

Lake Forest Glen Homeowners Association
Regular Meeting of the Board of Directors
March 15, 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 8:41 a.m. Present were Nikki Aronhalt, Jim Cochrane, Mark Pierpoint, Mike Robinson, Steve Vanni; Marshall Jackson was present by phone. Staff members present were Alan Miescke, General Manager, and Cathy Wencke, Administrative Assistant.

- 1. APPROVAL OF REGULAR MEETING MINUTES** – Jim Cochrane made a motion to approve the minutes of January 25, 2014. Mike Robinson seconded the motion. Nikki, Marshall, and Steve abstained, all others in favor - the motion was passed.
- 2. HOMEOWNER HEARINGS/CORRESPONDENCE** -
- 3. MANAGER’S REPORT**

A. Action Items 1-25-14

1. Alan will follow up on costs to implement electronic recreation keys.

- a. 2009 cost to rekey 7 gates with new locks (400 keys) **\$4,700**
- b. Card reader system – all cards same cost for 7 gates/welding (±)
(#CL101 Card Lock Co) (System used at Kingswood Village Condos)
\$5,500
- c. Programmable card reader – cost for 7 gates/welding (±)
(#26SA “Smart Access Reader”, Card Lock Co) **\$10,000**
- d. Trilogy PL3000 Programmable – cost for 7 locks/welding (±)
(System used at Carnelian Woods) **\$11,500**

- Alan is waiting for a technician/installer from Wallis Security in the bay area to come here and discuss the programmable card system and give us a price.
- The main office of ASSA Abloy Door Security Systems does NOT have exterior systems which would meet our needs.
- If the Board wants to look more into the programmable cards, Alan can check on two other systems that are being used here at the lake.
- Board to discuss welding and/or replacement of some of the gates.

Alan has researched and obtained some prices, and gave a report of his findings. Since wiring each of the gates would have been a significant problem, he looked at several wireless, battery operated systems. Another issue he found when consulting with other HOA’s in the area is that some systems don’t do more than our current system, and therefore wouldn’t address the problems we would be trying to solve. The least expensive system (attach. CL101) would therefore not provide any advantages. (For comparison, it was noted that our current system costs nearly \$5,000 when we need to re-key, as the non-duplicatable keys are quite expensive.)

The other options Alan researched were discussed, along with their advantages and costs. The system that was the best fit for our situation was determined to be the Trilogy 3000. Main advantages identified: gates would be easily modified to accommodate new system, keypad would provide ability to override card system if necessary, would avoid the need to rekey every few years, programming could be done in HOA office (along with database maintenance), gates can be programmed to lock automatically at certain times, key cards can be remotely reprogrammed and deactivated if lost/stolen. It was discussed that while this system would solve several problems we have with the recreation facilities, it would not solve all the situations we encounter. We may still want to have a pool monitor during certain peak times to avoid issues such as people holding gate open with rock, letting people without key in, etc.

With the snow removal costs down this year, and the need to rekey already factored in, the difference in cost to upgrade to an electronic system is available for funding, and should put us ahead after a couple of cycles since it alleviates the need to rekey every 4-5 years.

Also discussed was the idea of having only one key per unit. After some discussion, it was decided that one key per unit is all that is needed – that the key stays with the unit, and whoever is using the unit has use of the facilities. Charges for lost keys may be adjusted as a result of not having to rekey – will revisit that later. Board will consider having a periodic “key check” through HOA office.

Summary: Trilogy 3000 system – 1 card per unit/HO, with data transfer box (which allows mobile programming), budget limit \$12,000 (to include welding, etc), attempt to accomplish prior to summer (with start date dependent on getting database set up). Steve made the motion to approve the new system, Jim seconded. All in favor with no abstentions – motion was passed.

****Action: Alan will proceed with implementation of the approved system.**

2. **Alan and Cathy will prepare letter notifying Unit 65 of the Board’s decision to uphold infraction. Done.**
3. **Alan and Cathy will prepare a letter to owner of Unit 173 informing him of the Board’s decision regarding windows. Done.**
4. **Cathy will add discussion of the pavers to the next board meeting agenda. Done – see New Business #2.**
5. **Cathy will update the Key Projects List to include Recreation Key Replacement and Landscape Phases 4 and 5. Done.**
6. **Cathy will work on basic plant information sheet for addition to website. Done.**
Alan, Jim and the landscape contractor reviewed all plants from multiple lists and combined them into one, simplified list. The plants with inherent problems were removed. The Board looked at the website with the links and gave feedback.
7. **Cathy will remove the Nominating Chairperson’s name from the Committee list and leave “open”. Done.**
8. **Cathy will update wording in the Satellite Dish Policy “Configuration” section for further clarification of #1 and #5. Done.**
9. **Cathy will update Common Area Standards form to reflect updates regarding bird feeders, potted plants on front porches, bicycles and motorcycles. Done.**

