

Pilot Hill Estates Homeowners Association
Annual Meeting Minutes
June 3, 2023 Pilot Hill Estates Pond
Please contact the Board at pheha.board@hotmail.com with any questions.

1. **Called to Order 9:15am** – Tami Dragila
2. **Cal Fire Presentation** –
 - 4291 Defensible Space Evaluations – you can get the details of this inspection and request a real estate defensible space inspection by visiting the CalFire website: fire.ca.gov/dspace.
 - To buy or sell your home you're required to have this evaluation on file
 - Have a "Go Bag" and have an evacuation plan in place!
 - Hard copies of several resources were provided including a Wildfire Action Plan and Evacuation Tips. These documents will be available on both the PHE Facebook page as well as the PHE website or visit the Cal Fire website: fire.ca.gov/prepare/get-ready-to-go
 - Pilot Hill Cal Fire will be open no later than July 1
 - Garden Valley Cal Fire is always open
3. **Introductions** – All
4. **2023 Agenda Review** – No changes
5. **Review 2022 Annual Meeting Minutes** – Tami Dragila
 - Request to review and email any changes to the Board
6. **Officer and Chair Reports**
 - Treasurer Reports (attached) – Janis Bellows
 - i. The 2023 Balance Sheet, P&L Statement through 5/31, and Annual Budget were distributed to attendees. These documents can also be found on the Pilot Hill Estates website.
 - ii. Annual Budget includes:
 - Standard items for Accounting, Insurance, and Operations
 - Pond & Dam Maintenance includes line items for grazing
 - Road Maintenance includes a budget of approximately \$90K for paving project.
 - Secretary – Cindy McNamara
 - i. Join our private Facebook page to keep up with the latest and greatest happenings in the Estates.
 - ii. Email Communications – going forward the Board is going to use email as another means of communicating with the community.
 - iii. Quarterly Newsletter – Topics & suggestions or articles welcome.

- Pond and Dam – Chris Campbell

January:

- Dam and spillway performed well during atmospheric river events and no evidence of seepage.
- Chris and John Bond cleared spillway channel debris upstream of Carter property on January 1 following storm flows.
- Chris and Scott Bakewell cleared large pine on spillway channel bank that fell onto Bakewell property, tree was bucked up and stump was left in place on January 1 following storm flows.
- Chris noticed two large pines at toe of dam leaning towards dam that should be removed on January 4.
- Water level gage was sent in for repair.

February: None

March:

- Chris submitted the water right report March 5.
- Chris and Brent Dragila cleared large pine that fell on the dam spillway on March 18, the second leaning pine tree still needs to be removed.
- Brent Dragila cleared the cattails from the spillway on March 18.
- Pilot Creek Ranch cleared the dam face of scrubby oaks on dam face week of March 20.
- Dam inspection was completed on March 29. Passed but we still need to muck out the last remaining cattails from the spillway entrance that could not be reached with mini-ex and address the cattails along the dam interior (likely burn them in the winter when desiccated).

April: None

May:

- Pilot Creek Ranch grazed off the entire circumference of the pond weeks of May 15 & 22.

Future:

- Install repaired water level gage soon
- Burn the slash pile at the pond in the winter, remove leaner pine, muck out spillway, and possibly burn cattails too.
- Continued grazing 2 times per year.

- Road Chair – Maureen Houston (bids attached)

- i. Maureen presented multiple bids for both asphalt and chipseal road work that have been received from multiple companies.
- ii. Attendees discussed all options presented and voted to go with the chipseal. Maureen is waiting for one more bid.
- iii. Attendees discussed the options to raise the additional funds to pay for the road work – a one-time assessment from all property owners (amount TBD) or raising the quarterly dues.

Old Business

- Fire Escape Routes – Tami Dragila
 - i. We're going to hire someone to clear out the two fire escape routes on both Spring Court and Pine Tree Circle
 - ii. Cal Fire is going to work to contact the landowner off Acorn Lane to see about cutting through an evacuation route.
- Trailhead No Parking Signs – Tami Dragila
 - i. Signs will be posted at the trailheads located at the top of both Pine Tree Court and Acorn Lane.

