

**Lake Forest Glen Homeowners Association**  
Regular Meeting of the Board of Directors  
**October 12, 2019 at 8:00 a.m.**  
To be held at the Association Office  
Tahoe City, California 96145

**AGENDA**

**CONVENE/CALL TO ORDER**

1. Approval of September 21, 2019 Regular Meeting Minutes - **(Attachment A, page 3-4)**
2. **HOMEOWNER HEARINGS/CORRESPONDENCE –**
  - A. Architectural modification request for electric car charger. **(Attachment B, page 6-8)**
3. **MANAGER'S REPORT**
  - A. **Action items 09-21-19 meeting**
    1. Finish preparation for the Annual Meeting and Picnic.
    2. Inform unit 225 regarding approval of request. **Done.**
    3. Inform unit 207 regarding approval of request and contingencies on approval.
  - B. **Old Business –**
    1. Finish Annual Meeting preparation, discussion and questions.
  - C. **New Business –**
    1. Set 2020 Board meeting dates.
4. **COMMITTEE REPORTS – None.**
5. **LEGAL – None**
6. **ACCOUNTING**
  1. Monthly Financial Report as of August 31, 2018. - **(Attachment C, page 10-14)**
7. **BOARD MEMBER'S COMMENTS/REQUESTS/NON-AGENDA ITEMS –**
8. **EXECUTIVE SESSION – None.**

The next meeting is scheduled for **November 16, 2019**

*\*\*\*All board members are to read and be aware of all agenda items, including the Manager's Report. If there are any questions call staff prior to the board meeting. Unresolved packet issues can be brought to the Board for final resolution. For any questions about this memorandum please contact Mark Pierpoint.*

# *ATTACHMENT "A"*

**Lake Forest Glen Homeowners Association**  
Regular Meeting of the Board of Directors  
**September 21, 2019 at 8:30 a.m.**  
To be held at the Association Office  
Tahoe City, California 96145

**MINUTES**

**CALLED TO ORDER BY:** President Mark Pierpoint at 8:32 a.m.

Treasurer Jason Kary, Directors Jim Cochrane, Doug O'Neal, Gary Leach, Kathy Livermore and Alan Nelson were present. President Mark Pierpoint and Director Sari Stenfors appeared telephonically.  
Staff Present: General Manager Alan Miescke and Administrative Assistant Jessica Narlock.  
Guests Present: Cathryn Okasaki and Roxanne Hargrove.

1. Approval of July 20, 2019 Regular Meeting Minutes – **Motion made to approve the July 20, 2019 minutes, the motion was seconded, all in favor.**
  
2. **HOMEOWNER HEARINGS/CORRESPONDENCE –**
  - A. Email from Homeowner regarding tree removal. **The Board reviewed and discussed the request at length. Motion made to deny the request, 6 in favor, 1 against.**
  - B. Email from Homeowner regarding revised door proposal. **The Board reviewed and discussed the request at length and considered a number of factors. Motion made to approve the homeowners request contingent on review of engineering plans, permits and the construction phases, the motion was seconded, 5 in favor, 2 against.**
  
3. **MANAGER'S REPORT**
  - A. **Action items 09-21-19 meeting**
    1. Finish preparation for the Annual Meeting and Picnic.
    2. Inform unit 225 regarding approval of request.
    3. Inform unit 207 regarding approval of request and contingencies on approval.
  
  - B. **Old Business – Present potential upgrades to the Membership at the Annual Meeting.**
    1. Fences (privacy fence around decks).
    2. Foot paths.
    3. Bathrooms and pump rooms.
    4. Exterior light fixtures.
    5. Rear entrance sign. **Estimate \$1,200.00 for carved wood sign. Need to approve placement and size of new sign.**
    6. LFG Vision.
  
