

**Lake Forest Glen Homeowners Association**  
**Regular Meeting of the Board of Directors**  
**May 21, 2016 8:30 a.m.**  
**Held at LFG Association Office**  
**3101 Lake Forest Road**  
**Tahoe City, California 96145**

**MINUTES**

**CALL TO ORDER BY-** President Mark Pierpoint at 8:31am. Directors present: Jim Cochrane, Jason Kary, Gary Leach, Mike Robinson, and Alan Nelson. Staff present Alan Miescke, General Manager, and Traci Lewis, Administrative Assistant.

1. **APPROVAL OF REGULAR MEETING MINUTES-** Mike made a motion to approve the March 2016 minutes. Jim seconded the motion. All others were in favor with no abstentions and the motion was passed.
2. **HOMEOWNER HEARINGS/CORRESPONDENCE-** nothing to report
3. **MANAGER'S REPORT**
  - A. **Action items 3-19-16 meeting**
    1. Traci will remove Bold wording in the Agenda/Minutes in regards to personal information before putting on the website. **Done**
    2. Alan will schedule D&D roofing to repair roof leaks this spring/summer. ***D&D roofing will call Alan when coming. Should be before the end of May. D&D has been cooperative in working with the repairing of the leaks. This year there wasn't any issues with ice damns or cornices since the new roofs installed.***
    3. Mark will make the corrections to the pool signage being that the removal of Unit #1, the word strictly and making individual to individuals. **Done**
    4. Alan will continue to work with Gary Davis on BMP requirements and drop-inlet infiltration. He will also find out the status on BMP's with TRPA. Alan will take information from Steve when he meets with Gary Davis. ***Alan delivered photos and talked with Gary. Gary will meet Alan on site to review in May. Alan is leaning more towards putting in filter systems in the drop-inlets, verses trying to create a pond in some of the areas. To much work and the possibility of flooding in the winter.***
    5. Mark will send the Complex Map for Traci to edit. **In progress**
    6. Traci will send Infraction Code list to the Board. **Done**
    7. Alan will try to find different materials for manhole covers noise reduction. ***Alan met with welder on site. He will weld the lid closed and made repairs at pool fences. Also, new gate closers at both pools will be welded on. All welding has been completed and repairs done to fences.***
    8. Steve will get information to Alan on Solar Water Heating contact. **In Progress**
    9. Mike and Alan will get historical usage cost and volume numbers from the last 5 yrs. to Mark for gas and electric. ***Mike Robinson to discuss under old business***

10. Mark will do the financial efficiency for #9. **Mike Robinson to discuss under old business**
11. Traci will add to the next Agenda #8, 9 & 10 **Done**
12. Gary will consolidate wording on proposed pool sign wordings for next meeting. **Done see committee reports.**
13. Alan will make a schedule for locking pools/spa on nights when security is not present, during summer months. M, T, W **The person who locks the dumpsters at night, Pedro, started locking pool gate(s) May 1 as well at 9:00. I discussed this prior to HS patrol. They were fine with this, but will continue a walk to pool areas throughout the night. Cost \$10/night winter \$20/night summer. Working well so far. I discussed this with Steve prior to implementing. Steve said ok. HS Patrol has been canceled and this will save the association in the long run.**
14. Alan, to add Dog Bag Station behind 119 & 123. **Received, will install**

#### **PROJECT UPDATES:**

**Asphalt sealing** - is completed for this phase. We have one more phase.

**Tennis courts** - have been cracked filled.

**Tree removal** – Tree removal and tree trimming completed.

**Water** - Irrigation is ready and will be turned on as soon as weather cooperates.

**Painting** - will start roughly the first of July, sidings, shingles and trim has been started.

**Pool** - plastering has been started, will be complete mid-June.

**Lockers** – Storage locker roof's have been started, 41 have been finished. All will be finished by mid- June.

#### **B: Old Business**

##### **1. Solar Panel Discussion-**

- a. There is one quote from Sun Works, which is roughly short of \$100,000, that has a 15 year pay back. Additional quotes need to be submitted. Looking into the option of installation ourselves. Buying "off the shelf". This direction could possibly save the association 60% of the installation cost. Alan suggested asking someone if a circulating system is better than a generating system. After much discussion, more information is needed before moving forward with this project.
- b. Gary has a cousin that has a solar business and may be willing to come and evaluate our particular situation. The board agreed to contact Gary's cousin for a consultation.

\*\* Action: Mark will email Alan all of the information he has on solar panel installation.

\*\* Action: Mike will send all the specs on consumption rate and coverage area on the tennis courts to Gary.

\*\* Action: Gary will send all the information he receives from Mike, to his cousin for a Possible consultation for solar panels and installation.

#### **C. New Business**

1. Davis/Sterling notice- No action taken at this time.

2. Next Year's Budget –
  - a. Mike and Alan will get together to discuss this year's budget in July. We are on track so far for this year's budget. The only thing higher than expected was the tree removal this spring. This brings us close to \$1,000-2,000 above. Next year's budget will be reviewed at the next meeting; this will be a timed 1-hour discussion.

Budget review:

- (i) Key Project List
- (ii) +/- versus current budget
- (iii) Key assumptions:
  - (a) inflation
  - (b) interest rates
  - (c) major cost item e.g. utilities
- (iv) opportunities for cost reductions
  - (a) fixed costs versus variable

- b. Mike and Alan to prepare a rough list of how Alan and his crew have saved the association in prep work and labor going above their normal work load. Looking back over 5 years, moving this to a slide to be presented at the annual meeting.

\*\*Action: Traci will add Budget Review to June's Agenda.

\*\*Action: Mike and Alan to prepare a rough list of savings from Alan and his crew prep work.

#### **4. COMMITTEE REPORTS**

1. Pool committee reported – Gary will come up with the wording for the recreation cards, he will discuss with Alan. The wording should contain the legal wording consistent with the pool signs. Major key items should be represented on the rec. card.
2. Architectural committee – Windows will have a cutoff date of Oct. 31, 2016 for final installation. This was a 3-year project and will need to be finalized. A reminder letter will be sent to the few Homeowners left for this project.

\*\*Action: Gary will come up with wording for the rec cards and discuss with Alan.

\*\*Action: Traci will see how many words/letters can fit on the waterproof labels.

\*\*Action: Alan to write letter to Homeowners letting them know the cutoff date for installations. Oct 31, 2016 all installation needs to be finalized.

**5. INFRACTION REPORT - nothing to report**

**6. LEGAL – nothing to report**

**7. ACCOUNTING**

- a. April and May 2016 Financials- reviewed
- b. Delinquency report- No unit's delinquent at this time.

The graph reports will be replaced and will now be on a new spreadsheet showing the trends on delinquencies by dollars and numbers from the past year. Delinquency should be: how many units are owned by how many delinquent owners. This could also be sent to Mike to make a graph.

**8. WEBSITE – Needs to be updated. Is still in progress**

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

Audit 2015 – Mark reviewed and signed.

**10. EXECUTIVE SESSION -**

Alan will need to find out costing on endorsements that we have on the Master policy and deductibles. This will be reviewed on part of the budget in June.

The meeting was adjourned at 10:13am  
The next meeting is scheduled for June 18, 2016