

Lake Forest Glen Homeowners Association
Annual Meeting of the Board of Directors
October 13, 2018 – 10:00 a.m.
Held at the Tahoe City PUD Board Room
221 Fairway Drive
Tahoe City, California 96145

MINUTES

1. **CONVENE/CALL TO ORDER** - President, Mark Pierpoint called the meeting to order at 10:00am. Vice President Steve Vanni, Treasurer Jason Kary, Directors Gary Leach, Kathleen Livermore, Doug O’Neal, Jim Cochrane, and Alan Nelson were present. Staff present were Alan Miescke - General Manager, and Jessica Narlock - Administrative Assistant.
2. **APPROVAL OF 2017 ANNUAL MEETING MINUTES** – Darcy Seals, unit 49 made a motion to approve the minutes, and it was seconded by Veronica Johnson, unit 122. The minutes were approved by a unanimous vote.
3. **NOMINATION COMMITTEE**
 - A. Kathy Livermore explained the voting process including the discussion last year on the topic of cumulative voting. The Lake Forest Glen By-Laws do not allow cumulative voting. In addition, the Lake Forest Glen By-Laws state that “proxy voting shall not be allowed when Members votes are solicited via written ballot” and since Lake Forest Glen provides written ballots to all Members, proxy voting was phased out after the 2017 meeting.
 - B. **Request for nominations from the floor** – There were no requests from homeowners.
 - C. **Introduction of candidates** – There were 4 candidates running for 3 open board seats. Jim Cochrane and Doug O’Neal (both incumbent) and Sari Stenfors and John Sheehan (both non-incumbents). John Sheehan was not in attendance, and each of the 3 other candidates gave a statement about their time at Lake Forest Glen and their interest in serving on the board.
 - D. **Voting for election of directors** – The votes were counted by inspector Kathy Livermore, and homeowner Pat Vanni, unit 221.
4. **PRESIDENT’S WELCOME, INTRODUCTION OF BOARD & STAFF AND REPORT**

Mark Pierpoint introduced staff and board members. He explained that Mike Robinson had a stroke earlier on in the year and had to relinquish his position on the Board. He explained that Jason Kary has taken over Mike Robinsons role as the Treasurer. He explained that Kathy Livermore has taken over responsibility from Jason Kary as Chairman of the Nomination Committee. He followed a Power Point slide presentation he had prepared for everyone to view the topics, with graphs and figures to aid interpretation.

Mark updated everyone on the topics to be discussed during the meeting. He discussed the action items from the 2017 annual meeting, the topic of rentals and what the CC&R’s say regarding rentals, Jim did a presentation on the landscaping projects, Mark discussed the homeowner survey results, and did a quick update on the new website. Alan discussed resealing and asphalt, the new tennis courts and pickleball courts, and the backboard request. Those are the major meeting action items from last year. Mark discussed key projects, mostly focused around 2 areas, siding/trim and painting. We spent about \$30,000.00 on shingles and materials this year, compared to the last 3 years which we spent around \$85,000.00. We have done a few pieces of footpath repair and are looking into updating the footpaths to make them safer and look better. We will do a review over the winter and come back with a plan next year. The other key thing is some mechanical replacements this last year, 2 new pool heaters and a

new spa heater. Crack fill is what we do on the asphalt, and asphalt sealing to maintain the quality of the asphalt. A couple years ago we looked at pulling all the storage lockers off and re-doing them to make them much more updated and modern looking, but the cost was going to come to anywhere between \$250,000.00 - \$500,000.00 to do that work and we didn't feel it was appropriate. It would have resulted in more dues increases. What we are doing at this point is replacing all of the hinges, all of the hasps and making them more secure. It will probably take several years to get through all of the lockers. That's basically the update for 2018.

