

**Lake Forest Glen Homeowners Association**  
**Regular Meeting of the Board of Directors**  
**November 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 8:34 a.m. Present were Jim Cochrane, Gary Leach, Kathleen Livermore, Doug O’Neal, Mark Pierpoint, and Steve Vanni. Staff present were Alan Miescke, General Manager, and Cathy Wencke, Administrative Assistant. Jason Kary attended the meeting by phone. Nikki Aronhalt was present for the first agenda item.

**ACCEPTANCE OF BOARD MEMBER RESIGNATION AND APPOINTMENT OF NEW BOARD MEMBERS TO FILL 2014 VACANCIES**

Motion was made by Mark Pierpoint to appoint new board members into service (Gary Leach, Kathleen Livermore), with Steve seconding the motion. All were in favor, no abstentions – motion was approved.

Nikki Aronhalt resigned from the board due to family needs. Motion was made by Mark Pierpoint to accept Nikki’s resignation and to appoint Jason Kary to the board (with term expiring 2016), which was seconded by Steve. All were in favor with no abstentions – the motion was passed.

**1. APPROVAL OF REGULAR MEETING MINUTES** – Steve Vanni made a motion to approve the minutes of October 11<sup>th</sup>, 2014, and Doug O’Neal seconded the motion. Jason Kary, Kathleen Livermore, and Gary Leach passed, and all others were in favor - motion was passed.

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

**3. MANAGER’S REPORT**

**A. Action Items 10-11-14**

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

**\*\*Action Item – Alan will work with Gary Davis during the winter on Prelim. BMP Calcs.**

2. **Mark and Mike will continue to work on the accrued amounts of employee sick/vacation accruals, as well as the employee manual wording, and will present to the board at the next board meeting.** Mike Robinson and Mark Pierpoint are still working on this. Mark will update the board during executive session.

3. **Alan will install mesh panel on gate to prevent unauthorized entry into pool area.** Alan installed the mesh panel around the handle - so far so good.

4. **Cathy will keep “Swimming Pools” on next meeting agenda.** See Old business.

5. **Cathy will keep “Storage Lockers” on next meeting agenda.** See Old business.

Alan also mentioned that he is still trying to contact the Charter representative regarding obtaining the cable, but has been waiting for the guy to call him back.

**B. Old Business**

## 1. **Swimming Pool Issues –**

Gary Leach shared that his HOA in another town is involved in a lawsuit due to signs prohibiting playing in a certain part of the common area/private street, which was determined to be discriminative to children, for which each HO received \$2800 assessment. It was further discussed that we have to be extremely careful about how we choose to “enforce” or “encourage” certain behavior in certain areas, with lawsuits becoming more problematic in this regard.

This issue was the biggest topic at the annual meeting. There was discussion about the phases the board has gone through to solve the various concerns, but further steps are needed. There were a lot of requests for bigger signs, which was thought to be a good idea. It was suggested to put together a group to work on solutions and come back with solid ideas by next summer. There was discussion on whether it would fall under one of the committees. It would seem to fall under Grounds/Facilities, but it was decided that we may need to set up a new committee that would be dedicated to this task. It was decided that the Board will discuss further at the January meeting and delegate the issue to a committee to work on ideas to implement for the summer season.

There was also clarification for new board members regarding committees. There are currently two open committees – the Facilities and Recreation Committee, and the Nomination Committee. The Board will be looking for someone to take these on. It was also suggested that when we revisit the issue in January they might want to possibly consider restructuring the committees.

**\*\*Action Item – Cathy will put “Committees” on the January agenda for review and updates.**

## 2. **Storage Lockers –**

There was discussion and clarification regarding the storage locker issue for new board members. Questions were posed to Steve Vanni about the proposed options for repairing and renovating the lockers, and he explained why the options presented were chosen, and that he was trying to keep costs reasonable by using standard sizes for materials while still considering requests from homeowners to make them more secure. It was also clarified that making the lockers larger opens many potential problems, such as coverage issues with TRPA (which would also increase the cost significantly) and maintaining uniformity (not all lockers have room to expand as a few do).

