

Ponderosa Property Owner's Association

Sunday, September 6, 2020

Meeting Minutes (Unapproved)



I. Welcome/Introductions

- a) Convened @ 10:00am on September 6th, 2020.
- b) Attendance:
 - 1. Kit Korf - President (Outgoing), Member (Incoming)
 - 2. Scott James – President (Incoming)
 - 3. Yves De Clerck – Treasurer (Outgoing); Vice President (Incoming)
 - 4. Julie LaPere – Treasurer (Incoming)
 - 5. Matt Corso – Secretary (Incoming)
 - 6. Richard Thomas – Member
 - 7. Shawn Alexander
 - 8. Rebecca Corso
 - 9. Tara James
 - 10. Dominique De Clerck
 - 11. Dave LaPere – Fire Brigade President
 - 12. Lorna McWilliams
 - 13. Mike McWilliams

II. Review and Approval of Past Minutes:

- a) Past minutes approved by e-mail vote 6/19/20

III. Treasurer's Report: Period – January 1st, 2020 – August 30, 2020 Yves De Clerck

- a) Income - \$9,805
- b) Expenses - \$3,044.44
- c) Operating Balance - \$6760.56
- d) **Bank Balance – As of September 5th, 2020 - \$32,744.16**
- e) Membership up to – 147
- f) Fire Brigade Donations Received - \$3,955.00
- g) Fire Brigade Shirt Revenue: \$1,400
- h) Fire Brigade Total: \$5,355
- i) Fire Brigade Expenses 1221.13
- j) Fire Brigade Account Balance – **As of September 5th, 2020 : \$12,603.83 (included in PPOA Balance - This amount represents the estimated balance since the Fire Brigade was established in 2007)**
 - a. Scott has requested a move of funds to the brigade to help support the start-up of the 501(c)(3).
 - b. Matt discussed the nature of the PPOA seeking recognition under 501(c)(4) of the IRS code would allow for pass-through tax-exemption of the revenues collected for the fire brigade only under ruling Rev. Rul. 71-47. Additionally, Matt discussed the ceiling of \$50,000 in assets and transfers in a year and provided clarification to his previous statements with the PPOA board to slowly move assets. Given the nature of the total sum of assets, cash and equipment, the need to slow transfer the assets may not exist.

- c. Per Scott, Matt will draft authorization to transfer the monies from PPOA to the Ponderosa Fire Brigade per the accounting above.
- k) Yves and Julie will work to update signature cards and responsibilities to the Union Bank account in Porterville.
 - a. Matt to draft Secretary's Certification, if needed for the bank.

IV. Old Business:

- a) Update on Summit Siren – Dana Stewart, Dave LaPere
 - a. Dave - Siren crushed under the snow. There is a grant out for pagers and looking for pager / communications system. And would have to be purchased. Modernization is preferred with a pager system.
- b) Update on USDA burning of piles
 - a. Dave – Working to contact Angela Sanchez Chief of the Forest for final answer. Opinion based on experience the piles will not be burned now given the fire season and situation. Unsure of next season burns.
- c) Status of PPOA By-Laws – Rich Thomas
 - a. Rich - by-laws on hold pending IRS status. The new items are ready but this would be an ideal time to look at the by-laws and separate the brigade. Rich to work with Matt to get the by-laws up to speed on last revisions.
- d) Update on the plaque for the PCSD building – Tom Griesbach, Bill Dolmovic
 - a. Bill - Plaque - Names and design have been drawn up. Will have a formal draft put in place for a brass sign by next meeting or before. Quote forthcoming.
- e) Update on a new entrance sign – Tom Griesbach, Bill Dolmovic
 - a. Bill – Quote will be forthcoming
- f) Clean up of undeveloped lots – Dana Stewart
 - a. TCFD will not enforce. A letter will be drafted from the Fire Brigade and sent to the all owners explaining what the requirements are and a request for them to ensure their lots meets the fire clearance standards. Expected a 20% compliance once the letter is sent. Yves discussed this should be for developed and undeveloped lots. Dave discussed working with governing parties to the best of his ability; TC - Undeveloped Lot, CalFire - Developed Lot.
- g) Ground rules for plaques on the shelter – Yves DeClerck, Rich Thomas
 - a. No update - Rich
- h) Another grant for fire prevention – Jeff Gletne
 - a. Dave: Grant from Gletne - CFF - \$8,100,
 - b. AFG Grant - Federal Grant – Writing in progress,
 - c. Grant from California Service Dog Academy - \$3,000 CSDA First Responder Grant.
- i) Update on trailers on lots – Bill Dolmovic, Dave LaPere
 - a. Bill - Referring to zoning laws regarding having trailers on lots and CC&Rs. Lot 115 - only building permit that would allow for a trailer to remain. Recommending a letter stating Tulare County MR-20 zoning does not allow mobile homes or trailers unless permitted by the county. Recommended that the letter is sent to each of the realtors of property in Ponderosa.
- j) Status of approval of being tax exempt – Yves DeClerck
 - a. Still pending
- k) Update on insurance for the fire truck – Dave LaPere

- a. Being deferred to the Ponderosa Fire Brigade for insurance, and the removal of the Fire Brigade insurance from the PPOA.
- l) Update on Fire House sign – Dave LaPere
 - a. Being deferred to the Ponderosa Fire Brigade for update
- m) Update on girls volunteer project – Juana Gray
 - a. Original project date was cancelled due to COVID. However, the representative would like for the PPOA and the girls youth group to work together again next summer (2021) to implement this great opportunity for the Ponderosa community and for the girls volunteer group.
- n) Update on credit cards for the fire brigade – Yves DeClerck
 - a. Being deferred to the Ponderosa Fire Brigade