For 2019 we have three major projects that are in the \$40,000.00 range. The ¾ ton truck is coming up for replacement. It was on the list for 2018 but we pushed it back another year because it is still functioning good. The other project is the pool decking and fencing. The wood posts are not very solid so we are looking into redoing all the fencing around the center pool area. We are also looking into more security for the pool and spa. The pool decking is the pavers around the pool. They start to sink and crack so those are going to get cleaned up. The third project is the key landscaping project which is about \$20,000.00. The other major project is crack fill and sealing. We seal the whole top surface of the asphalt to preserve it's life for much longer. You will see more storage locker work along with concrete step and brick work. We are also looking into the idea of updating the privacy fences. The Architectural Committee received a request for a new back fence so they have decide to look into the new fence submitted along with updating the current fences as well.

We made some changes to try to mitigate some of the implications of short-term rental, particularly around the parking. There were some changes to the rules and regulations that occurred this year and as we were doing this it came to our attention that our CC&R's and By-Laws have some very specific verbiage in them regarding rentals. If you look at CC&R, Article II, Property Rights and Easements [2.13]; CC&R, Article VI, Use of Property and Restrictions [6.2]; By-Law, Article VI [6.2] you will see the verbiage. We have reached out and asked for guidance from our lawyer on how to proceed, because these restrictions have never been enforced. The recommendation from our lawyer was that we bring it back to the membership and get feedback from the membership. We do not want to or intend to be selectively implementing or enforcing CC&R's. If we are to do a full CC&R's redo, it's a long and expensive process and are not sure that we necessarily want to go down that path. We will be sending out a packet seeking membership feedback around the beginning of the new year.

Jim Cochrane did a quick update on the landscaping projects. The first part of the project was the main entrance where we took out the grass and put in cobble stones, shrubs and flower beds. We also put in a drip system instead of the sprinklers which has saved on water costs. We will be starting a new 3 year project around May 2019. We will be upgrading the landscaping at the Bristlecone entrance, possibly putting some cobble stones in, along with some flower beds, we will leave the grass, and on the right side we want to put in a row of trees to offset the willows. We are thinking of putting up a sign that is similar to the front entrance and we are thinking of putting in some trees and bushes to shield the areas that back the industrial areas.

Mark discussed the survey results. Some of the comments we got back were pretty useful and the survey results can be viewed on our website, lfghoa.com.

Mark did a demonstration of the new website. He showed the different pages and information for homeowners and guests.

5. GENERAL MANAGER'S REPORT

Alan thanked the board for all their hard work and the great job they all do. He thanked Jessica for all her hard work, and all the work she did on the website. He also thanked Juan and Cristian (even though they were not present at the meeting) and asked that homeowners thank them at the picnic for all their hard work as well.

- A. Alan talked a little about the pickleball court and how popular it is. We did fix the one bad spot that had some water issues. He also discussed the backboard for the tennis court, which was suggested by a homeowner last year at the annual meeting, stating he didn't get a chance to build it this year but will do it next spring.
- B. Alan stated the website will really help a lot with presenting things to the board. The architectural review process that we implemented this year will also help homeowners submit requests. Alan showed the new architectural modification request form that homeowners need to use.
- C. Alan contacted Dr. Sebaly who is a doctor of engineering at UNR and his specialty is asphalt. We have been talking with him over the years on how to do our asphalt and he says to put a seal on it every 4 years so next year we are going to begin the sealing process which is expensive, approximately a \$45,000.00 expense. This will be followed by striping.
- D. Alan discussed the spa heater and stated that he is putting in a new heater next week.

The discussion was then handed over to Jason Kary, Treasurer, to discuss the financial report.

6. FINANCIAL REPORT

- A. Treasurer Jason Kary discussed estimated final 2018 costs, and projected 2019 costs. He covered the budget items with the aid of a power point slide presentation. He discussed revenue and expense line items and variances. The power point slide presentation is available on our website, lfghoa.com.

Homeowner comments/questions:

Cathryn Okasaki, unit 147 – Asked what the architectural modification process is and expressed her dissatisfaction with how her request for a new front door was handled.

