

Lake Forest Glen Homeowners Association
Regular Meeting of the Board of Directors
October 12, 2013 8:00 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 8:11 a.m. A quorum was established with seven directors. Directors present were Nikki Aronhalt, Jim Cochrane, Brian Kane, Alan Nelson, Doug O’Neal, and Steve Vanni. Staff members present were Alan Miescke, General Manager, and Cathy Wencke, Administrative Assistant.

1. APPROVAL OF REGULAR MEETING MINUTES – Steve Vanni made a motion to approve the minutes of August 24, 2013. Jim Cochrane seconded the motion. The motion was passed by a vote of 6 directors. Brain Kane abstained.

2. HOMEOWNER HEARINGS/CORRESPONDENCE - Noah from Unit 55 came in to address the Board regarding the infraction his unit received from his vehicle’s parking violation.

3. MANAGER’S REPORT

A. Action Items 8-24-13

1. **Carol and/or Cathy will create a special note in the annual mailing indicating the importance of receiving votes from homeowners.** This seems to have improved the response, with 105 ballots/proxies having been returned.
2. **Carol and/or Cathy will work with Alan and board members to change the wording on the ballot and proxy to make instructions less confusing.** See #1 above.
3. **Carol and/or Cathy will work with Alan and Mark to prepare a “Final Notice” letter to homeowners who have not complied with replacing their electrical panels, as decided by the Board. Letter will be sent out to “non-compliant” homeowners.** Alan M reported that all units have been either completed, or are scheduled to be completed, with the exception of one.
4. **Mark will re-read the letter from Fong regarding quorum requirements and follow up.** With the amount of ballots/proxies we have received back, with additional votes expected from attendees of the homeowners’ meeting, there seems to be no issue here.
5. **Carol will contact her friend at Tahoe Park HOA to learn more about electronic key cards.** Alan will follow up on this during winter months- this item will be added to the Action Item list. Mark mentioned an email he had sent out regarding this issue, and a company he had learned about that deals in this area. The main consideration would be to decide whether the preference would be for a battery operated system, or a remote system. Brian indicated he believes the current system is excellent – what we have is a human problem.
6. **Carol and/or Cathy will amend the architectural standards document to reflect the decision made by the Board regarding alternative rear unit doors.** Alan went to Home Depot and Lowe’s in Reno and obtained specific information

- regarding the rear doors that would be acceptable for homeowners to purchase, and a note was added to the Architectural Standards instructing homeowners to “Pick up door specifications at HOA office prior to ordering.” Cathy will move this section up in the document to follow immediately after “Front and Rear Doors,” and will add the date of October 2013 in the Architectural Standards.
7. **Carol and/or Cathy will draft a letter for Alan’s review to the occupant of Unit #82 regarding the Board’s decision to enforce the infraction/fine.** Alan delivered the letter and spoke with the occupants.
 8. **Alan will ask insurance agent how the new government health care requirements will affect us.** There is no new information to report on this issue, as the insurance companies are still waiting for information to be able to advise their clients on how to proceed. Required letters were distributed to employees on 9/30/13, and Alan will follow up with insurance agents periodically until there is something to report (at which point Alan, Mark, and Mike will take a look at the options and discuss), and give report to Board at that time.
 9. **Look into online voting procedures for next year’s election.** This item was added to the Key Projects list under “investigate and plan”.

