

Lake Forest Glen Homeowners Association
Regular Meeting of the Board of Directors
May 12, 2012 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 8:34 a.m. A quorum was established with eight directors. Directors present were, Nikki Aronhalt, Jim Cochrane, Brian Kane, Marshall Jackson (by phone), Doug O’Neal, Alan Nelson and Mike Robinson. Staff present was Alan Miescke, General Manager and Carol Rainville, Administrative Assistant.

1. APPROVAL OF REGULAR MEETING MINUTES – A motion was made by Jim Cochrane to approve the minutes of March 10, 2012. A second was made by Mike Robinson. The motion was passed by a vote of six directors. Marshall Jackson and Brain Kane abstained.

2. HOMEOWNER HEARINGS/CORRESPONDENCE - None

3. MANAGER’S REPORT-

A. Action Items from 3-10-12

1. Alan will check into wet sauna. Alan checked into wet sauna heaters and how they work. It would cost about \$1300 to buy a Tylo sauna heater and complete the installation. The new unit should be more efficient and work well. Nikki Aronhalt motioned to turn the sauna into a wet sauna. Brian Kane seconded the motion and all board members were in favor.
2. Alan will contact an engineer for drainage project. Then get bids. Discussed under Old Business
3. Alan will ask Mr. Fong about how far we should go on the safety issue. Alan will get advice and clarification on carbon monoxide sensors, fireplaces, decks and windows from Mr. Fong.
4. Alan will contact Chimney Service to do inspections. The inspections are scheduled for June.
5. Alan will look at the BMP Plan for Lake Forest Road Drainage. Discuss under Old Business.
6. Alan will follow up with D&D to get the proper wording in to the warranty letter dated 1/16/12 – replace “in lieu of“ with “ in addition to”. Alan will talk to project manager next week and discuss the wording in the warranty.
7. Alan will get accurate records from the chimney service company after inspections. Okay
8. Mike will look at the numbers for the asphalt project, without postponing other projects. Discussed under Old Business.
9. Steve will find out what other options there are for the proposed knotty pine door. Steve emailed us options for the proposed knotty pine door and we forwarded this email to Doug O’Neal.
10. Doug will bring the new door option before the architectural committee and report back to the Board. The architectural committee is meeting on May 12 after the board meeting to discuss the front door options. Doug informed the board members that the committee will recommend adopting the fiberglass door as long as it is smooth fiberglass when painted looks like a metal door. The door Steve Vanni has proposed looks identical and conforms to existing six panel door with half moon spoke window at the top. One more door will be looked at for possible approval. Mark Peirpoint motioned to approve the recommendation for this door Steve has brought to the committe and the motion was seconded by Mike Robinson. All board members were in favor.

11. Marshall will compose a first draft letter/survey for homeowners about Communication Services. There was some discussion and Marshall will instead create an informational sheet about the options for communication services and easement language. Marshall will email the board members this information. Marshall will still provide a survey for the board to look at.
12. The Board will come up with a long range plan for chimney service inspections & safety. See A3.
13. Carol will put chimney service inspections & safety topic on the agenda. See A3.
14. Carol will update key project list and send to Mark. See Old Business. The key projects list was discussed and revamped. Carol will re-type in the format discussed.
15. Carol will write a letter to the TCPUD about no swim program at LFG. Completed.

B. Old Business

1. Chimney service inspections will begin in June. Gas inserts will not be inspected.

2. Asphalt Project – All board members agreed to go with Advanced Asphalt.

Alan “talked” Advanced down \$23,000.00 for a total project cost of

\$600,000. They are planning to start 5/30/12, lasting roughly ten days.

Advanced will be paid out of reserves, \$200,000.00 to start and the rest over four months. Alan passed out a map of the area to be worked first and details of the plan.

Alan explained the bid from Gensburg Sons (no drop inlet work included in the bid) for drainage project and shared the blue print plan from Gary Davis engineer for work on the drainage. We are not changing anything; we will be redoing what is already here. Ginsburg offered to finance the cost after paying \$70,000 now and the balance \$46,000.00 in 12 equal monthly payment starting January 1, 2013 ending December 1, 2013, no interest.

There were questions about the drainage plan. What agencies need to be involved, will cloth/felt be placed in ditches, and will the BMP fund be used for drainage project, should it be done before the next phase of asphalt is started, and when will the project begin, this year or next year? The cost of this project was discussed in detail. The board would like Alan to get a second bid.

3. Jim and Alan met with Perennial Landscape & Nursery on 5/2/12, and agreed to go ahead with there proposal to renovate the front entrance. The cost will be \$14,749.35 under budget by \$5,252.00. The work will start 5/7/12. Perennial gave us the lower bid and can start now. Alan took the water to the front entrance area and Perennial will do the drip system. Landscaping is under budget for the year. If plants die within a year they will be replaced. All the plants require low water and are native shrubs. The fern garden by the sign will be left in tack.

4. Painting - The painters arrived 5/2/12 to begin detail work (trim and doors) for those units where the body has already been painted. The painters have already painted one set of units.

5. Roofing to begin 5/7/12 at unit 221. The last two building will be finished in three weeks or more.

6. Spa renovation to begin 5/7/12. The spa will be closed for two weeks for curing and treatment by LFG staff. The spa was completed 5/11/12. Alan will keep the curing schedule going and follow up. It should reopen in two weeks.

7. Storage Locker Renovation –There was a short discussion about the storage locker renovation and the reserve funding for the project. It was decided at this meeting that the storage lockers will not begin this year.

C. **NEW BUSINESS** - None

4. **COMMITTEE REPORTS** - None

5. **INFRACTION REPORT**

The board reviewed and discussed the report. Homeowners have been billed for the infractions.

6. **LEGAL** - None

7. **ACCOUNTING**

a. March 2012 Financial – Reviewed by the board. See the Non-Agenda items below for comments.

b. April 2012 Financial – The April financial report was not available.

c. Smith-Barney Statement – None

d. Delinquency Report – The board reviewed the report and delinquencies remain low. The units outstanding are paying on schedule.

e. Delinquency Tracking Graph – The board reviewed. There was a request to make the graph easier to read.

f. Dues Analysis Report Graph – The board reviewed.

g. Final Audit/Management Letter – The audit was reviewed and the table on page 7 was discussed. The board concluded that the table used was a typical/general table used for audits. It was not accurate and does not reflect what work has been done at LFG, it needs updating. Mark and Mike will review the table together and rework it. It should be updated every 2-3 years. Alan will talk to Porter to clarify this table and have them write us a letter of correction. Mike Robinson LFG treasurer stays on top of the budget numbers so that the board has a clear view of projected costs.

8. **WEBSITE** - None

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

Brian Kane noticed upon his review of the March 2012 financial report that the funds on line 3173 of the statement of replacement fund revenue and expenses should be appropriated to line 3172. Alan will talk to Frank Mooney, LFG accountant and have him correct this.

Brain also asked if Alan could find out the flood plane status. Alan will call Brian Stewart at Placer County and find out the status of the flood plane.

The pools will be heated by Memorial Day.

10. **EXECUTIVE SESSION** – None

The meeting was adjourned at 11:00 a.m. **The next meeting will be on July 21, 2012.**