V. New Business:

- a) Board members terms expiring – Bill Dolmovic, Barbara Arnold & Kit Korf
 - a. Board/Membership voted unanimously on the following nominations
 - i. Julie LaPere
 - ii. Matt Corso
 - iii. Bill Dolmovic (Nominated, Voted, Resigned)
 - iv. Scott James
 - v. Kit Korf
 - b. Nominations of Board Members to Roles by unanimous consent
 - i. Scott James – President
 - ii. Yves De Clerck – Vice President
 - iii. Julie LaPere – Treasurer
 - iv. Matt Corso – Secretary
 - v. Richard Thomas – Member
 - vi. Juana Gray - Member
 - vii. Kit Korf – Member
- b) The Fire Brigade separating from the PPOA – Dave LaPere
 - a. The separation of the Fire Brigade from the PPOA was formally approved at a Zoom meeting of the PPOA Board on August 30, 2020.
 - b. Chief LaPere gave an update on the separation of the brigade and discussed the CFF grant for \$8,100 and the CSDA grant for \$3,000, and the CSDA grant of \$5,000 in PPE.
 - c. Matt updated on the status of the brigade paperwork
 - i. EIN: Established as a non-profit EIN
 - ii. IRS: 501c3 paperwork filed via 1023-EZ – 4-6 Weeks for determination
 - iii. CA SoS: Filed and received on 9/3/2020 – 2 Weeks for recording
 - iv. By-Laws: Completed and to be distributed to the PPOA Board
 - v. CA FTB Exemption: Filing pending receipt of IRS Determination Letter
 - vi. Insurance: Quotes being worked on to encompass all brigade assets and volunteers
- c) Water tender – Dave LaPere
 - a. Provided an update on the tender and how this will be incorporated into the Fire Brigade and Insurance
- d) Mailbox situation – Tammi Stewart
 - a. Tammi reports that there are 13 boxes left, or should they be saved for residents or Part Time?

- b. Julie: **Motion:** Block all remaining mailboxes for full time members for the next 3 months and the Board will reconsider the issue then. Yves – **Seconded the motion. Passed** by unanimous consent
- c. Yves commented that mailbox revenue is positive and while we want people conserve mailboxes for full-time residents and we should be cognizant of the fact it is a revenue generator.
- d. Scott: Requested that the McWilliams post into the bulletin.

VI. Committee Reports:

- a) Sunshine Committee – Tammi Stewart
 - a. No Update
- b) Social Committee – Tara James
 - a. Reviewed all of the social activities of the past, CDC guidelines, and will be further reviewing notes on how to handle and plan future events.
 - b. Next activity would be the holiday pot-luck after Thanksgiving. Tara reviewing with regulatory and social guidelines. Evaluating a “take away or to go” social event.
 - c. **Motion:** Rich - Would like to see the pot luck gathering of the community continue for the Thanksgiving Social, provided it complies with regulation at the time. Julie **Seconded. Passed** by unanimous consent.
- c) Street Signs/Roads Committee – Dave LaPere
 - a. Quotes are in place from previous presentations to the board.
 - b. Funding is needed for the concrete and posts
 - c. Yves: Looking for a Phase 1 - re-establish the posts that are falling first. Phase 2 - Then installing new signs.
 - d. Dave: Recommending that we go with doing sign and posts at the same time.
 - e. Scott: asking Dave, to be tag signs for replacement of signs and posts.
 - f. Yves: Looking to prioritize the posts that need replacement with Rich.
 - g. Dave: Informed that prioritization has been made.
 - h. Scott: Requested invoice from Dave. Dave will start replacement and will get price on posts and cement for Julie and Yves to cut the checks. Will establish.
- d) Fire Brigade – Dave LaPere
 - a. Previously discussed during separation discussion.
 - b. Discussed priority on new equipment and the replacement of expired/expiring equipment over other expenditures.
- e) PCSD Liaison – Tom Griesbach, Scott James
 - a. PCSD Board wants everyone to conserve water.
 - b. Robbie Cope is checking pumps and water given the fire.
 - c. TCFD - Filled with 2,000 gallons
 - d. No immediate reporting on water used to date.
- f) Mailbox Committee – Tammi Stewart
 - a. Previously provided as part of the “mailbox situation” in old business.

VII. Closing Remarks:

- a. President – Scott James:
 - i. Acknowledging past and current board members for their hard work and effort.
 - ii. Tasking everyone to recruit for the PPOA and the Fire Brigade.
 - iii. Scott: Seeking to set next board meeting for October 4th, 2020 at 10:00am by Zoom

1. Rich: Asking for a full distribution invitation
- b. Vice President – Yves De Clerck
 - i. Acknowledging the work of Betty Korf who maintains and updates the master address list of all Ponderosa owners and Lorna and Mike McWilliams who have handled the News Letter over the last 3 years. Yves also suggested that the PPOA Board send a note of deep appreciation to all the firefighters and firemen/women who are working so hard at keeping our communities protected from the Sequoia Complex Fire.

VIII. Announcements: The next meeting will be Sunday, October 4th, 2020, at 10:00 AM

IX. Adjournment:

- a. **Motion** to adjourn by Richard Thomas, **Seconded** by Julie and Yves.
- b. Meeting adjourned by unanimous consent at 11:15am, September 6th, 2020.