Steve said that the Board needed to have a rough estimate of the costs of the options in order to move forward with planning and budgeting, which would likely be in 2016. Mark indicated that there is an amount allocated in the 2015 budget for Phase I of this process, which is to do repairs. Many lockers are in need of repair immediately, and many homeowners would like to see them upgraded. The homeowner survey ranked this issue in the top two items that need to be addressed by the Association, and this was without having any cost information presented. Alan is continuing to work on a large off-season storage place for bikes and tires, and will have some room available for this once the windows have been cleared out/installed.

Board to continue discussion...they need to decide how to get to the next round of this project. It seems that the phase in 2015 will repair the lockers in need (addressing ground cover as necessary) and making them all operable. The expansion option (other than height) is off the table at this time, as there is too much involved with TRPA, costs, etc.

**\*\*Action Item: Steve will prepare list of lockers that need repair right away, and will also work on the proposal of cost to implement the remaining reasonable options (now that it has been determined to remove the expansion option).**

## New Business

1. **Architectural Review** – Request for relocation of fireplace with vent cap mounted on exterior wall at deck; request for outdoor propane heaters on rear decks – Contractor Keith Larsen was present for this portion of the meeting, as these items were of specific interest to him.

### REQUEST FOR RELOCATION/VENT CAP/EXTERIOR PENETRATION:

Alan Miescke explained that there have already been a couple of installations, and we do not have an approved standard in the HOA Architectural Standards for new penetrations to outer walls of buildings (such as is taking place with replacements/relocations of fireplaces/woodstoves, heaters, and water heaters). In addition, relocation of fireplace requires new piece of vent material to be mounted on the outside wall. Alan presented a vent to the Board, as well as photos that show them on the exterior of building. He is requesting a review of the visual impact for architectural standards.

It was determined that there are two separate issues to consider – the penetration through the wall, and the placement of the vent that affects visibility.

The Board asked Keith Larsen about building code requirements, and he answered questions about the requirements as well as covering how he usually performs the fireplace relocations. This type of relocation is usually done in 2 or 4 bedroom units when moving the fireplace from in front of the stairs to the corner of the living room opposite the back door. This puts the vent on the exterior wall on the rear deck. Alan indicated that he has been getting requests about this issue more frequently, and needs board review and approval. The Board discussed and decided they need a blueprint (which would meet specific code requirements) of what is acceptable that can be given to homeowners upon such a request being made.

Mark made the motion to allow relocation of the fireplace in the 2- and 4-bedroom units to the specified location, to be performed according to building code guidelines with the specific vent model presented at the meeting, painted the color of the unit (with heat resistant paint/primer), as outlined by the sample plan we will have made available in the HOA office (the Architectural Standards would include the requirement to obtain said plan). Steve seconded the motion, all were in favor, none against or abstentions, motion was passed.

**\*\*Action Item: Keith Larsen (Gen Contractor) will put together the sample plan for the HOA office which adheres to all building code requirements, and Doug O'Neal (Architectural Committee Chairperson) will update the Architectural Standards to reflect this issue.**

**\*\*Action Item: Alan will talk to the homeowner of the unit that is not in compliance with this determination.**

### REQUEST FOR PROPANE HEATERS TO BE USED ON REAR DECKS:

The board discussed the question of homeowners using outdoor propane heaters on their rear decks. Storage during the winter was a concern, as was the visual impact if there were a lot of them throughout the complex. There was also concern about renters not using them responsibly. Keith Larsen said that he has used these heaters on the back deck of his unit during the fall season, but does not leave them out during the winter (they would get damaged). He indicated that they come apart to make storage easier, and answered some other questions the board members asked. He also said that he has one out on his deck now that the Board is invited to view after the meeting to assist with determination. It was decided that the Board would continue to consider this issue over the winter months (after having looked at the one on Keith's deck to get more information) with continued discussion. Doug said the architectural committee will also take a look at it. Decision was deferred to another meeting.

- \*\*Action Item: Board will walk over to look at the heater on Keith's deck after the meeting.**
- \*\*Action Item: Cathy will put on January's agenda.**

2. Annual Meeting – Discussion of Action Items

RE: **Investigate Voting Procedures** – Alan talked about the fact that we must keep the name and unit number on the envelope in order to verify the HO is eligible to vote. He said we can keep the name on the envelopes but remove from the ballot sheet, which could solve the concern.

Mark explained that after his review it seems that the proxy sheet needs to be on a different piece of paper than the ballot paper. Mark will prepare a process of steps to make this right.

