

Palomino Lakes POA
Board Meeting – March 12, 2018
7:30 a.m.

Meeting was held at 1076 Palomino Road, Cloverdale, CA

Board Members Present: Pete Sourek, President; Rob Davis, Vice President; Michael Margetts, Treasurer.

Non-Board Members Present: Randy DeCaminada.

Non Members Present: None

7:35 – President Sourek calls meeting to order

Review and approve previous meeting regular meeting minutes – President Sourek moves to approve prior meeting meetings. Secretary Margetts seconds. Motion passes.

Old Business:

Easement for non-PLPOA Toyon resident – President Sourek notes that the Board is still waiting for a response on this matter from the PLHOA attorney. No further action taken.

New Business:

Discussion and possible action regarding end of NCPM contract – NCPM requested an early termination of their contract. Staff reductions at NCPM have left Ron Pavelka unable to continue performing property management duties for PLHOA. President Sourek motions to terminate NCPM contract, as of March 15, 2008. Vice President Davis seconds. Motion Passes.

Board will assess the needs of the PLHOA before deciding on replacement for NCPM.

Appoint Inspector of Elections – President Sourek motions to appoint Jim Lamb as Inspector of Elections for the upcoming Board elections. Secretary Margetts seconds. Motions passes.

Appoint Nomination Committee – President Sourek motions that the PLHOA Board shall act as the Nominating Committee, for the nomination of Directors to the PHOHOA Board, at the upcoming Board elections. Secretary Margetts seconds. Motion passes.

Discussion and possible action regarding Board elections procedures and timing –

The Board reviewed the calendar of deadline dates for the upcoming Board elections. No further action taken.

Discussion and possible action regarding annual Membership Meeting – The Board agreed to discuss the date of May 19th, with the Palomino Lakes Water Board, as the date of the joint membership meeting. No further action taken.

Discuss need for review of financial statement by CPA – Secretary Margetts noted that the financial statements of the PLHOA will need to be reviewed by an independent CPA this year, as the Association's gross revenues will exceed \$75,000. The Board instructed Secretary Margetts to bring the name of possible independent accountants to the next Board meeting. No further action taken.

Discussion and possible action regarding location of future Board meetings – The Board can no longer hold meetings at the office of NCPM. Secretary Margetts to research possible locations for future Board meetings. No further action taken.

Discussion and possible action regarding Annual Report to members – NCPM will not be producing the Annual Report, as they had in years past. President Sourek and Secretary Margetts agreed to share duties for the production of the report. No further action taken.

Discussion and possible action regarding Reserve Study – Board discusses the need to update the Reserve Study for the Annual Report to the members. The Board discusses the need for outside assistance with the preparation of the Reserve Study in the future. The primary asset in the Reserve Study continues to be the roads. No further action taken.

Discussion and possible action regarding association financial records – The Board noted the challenges associated with moving the Association records off of the accounting software owned and/or maintained by NCPM. Association financial records and activity will be moved back to Quickbooks and the Board will seek to contract with the accountant the Association used, prior to moving the records to NCPM.

Other - The Reserve Study shall continue to be discussed at the next Board meeting.

Adjournment – There being no further business, President Sourek motioned to adjourn the meeting at 8:45 a.m. Vice President Davis seconds. Motion passes.