

Lake Forest Glen Homeowners Association
Regular Meeting of the Board of Directors
January 10, 2015 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 8:40am. Additional directors present were Jim Cochrane, Gary Leach, Alan Nelson, and Steve Vanni – Mike Robinson was present via conference phone. Directors absent were, Jason Kary, Kathy Livermore, and Doug O’Neal.

1. APPOINTMENT OF OFFICERS AND ESTABLISH COMMITTEE MEMBERS ([Attachment 1](#))

Current Officers:

President:	Mark Pierpoint
Vice President:	Steven Vanni
Treasurer/Sec:	Mike Robinson

Steve made the motion to continue with current officers, and Gary seconded. Mark asked for any discussion – none. All were in favor with no abstentions. Motion was passed.

Committees: November’s meeting changes were proposed, with the most notable being to form a committee specifically addressing pool and tennis court issues. The *Admin Committee* was updated to reflect change in board positions (this committee should only have board members serving). Mark indicated that Jason Kary is willing to chair the *Nominating Committee*, and he would also like to have Jason on the *Admin Committee*. No changes were made to *Architectural* or *Landscape Committees* (Jim indicated the desire to continue as chair); Alan Nelson will continue to chair *Rules & Regs*; Steve will continue to chair the *Structural Committee* (it was determined that lockers, porches, and footpaths would be included in this category). The final issue is the new *Pools and Tennis Courts Committee*, which Gary Leach volunteered to chair. His main function will be working through the legalities, but he will have plenty of help from board members. Board members Alan Nelson and Steve Vanni indicated that they would like to serve on the committee as well. Notify Karen Best about the formation of the committee and ask if she would like to serve on it.

****Action Item: Cathy will send Gary the section of minutes from AGM regarding pool issues.**

****Action Item: Cathy will notify HO (Karen) from AGM about the formation of committee.**

2. APPROVAL OF REGULAR MEETING MINUTES – There were a few corrections to the draft of the minutes (update committee name and correct sentence regarding member terms). Steve Vanni made the motion to approve the minutes with noted corrections with Jim Cochrane seconding the motion. Mike Robinson abstained – all others were in favor and minutes were adopted (with Mark’s vote).

****Action Item: Cathy will update the minutes to reflect the corrections.**

3. HOMEOWNER HEARINGS/CORRESPONDENCE – Homeowner Request for Architectural Committee review regarding propane heaters for rear deck use – See New Business.

4. MANAGER'S REPORT

A. Action Items 11-15-14

1. **Alan will continue to work with Gary Davis over the winter on completing preliminary BMP calculations.** *In Progress.*

****Action Item: Alan will continue to work with Gary Davis during the winter on Prelim. BMP Calcs.**

2. **Cathy will put "Committees" on January Agenda.** See Above Agenda Item 1.
3. **Steve will put together list of storage lockers that need immediate attention, and will fine-tune the proposal to implement the "standard repair" that the board is considering for all units.**

Steve had not yet completed this task. He thought it wouldn't be needed until spring due to usual snow accumulation through winter preventing any work from being performed. Alan Miescke indicated that was correct, and repairs would not begin prior to spring. There has been \$26,000 set aside in budget for the repairs for the current year. Steve said he will get a list together prior to that time. Alan Miescke will need a list of unit numbers in order of priority to start getting materials together. Alan Nelson asked if Steve would also put together some standards for future reference in case another contractor is hired to do work on the lockers.

****Action Item: Steve will prioritize the list of units in need of storage locker repairs for Alan M.**

4. **Doug will amend the wording for the Architectural Standards document regarding the issue of penetration of outer walls of units, indicating the need to obtain specifications from the HOA office (*Done*). Contractor Keith Larsen will put together plan for the implementation of installing exterior vents (to include building code requirements) that can be included in the information provided to the homeowner upon making this request.** Alan requested detail from Keith, not yet received.

****Action Item: Alan will follow up on having a detail plan put together for installing exterior vents.**

5. **Alan will talk to the homeowner that is not in compliance with the architectural standards in relation to the exterior venting/fireplace relocation issue.** Not yet done.

