



Calaveras Timber Trails Association

P O Box 362, Avery, CA 95224

209 795-2130

2019 Annual Meeting Minutes

Meeting: Annual Meeting of Calaveras Timber Trails Association (CTTA)

Date: July 6, 2019

Location: Calaveras Timber Trails Association Pavilion (Hani)

Chairperson: Bill Stevens

Secretary: Paula Grothaus

Inspector of Elections: This year was co-shared between Nancy Olson (A-23) & Eleanor Morse (H-01 & P-04).

Registration:

Registration of members in good standing was open at the Hani from 8:30 AM to 10:30 AM.

Call to Order:

It was determined that a quorum of ballots had been achieved and the 2019 Annual Meeting of CTTA was called to order by the Chairperson & President, Bill Stevens, at 11:00 AM.

Pledge of Allegiance:

All members present stood for the Pledge of Allegiance.

Invocation:

Was led this year by John Vanzwaluwenburg (site V-27).

Introduction of Board Members:

President – Bill Stevens

Secretary – Paula Grothaus

Treasurer – Rick Wood

Fire & Safety – Rob Koch

Rules & Design – John Vanzwaluwenburg

Approval of Minutes:

A motion was made & seconded to approve the minutes of last year's annual meeting. Motion carried and the minutes approved.

Annual IRS Tax Resolution:

A motion was made & seconded to approve the 2019 IRS Tax Resolution. Motion carried and the

Resolution approved.

Reports:

- President, Bill Stevens
 - a) Wanted to extend compliments to CTTA's office & maintenance staff. They are doing an awesome job.
- Treasurer, Rick Wood
 - a) Ebbetts Pass Accounting Company's CTTA financial report presented to members.
 - b) Motion made & seconded to continue using the accounting services of Ebbetts Pass Accounting for one more year. Motion carried and approved.
 - c) Report of the 2019-2020 proposed budget & a 3 year proposed budget explained to members.
 - d) Due to rising costs associated in the day to day operations of CTTA, Rick Wood proposed an increase in the annual assessment dues for budget year 2019/2020 to \$115.00 per month. Rick Wood also recommended increasing the annual dues to \$120.00 for budget year 2020/2021 & \$125.00 in budget year 2021/2022. However, today's motion vote would only be on the 2019/2020 budget dues increase of \$115.00.
- Recreation Committee
 - a) CTTA Memorial Weekend Bingo brought in \$450.00.
 - b) There is a desperate need for volunteers.

Board Nominations:

The following are board member incumbents and will continue on the board:

Bill Stevens
John Vanzwaluwenburg

The following name was already on the ballot:

Rick Wood

The following names were nominated from the floor & each accepted their nomination:

Carol Keen (site N-21)
Marc Grimm (site J-26)
Steve Soderlund (site P-18)
Rob Koch (site R-16)

Election of CTTA Board of Directors & voting motions that were passed by the board, July 2018 to June 2019:

- The members were informed that CTTA is required to elect five members to the Board of Directors this year. Four of the newly elected directors will serve a term of two years, one will serve a term of one year.
- After member discussion on each voting measure, voting instructions given to the members & ballots passed out.
- Members voted.
- Chairman & President, Bill Stevens, declared the voting closed and the ballots were collected.
- The election committee was instructed to count the ballots.

The Annual Meeting of CTTA suspended at 12:00 PM.

The Annual Meeting of CTTA reconvened at 1:30 PM

- Comments from Bill Stevens:
 - a) CTTA really needs volunteers that have trades and skill sets needed to run the day to day operations of CTTA.
 - b) A big thank you to all members who do volunteer. Without you we could not do what we do here at CTTA.
 - c) This year we need to review CTTA Bylaws and make necessary changes and update past board changes as appropriate.
 - d) Need to continue to hire qualified staff. Current staff is awesome.
 - e) Really need to get a handle on the clean-up of the park.
 - f) Need to strive toward financial stability of CTTA.

Open Forum:

- Mary Rutter (site B-20) asked what can be done about children using the adult swimming pool. Discussion regarding use of cameras & hiring outside security for Holiday weekends.
Action: This item will be added to the July 13, 2019 meeting agenda.
- Mary Rutter (site B-20) also reporting children under age have been seen to be unsafe on golf carts and actually driving golf carts.
Action: This item will also be added to the July 13, 2019 meeting agenda.
- Bob Scharf (site U 25) asked about possibly upgrading CTTA's slow WiFi.
Action: This item will be added to the July 13, 2019 meeting agenda
- Bob Scharf (site U-25) asked about the status of leaves not being picked up.
Action: CTTA maintenance working on.
- Henrieta Soderlund (site P-18) reporting the Teen Center was damaged and items missing.
Action: Will create a sign in & out sheet in the office that the teens must sign if they want to use the teen center.
- Henrieta Soderlund (site P-18) reporting that awful things are being posted on CTTA's Facebook site.
Action: Members need to discuss and communicate with each other and not just point fingers.

Election Results:

- There was a motion and second to destroy the 2018 election ballots. Motion carried and approved
- The following CTTA members were elected to the board:
 - Rick Wood
 - Carol Keen
 - Marc Grimm
 - Steve Soderlund
 - Rob Koch
- The election results of the board & voting measures will be posted outside the office on the bulletin board by the close of business today.

2019-2020 CTTA Board of Directors:

Bill Stevens
John Vanzwaluwenburg
Rick Wood
Carol Keen
Marc Grimm
Steve Soderlund
Rob Koch

Adjournment

- Motion made and carried to adjourn the meeting at 1:42 PM

- Bill Stevens instructed the newly elected & continuing board members to meet after the meeting to elect officers and establish date and time of board meetings.

