

**Cascadel Woods Property Owners Association
Regular Board of Directors Meeting
Saturday, August 10, 2019
10:00 AM, CDC, (Old Mill Site) Conference Room
APPROVED MINUTES**

MEETING CALLED to ORDER - at 10 AM.

VERIFY QUORUM of DIRECTORS

Directors present were Stan Eggink. Ken Wood, Susie Odry and Ava Thieson. Quorum of directors verified.

APPROVE DRAFT MINUTES of MARCH 9, 2019

Draft Minutes of March 9, 2019 were read and approved as written.

Motion: by Ken Wood, second by Ava Thiesen.

PRESIDENT REPORT – Stan Eggink

The CWPOA is searching for grant funding to clear the remaining logs from the subdivision. PG&E is not funding any grants at this time due to the bankruptcy issues from the past two years of wildfires.

We have contracted outside services for the bookkeeping of the CWPOA. The company is Busy Bee Accounting Services. Sandra Adelizi has been in business since 2005. Her partner has a 4 year degree and Sandra has a 2 year degree in accounting. Sandra has been in accounting since the 80's. She has 42 Clients, some of which are Water Company's and non profits. The company also provides tax prep services for clients.

TREASURERS REPORT – Sandra Adelizi of Busy Bee Accounting

The financials and books of the corporation have been reviewed and updated. Along with the customary financial reports, a summary report, including beginning and ending bank balances which have been reconciled to the bank statements has been created for ease of understanding. The detail activity for the month is visible as well. This report along with the standard Profit & Loss and Balance Sheet will be kept in a binder in the office and on the website.

In accordance with standard accounting practices, old files no longer required to be kept shall be shredded to make space for current files.

Since the CWPOA is funded on donations and there are no longer any employees, we will be able to eliminate the Workman's Compensation Insurance, which will provide a substantial savings to the corporation. All work will be contracted out to keep overhead at the lowest possible expense.

MOTION: Susie Odry made the motion to eliminate employees and have contract labor to replace employees Ava Thiesen seconded the motion. Motion passed unanimously.

Since the CWPOA is supported only by donations, I (Sandra) suggest reducing the split of overhead with the water company. I have received maybe one phone call for the CWPOA since I began working for the corporation. The files for the CWPOA are minimal so it takes less space in the office in regards to rent. I believe the CWPOA percentage of usage of the phone to be more like 5% and for the rent, 10%. The CMWC would invoice the CWPOA for the percentage on both the phone and the rent and the CWPOA would submit payment.

Since September of 2018, there has been no payroll for the CWPOA. Discussion took place over the continued CWPOA/CMWC split of the shared costs in overhead. Due to the changes in the responsibilities of both companies, Sandra suggested a fair share of the CWPOA split of overhead was more in line with 8% than 50% and that the CWPOA should bill back the CMWC for shared costs of insurance and overhead over 8% since 9-1-2018. The Board will present the issue to the CMWC Board of Director's and discuss a resolution after a Motion has been made.

MOTION: Ava Thiesen motioned to present the water company Board of Directors a proposal for reducing the percentage paid by the CWPOA for overhead to (8%) eight percent. Susie Odry seconded. Motion passed unanimously.

The cost of Liability Insurance being paid by the CWPOA is extremely high. After some discussion on the issue, it was suggested we look into changing the carrier. Sandra will submit some contacts to the Board for their review.

It is time to request donations from the residents for the continued operation of the CWPOA. Quick Books has the ability to send out the emails with attachments to the residents, saving us approximately \$200 in the cost of sending U.S. Mail. Stan will compose the letter requesting donations.

Claiborne & Associates have requested that credit memos be made on the books to put the CWPOA and CMWC accounts in order. A report showing all unpaid Road Fees will be created for presentation to the CMWC. The accounts will then be transferred from the CWPOA to the CMWC books to eliminate receivables on the CWPOA books. Invoices and reports will be created prior to writing off the past due accounts from the books. Hard copies of the accounts will be kept in the office.

Communications with Yosemite Bank has resulted in the bank waiving the monthly fees for the next two years. The bank will revisit the situation again in two years to see if this will continue.

There was one debt due on the CWPOA for \$100.00 to the IRS for payroll. This check will be made and there will be nothing else due from the CWPOA at this time.

Sandra reported that all non-profits earning less than \$50,000 a year can fill out a short IRS form to have the filing fees reduced. The Board has asked that Sandra look into this and report back to the Board.

MOTION: Ken Wood motioned to accept the Treasurer's report as presented. Susie Odry seconded. Motion passed unanimous.

UNFINISHED BUSINESS

There was no unfinished business to attend to.