****Action Item: Alan will talk to the homeowner that is not in compliance with the architectural standards in relation to the exterior venting/fireplace relocation issue.**

6. **Board will walk over to Keith Larsen's unit after the meeting to view outdoor propane deck heater under consideration (per request by homeowner and contractor Keith Larsen).** *Done.*
7. **Cathy will add homeowner request for propane deck heater approval to the January agenda for follow up determination.** *Done.*
8. **Cathy will send Mark copies of the ballot documents and envelopes.** *Done.*
Mark will pass along to Jason for his input.

9. **Cathy will send Mark the schedule of homeowner mailings.** Mark has not done this yet. He and Alan have looked over and both think we are covered and sending out all necessary documents. It is possible that the concern was brought up based upon only one mailing (post AGM) rather than the compilation of the entire year's mailings.
10. **Mark will review the documents on the HO mailing schedule and compare with the list given by homeowner to see if there are documents we may be missing that are required.** See above #9.

****Action Item: Mark will continue to look at the homeowner mailing schedule to ensure we are sending out all the documents required of us.**

11. **Cathy will send Jason the draft of the homeowner authorization form for electronic communication for review and suggestions.**

Cathy distributed an edited version of the form received from Jason on Thursday for the board to review. Alan M asked about if the form is required in order to send documents electronically rather than via hard copies, and Cathy believes that homeowner consent is necessary.

Alan M. thinks we should add wording indicating that we will no longer send out hard copies unless the homeowner specifically requests it. He thinks we should also do the same with billing statements...There was discussion and it was decided that there needs to be some research on the HOA's responsibility and legal requirements prior to amending this on the form.

****Action Item: Alan will investigate the electronic communication issue with Fong and the Blue Book to ensure we aren't overlooking anything before implementing.**

12. **Mark and Mike will continue to work on the accrued amounts of employee sick/vacation accruals, as well as the employee manual wording.**

Mark sent an email to the board members regarding this issue prior to the meeting. The main reason for this update is that the process in the LFGHOA Employee Manual (2009) was not implemented on regular basis in the accounting system for payout of outstanding liabilities for employees' sick/vacation time. This resulted in balances accruing for Juan and for Alan over the past several years. The board needs to update the policy and vote on how to go forward. Mark is also proposing that we unify the sick and vacation time into one category of personal time (as is the practice of most businesses currently), update the employee manual, and then ensure the proper accounting is done regularly to implement the policy. Mark went over the areas needing updates and clarification.

Summary of Changes: It is suggested that there should be an overall cap to any accrued holiday/time off. The cap should be very clear to encourage employees to take their vacation time. Time accrued to be kept on balance sheet as a liability; it is also proposed that we combine all time off (sick/vacation/personal) to be *Flexible Time Off (FTO)* or *Paid Time Off (PTO)*. Additional time would be added in to the flexible time bucket to allow for sick time. The final goal is to simplify the policy in the manual so everyone can understand it. It is also being proposed that the HOA does not pay out for any unused time off for exempt employees once the cap is reached.

****Action: Mark asked the board members to look over the proposed policies and make suggestions or ask questions so he can finish updating the manual.**

13. **Kathy Livermore will share information with Cathy in HOA office regarding package of documents she provides to her renters.**

Cathy explained that she is working on a web page (to be part of the HOA website) that can be used as a resource for homeowners to share with guests and renters. Board members gave input as to suggested items/links to include, and Cathy will send access to the page to the board for feedback when further along.

****Action Item: Cathy will send board members the link to the proposed section of the website for rental information once completed.**

14. **Cathy will work on adding a section to the website for homeowner mailing documents. In progress...**

B. Old Business

1. **Homeowner Request for Architectural Committee review regarding propane heaters for rear deck use –**

Alan M. said he hasn't yet heard from Doug on determination by architectural committee. He indicated that the board needs to vote on whether or not to approve this request. Steve made a motion not to approve propane heaters on decks, and discussion followed.

One board member felt that if the HOA is to allow propane barbecues on the decks, it seems no different to allow propane heaters. Many local businesses have the same heaters. It was noted that the heating element and flame is higher up and could cause damage to exterior of building if it were too close. There could be a limit to the date range during which time they would be allowed. It was also a concern that some owners or their guests might not be cautious enough and there is the potential of misuse – they are different than a barbecue – they have an open flame. It is not permissible for the board to approve use for homeowners only. It was also mentioned that it could be a storage problem. It was suggested that the fire department be consulted, and the board all felt this to be necessary, as we are in a fire prone, residential environment and are not a commercial establishment.

