

Lake Forest Glen Homeowners Association
Regular Meeting of the Board of Directors
August 23, 2014 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 8:45 a.m. Present were Nikki Aronhalt, Alan Nelson, Mark Pierpoint, Mike Robinson, and Steve Vanni. Staff present was Alan Miescke, General Manager.

- 1. APPROVAL OF REGULAR MEETING MINUTES** – Steve Vanni made a motion to approve the minutes of May 10, 2014, and Mike Robinson seconded the motion. All in favor - motion was passed.
- 2. HOMEOWNER HEARINGS/CORRESPONDENCE** - None
- 3. MANAGER’S REPORT**
 - A. Action Items 5-10-14**
 - 1. Alan will attempt to obtain an audit report from the lock system to address the unit Doug referred to and will speak to the appropriate people to issue a warning notice.** Done – gave printout to Doug. Discussed report briefly, system working well so far.
 - 2. Cathy will update the Board & Staff Directory.** Done. Add Mark’s new email, all else okay.
 - 3. Steve will assess the storage lockers and put together a priority list of those in need of immediate repair.** Discuss at meeting. Steve is still completing his assessment of the lockers, but hasn’t discovered anything yet to be seriously in need of repair (like his).
 - 4. Alan will talk to contact at Placer County regarding BMP issue.** Alan met with Placer County engineer at the Lake Forest Road storm water culvert (which is also the Lake Forest Glen storm drainage pipe) on Friday, August 1st, at 4:30pm.

At this location, a large vault was installed to treat the runoff from the new drop inlets, and edge drains installed this year. The meeting was to discuss feasibility of including water draining through this existing culvert in the new treatment vault. Apparently, the county failed to include our flow in their calculations. The vault is “small” as it is with only a roughly “10 year” storm event capability with the new flow.

The county engineer said we should consider contacting our engineer (Gary Davis) to calculate a vault size for us on our side of the fence to treat the flow at the exit pipe to be installed only with TRPA BMP Certification. Alan contacted Gary, and he will begin a basic feasibility report this winter.

Discuss options during executive session.

- 5. Steve will assess the walkways to prioritize needs based on safety concerns.**

Steve Vanni reported that walkways are in the worst shape – and of most concern – around the pool areas, especially where the trees are on the walkway near the back of units 181/182. Also, gaps are larger where pathways feed in toward the pool area. There is also one bridge missing an edge, which has been discussed previously. Steve was waiting to see what would be decided with regard to the tennis courts (and how much that will cost), since it had been discussed to lay pavers around pool areas. This has worked well with the tree root problems in other locations, and would be a good option for some of the areas mentioned here.

Because of the liability concern, he suggested that we fill several of the smaller sections with concrete while we are figuring out the long term solution. The sections with the larger gaps (with tree roots), however, should be cut out and replaced (not just filled). Alan asked if we should consider getting an estimate from a contractor on cutting out the sections and repairing them – using surplus funds from the asphalt budget.

****Action** - Alan will cut out the area near 182, fill the area behind 228, and call to get estimates on patch repairing other locations.

****Action** – Alan will repair the bridge

6. **Alan will follow up with the delinquent unit discussed in executive session and send a final notice regarding late dues.** This was discussed during executive session.

B. Old Business

1. **Homeowner Facility Questionnaire.**

The survey went out this past week, and there have been 82 responses so far (out of 212 emails that were available). He is working with Cathy to correct some emails that were returned for various reasons. The survey company sends back the answers and graphs responses. The top 3 issues HO are interested in are new storage lockers, renovated front porches, and bundled Wi-Fi. There is also a question asking for a suggestion to improve Lake Forest Glen, (which is a free format field rather than multiple choice), and there are 61 suggestions. Once all responses are in, Mark will organize and tally. We should have some good information to discuss at the HO meeting.

2. **Final Phase of the Asphalt Project.**

| | 2012 | 2013 | 2014 | Budget | Difference |
|---|--------------|--------------|--------------|---------------|-------------------|
| Resurface (3171) | \$200,000.00 | \$200,000.00 | \$218,805.84 | \$700,000.00 | + \$81,194 |
| Utility Boxes (3172) | \$18,364.00 | \$10,287.00 | \$12,073.00 | \$25,000.00 | - \$15,724 |
| Drains/Rock (3172) | \$74,863.00 | \$46,020.00 | \$22,687.00 | \$122,000.00 | - \$21,570 |
| Rock Material (invoice not received) Estimate: | | | \$500.00 | \$0.00 | - \$500 |
| Extra Labor | | | \$4,000.00 | | -\$4,000 |
| Final Budget Balance | | | | | + \$35,400 |

Note: LFG staff backfilled edges of asphalt on all phases. This year (2014 Phase III) we had to apply rocks in many areas. We used a Bobcat to transport and place these rocks. The Bobcat was used for 2 months, furnished 8/11/14. There was no charge from Gensburg to use this piece of equipment.

Alan is waiting to receive an invoice for the 20 tons of rock we used. He estimates it at \$500, but it is possible that there will not be a charge (since he got the material from a local friend - not sorted, not cleaned). The Board commended Alan on the budget for the asphalt, and all the feedback has been extremely positive.