  - C. **New Business –**
    1. Garbage/Dumpsters – **Will present at the annual meeting.**
    2. Buildings & Repairs – ie; concrete & brick repair/maintenance. **Replaced/repared brick siding and concrete steps throughout the complex. Implement a maintenance/upkeep schedule.**
  
4. **COMMITTEE REPORTS** – Chairman of the Architectural Committee will discuss the committee's recommendation for rear fences. **The committee recommended approving the rear fence request made by unit 225. The fence will be a heavy gage metal in dark brown with a gate and a wood frame (working with Alan on construction specifics). Motion made to accept the committee's recommendation and approve the request made by unit 225, the motion was seconded, all in favor.**
  
5. **LEGAL** – None
  
6. **ACCOUNTING**
  1. Monthly Financial Report as of July 31, 2018. – **Reports discussed and reviewed. No changes necessary. Reports accepted and approved.**

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

1. Kathy Livermore asked for volunteers to assist the nomination committee at the Annual Meeting. Gary Leach volunteered Robin Leach.
2. Doug O'Neal made a motion to add the Milgard fiberglass windows in sand color to the current architectural standards, the motion was seconded, all in favor.

**8. EXECUTIVE SESSION –**

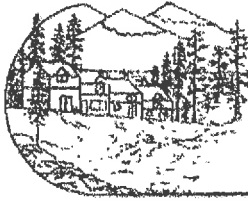
1. Discuss LFG Standards. **Topic discussed in the open meeting and a resolution was reached.**

The next meeting is scheduled for **October 12, 2019**

*\*\*\*All board members are to read and be aware of all agenda items, including the Manager's Report. If there are any questions call staff prior to the board meeting. Unresolved packet issues can be brought to the Board for final resolution. For any questions about this memorandum please contact Mark Pierpoint.*

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# *ATTACHMENT "B"*



**LAKE FOREST GLEN**  
Homeowners' Association

P.O. Box 6207    Tahoe City, CA    96145-6207  
(530) 803-2307    Fax (530) 883-2324

Date: 10/3/2019

**\*\*\* ARCHITECTURAL MODIFICATION REQUEST FORM \*\*\***

Any unit owner wishing to make an addition/alteration to the inside or outside of a unit, must complete and return this form to the Lake Forest Glen HOA Office, 3101 Lake Forest Road, Tahoe City, CA 96145

Work may not begin until this request has been approved.

.....  
(Please print)

Owner's Name Helen Groom (Bill Nesting representing)

Unit # 131                      Phone (s) # Bill 916-612-2724, Helen 916-661-7183

This request form submitted to the Lake Forest Glen Board of Directors shall include (if applicable) the following information:

- 1) Structural Plans
- 2) Building Permit
- 3) Detailed Specifications
- 4) General Purpose & Description - as defined by the Third Restated CC&R's of Lake Forest Glen, Section 11.2(e) i thru v, as follows...

**[11.2] Procedure to Obtain Architectural Approval.** The procedures to apply for approval to make exterior modifications to the Member's separate interest or to the common area as follows:

- (e) The application shall include, but is not limited to, the following information to the extent it is pertinent:
  - (i) A complete description of the proposed change; any color modification shall include a color swatch and the brand of paint to be used;
  - (ii) Any structural change shall include competent drawings that are easily understood with to-scale measurements;
  - (iii) In the event a building permit is required by the governing authority, a copy of all plans required to be submitted for the permit process;
  - (iv) Any work that requires a building permit shall be performed only by a licensed professional or tradesman. Said professional or tradesman shall be approved by the Board of Directors or its designee(s) and shall provide proof of their license and worker's compensation and liability insurance prior to the commencement of any work;
  - (v) All building permits or copies thereof shall be presented to the Board of Directors or its designee(s) prior to the commencement of work.

**APPROVAL IS HEREBY REQUESTED FOR THE FOLLOWING:**

Please indicate below what type of change or alteration you wish to make. Be specific, indicating type of material, color, shape, style, dimensions, etc. Submit one copy of drawings, detailed sketch with to-scale measurements, where the items will be purchased and/or ordered from, etc., prior to any work starting.

The charger will require a new 50-60 amp breaker in the existing panel, run through conduit under the unit by an electrician. I presume this will require a permit, to be handled by the electrician. I believe I'll be using Jeff Archer, a referral from Tyke Warwick. Presumably, he has done work at LFG before and is approved by the board. If not, I will select an alternate from a list of approved vendors. I'll use a NEMA 4 rated charger and mount it to the left of the front door, as high as possible to protect it further. See attached picture of a mockup of what I would expect it to look like.

Owner's Signature

(Do not write below this line)

Recommendation of the Architectural Committee:

Date Received:

Action: Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Other \_\_\_\_\_

Comments:

Upon completion, owner is required to call and schedule an inspection by the HOA office.

