

Ponderosa Property Owner's Association

Monday February 20, 2012

APPROVED Meeting Minutes

Edited by K. Korf

The meeting was called to order at 9:15 a.m.

I. Welcome/Introductions:

Board members present: K. Korf, President; K. Boriack, Secretary; R. Thomas; B. Dolmovic

Board members absent: J. Kracik; G. Lack; J. Innis

Others present: B. Korf, C. Benton, S. Thomas

II. Review and Approval of Past Minutes:

Minutes of November 27, 2011 were reviewed. **A motion to accept as written (R. Thomas) was seconded (B. Dolmovic) and carried by unanimous vote.**

III. Review and Approval of Agenda:

Agenda was reviewed and approved.

IV. Treasurer's Report:

No report.

V. Old Business:

- a) **Future Events Coordinators**-next event is 4th of July festivities. Still looking for a volunteer(s) to coordinate this event. If interested, please contact K. Korf, or any Board member.
- b) **Update on signs and Summit siren**-B. Dolmovic reported that he did not know if the siren had been connected or not. (After the meeting, K. Korf spoke with J. Parminter who confirmed the siren has not yet been connected, but that he still intends to complete it.)
- c) **Update on fire valve Summit tank**-B. Dolmovic reported that the valve has not been installed. He stated that the parts purchase by PCSD have been approved, but he was not sure if they had been purchased or not. He will follow up and report next meeting. He also stated that the tank is being replaced in the Spring.
- d) **Update on sub-standard community properties and resolutions for improvement**-K. Korf will re-send to B. Dolmovic the letter drafted re: small structure in question. Bill will review and edit as needed and forward to the appropriate County Office for review as to whether the structure meets building codes and regulations.
- e) **Update broken Upper Tule sign**-B. Dolmovic reported he met with Upper Tule Association representative and volunteered to repair the sign at their expense this Spring. Upper Tule agreed.

- f) **Update proposed purchase of rescue equipment**-R. Thomas stated that J. Parminter will have a proposal for PPOA to review at the next meeting.
- g) **Recap Snow Day Event**-K. Korf reported very good attendance and an excellent job by the DeClerck family in coordinating the event. Also stated Mary was pleased with the business generated at the Lodge. Several members expressed what a great time was had. Thank you letters will be sent to both Mary and the DeClerck family. (After the meeting Kit reported that \$120.00 (\$5.00 per lunch) was collected during the event from non-PPOA members. He has forwarded a check to Gail for deposit.)
- h) **Update online banking**-deferred until next meeting.
- i) **Criteria for newsletter advertising refusals**-R. Thomas will provide draft criteria next meeting.

VI. New Business:

- a) **Peer Review Audit**-S. Thomas shared the results of a peer review audit she completed covering the previous Treasurer's tenure. No irregularities or issues were identified, however she did make three recommendations:
 - 1) Attach future Treasurer's reports to meeting minutes for distribution and posting to listserve.
 - 2) Adopt a protocol limiting any purchases not approved in advance by the full Board to a maximum of \$300.00.
 - 3) Establish a protocol for the handling of any cash generated at PPOA functions which includes the collection and counting jointly by two people and again by the Treasurer upon its receipt. Each party involved should sign a receipt/document verifying the amount. This protects all parties involved and insures complete transparency.