The process for architectural review is that any homeowner can request something at any time. We have a new request form on the new website which can be submitted at any time. The request gets submitted to the board at the next scheduled open meeting, the board reviews the request and determines one of the following; they need more information from the homeowner, they want the architectural committee to review the request, they wish to approve the request, or they wish to deny the request.

- **Action – document the architectural process and post it on the web.**

Sari Stenfors, unit 207 – commented on the subject of doors and the architectural review process suggesting that we have some sort of democratic process where we could come up with door suggestions from all the members of all the units and then vote on a door. ***There is already a process where anything, for example “doors” can be suggested and it seems like the issue being raised is that members are not happy with the outcome and think that opening it up to the membership to vote on doors is going to change the process. If we want to make progress quickly there isn't a reasonable process that we could operate***

under to go to the membership on all these things, the board would essential have to come back to the membership to change or do anything. We will take a look at the architectural process and if nothing else we can document it out to the homeowner making the request very formally. The board and architectural committee were voted in by the members to review and over see these types of requests.

Mary Janney, unit 132 – suggested that the “door” topic be tabled until a later time.

Valerie Elder, unit 66 – commented about the door outside the office and stated that the search/review for a new door was poorly handled.

The door was ordered as a sample for Alan and was set outside to potentially get feedback if people liked it, and the goal with the new website is to post this type of information.

John McHenry, unit 222 – requested that we table the door issue and get on with the meeting.

Maria Borovinskaya, unit 165 – asked if there is a way to receive HOA communication and correspondence by email.

There is a form on the website she can submit to opt into correspondence by email.

Geary Pena, unit 171 – expressed that he does not think we need a dues increase. He argued that we need a dues reduction and stated that his research shows the Glen is covered for future major repairs/projects.

We would like to take a look at the numbers and research.

- **Action – follow up with Geary and invite him to meet with us and share his numbers and research.**

Cathryn Okasaki, unit 147 – suggested we have an independent energy audit done on/at Lake Forest Glen to potentially save on costs.

- **Action – Board discuss asking Liberty and Southwest Gas to provide data for an audit.**

Dawn Luke, unit 183 – asked about scheduling exterior window cleaning, and suggested we build a garbage enclosure for aesthetic purposes.

Window cleaning is the homeowners responsibility and the HOA office has vendor cards in the office. The Board is discussing and looking into multiple ideas for garbage “storage”.

- **Action – Board set up time to review ideas and options for garbage.**

Sari Stenfors, unit 207 – asked what the vision for Lake Forest Glen is based on the 30 year budget projection presented.

What we are modeling today is maintaining what we have, and the capital projects associated with maintaining that. A broader vision for the community and what the community looks like is a great topic to explore further.

- **Action – ask Sari to propose something concrete here.**

Darcy Seals, unit 49 – commented that the membership voted the board in to manage the association and make decisions for the community.

We are accountable to the membership which is why we meet annually to explain where we are, what we are doing and where we are going.

Bill Schoen, unit 105 – disagreed with lowering dues. Agreed with the 2% or even 3% increase because he is head of associations where they have had to do assessments and he does not want an assessment.

Veronica Johnson, unit 122 – asked if there was a way to have a homeowners only link or page on the website with a homeowner directory of people who choose to participate.

We have several upgrade possibilities we are looking into. Our main goal was to get the new website completed with current information and all the pertinent documents and forms.

Brenda Gill, unit 163 – asked for clarity on where we left the garbage issue and what specifically we are looking at.

This was the number one issue we heard back on from the survey. It encompasses a number of different problems. There is an aesthetic issue, there is a collection issue, there is the monitoring of illegal dumping, and the locking and unlocking schedule. We will be reviewing all these issues over the winter and come back with a couple of options.

George Greenwald, unit 170 – asked about bike access any time of day, not just during the week when the HOA office is open.

We have 1 container with room for maybe 20 – 25 bikes. If we give everyone a key to the locker then we run into security issues.