B. OLD BUSINESS - None

1. **Ideas and questions for the Homeowner Facility Questionnaire.** Mark Pierpoint reported that he sent out a sample survey to each of the Board members, but a few reported back that they did not receive them. It is possible they may be getting routed into “spam/junk” folders upon receipt, and Mark is not sure how to address that problem. He also received feedback on some questions, and he is modifying to make them easier to understand/answer. Using the Survey Monkey program there is a limit on how many you can send out without a fee. It didn’t actually indicate how many you could send to, but we would only be able to receive 100 responses. (However, having 100 replies out of 234 would be a nice figure.) Mark will try to manipulate it slightly so he can send it out to everyone without having to pay the fee, but it may not work and could end up costing \$25 or so.
2. **Electrical Panel - The electrical panel replacement is going well, however, we have stalled at roughly 35 units that have not yet been done. Board needs to discuss action to be taken at this point.** Alan Miescke reported that he has one homeowner left to contact regarding getting authorization for changing out their panel, and we have one homeowner who has indicated that he is consulting with a lawyer on the issue (he suggested looking at the letter the HOA received at the next board meeting).
3. **Key Projects List.** Ongoing – will continue working on items as discussed, and follow up at next meeting.
4. **Quorum Requirements.** Discussed under Action Item #4 – no issue at this time.
5. **Unit #173 – Owner is seeking engineering regarding adding windows – discuss.** Owner sent a handout to Alan prepared by engineering firm, showing proposed window additions in side of unit. It was noted by board members that there is not much information on the handout (no sizes are visible), which makes it difficult to visualize. Jim indicated it would be a considerable privacy issue, as these windows would be 10’ from neighbor’s deck. Doug mentioned the

precedent a decision like this would set. Jim's reminded the Board of his previous survey regarding this issue, where only 8-10 units would have the possibility of considering this type of modification, due to storage lockers and other limitations. Alan Nelson stated that the Board has never entertained major architectural changes to buildings in the past. Alan Miescke asked whether we should continue to ask for more information – is the Board even going to consider this? The Board felt they should give the issue due consideration, but it would take some time, and they would need some more information to really make informed decisions. We may need to consult with the adjacent units that would be impacted by the project, and get their input. Steve suggested a “mock up” (similar to story pole/story board) of the project, taping off the outside of the unit showing where the windows would be installed, depicting the proposed project. Alan will request more information from the homeowner regarding specifications of the project.

6. **Rear back door specifications -**

C. NEW BUSINESS

1. **COMMITTEE REPORTS - None**

2. **INFRACTION REPORT_** Noah from Unit #55 appeared in person asking that the infraction received against his vehicle be reduced/removed. He indicated that he had previously received a “tow notice” when he had parked in the overflow lot, so he was hesitant to park there again. He parked in front of the unit across the street because he believed no one lived there. Alan explained that he received the “tow notice” due to expired registration, and the Board explained to him the parking rules, which indicate that residents are never allowed to park in front of another's unit. Unit #55 has several tenants (and 4 vehicles), he said he is new to the unit and that no one informed him of the parking rules. After he left, the Board discussed the issue and decided that since he had complied with updating his registration, and had been parking in overflow since receiving the notice, his fine would be reduced to a warning, and he would be given a copy of the “Rules and Regulations” with info on parking violations. Alan will follow up with Noah next week.

3. **LEGAL - None**

4. **ACCOUNTING**

a. August 2013 Financials – No issues to discuss.

b. Delinquency Report – Alan Miescke explained that he and Cathy updated the report to more accurately reflect only units with dues delinquency, which he feels gives a better picture of what the Board wants to see with this item. No units are delinquent at this time.

c. Delinquency Tracking Graph - Reviewed

5. **WEBSITE – None**

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

Mark Pierpoint went over the plan/outline for the Annual General Meeting following the Regular Board Meeting this morning. He shared the Power Point presentation, with lots of focus on the budget. Alan shared input from other nearby Associations who are experiencing assessments and dues increases due to poor planning, which Mark will mention at the meeting. There will be an opportunity for those running for Board positions to introduce themselves. He will also have Jim give an update on landscaping project and plans. Steve suggested reminding everyone about the completed projects (asphalt, etc.), showing where their dues has been going.

Nikki asked if anyone had any information about upcoming projects/work in the Lake Forest area (no one did), and said she will investigate and see what other information she can find. Alan Miescke suggested that the recognition for Juan and Pedro come from the Board, and this will be done at the barbecue.

D. EXECUTIVE SESSION –

The meeting was adjourned at approximately 11:27am.

The next meeting is scheduled for November 23, 2013