- \*\*Action Item: Cathy will send Mark copies of the voting documents and envelopes.**

Mark also said that at the annual barbecue a homeowner pointed out that there are some documents that we are required to be sending out each year that we are not sending. He read a list of the items in question, and it was determined that we are sending out some of them, but possibly not all of them. Alan presented the schedule showing what documents we send out at different times of the year, which indicates that the homeowner was mistaken about a few things. Mark said he will compare his list with the HOA list and we can work on getting the information posted on the website to make available to homeowners.

- \*\*Action Item: Cathy will send the yearly mailing schedule to Mark to check against the list given to him by the homeowner.**

RE: **Renter Information in office** - It was suggested that Kathy Livermore could send us an example of the information she provides to her renters that we could be make available to property managers (as well as on the website for homeowners and renters to have access to).

- \*\*Action Item: Kathy Livermore will share ideas with Cathy Wencke in HOA office regarding package of documents she provides to her renters.**

RE: **Sending Homeowner Docs Electronically/Posting on Website** - Jason suggested having a section on the website for *Homeowner Documents* where mailings could be posted. The legalities need to be reviewed on this issue, but we will keep working on implementation.

- \*\*Action item: Cathy will send Jason the draft of the homeowner authorization form for electronic communication for review and suggestions.**

- \*\*Action Item: Cathy will work on adding a section to the website for homeowner mailing documents to be accessible.**

#### 4. COMMITTEE REPORTS –

- a. **Landscaping – Jim Cochrane:** *The landscape committee is pleased to report that Sari Stenfors of Unit #207 and Rain Tague of Unit #194 will be joining the Landscape Committee. Both are avid gardeners and should provide meaningful input to the committee. Sandra Groom will be leaving the committee because of time constraints.*

*A meeting was held with Tim McGown of Perennial Nursery on October 29th to discuss the landscaping plans in 2015 for the front entrances of Units #1 to #119. The recommended number of tall shrubs, short shrubs and perennial flowers was given to Tim along with the preferred plant types. Tim will give us a quote by November 14th. We also discussed landscaping for the gap areas, back fence areas and the Bristlecone rear entrance.*

Jim went over the report. The estimate received from Perennial is \$23,500 - which is slightly over the budget of \$20,000 - but includes more plants. He mentioned that although there is not money available in the budget currently for future projects, he thought it would be prudent to have information in order to assign costs to potential issues, and he explained the major areas of concern that were identified by the committee. One area is the fence line at the industrial park area – planting 24 Aspen trees = \$5,600; another would be gap areas (used for snow storage) – possibly perimeter plantings (such as maple trees) = \$1,600; the Bristlecone entrance would receive plantings similar to the front entrance = \$7,500. Jim requested addressing these projects if any money is available in the budget.

**5. INFRACTION REPORT** – Nothing new to report.

**6. LEGAL** – None

**7. ACCOUNTING**

- a. **September 2014 Financials** – Alan reported that we should be right on budget at the end of the year.
- b. **October 2014 Financials** – Not yet received.
- c. **Delinquency Report** –
- d. **Delinquency Tracking Graph** -
- e. **Late Dues by Month Graph** -  
Discussion and clarification on outstanding amounts.

**8. WEBSITE** –

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

Board meeting dates for 2015 were set as follows:

Jan 10<sup>th</sup>, Feb 21<sup>st</sup>, Mar 21<sup>st</sup>, Apr 18<sup>th</sup>, May 16<sup>th</sup>, Jun 20<sup>th</sup>, Jul 18<sup>th</sup>, Aug no mtg, Sept 19<sup>th</sup>, Oct 10<sup>th</sup> –  
Annual HO mtg, Nov 14<sup>th</sup>, Dec no mtg.

**10. EXECUTIVE SESSION** –

- **Employee Manual Wording, Sick/Vacation Accrual** – (Alan Miescke and Cathy Wencke were not present for this session.) Mark Pierpoint updated the board on where the issue stands regarding sick/vacation time for employees, and it was discussed how to get resolution on that issue.

Steve motioned to adjourn the meeting, with Jim seconding the motion.

**The meeting was adjourned at approximately 11:25am.  
The next meeting is scheduled for January 10<sup>th</sup>, 2015.**