New Business

- Website – Cindy McNamara
 - i. Looking for someone to assist with building out a new PHE website.
 - ii. Suggestion was made to include an electronic payment process for quarterly dues.
- Homeowner located by the pond is putting up a fence to deter individuals from using his driveway. The group agreed that a sign should go up letting people know that there's no turn around/private road.
- Fall 2023 & 2024 Fire Prevention Planning – a calendar with predetermined dates scheduled and a project plan will be created for each of those dates. This will allow individuals that are not available on the scheduled date to work on the area when they are available.
- Homeowners "own" to the middle of the road – please take the time to clear your property.
- AT&T is running fiber options in the area.

Election of Officers - All

- Proxy votes and officer voting ballots were distributed, completed, and collected.

Adjourn – 10:45am

PHEHA
Balance Sheet
As of May 31, 2023

	<u>May 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Market Rate Savings 2507	6,826.98
Wells Fargo Checking	87,108.38
Total Checking/Savings	93,935.36
Accounts Receivable	
Accounts Receivable	-7,855.20
Total Accounts Receivable	-7,855.20
Total Current Assets	86,080.16
TOTAL ASSETS	86,080.16
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
Legal Fees	-5,334.25
Total Long Term Liabilities	-5,334.25
Total Liabilities	-5,334.25
Equity	
Unrestricted Net Assets	76,528.45
Net Income	14,885.96
Total Equity	91,414.41
TOTAL LIABILITIES & EQUITY	86,080.16

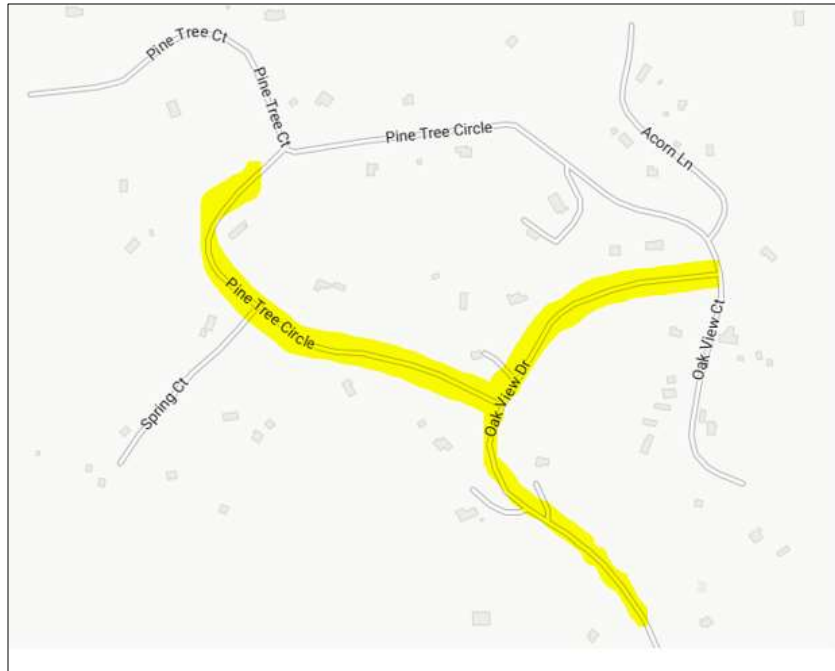
PHEHA
Profit & Loss
January through May 2023