A motion was made (R. Thomas) and seconded (B. Dolmovic) and unanimously approved to accept and implement these recommendations are listed. It was also requested by the current Treasurer that another audit be conducted at the end of the current Treasurer's tenure and it was agreed that it would be prudent to do so. S. Thomas has volunteered to do so at no charge to the PPOA. Thanks to Sharon for the time she invested in carrying out this audit!
- b) **Intersection of Snowflake Dr. and Ponderosa Dr.**-K. Boriack brought up the issue of having had two near misses with vehicles coming down Snowflake Dr. and not yielding to Ponderosa Dr. traffic. Others voiced similar stories and concerns. **A motion was made (R. Thomas) and seconded (B. Dolmovic) and voted unanimously to draft a letter (S. Thomas) to be directed to the Tulare County Traffic Engineer (or appropriate person) requesting consideration in evaluating and placing yield signs in both east and west corners of Snowflake Dr.** S. Thomas will forward letter to President Korf for signature and mailing.
- c) **Recent burning by Forest Service**-C. Benton reported that the Forest Service recently did some burning down Needle Rock Road and that one pile appears to have burned out of control and consumed approximately ten acres. She shared numerous photos of many burned and damaged trees and also stated that she visited the site and there was smoldering long after the burn crew had left the scene. It was

further reported that the crew doing the burning had no fire suppression equipment on hand and made no efforts to suppress the fire which basically burned itself out. Numerous residents expressed concern over the incident and the perception that proper burn protocols may not have been followed. **A motion was made (R. Thomas) and seconded (K. Boriack) and voted unanimously to draft a letter of concern to the new Forest Service Director and invite him to attend either our May or July PPOA meeting to discuss and share information with residents.** R. Thomas will draft a letter to include a "please reply by" date and forward it to President Korf for editing and mailing to the Forest Service Director. As soon as a response is received, the PPOA will notify the community through the Newsletter or other means.

- d) **Newsletter delay**-due to some complications regarding the Sheltered Workshop's receipt of and mailing out of our most recent newsletter, the newsletters were received quite late this period. Solutions were discussed and K. Korf will follow-up with M. Witherow, Editor, and G. Lack to coordinate newsletter due dates and the process used to get the information to the Sheltered Workshop. The goal will be to have newsletters delivered to recipients two weeks prior to the next PPOA meeting. Contributors and advertisers will be informed of submission due dates to facilitate the process. Thanks to both Gail and Michel!
- e) **Board Member Participation**-the board discussed non-participation by one of the current Board members. K. Korf reported having tried contacting him via e-mail and has received no response. K. Korf will attempt to contact member via telephone to determine his continued interest in serving as Board member. The PPOA bylaws dated 6/30/01 state "membership on the Board of Directors may be terminated if the member has been absent for three consecutive meetings of the Board without being excused or adequate reason therefore." In the event he chooses not to participate, a vacancy will be advertised per protocol.

VII. Committee Reports:

- a) **Sunshine/Membership:** No representative present.
- b) **Social Committee:** Need volunteer(s). If anyone is interested, please contact K. Korf or any of the Board members. Our next event will be the July 4th festivities.
- c) **Street Signs/Roads Committee:** No representative present.
- d) **Volunteer Fire Brigade:** B. Dolmovic reported that he contacted R. Carroll, regarding the need for new tires for the fire truck. Bill is meeting with him 2/21/12 and will provide sizes and any other specifics needed for a purchase price. Bill will forward this quote to President Korf for the Board to review. Members may meet via phone or e-mail to move forward on purchase rather than waiting until the next scheduled meeting in May. It is believed that the existing tires are the original tires and in great need of replacement.
- e) **PCSD Liaison**-B. Dolmovic shared that discussion has taken place between the PCSD and the owner of the property where the Summit tank is located. PCSD is awaiting approval from the owner to move

forward with replacing the tank. He also shared that there has been some damage to the system from fallen trees at various sites and there was a recent serious leak at one property which resulted in a Stage IV alert. He reiterated that it is imperative that when a property owner realizes they have no water, they need to contact the PCSD IMMEDIATELY so the source of the leak/problem can be identified and corrected.

f) **Mailbox Committee**-no representative present.

VIII. Announcements:

None

The meeting was adjourned at 10:55 a.m.

Respectfully submitted,

Karen A. Boriack

Karen A. Boriack
PPOA Secretary
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The next meeting will be held Monday, May 28, 2012 at 9:00 a.m. at the PCSD Building.

All members and property owners are welcome and encouraged to attend!