

Lake Forest Glen Homeowners Association
Regular Meeting of the Board of Directors
April 20, 2013 8:30 a.m.
Held at Lake Forest Glen Association Office
3101 Lake Forest Road
Tahoe City, California 96145

MINUTES

CALL TO ORDER BY - President, Mark Pierpoint at 8:32 a.m. A quorum was established with seven directors. Directors present were, Nikki Aronhalt, Jim Cochrane, Marshall Jackson (by phone), Alan Nelson, Mike Robinson and Steve Vanni. Staff present was Alan Miescke, General Manager and Carol Rainville, Administrative Assistant.

1. APPROVAL OF REGULAR MEETING MINUTES – Steve Vanni made a motion to approve the minutes of January 19, 2013. Jim Cochrane seconded the motion. The motion was passed by a vote of 7 directors.

2. HOMEOWNER HEARINGS/CORRESPONDENCE

a. Fine Hearings - The board of directors heard each of the tenant's appeals. The board members made their decisions based on the Rules and Regulations set forth by the Homeowner's Association to be enforced. Letters will be sent or handed to each of the tenant's involved, explaining the board's decision.

b. New Door Proposal Request - The board members discussed the new door proposal and decided that the Architectural Committee needs to have a meeting. The committee will present their ideas/recommendations by the end of May or at the next board meeting.

3. MANAGER'S REPORT

A. Action List – 1-19-13

1. Alan will contact his friend at the University of Reno about the feasibility of sealing asphalt. Alan has tried to contact him by email and phone. There has been no response. Alan met with Advanced Asphalt. Advanced will look into a true sealer to be used at Lake Forest Glen. Alan Nelson will get contact information for advisor at UNR.

2. Alan will call Charter to clarify time line on contract and facilitate payment of agreement. *This has been taken care of and we are waiting for the check.*

3. Alan will check to see why pool chemical account 7240 is so high. The total over budget for line item 7240 (Pool Chemicals) was \$3,715 for 2012. \$1,586 of this was for equipment costs which should have gone to 7230. This would leave an over budget amount of \$2,129.00, which was the result of higher disinfectant and other chemical costs, plus more chemicals bought.

The \$1,586 spent went to new chlorine feeders (3), new sand for filters, heater repair. In 2013 we will spend more on sensors (roughly \$900.00) and flow meters. The budgeted \$5,000 for a new adult pool heater, pipes and venting will be paid out of reserves.

4. Alan will contact an electrician to get an estimate of what it would cost to replace the GFCI on unit decks and he will find an approved weather proof lid. Alan shared two samples of heavy duty exterior receptacle covers he found which the Tahoe City Building Department requires. The cost is \$13-19 each. The rough estimate he received from Barry's Electric for installation of the GFCI's was \$50-60. The board agrees that this is a preventative move for safety. The HOA would complete this as a convenience to the homeowner. Alan will do the prep and an electrician will

do the rest costing about \$12,000.00 A motion was made by Steve Vanni to proceed on getting a bids for this job. It was seconded by Mike Robinson. All board members were in favor.

5. Alan will check on cost of above ground spa and underground spa for the family pool. Alan talked with the General Manager for the Placer County Health Department, Bill Foster; concerning above ground spas for commercial use. Alan provided several spa options for the board members to look at.
6. Jim talked to the Saratoga HOA that he belongs to and found out how they handle group bundling for telephone, internet and TV.
7. Jim will get clarity on the two landscape bids and inform committee members. The board reviewed three bids. Jim and Alan felt Green Thumb had the best bid presenting a more detailed description of the work and supplies. In the future the landscape bids will be gathered earlier in the year. A motion was made by Jim Cochrane to accept Green Thumb's bid. They will complete the pool and tennis court areas this summer. Nikki Aronhalt seconded the motion and all board members were in favor.
8. Committee chairpersons are asked to connect with their committee members and confirm the 2013 makeup of their committee, including emails and/or telephone numbers, by the next meeting. Most Chairs provided an updated committee list and have contacted their committee members.
9. Committee Chairs should also bring a summary of the work for their committee in 2013 to the next board meeting to update the board and ensure that there is no overlap of work. The Administrative Committee is in good shape with no changes. The Architectural Committee had no report. The Landscape Committee reports updating roster and has a goal to communicate and encourage members to share their ideas. The Rules & Regulations Committee will respond to the board as things come up. The Structural Committee reports that the brick and concrete project is the next job they will be meeting to talk about.
10. Committee chairs are also asked to ensure that their committee's members know who they are and when meetings are held. The board agrees the communicating through email to their members is fine and that they need to report back to the board.
11. Mike Robinson will come up with a proposal by the next meeting of where the Charter money will go. This has been completed.
12. Mike & Alan will identify future cost having to do with proactive steps in considering expenditures to reduce. Mike reports that he and Alan are already doing this. Alan always works with the different vendors/contractors to reduce the cost of a project by assisting them with the project. They will continue to identify ways to reduce costs.
13. Carol will respond to renter of Unit 217 about board's decision on infraction. *Done*
14. Carol will put tennis court topic back on the next agenda. *Done*
15. Carol will send Mark the action list before sending it out to the board. *Done*
16. Carol will put projects list from Annual Meeting into the next agenda. *Done*
17. Carol will work on annual infraction report so that the code having the most infractions is at the top. *The next annual infraction report will reflect this action.*
18. Carol will add a box on the monthly dues statement for HO to provide their email address. *Done*
19. Mark will put together a facility questionnaire to send out to the homeowners. Mark suggests a way to get this done is by using a free program called Survey Monkey. This will be a great way to get a response from the homeowners via email in the next three months.
20. The Structure Committee will look into handicap access for front porches; they may suggest individual unit solutions. This will be discussed in Old Business.

