

Lake Forest Glen Homeowners Association
Regular Meeting of the Board of Directors
September 27, 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 – Vice President, Steve Vanni at 8:35 a.m. Present were Nikki Aronhalt, Alan Nelson, Jim Cochrane, and Steve Vanni. Mark Pierpoint and Mike Robinson attended remotely via telephone conference call. Staff present were Alan Miescke, General Manager, and Cathy Wencke, Administrative Assistant. Also present were Jason Kary and Gary Leach, candidates running for open board seats.

1. APPROVAL OF REGULAR MEETING MINUTES – Jim Cochrane made a motion to approve the minutes of August 23rd, 2014, and Alan Nelson seconded the motion. All in favor - motion was passed.

2. HOMEOWNER HEARINGS/CORRESPONDENCE - None

3. MANAGER'S REPORT

A. Action Items 5-10-14

1. **Alan will work with Gary Davis over the winter on completing preliminary BMP calculations.** Alan talked with Gary, and they will be working on this during the winter.
2. **Alan will work on concrete repair of hazardous areas near 182, behind 228, and call to get estimates on patch repair of other locations.** Alan called the local concrete contractors, and they are all booked. They will get back in touch in the spring to work on this project. Steve suggested we consider the possibility of seeking an alternate route for the pathways if necessary to avoid recurrence of some of the problems. For example, we may need to move the path away from a tree or remove some roots to resolve problems.
3. **Alan will repair the bridge.** The bridge has been repaired, and at some point Alan will replace all material.
4. **Steve will prepare estimates of 3 options for storage lockers:**
 - a. repair only
 - b. rebuild at current size
 - c. go "all out" and expand

Steve put together estimates to perform each of the listed options and went over details. While the Association is not yet prepared to have the work performed, it was necessary to have figures when considering options. Steve reported that 30 units need some minor repairs prior to making any improvements, and all need new roofing. Cost of \$600 was estimated to make repairs to existing structures at current size/style (no changes); \$3,600 to remove and rebuild at current size; \$5,400 to remove and rebuild at slightly larger size (4" deeper, 2' taller). It was determined that it is not feasible to widen the lockers due to existing utility boxes and gas meters beside the lockers. It was also noted that any bigger footprints for the lockers will involve TRPA, which will result in significant costs to obtain necessary approvals in addition to the quoted prices. (Option B might need permits from the county; Option C would probably require permits from TRPA and coverage assessment.) *Prices quoted are per locker, not per building.*

****Action:** Add to further agendas to continue discussion.

5. Alan will contact health dept. and Fong regarding pool fence height requirements, as well as adult vs child pool access update. Alan is still working on this.

****Action** – Alan will contact.

6. Mike and Alan will work on/discuss paying back window fund. Window fund is being reimbursed the \$60,000 due so that amount is now paid off. Alan is also getting prices from two other contractors

on doing the remainder of the window work, since the regular contractor we have been using is too busy to complete under a suitable timeline.

7. **Alan will contact Frank Mooney to get employee sick/vacation accrual set up by year's end.** Alan is working with Mike and the accountant to get the sick leave/vacation schedule figured out and current, so we can go forward with proper figures. This will be added to the balance sheet to be reflected each month and monitored regularly. Mike said he and Mark are looking at the employee manual to clarify some gray areas in the wording to reflect the desires of the Association. Mark is updating the manual and will bring the wording changes to the board for approval.
8. **Cathy will send the board a copy of the employee manual.** Done.
9. **Alan will send Mark current employee accruals of vacation and sick leave.** Alan prepared and sent Mike a detailed spreadsheet from 2007-present for Juan and Alan's sick and vacation history. See #7 above – this is in progress.

****Action:** Still working on, will bring back to the board.

10. **Mark will get back in touch with Mike after reviewing employee manual to determine the meaning of wording/clarification, and refine as necessary.** See #7 above – this is in progress.
11. **Mark will summarize data from HO survey regarding financial responses (dues, etc.) for next meeting's discussion of budget items.**

Mark was present via teleconference, and shared the general responses gathered from the homeowner survey. 121 responses were received, and there was good feedback on use of the tennis courts, HOA dues, as well as a few suggestions. He will be putting together a presentation for the annual HO meeting next month, and will share with the board at the next meeting on the 11th.