The newly elected Board of Directors elected the following officers:

President – Bill Stevens
Vice President – Marc Grimm
Secretary – Carol Keen
Treasurer – Rick Wood
Maintenance – Steve Soderlund
Fire & Safety- Rob Koch
Rules & Design – John Vanzwaluwenburg

The newly elected Board of Directors also agreed to continue the monthly meeting date/time as already scheduled.

Result of voting motions on the ballot (refer to attachment titled Annual Meeting-Motions passed by the Board, July 2018 to June 2019).

All nine (9) motions passed by the Board, July 2018 to June 2019 & the proposed change by Rick Briganti (site K-02) passed.

Respectfully Submitted,



Carol Keen
Board appointed assistant secretary

ANNUAL MEETING – MOTIONS PASSED BY THE BOARD, JULY 2018 TO JUNE 2019

- 1. POM – Wording changes to Employee Policies Section in the EMPLOYEE HANDBOOK
Adopted by the Board on January 12, 2019**

Proposed changes:

- Park Employee Pay Days
- Vacation
- Sick Leave
- Holidays

SEE ATTACHMENT A – CURRENT AND REVISED POLICIES

- 2. POM – Wording changes to Resident Employees Section in the EMPLOYEE HANDBOOK
Adopted by the Board on May 11, 2019**

Current Wording to be Deleted, Second Paragraph:

Due to this requirement and the nature of the work, it is mandatory that resident employees do not have children or any persons living with them.

Wording to be Inserted to Replace the Deleted Wording:

Resident employee can have a significant other and children permitted in residence. No pets are permitted unless mutually agreed upon with the Board of Directors in writing, with an appropriate security deposit.

- 3. POM – Wording changes to Resident Housing Section in the EMPLOYEE HANDBOOK
Adopted by the Board on May 11, 2019**

Current Wording to Remain Unchanged:

CTTA's resident employees are provided with on-site living quarters as part of their employment agreement. A separate housing agreement must be reviewed and signed prior to the hiring of a resident employee.

Wording to be Added at the End:

Resident employee will vacate the premises within 30-days of dismissal. A resident employee will become the Emergency Contact when residing in Resident Housing.

- 4. 3 Year Budget – Attachment B
Adopted by the Board on May 11, 2019**

SEE ATTACHMENT B – 3 YEAR BUDGET

- 5. Charges for Services – Attachment C
Adopted by the Board on May 11, 2019.**

CTTA Park Operation Manual, Rules, Regulations and Guidelines

21. Holding Tanks

Delete Sentence: Cost is \$7.00

Add Sentence: Cost as determined by the Board

SEE ATTACHMENT C – CHARGES FOR SERVICES

6. Emergency Contact of Resident Employees

Adopted by the Board on May 11, 2019

CTTA Park Operation Manual, Rules, Regulations and Guidelines

13. Disturbing Employees After Hours

Current Wording to be Deleted:

Members who disturb resident employees after duty hours for non-emergency issues will be charged as follows:

First offense A fine of \$25.00

Second offense A fine of \$50.00

Third offense A fine of \$75.00

Fourth offense The issue will be turned over to the Board of Directors in addition to a fine of \$75.00.

Non-emergency issues would include, but are not limited to, excessive noise and/or any request that could be accommodated during the normal workday. 10-12-200 (see schedule of fines and penalties for violation costs. "Emergency" is defined as an imminent threat to life or property.

Wording to be Inserted to Replace the Deleted Wording:

Members who disturb resident employees after duty hours for non-emergency issues will be charged the **Charges for Services** fees most recently passed by the Board. The following are NOT considered a reason for contacting the CTTA Emergency Contact in the Mobile units after working hours (5PM or before 8AM). Per the CTTA By-Laws, the member who disturbs a Resident Employee will be fined: \$25 first offense, \$50 second offense, and referral to the Board for the third offence.

- Help change flat tire
- Vehicle needing a tow
- Vehicle needing to be pulled out of ditch or stuck in snow or ice
- Vehicle needing a jump, gas, or other problems
- Trailer has water leak, power or heating problems
- Tree has fallen on trailer with no injuries
- Tree has fallen on road
- Bathroom toilet or sink are clogged

These are considered personal problems or issues that could be handled during working hours. We thank you for your cooperation.

7. Office Winter Hour Changes

Adopted by the Board on May 11, 2019

CTTA Park Operation Manual, Rules, Regulations and Guidelines, first page

Change Winter Office Hours to:

Winter

Labor Day to November 1 8:30 to 5:00 Seven Days a week

November 1 to April 1 10:00 to 4:00 Seven Days a week

8. Disturbing Resident Employees to Open Gate After Hours

Adopted by the Board on June 8, 2019

CTTA Park Operation Manual, Rules, Regulations and Guidelines

17. Gate Hours

Keep existing wording, but add the following sentence at the end:

The Resident Employee who is the designated Emergency Contact for the night can let Members in the Gate up to 10PM and will be fined. This does NOT apply to Nonmembers.

9. Site Cleanup Fines and Fees

Adopted by the Board on June 8, 2019

CTTA Park Operation Manual, Rules, Regulations and Guidelines

36. Site Cleanup

Delete the following sentence:

Members in Violation will be assessed \$100.00 plus cost of cleanup.

Add the following sentence:

Member will be fined \$200.00, and will have until June 14 to clean the site. If the site is not cleaned by June 14, CTTA will clean the site and bill the member for the costs of cleanup.

SEE ATTACHMENT D – FINES AND PENALTY SCHEDULE

10. ANNUAL MEETING – PROPOSED BY LAW AND POLICY CHANGES BY MEMBERS

K2, Rick Briganti – Annual Reserve Projects. (Attachments)

Pro – Get Park in good condition

Con – Browning Reserve Study expense not followed. Sewage running down street