You are responsible for obtaining any necessary permits from Placer County Building & Zoning Department, and must provide a copy of permit to Management.

By:

Date:





# *ATTACHMENT "C"*

LAKE FOREST GLEN HOMEOWNERS ASSOCIATION

BALANCE SHEET

August 31, 2019

See Independent Accountants' Compilation Report

ASSETS

	OPERATING FUND	REPLACEMENT FUND
ASSETS		
1040 Operating Checking Account	\$ 225,033	\$ -0-
1045 Deferred Compensation Account	181,515	-0-
1060 US Bank ACH Account	1,163	-0-
1090 Petty Cash Account	679	-0-
1280 El Dorado Savings	-0-	1,070,589
1410 Assessments Receivable	2,153	-0-
1415 Allowance for Bad Debt	-0-	-0-
1501 Prepaid Expenses	-0-	-0-
1511 Prepaid Taxes	250	-0-
2601 Due to/from Replacement	206	-0-
1502 Workers' Comp Deposit	866	-0-
1520 Property & Equipment	177,086	-0-
1530 Less: Accum. Depreciation	(145,215)	-0-
TOTAL ASSETS	<u>\$ 443,736</u>	<u>\$ 1,070,589</u>

LIABILITIES & FUND BALANCES

LIABILITIES

3010 Accounts Payable	\$ 7,443	\$ -0-
3011 Accrued Accounts Payable	-0-	-0-
2055 Deferred Charter Revenue	14,040	-0-
2035 Accrued Payroll Taxes & Workers' Comp	168,881	-0-
2040 Accrued Salaries & Wages	12,894	-0-
2041 Accrued Vacation	15,045	-0-
2045 Homeowners Dues Paid In Advance	15,960	-0-
2034 Escrow Deposits	2,500	-0-
2000 Income Taxes Payable - Federal	-0-	-0-
2001 Income Taxes Payable - Franchise	-0-	-0-
1601 Due to/from Operating	-0-	206
TOTAL LIABILITIES	<u>\$ 236,763</u>	<u>\$ 206</u>

FUND BALANCES

3100 Operating Fund Balance	230,573	-0-
3900 Replacement Fund Balance	-0-	853,396
Current Year Net Revenue (Expense)	(23,600)	216,987
TOTAL FUND BALANCES	<u>206,973</u>	<u>1,070,383</u>
TOTAL LIABILITIES & FUND BALANCES	<u>\$ 443,736</u>	<u>\$ 1,070,589</u>

SUBSTANTIALLY ALL DISCLOSURES  
HAVE BEEN OMITTED

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TENTATIVE AND PRELIMINARY  
FOR DISCUSSION PURPOSES ONLY

LAKE FOREST GLEN HOMEOWNERS ASSOCIATION

EXHIBIT B

STATEMENT OF OPERATING FUND REVENUE & EXPENSES  
 For the Month Ended August 31, 2019  
 And Year-to-date Period January 1, 2019 to August 31, 2019  
 See Independent Accountants' Compilation Report

	CURRENT MONTH ACTUAL	YEAR TO-DATE ACTUAL	ANNUAL BUDGET	YTD ACTUAL % BUDGET	RESIDUAL BUDGET
<b>REVENUE</b>					
5010 Dues Assessments	\$ 84,240	\$ 673,920	\$ 1,022,112	66%	\$ 348,192
5011 Less: Dues Allocated to Replacement Fund	(35,514)	(284,111)	(426,166)	67%	(142,055)
5110 Interest Income	7	56	150	37%	94
5250 Late Fees & Interest	115	1,411	1,500	94%	89
5260 Transfer Fee Income	200	1,200	1,500	80%	300
5290 Miscellaneous Income	400	4,950	1,350	367%	(3,600)
<b>TOTAL REVENUE</b>	<b>49,448</b>	<b>397,426</b>	<b>600,446</b>	<b>66%</b>	<b>203,020</b>
<b>EXPENSES SCHEDULE ATTACHED</b>					
Landscaping	8,299	69,591	101,930	68%	32,339
Utilities	5,866	37,449	53,600	70%	16,151
Pool & Tennis Expenses	5,941	56,604	74,190	76%	17,586
Repairs & Maintenance	9,965	111,570	153,206	73%	41,636
Administrative Expenses	17,440	140,084	215,150	65%	75,066
8150 Depreciation	716	5,728	8,600	67%	2,872
8151 Provision for Federal Income Tax	-0-	-0-	-0-	0%	-0-
8152 Provision for Franchise Tax	-0-	-0-	824	0%	824
<b>TOTAL EXPENSES</b>	<b>\$ 48,227</b>	<b>\$ 421,026</b>	<b>\$ 607,500</b>	<b>69%</b>	<b>\$ 186,474</b>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENSES</b>	<b>\$ 1,221</b>	<b>\$ (23,600)</b>	<b>\$ (7,054)</b>		<b>\$ 16,546</b>