3. **Board to continue discussion and planning for the tennis court(s) budget**
2015
\$80,000

The attached estimate from 2010 (\$4,530) would require additional cost in that we would need to take down the fence, provide disposal, there would be some compaction testing required, and we would probably need to put in some drains. Because the decision of what to do with the courts depends on whether homeowners would like to see one of them “traded” for something else, the board thinks there will be some clarification on how to proceed after receiving information from the HO survey. Because the storage locker options also depend partly on the outcome of this issue (and vice versa), Steve suggested coming up with estimated costs to perform the different options.

****Action** - Steve to come up with 3 options for Sept meeting regarding storage lockers: repair, rebuild at current size, go all out and expand.

C. New Business

1. Security Guard posted at pool to help with evening issues on busiest nights.

Alan reported that we began posting a security guard at the quiet pool Thurs-Sun nights from 7:30pm until closing, and it seems to be working well (according to Doug, Steve and other homeowners living in the areas near pools. There have been no complaints since we began this arrangement). Doug submitted a sheet of suggestions for handling some of the pool issues that were distributed to board members at the meeting. Alan asked for input on whether any changes are suggested with regard to the arrangement (times/days, etc.), so he can get pricing from security company for the next season.

Alan also mentioned the liability risk of having a low fence, if someone (usually not a homeowner) climbs over and gets hurt. We should probably consider raising the fence height to prohibit people climbing over it. (One of our new homeowners is on an HOA board in another city, and they were sued for this issue. She had actually made the suggestion to Alan that we need to extend the fence higher.)

Mark suggested discussing Doug’s swimming pool topics at the AGM. Alan asked if the board would approve the cost of consulting Fong & Fong (legal advisor) if any of the rules have changed and we can appropriate any of the suggested wording (such as “adult quiet pool”, etc.). The board approved, and suggested getting clarification regarding height of fences around swimming pools at the same time.

****Action** - Alan will contact health department and legal counsel to get information regarding adult/child pool issues, as well as finding out what is the recommended/required height for a fence around a pool. The board gave approval on cost of contacting Fong for legal advice on these issues.

- 2. Update to Architectural Standards form.** Alan explained action by new homeowner that prompted the clarification. Board approved updated wording, adding the term “artificial turf” to specify further.
- 3. Open Board Seats – Candidate Statements.** Discussion of open seats and candidates, as well as the need for a new election officer. Nikki volunteered to serve in this capacity.
PUD Water Restrictions. Alan explained that he had already cut back on irrigation by approximately 30%, but shared the attachment for everyone’s information.

4. COMMITTEE REPORTS –

5. INFRACTION REPORT – The only outstanding amount is for a unit where the tenant has just moved out, and the owner will be responsible for paying (which will likely not be a problem).

6. LEGAL - None

7. ACCOUNTING

a. April 2014 Financials -

b. May 2014 Financials –

- c. June 2014 Financials –
- d. July 2014 Financials -
- e. Delinquency Report –
- f. Delinquency Tracking Graph -
- g. Late Dues by Month Graph -

Mike reported that July reports came in looking okay, and he and Alan went through the financials and we are going to come in pretty close for the year, even with the extra expenditures.

Mike and Alan have gone through the 2015 budget, which comes out about 2.6% above this year's original budget. He said they are working on a plan for the storage lockers, resurfacing will start next year (for 3 years), and a few other items.

There was discussion on whether to increase dues. We will be in good shape with upcoming major projects (painting, roofing, sealing) for the next few years even without any increase. However, that does not include any other projects (such as storage locker upgrades or footpaths), or account for inflation greater than 3%.

Mike and Alan have also been working on personnel issues related to accrual balances. Alan is working with Frank Mooney (accountant) to set up a system to better track and stay on top of accrual in order budget appropriately. This will be established by the end of the year. The employee manual has limits to cap off time at a certain point, with payouts to take place at the end of each calendar year if the time above the cap is not used.

****Action** – Mike and Alan to discuss paying back window fund.

****Action** – Alan will contact Frank Mooney to get employee accruals set up by year's end.

****Action** – Cathy will send board members a copy of the employee manual.

****Action** – Alan will send Mark current employee accrual amounts.

****Action** – Mark will get back in touch with Mike after he reviews the manual to determine the meaning behind the wording, and clarify/refine as necessary.

****Action** – Mark will summarize data from HO survey regarding financial responses (dues, etc.) for next meeting budget items

****Action** – Cathy will put discussion of budget items on the agenda for next meeting (Exec Session)

8. WEBSITE –

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

10. EXECUTIVE SESSION –

- **Discuss delinquent HO**
- **Discuss BMP options**
- **Discuss HO requests for additional recreation access cards**

The Board voted to approve taking legal action against delinquent unit in complex. Discussion on homeowner requests for additional recreation cards – no action taken.

Mike motioned to have Gary Davis do preliminary calculations to consider what would be necessary for us to install our own filter box coming out of the complex to meet BMP requirements, Nikki 2nd motion. All in favor – motion passed.

****Action** – Alan will work with Gary on this issue over the winter.

**The meeting was adjourned at approximately 11:00am.
The next meeting is scheduled for September 27th, 2014.**