10. **Cathy will update documents to include the revision date in the file name and make sure it is included in footer of document.** *Done.*
11. **Alan will enforce current rules regarding bikes on front porches.** *Done.*
12. **Cathy will order another external hard drive to swap periodically with current drive for secure storage offsite, and update the setting for backup from weekly to daily.** *Done*

B. Old Business

1. **2013 Annual Meeting Action Item. Board will discuss other location/mounting options for homeowners to install satellite dishes on units.** The Board discussed whether to allow more conditions for mounting options, and many of the same issues are still of concern (damage to new roofs, compromising integrity and waterproofing, cables on outside of buildings, ice buildup on receivers (preventing reception), icicles causing damage to equipment). Motion was made by Steve to keep the existing policy regarding dish installations, and was seconded by Jim. All were in favor with no abstentions, and motion was passed. **Cathy will note the Annual Meeting folder to add the item to the agenda for clarification to homeowners.*
2. **Homeowner Facility Questionnaire.** Mark indicated that the questionnaire is ready to go, but he hasn't had time to implement the distribution yet. **He will work on this when time allows.*
3. **There are 4 remaining electrical subpanels to be replaced. All are scheduled and approved by each homeowner. One unit is not cooperating.** The four units have been completed. Alan distributed a copy of the letter from the homeowner who has a problem with replacing the electrical panels. The Board read his concerns and discussed the issue. There needs to be clarification regarding the requirement, as well as the homeowner's responsibility in maintaining the electrical components in his unit. **Steve will send Alan some information on the specific building code requirement. *Mark will find the section(s) in the CC&R's that address the responsibility. *Alan will work on a letter to the homeowner addressing his concerns.*
4. **The Final Phase of the Asphalt Project.** Alan met with the engineer (Gary Davis) regarding the water issue outside the office. He explained the solution presented, where the stream will be underground through a pipe, and street runoff diverted underneath – asphalt would go over top. Alan said we could also use rock (instead of pavement). Gary said we didn't need to go through TRPA because it is considered a repair, and we can go ahead and repair. Alan met with Stuart Gensburg and went over solution, and it is scheduled for May 1st. Money will come from part of asphalt budget.
5. **Health Insurance** – The new health plan setup for the employees is complete with improved coverage. Employees have signed up for Blue Shield of CA plan, which also offers dental coverage for children. The money in the budget will shift from health insurance to increased income for employees to compensate.

*****Alan will talk to Gary about coverage, find out our options. ** Steve will come up with a design for lockers so we can get a budget together.***

5. INFRACTION REPORT – Unit 55 continues to receive infractions for tenants not following rules of complex. Owner should be reminded that it is his responsibility to inform tenants of rules and assure compliance, and he is responsible to pay fines and collect from his tenants.

6. LEGAL - None

7. ACCOUNTING

- **January 2014 Financials** – Mike Robinson: We don't have February financials yet, but January is right on track with what was projected, nothing out of the ordinary. We should have a good year. We should keep the window fund where it is for the time being.

It was discussed to give remaining units some kind of final notice on window replacement and a timeline to finish out the project. Alan is dependent on contractor's scheduling (which is limited). He will talk to Keith and see if he can give us a block of time to finish up.

- **Delinquency Report** – Only a couple of units are delinquent at this time. Alan is aware of their situations and is in contact with them. *****Alan will contact the owners; one of the units could be a challenge, given his situation.***
- **Delinquency Tracking Graph** – Discussed - nothing to report.
- **Late Dues by Month Graph** – Discussed - nothing to report.

8. WEBSITE – Forms have been updated and the plant list has been added.

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

Alan brought up the cost of the payphones – close to \$2000/year. There was some discussion, and Jim made a motion to remove payphones, and Marshall seconded. Motion was passed. *****Alan will arrange for payphones to be disconnected.***

Mark referenced the board members' directory, and need to update. *****Mark to talk with Marshall on whether to continue on board given attendance.*** He also indicated that we may be looking to replace another member who will not be continuing long term. If anyone has any ideas of possible new members, please let Mark know so he can talk to them.

Vote on Executive Board positions: The issue was presented regarding whether the current President, Vice President, and Treasurer would like to maintain their positions? Treasurer Mike Robinson, Vice President Steve Vanni, and President Mark Pierpoint each indicated that yes, they would like to continue to serve in those positions. Mark asked if everyone is supportive of his continuing as President. All members present indicated they would like Mark to continue to serve as Board President. Nikki made the motion to keep the current Executive Directors – Jim seconded the motion. All were in favor with no abstentions, and the motion was passed.

Alan reported that he picked up plans from Placer County regarding Lake Forest Road EIP project; he is still looking over and is going to meet with county engineer to discuss. He will update the Board after he has done this and has more information.

10. EXECUTIVE SESSION –

The meeting was adjourned at approximately 11:40am.

The next meeting is scheduled for April 12, 2014.