SUBSTANTIALLY ALL DISCLOSURES  
 HAVE BEEN OMITTED.

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TENTATIVE AND PRELIMINARY  
 FOR DISCUSSION PURPOSES ONLY

LAKE FOREST GLEN HOMEOWNERS ASSOCIATION

EXHIBIT C

STATEMENT OF REPLACEMENT FUND REVENUE & EXPENSES  
 For the Month Ended August 31, 2019  
 And Year-to-date Period January 1, 2019 to August 31, 2019

See Independent Accountants' Compilation Report

	CURRENT MONTH ACTUAL	YEAR TO-DATE ACTUAL	ANNUAL BUDGET	YTD ACTUAL % BUDGET	RESIDUAL BUDGET
<b>REVENUE</b>					
5100 Replacement Allocation	\$ 35,514	\$ 284,111	\$ 426,166	67%	\$ 142,055
3115 Investment Interest	-0-	-0-	-0-	0%	-0-
<b>TOTAL REVENUE</b>	<u>35,514</u>	<u>284,111</u>	<u>426,166</u>	<u>67%</u>	<u>142,055</u>
<b>EXPENSES</b>					
9140 Site BMP Requirements	-0-	1,541	35,000	4%	33,459
9151 Bldg Brick & Cement	17,358	17,358	10,300	169%	(7,058)
9152 Bldg Siding/Trim/Fascia/Painting	-0-	-0-	-0-	0%	0
9153 Buildings/Storage/Lockers	-0-	-0-	3,000	0%	3,000
9160 Roofs - All	-0-	-0-	-0-	0%	0
9170 Asphalt Crack Fill	-0-	6,000	6,000	100%	0
9171 Asphalt Resurfacing	-0-	-0-	-0-	0%	0
9173 Asphalt Sealing Striping	-0-	33,840	45,000	75%	11,160
9174 Foot Paths	-0-	5,500	5,150	107%	(350)
9180 Pools/Replastering/Tile	-0-	-0-	-0-	0%	0
9181 Pools/Decking/Fences/Gates	-0-	-0-	40,000	0%	40,000
9182 Pools/Equipment & Mechanical	-0-	-0-	-0-	0%	0
9183 Pool Replacement/Kids/Adults	-0-	-0-	-0-	0%	0
9184 Pools-Furniture	-0-	-0-	-0-	0%	0
9185 Playground Equipment	-0-	-0-	-0-	0%	0
9190 Tennis/Paint Stripe	-0-	-0-	-0-	0%	0
9191 Tennis Equipment	-0-	-0-	-0-	0%	0
9192 Tennis #1 and #2 Resurface	-0-	-0-	-0-	0%	0
9193 Tennis #3 and #4 Resurface	-0-	-0-	-0-	0%	0
9200 Office Equipment	-0-	-0-	-0-	0%	0
9201 Computer	-0-	-0-	-0-	0%	0
9202 Office Furniture	-0-	-0-	-0-	0%	0
9210 1/2 Ton Truck	-0-	-0-	-0-	0%	0
9211 3/4 Ton Truck	-0-	-0-	40,000	0%	40,000
9212 Snow Removal Equipment	500	500	-0-	0%	(500)
9220 Perimeter Fence	-0-	1,935	500	387%	(1,435)
9221 Privacy Fences	-0-	450	-0-	0%	(450)
9300 Provision for Federal Income Tax	-0-	-0-	-0-	0%	0
9301 Provision for Franchise Tax	-0-	-0-	-0-	0%	0
<b>TOTAL EXPENSES</b>	<u>17,858</u>	<u>67,124</u>	<u>184,950</u>	<u>36%</u>	<u>117,826</u>
<b>EXCESS OF REVENUE OVER (UNDER) EXPENSES</b>	<u>\$ 17,656</u>	<u>\$ 216,987</u>	<u>\$ 241,216</u>		<u>\$ 24,229</u>

SUBSTANTIALLY ALL DISCLOSURES  
 HAVE BEEN OMITTED.