- **Action – Board to consider options and costs.**

Sunny Nelson, unit 189 – submitted a letter last year regarding the impact of short-term rentals, and while looking at the action items from last year's annual meeting it states "the board discussed short-term rentals at length and determined that the rules and procedures in place are sufficient with regards to short-term rentals". However, she feels if anything the impacts have increased this year. 2 major factors are, it increases the population at the Glen and they do not comply with any of the rules, and the increase in garbage. She asked what members are supposed to do if someone parks in their spot on the weekends.

Homeowners are encouraged to call the Sheriff or a Tow Truck if someone illegally parks in their space. If you can take a picture of the car and the license plate and send it to the office we can try to figure out who it belongs to, and issue the appropriate warning and/or fine. The challenge is what do we as a membership do about this, enforce the CC&R's, change them to something more manageable, or leave things as they are.

- **Action – Board put together a discussion paper on the rental rules and seek formal input from the membership, then formulate next steps and adopt regulations and re-write CC&R's per attorney advice.**

Roxanne Hargrove, unit 142 – it isn't just short-term rentals that don't follow the rules, it is permanent residents/homeowners as well.

Mary Janney, unit 132 – the city levies a 10% rental tax, and if you rent at 50% that means you are not at the Glen 50% of the time and yet we still support the services provided with our monthly dues for anyone else who is here 100%.

Pat Vanni, unit 221 – wanted to discuss the use of the pool/spa after hours and the lack of security coming to lock up on time. Some nights they don't come to lock up until 11:30pm or 12:30am at night. There have been loud parties in the hot tub at 3:30am. It is a constant battle and has been that way for some time. There were great improvements made when the "bird cage" was put in, but we have seen everything they do to get in and out of the pool area, including climbing on the roof and jumping in, or climbing over the fence.

We will talk to the person(s) who come to lock up at night. We have the fence project in the budget for 2019, maybe a solution would be a taller fence. Maybe we can fully enclose the spa.

- **Action – Several questions to be reviewed by the Board:**
 1. **What is the performance of the security company?**
 2. **Can we see when the pools are locked?**
 3. **Confirm the digital locks are indeed automatically locked after hours.**
 4. **Review the fence & cage design prior to 2019 renewal.**
 5. **Investigate security person for summer evenings for 2019.**
 6. **Consider surveillance camera and related signage for hot tub/pool.**
 7. **Consider other pool ideas from survey for 2019 season.**

Dawn Luke, unit 183 – confirmed that the pools are not locked up on time and it is a huge problem. Member dues pay for the pool to be locked up on time at 9:00pm and they are not. She would like this to change.

- **Action – Review above listed action items regarding pool security issues.**

Brenda Gill, unit 163 – asked how someone can sign up for a committee.

A homeowner simply needs to volunteer for the committee they want to be on. There is no actual limit to the number of people who are on a committee, the chair and the committee can decide how many members they want to have.

Veronica Johnson, unit 122 – asked if we can put no parking signs behind unit 123 on the end by the meadow. This summer there were multiple cars parked there instead of in the overflow lot.

- **Action – install no parking sign behind unit 123.**

Cathryn Okasaki, unit 147 – stated they are going to re-do their deck and asked about putting in an iron gate.

Please submit the request form with all the appropriate information to the HOA office and we will put it on the agenda for Board review.

- **Action – email form to homeowner.**

7. **OPEN SESSION**

Open Session began at 11:06 a.m.

8. **ELECTION RESULTS**

Kathy Livermore, Election Chairperson, reported on the election results:

Jim Cochrane was reelected.
Doug O'Neal was reelected
Sari Stenfors was elected

9. **ADJOURNMENT**

Mark motioned to adjourn the meeting, and Darcy Seals Sheehan seconded the motion. The meeting was adjourned at 12:26 p.m., and everyone was invited to the homeowner barbecue at 1:00 p.m.

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