In response to some of the responses regarding HOA dues, the board suggested putting together a couple of slides to show dues increases over the years, and how the money has been used in planning and avoiding additional assessments, etc. Alan N. also suggested talking with the security guards about what they experienced as issues during their extra patrol of swimming pool.

****Action:** Alan M. will talk with security patrol about what they noticed as problems and issues during their added pool duty.

****Action:** Mark will put together survey info to send out to everyone prior to the next board meeting.

12. **Cathy will add discussion of budget items (personnel and dues) on the Sept meeting agenda (Exec Session).** See Executive Session.
13. **Cathy will invite candidates running for board positions to next meeting.** Jason Kary and Gary Leach attended the meeting.

B. Old Business

1. **Swimming Pool Issues** – Tabled for future meeting.

C. New Business

1. Annual Meeting Planning/Agenda

a. Board to discuss proxy voting for upcoming election

Alan wanted to be clear on how the board is going to handle proxy assignments for voting. It would make it easier for the election officials counting ballots if the board members had a list of who their choices would be. Board will be prepared to have candidates of choice prior to meeting.

2. **Homeowner Correspondence – Hardcopy vs. Electronic – Board to discuss issue of homeowners electing to have documents delivered electronically (per several requests by homeowners). See copy taken from 2014 Condominium Blue Book, Association Governance, Section B.2. Delivery of Documents to Members.**

Alan explained that we used to be required to send out information to homeowners via hardcopy only. However, Cathy found in the blue book that we can send out electronically with HO approval. We have had problems sending out packets with large amounts of attachments, and are working on resolving before implementing. Mark suggested posting the documents to the website and pointing

people in that direction, where they can view/download on their own. We hope to get this set up by year end.

4. COMMITTEE REPORTS –

Jim reported on a landscaping meeting held last weekend, and passed around photos of landscaping work done.

The committee discussed suggestions for 2016 improvements, which included upgrades to gap areas from outer to inner circle, improvements to Bristlecone entrance, and providing a tree screen between the outer fence boundary and industrial park. Jim would like to have contractor quote these items so decisions could be made in the future, if there is money in the budget.

Mike mentioned that they removed some of the money allocated for the landscaping during recent meetings on budget projection. Mike also mentioned that Alan might need extra manpower to maintain the new plants/trees. Mark suggested evaluating manpower needs when doing planning. Mike said while there may be money available for planting, what seems to be lacking is manpower, so a plan for maintenance would be helpful. Alan said they have already penciled in another helper for summer months due to the increase, as it has been difficult for them to keep up with everything.

5. INFRACTION REPORT – Alan reported one change since printing the report – the 8/29 fine has been changed to a warning notice.

6. LEGAL – None

7. ACCOUNTING

a. August 2014 Financials -

Mike – Aug financials nothing noteworthy. There will be a drop in the reserve account upon the transfer to window fund. Discussion on numbers.

b. Delinquency Report –

c. Delinquency Tracking Graph -

d. Late Dues by Month Graph -

Graphs look fine – nothing noteworthy to report.

8. WEBSITE –

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

10. EXECUTIVE SESSION –

➤ **Discuss Budget Issues (dues, personnel)**

Mike and Mark are still working on personnel issues, table to next mtg.

Dues increase was discussed, with options presented. Motion to approve 2015 budget with dues increase as is by Steve, Jim 2nd, all in favor – motion passed.

➤ **Discuss delinquent unit**

Motion made by Steve to record Notice of Default on delinquent unit, 2nd by Nikki, all in favor, motion passed.

Motion to adjourn meeting by Jim, 2nd by Alan N.

**The meeting was adjourned at approximately 10:30am.
The next meeting is scheduled for October 11th, 2014.**