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TENTATIVE AND PRELIMINARY  
 FOR DISCUSSION PURPOSES ONLY

## LAKE FOREST GLEN HOMEOWNERS ASSOCIATION

SCHEDULE 1

SCHEDULE 1 - OPERATING EXPENSES  
 For the Month Ended August 31, 2019  
 And Year-to-date Period January 1, 2019 to August 31, 2019  
 See Independent Accountants' Compilation Report

	CURRENT MONTH ACTUAL	YEAR TO-DATE ACTUAL	ANNUAL BUDGET	YTD ACTUAL % BUDGET	RESIDUAL BUDGET
<b>LANDSCAPING EXPENSES</b>					
7000 Salaries - Foreman	\$ 2,272	\$ 21,716	\$ 31,510	69%	\$ 9,794
7010 Salaries - Seasonal	4,497	33,515	43,680	77%	10,165
7020 Employer Costs	847	7,373	15,290	48%	7,917
7030 Plants	-0-	-0-	-0-	0%	-0-
7031 Irrigation	209	446	750	59%	304
7032 Fertilizers	249	622	500	124%	(122)
7033 Hardscape	-0-	4	400	1%	396
7035 Equipment	-0-	140	1,500	9%	1,360
7036 Equipment Maintenance	-0-	688	250	275%	(438)
7040 Pest Control	225	5,087	8,000	64%	2,913
7050 Other/Uniforms & Safety	-0-	-0-	50	0%	50
<b>TOTAL LANDSCAPING</b>	<b>\$ 8,299</b>	<b>\$ 69,591</b>	<b>\$ 101,930</b>	<b>68%</b>	<b>\$ 32,339</b>
<b>UTILITIES EXPENSES</b>					
7111 Electricity	\$ 643	\$ 5,504	\$ 8,000	69%	\$ 2,496
7121 Gas	11	196	500	39%	304
7131 Sewer	-0-	554	700	79%	146
7151 Garbage	5,212	31,195	44,400	70%	13,205
<b>TOTAL UTILITIES</b>	<b>\$ 5,866</b>	<b>\$ 37,449</b>	<b>\$ 53,600</b>	<b>70%</b>	<b>\$ 16,151</b>
<b>POOL &amp; TENNIS EXPENSES</b>					
7200 Salaries - Foreman	\$ 1,514	\$ 14,477	\$ 21,006	69%	\$ 6,529
7210 Salaries - After Hours Personnel	1,400	9,235	13,104	70%	3,869
7220 Employer Costs	370	3,285	7,450	44%	4,165
7230 Repairs & Maintenance Equipment	-0-	692	800	87%	108
7231 Repairs & Maintenance Tennis Courts	-0-	-0-	100	0%	100
7232 Fences & Gates	-0-	719	300	240%	(419)
7233 Decking & Tile	446	446	100	446%	(346)
7240 Supplies/Chemicals	378	6,730	7,000	96%	270
7241 Supplies/Restrooms	-0-	28	750	4%	722
7242 Supplies/Uniforms & Training	-0-	-0-	-0-	0%	-0-
7250 Utilities	1,657	17,973	21,580	83%	3,607
7260 Other/Permits	176	3,019	2,000	151%	(1,019)
<b>TOTAL POOL &amp; TENNIS</b>	<b>\$ 5,941</b>	<b>\$ 56,604</b>	<b>\$ 74,190</b>	<b>76%</b>	<b>\$ 17,586</b>

SUBSTANTIALLY ALL DISCLOSURES  
 HAVE BEEN OMITTED.