****Action Item: Alan M. will discuss the issue of propane heaters on decks with the fire department.**

****Action Item: Cathy: Will put on issue on the next agenda.**

2. **Swimming Pool Issues –** This topic is being tabled for a future meeting.

3. **Storage Lockers –** Covered in Manager's Report Action Items above.

4. **Tennis Courts –** see attached conceptual plan for another local HOA sent by Marshall Jackson. This was provided for the board's information and future consideration. Good ideas to consider when they get to that point in the decision making process. Too early at present, however.

5. **TCPUD Water rates –** Jim to discuss at meeting.

Jim explained his involvement in the issue after several homeowners' questions about the water bill. There was discussion from the board on the email between Jim and the TCPUD General Manager, Cindy Gustafson. Ms. Gustafson offered to attend a meeting to answer any questions the board might have, and Jim asked if we want to invite her to do so. At this point, the board felt that was not necessary. Mark asked if Jim would summarize the email into an easier to follow format, such as a

Q & A type document that can be posted on the website for any homeowners who might want to see the information.

****Action Item: Jim will update the email correspondence with the TCPUD into a simple question/answer format for posting on the website as a reference for homeowners.**

****Action: Cathy will post above information on the website when completed.**

C. New Business

5. COMMITTEE REPORTS –

6. **INFRACTION REPORT** – There are five infractions that have not posted yet, and do not show up on the report.

7. **LEGAL** – None

8. ACCOUNTING

- a. October 2014 Financials ([Attachment 6](#))
- b. November 2014 Financials ([Attachment 7](#))
- c. Delinquency Report – ([Attachment 8](#))
- d. Delinquency Tracking Graph - ([Attachment 9](#))
- e. Late Dues by Month Graph - ([Attachment 10](#))

Mike summarized the financials, explaining that the HOA has paid back the window fund which now has approximately \$110,000. He went over the other accounts and said we are coming in slightly above what was projected, and are looking to be on track for year end.

Alan Miescke went over a few items in the budget for the current year. He reported on projects scheduled for this year: asphalt sealing (bids coming in), cable replacements are underway, concrete repair, storage lockers, and truck replacement. He has received a proposal for building painting, which is not happening this year, but wanted to find out about the options and costs. They are working on replacing shingles, and privacy fence repair will take place this year. They are also going to continue with replacement of the drip irrigation valves (the county requires a backflow valve), as the trial replacement that was done last year worked well. They will also continue with brick repair, and the landscape contractor will likely start in May (hopefully we can get the junipers removed before then to save money).

Delinquencies were discussed, and will receive a phone call from Alan next week (with the exception of the unit already in collection process). Alan emailed Mr. Fong (HOA attorney) for an update on the status of that unit, and distributed a copy of the email response to board members. Mr. Fong said the unit is scheduled to go on the auction block this month.

****Action: Alan will call delinquent units.**

9. **WEBSITE** – See update under Manager's Report above.

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

Steve suggested replacing the toilet in the HOA office. Alan said he is getting ready to purchase two new toilets for the pool areas, and will add that to the list.

Steve also brought up the issue of a sewage backup into his unit awhile back. He does not want that to happen again, and thinks that the HOA needs to address this problem. Usually there would be a backflow prevention device outside the building, which would look awful in the complex, so he suggested putting one at the sewer line in the crawlspace of each unit (contra costa valve) instead. He is hoping that the board can come up with an idea and put it on the projects list for 2015 to investigate and plan for updating throughout the complex. He thinks this problem could result in significant consequences/costs to the HOA if it happens to others. Alan thinks it probably wouldn't take much time (½-hour per unit). There was discussion and it was estimated that it might cost \$150-200 per unit.

**Action: Steve will put together cost estimate.

**Action: Alan will ask a couple of plumbers what they have done.

11. EXECUTIVE SESSION –

- Update on delinquent unit (copy of letter from legal counsel provided at meeting).
Discussed – update from Fong distributed.

**The meeting was adjourned at approximately 11:34am.
The next meeting is scheduled for February 21st, 2015.**