletin board at the Rocky Ridge entrance gate.

**Attendance and Quorum:** Board members Steve Dohrmann, Laura Bertone, Bob Schuchardt, Frank Pagliaro, Matt Howarth and Bruce Shepherd attended the meeting. A quorum thus was present throughout the meeting. Homeowners Jim Rehkopf and Ron Janes also joined the meeting. Curt Sproul did not attend the meeting

President Dohrmann called the board meeting to order at 1:37 pm; the board meeting adjourned at 2:52 pm.

**1. Approval of Minutes.** Laura moved that the Board approve the draft minutes of the September 3, 2022 board and homeowner meetings, both of which previously had been circulated to the board members. Bob provided a second and the board voted unanimously to approve the minutes. [The minutes of the homeowner meeting remain subject to approval of the members during the September 2023 board meeting.]

**2. Property Managers Report:** Yates reported that:

- (i) 90 townhouse owners have elected to install an electronic bear mat, and that only 3 townhouse owners have elected to not install the mat. The others are still deciding. Yates is in the process of installing all of the requested bear mats. Although bears have been quite visible at Rocky Ridge this Fall there have been no bear break-ins.
- (ii) Unit 90 is in the midst of an interior renovation (Yates did not anticipate that the renovation would involve changes requiring approval by the board of directors)

**3. Approval of alteration for exterior storage area for unit 115.** The board considered a proposed renovation to the outside storage area for unit 115, and the board found that:

- (i) The plans and specifications submitted to the Board with respect to the alterations conform in all material respects with the CC&Rs and any pertinent Architectural Review Guidelines that are in effect with respect to the greater Rocky Ridge Development; The approved alterations will be in harmony in all material respects with the external design of other structures and/or landscaping within the greater Rocky Ridge Development;
- (iii) The approved alterations will not, as a result of their appearance, location or anticipated use, interfere with the reasonable enjoyment of any other Owner of his or her property, or of any other Owner's reasonable enjoyment of the Common Areas and Common Facilities; and
- (iv) The approved alterations approved will be consistent in all material respects with the architectural and aesthetic standards prevailing within the greater Rocky Ridge Development and with the overall plan and scheme of development within the greater Rocky Ridge Development.

The board approved the proposed renovation, subject to the renovation being implemented in a manner consistent with the materials submitted by the owner (and circulated as part of the agenda) and any plan revisions approved by Yates.

In reaching the above findings, the Board assumed that the owner of Unit 115 will comply with the substantive requirements and conditions to this approval, and by proceeding with the installation of the alterations, the Owner shall be deemed to have agreed to so comply.

On the basis of these findings and assumptions, Bruce moved that the board approve the proposed alterations through issuance of a letter in the form attached to these minutes as attachment 1, and Frank provided a second. The Board unanimously adopted the motion.

**4. Consideration of Association 2023 Budget.** Laura proposed a budget for the Association in the form attached to these minutes as attachment 2. Laura noted that property damage insurance premiums are expected to continue to increase at a meteoric rate; out insurance consultant projected an increase of perhaps up to 30%. In order to provide the Association with resources to cover the anticipated premiums, Laura moved that the board increase the annual assessment to up to \$5,000/quarter. Matt seconded the motion, and the board approved the increase in the assessment, provided that the board also authorized Laura to study the budget further to determine if a lesser assessment increase might be *viable* (with the stipulation that the board may adjust the assessment further in May when the actual premiums for fire insurance coverage, for the period after May 15, will be known with specificity). The board unanimously approved the motion. [Subsequent to the meeting, Laura reported that for the time being, the Association can get by with a lesser increase in the quarterly assessment to \$4,625, subject to further scrutiny in May of 2023. Given the authority granted in the November 21 meeting, the Association will proceed with the quarterly assessment of \$4,625, subject to further review in May of 2023.]

