

**Lake Forest Glen Homeowners Association**  
**Regular Meeting of the Board of Directors**  
**July 21, 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 nine directors. Directors present were, Nikki Aronhalt, Jim Cochrane, Brian Kane, Marshall Jackson (by phone), Doug O’Neal, Alan Nelson, Mike Robinson and Steve Vanni. Staff present was Alan Miescke, General Manager and Carol Rainville, Administrative Assistant.

1. **APPROVAL OF REGULAR MEETING MINUTES** – A motion was made by Alan Nelson to approve the minutes of May 12, 2012. A second was made by Brian Kane. The motion was passed by a vote of 8 directors. Steve Vanni abstained.

2. **HOMEOWNER HEARINGS/CORRESPONDENCE** - A homeowner is asking that a rule be established that dogs must be on a leash at all times. This issue was discussed and Alan Miescke said enforcement of this type is a challenge to enforce.

3. **MANAGER’S REPORT-**

A. Action Items from 5-12-12

1. Alan will ask Gensburg about cloth/felt to be placed in ditches. There is a meeting planned with engineer. See Old Business
2. Alan purchased the Tylo wet Sauna heater and will complete the installation. Installation will happen soon.
3. Alan will get advice from Mr. Fong on the associations responsibility/ enforcement of carbon monoxide sensors, fireplace safety, broken decks, broken windows and etc. Alan still needs to contact Mr. Fong.
4. Alan will get a second bid on drainage project. Alan asked for two additional bids and received one for \$182,420. The bid that Alan accepted was for \$116, 000. We got a good deal from Gensburg.
5. Alan will talk to D&D project manager next week and discuss the wording on the warranty for the roof. Warranty to stay as is.
6. Alan will talk to Frank Mooney about \$100,000.00 he put in the wrong account- Balance Sheet 3/31/12. The dollar amount in account 3173 Speed Bumps/Traffic Control should be in account 3172 Asphalt/Drains. This line item has been corrected. Please see page 2 balance sheet of the May Financial.
7. Alan will call Brian Stewart at Placer County to find out the status on the floodplain. We received an email from Brian Stewart on June 12, 2012 which explains the floodplain FEMA decision. After talking with Brian he suggested that we call Mary Keller – Floodplain Management, Placer County. Ms. Keller said she is preparing to send a letter in laymen’s terms to the parcel numbers affected by this decision by July 9<sup>th</sup>. We asked that she also send LFGHOA a copy of this letter. *Homeowner’s have now received this letter. There are no units in the flood plain at Lake Forest Glen.*

8. Alan will try to define problem porches (concrete steps and survey which porches need work. Alan will start to survey porches, lockers and fire extinguisher boxes soon.
9. Alan will talk to Porter and Company to clarify the table within the audit and have them write us a letter of correction. Porter will correct this table in next year's audit.
10. Steve will investigate and plan for concrete steps and brick facades. This item is in progress
11. Marshall will email the board members the options for communication services. No new information at this time.
12. Carol will put Window Claim Fund topic on the agenda. See Old Business.
13. Carol will put Storage Locker project on agenda when Steve can attend. Done
14. Carol will retype Key Projects list. Done
15. Mike and Carol will make changes to delinquency graph to make it easier to read. They will delete all line except the last 3 years.
16. Mike and Mark will review table and tie together the information in the audit packet.