NEW BUSINESS

a. Discussion CSA-21

Madera County Public Works Department mailed a survey to all CSA-21 members requesting their opinion of three options for the property and clubhouse in the CSA-21. Stan reports that the many phone calls he has received show that most residents wish to keep the property under the CWPOA. We will have to wait and see what the County decides they want to do.

Stan stated that if the county tried to sell the property, the CWPOA would file an injunction to stop the process.

Carol Eggink reported that the CSA-21 is no longer listed with the other county service areas. For some unknown reason, the county has put the CSA-21 in the Special Revenue Accounts. The CSA is now in the same group as Tobacco Litigation Process, Mental Health Alcohol Program, Health-Hospital Preparedness Program and Tax Collector Delinquent Tax Sales. The CSA-21 is one of 81 odd programs under the Special Revenue Program.

Carol emailed Ahmad several times requesting information regarding; 1. What is a Special Revenue District, 2. How, when and who made this change, why were the CSA-21 members not informed and finally, was LAFCO involved in the process? Ahmad replied on June 28, 2019 that he would get back to me the next week with the answers after he had a chance to review all of it. He has not replied. Instead, we received the letter to all the CSA-21 members. So for now, the County Administrative Offices are creating our budgets for the CSA-21.

After the Grand Jury Final Report came out on June 28, 2019, Carol Eggink sent additional copies of documents to the Grand Jury proving that the County does not own the CSA-21 property. The November 2016 Board of Supervisors Regular Meeting video was also provided. This video shows Norm Allinder, Planning Director at the time, for Madera County stated (paraphrasing) to Tom Wheeler that he tried very hard, you can ask Eric Fleming, to make the CSA-21 property a county asset, but that he could not do it. The property is not a county asset. If anything it is a LAFCO asset. I received no reply from the Grand Jury panel either.

c. Additions to website

Carol Eggink reports the web site underwent two additions this past month. One is a “Ticker” running across the top of the websites front page. Here is where notices will be placed and other community important issues. At this time the Grand Jury Final Report and the Fuel Reduction Volunteer Form are posted for your convenience.

The second item is the photo gallery. That has not been made visible yet. Carol is hoping to receive photos from the community to add to the site. Discussion took place with those present and it was decided to make it public to encourage others to submit photos. So Carol will get this live in a week or so. Both of these additions were at a cost of \$150. Ken Trapp and Stan Eggink donated the funds equally to cover the expense.

b. Outsource Bookkeeping

The bookkeeping issue was discussed under the Treasurer’s report. We have contracted with Busy Bee Accounting Services.

d. Holiday (Christmas) Party

The December Holiday party will have to be held somewhere other than the clubhouse this year, if at all. Two venues have been vetted thus far. One is Grace Community Church for a donation (\$100 would be sufficient) and the other is the Mono Ranceria Community Center in North Fork for \$200 + \$150 deposit. No alcohol is permitted at either of these two venues. There was discussion; the CDC and the North Fork Studio are possibilities. Carol Eggink will look into these two sites.

e. Newsletter Transition

The newsletter is going out via email and about 20 are being sent through the USPS, which is a great savings. The newsletters can also be found under the CWPOA side of the website for your pleasure.

f. Grant Status

The Board discussed the issue and no decisions were made.

g. Siren for Evacuations

A resident requested the Board discuss the possibility of purchasing a siren for when we are being evacuated for the folks who may be here as a visitor using your cabin/house for a vacation period. After much discussion on the subject with the Board and the members present, it was decided not to pursue this at this time. A notice will be posted on the website for homeowners to remember to inform their guests staying in the home to sign up for MC Alert or to sign up for this alert and then be sure to let your guests know that they are being evacuated. It seems that the Sheriff did not get down all streets here in Cascadel during the Mission Fire at first. This is why this discussion took place. How to get everyone notified. Bottom line was to put up the notice on the website and in the newsletters during the fire season as a reminder.

LIST ACTION ITEMS

1. Send Draft Minutes of prior Board meetings to the Board before they meet to save time in reading the minutes during the session.
2. Sandra will create reports on past due Road Assessments prior to writing off the debt.
3. Stan to write the letter of request of donations for the CWPOA so Sandra can send it out.
4. Carol to contact Dan Rosenberg /Sandy Chaille for info to rent out the CDC and the NF Studio for the Holiday Party
5. Stan will contact the My Bullion crews for assistance in clearing up some slash piles around the community.

MOTION: Ken Wood motioned the Regular Meeting of the CWPOA Board of Directors be adjourned. Ava Thieson seconded. Motions passed unanimously. Meeting adjourned at 11:40 PM.

Minutes by CE