

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

Meeting Date: March 28, 2023 at 2:30 pm

Meeting Location: ZOOM Platform

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. William "Yates" Bauder and Justin "Buster" Fenley participated as the duly designated representatives of the Board for purposes of enabling a ZOOM platform meeting in accordance with California law. Yates and Buster participated from the project development office in the building adjacent to the real estate brokerage building at the bottom of the Rocky Ridge hill. Homeowners were permitted to join Yates and Buster in order to participate in the meeting.

**Attendance and Quorum:** Board members Steve Dohrmann, Laura Bertone, Bob Schuchardt, Frank Pagliaro, Matt Howarth, Curt Sproul and Bruce Shepherd attended the meeting remotely through the ZOOM platform. A quorum of Board members thus was present at the outset of the meeting and continued throughout the meeting. Several homeowners also attended the meeting electronically through the ZOOM platform – at one point there were over 50 people on the ZOOM call. Participants included the following (the number indicates the participant's Townhome unit number):

Byron Scordelis - 96	Gail Gabiati - 39	Wendy Allen - 79	Martin Gramckow - 93	Joanne Weidemann - 36
Dan Bosshart - 18	Julie Ball - 21	Julie Teel - 27	Quinn Hennig - 11	Gonzalo _____ - 13
Susan Kramer - 41	Gina Symczak - 67	Ron Janes - 32	Reuel Cooke - 68	Herm Howerton - 71
Jim Rehkopf - 6	Bob Padway - 50	Linda Standen - 62	Roger Gault - 55	Peter & Sue Eiken - 78
Don Johnston - 20	Heather Karp - 116	Milton Long - 98	Kathleen Deeringer - 112	Cheri Betts - 10
Paul Senise - 87				

President Dohrmann called the Board meeting to order at 2:32 pm and adjourned the Board meeting at 3:57 pm.

**1. Approval of Minutes.** The minutes of the 2-21-2023 Board meetings were reviewed and approved by the Board, subject to non-substantive corrections being made to the text of the banking resolution attached to the minutes (motion was made by Bruce, 2<sup>nd</sup> provided by Curt, and the minutes were approved by a 7-0 vote).

**2. Damage to Townhome Units During the Winter of 2022-23:** The primary topic of the meeting was a report from Yates as to the magnitude of property damage suffered by the units due to the cold and wet winter of 2022-23. Yates has toured all of the Townhome units, and he noted that the snow accumulation has led to 3 primary problems:

- (i) The unprecedented cold winter and heavy snowfall has caused "ice dams" to form on the roofs. Ice dams are formed when the water resulting from melting snow on the warm part of the roof (above the living area) runs down to the cold part of the roof (typically above the eave) and then freezes. After repeated days of freezing temperatures, the ice dams can grow large enough to block the water from running off the roof through its usual course. The water can get deep enough to either back up under the shingles (or higher than metal flashing around flue pipes and chimneys), causing water intrusion into internal spaces. Ice dams become firmly attached to the roofs. Our maintenance team removes them by breaking the ice with sledgehammers. Ice dams have formed all around the development but have

caused damage mainly in the newer style units numbered higher than #68. These ice dams are not limited to Rocky Ridge; homeowners all over the basin have experienced the same problems this winter.

- (ii) The snow and the ice together put material weight on the roofs. This weight has resulted in stress cracks of drywall in some of the Townhome units. Yates estimates that perhaps as many as 20 of the units may have modest stress cracks within the impacted Townhome units.
- (iii) The water runoff, as re-directed by the ice jams, has breached the exterior walls of some of the Townhome units. Two of the units in particular have suffered damage to the flooring in the units.

Yates noted that historically the Association has accepted responsibility for damage caused by snow accumulations upon roofs. This likely would extend to most of the damage observed by Yates during his tour of the units. The CC&Rs, however, provide some bounds to the Association's responsibility. See, for example, Section 6.01(b), which provides that if the cost of repairing the damage has increased due to homeowner modifications to the original unit improvements, then the increase in the repair costs is to be borne by the homeowner. The Board asked Yates to check on this issue with Rich Votaw, the Association's insurance broker.