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TENTATIVE AND PRELIMINARY  
 FOR DISCUSSION PURPOSES ONLY

## LAKE FOREST GLEN HOMEOWNERS ASSOCIATION

SCHEDULE 1

SCHEDULE 1 - OPERATING EXPENSES  
EXPENSESFor the Month Ended August 31, 2019  
And Year-to-date Period January 1, 2019 to August 31, 2019

See Independent Accountants' Compilation Report

	CURRENT MONTH ACTUAL	YEAR TO-DATE ACTUAL	ANNUAL BUDGET	YTD ACTUAL % BUDGET	RESIDUAL BUDGET
<b>REPAIRS &amp; MAINTENANCE EXPENSES</b>					
7300 Salaries - Foreman	\$ 1,893	\$ 18,097	\$ 26,258	69%	\$ 8,161
7310 Salaries - Seasonal	5,251	31,735	43,680	73%	11,945
7320 Employers Costs	631	4,900	14,218	34%	9,318
7330 Painting Labor/Material	200	1,269	200	635%	(1,069)
7340 Road Maintenance	-0-	510	750	68%	240
7350 Roof Maintenance	-0-	-0-	200	0%	200
7360 Plumbing - Water	-0-	-0-	500	0%	500
7361 Fire Box Inspection	-0-	-0-	-0-	0%	-0-
7370 Building Maintenance	298	1,590	2,100	76%	510
7371 Entries/Porches	340	1,280	-0-	0%	(1,280)
7372 Storage/Utility Sheds	-0-	-0-	-0-	0%	-0-
7373 Maintenance Shed & Fence	-0-	-0-	-0-	0%	-0-
7374 Privacy Fences	-0-	308	-0-	0%	(308)
7375 Perimeter Fence	-0-	223	-0-	0%	(223)
7376 Fire Extinguishers	-0-	1,289	-0-	0%	(1,289)
7380 Electrical	6	89	800	11%	711
7390 Contract Sewer	-0-	4,168	1,000	417%	(3,168)
7400 Snow Removal Contract	-0-	31,373	47,000	67%	15,627
7401 Snow Removal/In House	-0-	-0-	2,000	0%	2,000
7402 Snow Removal/Supplies	-0-	2,359	-0-	0%	(2,359)
7410 Truck Operation/Gasoline	361	7,240	9,000	80%	1,760
7411 Truck Operation/Supplies	699	1,126	500	225%	(626)
7412 Truck Operation/Repairs	-0-	1,182	3,500	34%	2,318
7420 Supplies/General	286	2,154	1,500	144%	(654)
7421 Tools & Equipment	-0-	678	-0-	0%	(678)
7430 Other/Uniforms	-0-	-0-	-0-	0%	-0-
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>	<b>\$ 9,965</b>	<b>\$ 111,570</b>	<b>\$ 153,206</b>	<b>73%</b>	<b>\$ 41,636</b>
<b>ADMINISTRATIVE EXPENSES</b>					
8000 Salaries Manager	\$ 1,893	\$ 18,097	\$ 26,258	69%	\$ 8,161
8001 Salaries Secretary	3,369	25,710	37,480	69%	11,770
8010 Employee Benefits	1,893	15,715	29,307	54%	13,592
8011 Employer Costs	676	5,844	9,105	64%	3,261
8020 Security Patrol	552	3,981	6,000	66%	2,019
8030 Accounting Fees	1,469	10,092	19,000	53%	8,908
8040 Audit Fees	-0-	3,850	3,600	107%	(250)
8050 Legal Fees	-0-	840	2,500	34%	1,660
8060 Insurance	6,334	43,826	63,000	70%	19,174
8070 Copying & Postage	340	2,444	4,500	54%	2,056
8080 Supplies	531	2,051	3,000	68%	949
8090 Telephone	371	2,924	4,400	66%	1,476
8100 Travel Expense	-0-	2,999	5,000	60%	2,001
8110 Training	-0-	-0-	2,000	0%	2,000
8120 Other/Computer	12	1,711	-0-	0%	(1,711)
Bad Debt Expenses	-0-	-0-	-0-	0%	-0-
<b>TOTAL ADMINISTRATIVE</b>	<b>\$ 17,440</b>	<b>\$ 140,084</b>	<b>\$ 215,150</b>	<b>65%</b>	<b>\$ 75,066</b>

SUBSTANTIALLY ALL DISCLOSURES  
HAVE BEEN OMITTED.

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TENTATIVE AND PRELIMINARY  
FOR DISCUSSION PURPOSES ONLY