## **B. Old Business**

1. Drainage Project- The drainage project is going well. The PUD has a leak at one of the utility boxes. At the end of summer they will survey the whole property with a listening device to listen for water leaks. No action at this time. Any pipe repair will be done before next asphalt phase. Nikki will stay in contact with the PUD to remind them of their promised survey for water leaks. Alan Miescke has pictures for the BMP position when that comes around. The entire outside drainage goes into a detention pond and in significant events it will go into the drop inlets.
2. Roofing – The roofing project is complete. The final bill was too high and Alan Miescke reviewed all the numbers with D & D Roofing. They had over charged on the warranty and the final number was adjusted. There is left over roofing tiles that will be used on the storage lockers. The electrical meter cover tiles have already been replaced. The board is satisfied with the roofing job for what was paid. The board thanked Alan for all of his hard work on the project.
4. Window Claim Fund - \$60,000.00 has been transferred in to reserves to bridge expenses on the asphalt project. Re-payment to the window claim fund can be spread over the next two years if needed. The window replacement is an on going project and the fund balance will remain for that project. Mike Robinson and Alan Miescke has a handle on the asphalt project cost and payment and it was discussed with the board of directors in detail.
5. Storage Lockers- The storage lockers are on the key project list for 2015. The project is on hold for now. Steve Vanni's designs and ideas were briefly discussed. The board liked the idea of a prototype of the storage lockers to show the homeowners. Steve will prepare a presentation for the Annual Meeting to be held October 13, 2012. The Architectural Committee will need to approve the design.

## **C. NEW BUSINESS**

1. New Code 3010 added to Infraction Codes and Fines - The board approved of the new code 3010 – CC&R and/or By-Law Violation.

4. **COMMITTEE REPORTS** – Architectural Committee Update. Doug O’Neal reports that there is no new movement on the regular doors at this time. The door that Steve Vanni brought to the committee has been approved. The other door that was suggested at the committee meeting May 12, 2012 was not approved.

The less expensive screen doors that were approved in the past are no longer available. Doug will revisit Lowes and Home Depot to find a comparable replacement screen doors by the end of July.

5. **INFRACTION REPORT**

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

6. **LEGAL** - None

7. **ACCOUNTING**

- a. May 2012 Financial – Reviewed by the board.
- b. June 2012 Financials – Reviewed by the board.
- c. Smith-Barney Statement – None
- d. Delinquency Report - The board was pleased that the outstanding units have paid down their balances and are on track. Outstanding dues are at a record low. The board thanked Alan and Carol for staying on top of the collections.
- e. Delinquency Tracking Graph - This graph was reviewed and Mike Robinson and Carol will simplify it by removing some lines from previous years. It was suggested to keep only three years for comparison.
- f. Dues Analysis Report Graph – Reviewed by the board.
- g. Budget Rough Draft - Mike Robinson lead the discussion on the budget review. Previous to the meeting Mike and Alan Miescke spent hours budgeting. Mike went through most all of the Operating Budget codes and the Reserve Budget codes and explained the decreases and increases to the board. The board members had some of their own questions and suggestions. Some items have gone up do to the economy and other items have gone down do to frugal handling and planning ahead by Alan and Mike. Out of this discussion came several items that need attention and planning which included the budget for the tennis courts and landscaping. Jim Cochran and Alan plan on meeting to discuss a plan for landscaping. Landscaping is non reserve spending paid out of the operating budget. Tennis court options will be discussed at the Annual Meeting. Mike Robinson made a motion to approve the budget as was reviewed today. Doug O’Neal seconded the motion. All board members were in favor.

The board members encouraged and thanked Mike and Alan for a job well done.

The board discussed raising dues and Mike Robinson made a motion to increase dues to \$307 a month beginning January 1, 2013. Jim Cochran and Doug O’Neal seconded the motion and all board members were in favor.

8. **WEBSITE** - None

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

1. Jim Cochran put together a binder of plants used in the first phase of landscaping this year along with descriptions and pictures of each plant for his committee and the office. Jim will bring this binder to the Annual Meeting to share with homeowners.
2. A board member suggests that in the unit courts a line be painted on each end of the parking space to designate where parking ends.
3. It was suggested that LFG become a smoke free environment, banning smoking. An article on "How to Make a Condo Complex Smoke Free" was presented to board members for review.

10. **EXECUTIVE SESSION** – Units were discussed in detail.

The meeting was adjourned at 11:45 a.m. **The next meeting will be on September 15, 2012.**