**5. Consideration of Recent Parking of Campers and Other Large Vehicles at Rocky Ridge in Violation of Applicable Restrictions.** The board *discussed* the recent discovery that several large vehicles were parked at Rocky Ridge after the recent Burning Man event. The users of the vehicles washed off their vehicles (leaving residue in the parking areas and surrounding landscaping), emptied a significant amount of trash into Rocky Ridge trash receptacles (thereby over burdening the receptacles) and hung laundry from both vehicles and Rocky Ridge units. The board noted that such use of the Rocky Ridge parking areas (and townhouse units) violates the CC&R's and/or the operating rules. Frank agreed to prepare a notice that can be included in an upcoming newsletter so as to remind owners of the pertinent restrictions and, further, to remind owners that they are responsible for assuring that their guests and tenants comply with all applicable restrictions. The board also considered whether specific notices should be posted at the property in advance of next year's Burning Man event.

**6. Consideration of Restrictions upon Firewood Storage.** The board considered a recent practice of local governmental authorities to require coverage of firewood with fire retardant tarp covers. The board also noted that the fire authorities have made confirmation of the utilization of such covers a condition to townhouse transfers. Frank agreed to draft a notice to homeowners to include in an upcoming newsletter so as to bring this evolving requirement to their attention.

**7. Discussion of Management Roles, Responsibilities and Compensation.** The board discussed potential changes to the managerial responsibilities of certain employees at Rocky Ridge. The board determined to proceed with the following structural changes:

(i) A special Committee consisting of Steve, Bob and Laura proposed certain adjustments (including agreeing to reduce Yates to a part time status in 2023, and elevating Buster to director of our Property Management team, commencing in 2023). Upon a motion from Laura, seconded by Bob, the board approved these changes (together with certain adjustments in the respective compensation packages for these individuals).

(ii) By unanimous vote, the board elected the following roster of officers for the period through the September 2023 board meeting (to be clear, each of the officers serve without compensation, though board

members are entitled to indemnification in accordance with the terms of the Association's governing documents):

- President: Steve Dohrmann
- Vice President: Robert Schuchardt
- Secretary: Bruce Shepherd
- Treasurer: Laura Bertone

(iii) The board determined to dispense with board committees and to instead have all issues handled through the full board (subject to the right of the board to designate special sub-committees from time to time for specific purposes)

**8. Scheduling of Board Meetings for 2022-23 board year (ending on Saturday of Labor Day weekend in 2023).** Bob moved (i) that the board adopt the following meeting schedule for the 2022-23 board year and (ii) that the annual meeting of homeowners (i.e., the members of the Association) should be held in 2023 at 11:00 am on the Saturday of Labor Day weekend at the Rocky Ridge Beach Clubhouse (Laura provided a second, and the board approved the motion unanimously):

Date	Location	Date	Location
		May 9, 2023 at 1:30 pm	Zoom platform
December 13, 2022 at 1:30 pm	Zoom platform	June 13, 2023 at 1:30 pm	Zoom platform
February 21, 2023 at 1:30 pm	Zoom platform	July 18, 2023 at 1:30 pm	Zoom platform
April 11, 2023 at 1:30 pm	Zoom platform	September 2, 2023 at 9:00 am	Rocky Ridge beach clubhouse

**9. Preliminary List of Topics Scheduled for Future Board Meetings** [Note: Subject to change]:

December 13, 2022	Ratification of election of officers Discussion of HOA insurance arrangements for 2023 Ratification of 2023 Assessments Discussion of potential changes to Rocky Ridge website (Matt)
February 21, 2023	Discussion of Procedures for 2023 Election of HOA Board of Directors
May 9, 2023	Discussion of Procurement of Property Damage Insurance for 12 mos. Starting 5-16-23

Attachment 1

THE ROCKY RIDGE PROPERTIES OWNERS' ASSOCIATION

November 21, 2022

Dear Kathy Sharpe:

SUBJECT: Unit 115 – Renovation of exterior storage

We have considered the request set forth in your October 14, 2022 email to the Rocky Ridge architectural review committee to approve a renovation of the exterior storage serving unit 115. The Association's Board of Directors, acting as the Architectural Control Committee for the Association, has approved your request, subject to the following, each of which shall be considered a condition to the effectiveness of this approval:

- We understand that the renovation will result in exterior storage which has an appearance substantially consistent with the storage currently outside unit 116, subject to any variations approved by the Property Manager (Yates).
- To the extent that any additional exterior improvements or alterations are required in connection with your work, such improvements and alterations shall be completed in a manner consistent with the architectural styling currently used with your unit, as approved by the Property Manager.
- All work and steps undertaken in connection with the improvements or alterations, or in connection with the operation of the improvements and alterations, shall be performed and completed in a manner which complies with any codes, regulations or other applicable laws or governmental requirements.