The annual meeting action list was reviewed.

B. OLD BUSINESS

1. Key Projects & Reserve Schedule – Repairing the family pool tiles that come off every winter was discussed. Alan met with the pool contractor and he gave him advice and a bid of \$3200.00

with a warranty, to repair them. Alan installed a new heater at the adult pool. The P.U.D. is replacing water supply lines to units in the asphalt replacement zone for 2013. The electrical sub panel replacement by homeowners is continuing. Alan provided the board with three new proposals for the replacement costs of the panels. The board will take steps to require these panels be completed by July 1, 2013. In 2014 Alan suggested the replacement of GFCI cover with approved covers on unit decks. The P.U.D. will continue to replace water supply lines in the phase 3 asphalt project area. Replacement by homeowners of their sub panels will continue.

2. Porch Repairs – Alan will complete these repairs.

3. Tennis Courts – Tennis courts will be addressed on the homeowner questionnaire.

4. Electrical Panels – Addressed in Manager’s report.

5. Charter Service Agreement – the agreement was finalized and the money should be here in June. Jim Cochrane talked to another association board member and found out that they have a bulk rate for basic service only and that it is added to the homeowner’s dues statement. This topic will be continued.

C. NEW BUSINESS

1. Kids Pool Tiles - Discussed under Old Business Key Projects topic.

2. Adult Pool Heater - Discussed under Old Business Key Projects topic.

3. P.U.D. Water Lines & Back flow Prevention in Irrigation Systems -. The P.U.D. will continue to replace water supply lines in the phase 3 asphalt project area. The back flow prevention in the irrigation system will be completed in the future.

4. Asphalt Project 2013 – The asphalt project will begin around May 1, 2013 weather and temperature dependant.

5. Change Wording on Fine Notice – The board members agree that the wording on the fine notice be changed from ... “Only the Homeowner may attend this meeting to discuss this infraction and/or fine unless the Homeowner provides prior written or verbal notice to the Association that another person will appear in place.” to ... “The tenant, homeowner and /or property manager may appear. Please contact the office of your intentions. The hearing date may not be postponed. A written argument on your behalf will be accepted. It may be emailed to lfghoa@sbcglobal.net or dropped off at the office.”

6. Tree Removal Project – Alan obtained a permit from TRPA to remove 10 large trees. The reasons are for safety, fire and concern for the buildings being damaged. The board recommends doing all the trees this year. The board agrees that the bid from Keeler tree service is very reasonable and there will be savings on the labor as Juan and Pedro will do the hauling, chipping and hauling down tree segments.

5. COMMITTEE REPORTS - None

6. INFRACTION REPORT

The board reviewed and discussed the report.

7. LEGAL

a. The board received clarity on the definition of condo/Townhome from Richard Fong.

b. The board reviewed the letter from Richard Fong and his comments. The board decided to keep the bylaws as they are. Alan Miescke will ask Richard Fong through email to clarify quorum rules.

8. ACCOUNTING

- a. February 2013 Financial – Mike explained the budget numbers he is presently working with and the budget is on track. The numbers do not reflect the Charter money. The window fund was briefly discussed and will remain in place until all homeowners are finished with replacements.
- b. March 2012 Financials – The March financials were discussed. It was noted that the snow removal is done for this season and there will be a positive number here.
- c. Delinquency Report – Reviewed and discussed. We have only two homeowner's past due.
- d. Delinquency Tracking Graph – Reviewed and helpful.
- e. Dues Analysis Report Graph – Reviewed and helpful.
- f. Record of Donations 2005-2012 – The report was reviewed and helpful. The board will review donation requests and instruct who will receive donations.

10. BOARD MEMBER'S COMMENTS / REQUESTS / NON-AGENDA ITEMS

There was a brief discussion about how often board meetings are held and how long they are.

11. EXECUTIVE SESSION - None

The meeting was adjourned at 12:45 PM.

The next meeting will be on May 18, 2013.