The following strategy for dealing with the damages emerged from the discussion:

- a. Yates will notify a homeowner if he believes, based upon his review of the units, that the homeowner's unit has suffered damage from the roof snow accumulations this winter. In this regard, homeowners should be aware that while Yates will be providing guidance, his review was quick and did not include destructive testing or investigations. Yates's review also did not assess the prospects for mold damage. Accordingly, both Yates and the Association caution homeowners that damage may have occurred which has not been identified as of today. If a homeowner believes that it has suffered damage due to the snow roof accumulations that is not identified by Yates, the homeowner should contact Yates and inform Yates of the damage and the facts suggesting that the damage was caused by the winter storms.
- b. Yates cautioned against endeavoring to remove the snow accumulations from the roofs ahead of the normal snowmelt process, except to the extent that expedited removal efforts (1) are targeted to address an overhanging cornice perceived to be dangerous or (2) are necessary to protect against immediate property damage from an ice dam. Yates cautioned that the safer course (relative both to person and property) is to let the snow and ice melt through the normal Spring warming process.
- c. Yates's current plan is to ask a contractor with both drywall and painting expertise to assess the damage to the Townhomes and provide a quote for the remedial work for the damaged drywall. The Association's insurance deductible is \$75,000, and the magnitude of the repair costs relative to this figure may shape the manner in which the Association pursues the remedial work. More specifically, the Association is in the midst of negotiations for renewal of its property damage insurance, and the Board wants to be careful to not permit a modest insurance recovery to interfere with extension of its policy in an otherwise difficult insurance environment.
- d. Yates's plan is to engage the single contractor to provide all drywall and painting work, and to cause such work to be pursued in a coordinated manner and schedule across all of the damaged units. Before undertaking any work, however, Yates will inform the homeowner of the contemplated work and consult as to details, such as areas to be painted and paint colors to be matched.
- e. The strategy for the repair of the damage beyond the drywall is less clear and will depend upon the magnitude of the costs required to be incurred to repair the damage, and the extent to which such repair costs are attributable to homeowner improvements. Townhome owners are encouraged to inspect their own units and to contact Yates should they believe that additional damage attributable to the weather has occurred and requires repair work.

The Board did not take action with respect to the report but it concurred generally with the strategy outlined by Yates. The Board also encouraged Yates to give material prioritization to safety in handling the snow accumulations. Yates agreed and affirmed that his team was following time-tested and prudent practices.

**3. Update as to Operating Rules and Governing Documents:** Matt presented a draft revision of the Rocky Ridge rules and policies. The Board reviewed the copy and confirmed that it was substantively consistent with the draft approved in February. The Board asked Yates to post the revised rules on the website. As per California law, the rules will be deemed approved and effective if less than a specified minimum percentage of the homeowners object to the rules prior to 30 days from such posting.

**4. Document Management System:** The Board briefly discussed its need to procure a document management system which would better permit the Board, in an electronic manner, to track the significant volume of documents that flow through the Board (e.g., governing documents (bylaws, CC&Rs, rules and policies), agendas, minutes, resolutions, electoral materials, architectural approvals, newsletters and other notices, etc.). If any homeowners are familiar with a product useful for this purpose, please contact Cirra.

**5. Preliminary List of Topics Scheduled for Future Board Meetings** [Note: The list for each meeting is subject to change]:

The Board reviewed the schedule for future Board meetings and determined to cancel the Board meeting scheduled for April 11, 2023 (and to schedule a meeting on April 25, 2023 in its place). The following list tracks topics which the Board has identified for potential discussion in future Board meetings:

April 25, 2023	Update as to the damage caused by the winter’s snow accumulations, and discussion re go-forward strategies
May 9, 2023	Update as to the damage caused by the winter’s snow accumulations, and discussion re go-forward strategies  Discussion as to updated version of the Rocky Ridge Rules and Policies (if required)  Discussion of Procurement of Property Damage Insurance for 12 mos. Starting 5-16-23  Discussion of buoy and kayak rack allocations for summer 2023  Discussion of opening issues pertaining to summer 2023
June 28, 2023	Review of timing steps pertinent to the 2023 Board of directors election.
September 2, 2023	Consideration of Increase in Target Amenity Levels for Rocky Ridge, and of the Required Corresponding Adjustment in Reserves Set Aside to Cover the Associated Costs

**SCHEDULE FOR 2022-23 BOARD MEETINGS**

Date	Location	Date	Location
November 21, 2022 at 1:30	Zoom Platform	May 9, 2023 at 1:30 pm	Zoom platform
December 13, 2022 at 1:30 pm	Zoom platform	June 28, 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 25, 2023 at 1:30 pm	Zoom platform	September 2, 2023 at 9:00 am	Rocky Ridge beach clubhouse