Any approvals required from the Property Manager per the above must be obtained before commencement of the contemplated work and must be evidenced by a simple letter or email signed by Yates indicating his approval, so long as the explanation of the item approved is set forth in an attachment to the approval letter from Yates.

In proceeding with the proposed alterations, the owner shall be deemed to have complied with the conditions set forth above in this letter.

Thank you for your attention to this matter.

THE ROCKY RIDGE PROPERTIES OWNERS' ASSOCIATION

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Stephan Dohrmann, President

## Rocky Ridge Properties Owners Association

BUDGET FOR 2023  
(with prior year comparison)

	CURRENT		Delta \$	Delta %
	Prior Year 2022	Year 2023		
<b>Operating Budget</b>				
Revenue				
Assessments	\$ 1,565,616	\$ 1,874,424	\$ 308,808	19.7%
To Reserves	(164,016)	(165,648)	(1,632)	1.0%
Buoy & Kayak Fees	49,500	55,050	5,550	11.2%
Other Income	840	820	(20)	-2.4%
Net Revenue	1,451,940	1,764,646	312,706	21.5%
Expenses				
Administration	87,406	140,025	42,994	49.2%
Insurance	503,741	774,984	271,243	53.8%
Utilities	73,976	78,441	4,465	6.0%
Labor	666,134	643,242	(22,892)	-3.4%
Supplies	42,850	42,850	-	0.0%
Vehicle & Equipment	77,958	87,742	9,784	12.6%
Other Maintenance	33,990	35,490	1,500	4.4%
Depreciation	71,316	69,216	(2,100)	-2.9%
Taxes, Income	9,807	9,600	(207)	-2.1%
Total Expenses	1,566,996	1,881,590	304,787	19.5%
Excess of Revenue (Expenses)	\$ (115,056)	\$ (116,944)	\$ 7,919	-6.9%
<b>Real Property Budget</b>				
Revenue (Rent)	\$ 63,264	\$ 66,056	\$ 2,792	4.4%
Expenses				
Depreciation	4,680	1,344	(3,336)	-71.3%
Property Taxes	1,888	1,801	(87)	-4.6%
Maintenance & Other	9,356	10,390	1,034	11.1%
Taxes, Income	9,807	9,600	(207)	-2.1%
Total Expenses	25,731	23,135	(2,596)	-10.1%
Excess of Revenue	\$ 37,533	\$ 42,921	\$ 5,388	14.4%
<b>Combined Budget &amp; Cash Flow</b>				
Excess of Revenue (Expenses)				
Operating Fund	\$ (115,056)	\$ (116,944)		
Real Property Fund	37,533	42,921		
Combined	(77,523)	(74,023)		
Expenses not requiring cash:				
Depreciation	75,996	70,560		
Cash Flow from Operations	(1,527)	(3,463)		
Carryover of Prior Year's Surplus				
Total Adjusted Cash Flow	\$ (1,527)	\$ (3,463)		
<b>Property Dues per Quarter</b>				
Property Dues per Quarter	\$ 3,458	\$ 4,219	\$ 761	
Reserves per Quarter	402	406	4	
<b>Assessment per Quarter</b>	\$ 3,860	\$ 4,625	\$ 765	
<b>Assessment per Year</b>	\$ 15,440	\$ 18,500	\$ 3,060	19.8%

Note: A copy of the pro-forma budget is available to any member by writing to the Association office at P. O. Box 432, Tahoe City, CA 96145