	Jan - May 23
Ordinary Income/Expense	
Income	
Homeowners Dues	
Late fees	170.57
Homeowners Dues - Other	24,253.02
Total Homeowners Dues	24,423.59
Investments	
Interest-Savings, Short-term CD	3.24
Total Investments	3.24
Other Types of Income	
Miscellaneous Revenue	927.20
Total Other Types of Income	927.20
Total Income	25,354.03
Expense	
Contract Services	
Accounting Fees	2,000.00
Outside Contract Services	180.00
Total Contract Services	2,180.00
Operations	
Annual Disclosure Statements	272.78
Internet Web Page	118.00
Post Office Box	78.00
Postage, Mailing Service	314.74
Supplies	51.74
Total Operations	835.26
Other Types of Expenses	
Insurance - Liability, D and O	3,241.97
Pond Fees	2,100.98
Pond Maintenance	596.00
Road Maintenance	500.00
Tax Returns	252.55
Workers Compensation Insurance	370.00
Total Other Types of Expenses	7,061.50
Pond Disposal Service	96.40
Total Expense	10,173.16
Net Ordinary Income	15,180.87
Other Income/Expense	
Other Expense	
Gate Reimbursement	294.91
Total Other Expense	294.91
Net Other Income	-294.91
Net Income	14,885.96

Pilot Hill Estates Homeowners Association
PO Box 313, Pilot Hill, CA 95664
<https://phehablog.com/>

PHEHA Annual Budget for 2023

Expenses:	Subtotal	Percent	Notes
Contract Services:	\$ 5,300.00	4.2%	
Accounting	\$ 4,800.00		
Legal Consulting	\$ 500.00		
Insurance:	\$ 3,160.00	2.5%	
Liability	\$ 2,790.00		
Workers Comp	\$ 370.00		
Operations:	\$ 1,025.00	0.8%	
Website Services	\$ 210.00		
PO Box	\$ 70.00		
Postage	\$ 285.00		
Misc Supplies	\$ 250.00		
Disclosures	\$ 210.00		
Pond and Dam Maintenance:	\$ 6,065.00	4.9%	
Dam Safety Fee	\$ 1,665.00		
Water Rights Fee	\$ 340.00		
Pond Maintenance	\$ 3,500.00		Grazing plus volunteer labor
Waste Management	\$ 360.00		
Water Level Monitoring	\$ 200.00		Gage maintenance
Road Maintenance:	\$ 94,660.00	75.9%	
Road Work	\$ 91,000.00		Major repairs (TBD)
Drainage Maintenance	\$ 2,000.00		Ditch/culvert work
Roadside Tree Trimming	\$ -		Volunteer labor
Roadside Weed Spraying	\$ 1,560.00		
Road Signage	\$ 100.00		
Total Expenses:	\$ 110,210.00	88.3%	
Revenue:			
Annual Assessment:	\$ 46,260.20		
66 lots at \$692/lot	\$ 45,672.00		Dues
Pilot Creek Ranch at \$588.20	\$ 588.20		
Special Assessment:	\$ -		
66 lots at \$0/lot	\$ -		
Starting Bank Balance:	\$ 78,499.80		As of 1/1/2023
Savings	\$ 6,323.74		
Checking	\$ 72,176.06		
Accrued Interest:	\$ -		
Total Revenue:	\$ 124,760.00	100.0%	
Balance/Reserve:	\$ 14,550.00	11.7%	Target 12%



- All bids include filling potholes, shoulders, and bad areas. Any work that is done is going over sub-standard base. Approximately 125,000 SQ FT at 17 FT wide.
- Bank balance as of 5/31/23 = \$86,000
- Quarterly income from HOA dues = \$11,418
- Additional income/payment options include:
 - One-time assessment to all homeowners
 - Bank loan
 - Raising quarterly dues

Company		Bid
Dave Bunfill Blacktop Service	1 Coat Chipseal*	\$109,000
	2 Coats Chipseal*	\$142,000
Folsom Lake Asphalt	2" Boni-Fiber Asphalt Overlay**	\$222,000
	3" Cold Plane Grind, Full Depth Paving†	\$316,500
Sierra Nevada Sealcoating	2" Asphalt Overlay**	\$191,499
J&S Asphalt	2" Hot-Mixed Asphalt‡	\$373,989 (Oakview & Pine Tree Circle) \$92,933 (Acorn Lane only) \$57,503 (Pine Tree Court only) \$524,425 for ALL of these roads

* Chipseal life expectancy approximately 5 years

** Asphalt (depending on type) life expectancy approximately 15-20 years

† Longer life expectancy than only doing the 2" overlay

‡ Includes solid moisture barrier which is a step above boni-fiber asphalt