

ATTENDEES

All members of the board were in attendance.

Meeting was conducted virtually via Zoom and included homeowner guests.

PRIOR BOARD MEETING MINUTES APPROVAL (July 18, 2020)

- Kathy Livermore proposed approval; seconded by Gary Leach.
- Discussion: Sari Stenfors voiced concerns over the accuracy of several statements in the minutes. Also, the board noted that 3 hours was insufficient time for review. Mark requested HOA office to ensure that Agenda and Minutes are provided sufficiently in advance of board meetings to permit time for review. Minutes approval deferred until next meeting.
- ACTION
 - **Sari:** Send recommended minute updates to be incorporated and approved at next meeting.

HOMEOWNER HEARINGS / CORRESPONDENCE

“Dumpster Enclosure” Email: Alan talked with John Preston. Alan and John agreed the type of screen suggested would be broken/damaged by the bears very quickly. No further action.

MANAGERS REPORT**A. PRIOR ACTION ITEM UPDATE**

1. ADA Bathroom Project & Lighting Project
 - a. Initial ADA report and assessment was shared with the board. No additional information available currently. Projects and assessment in progress.
 - b. ACTION (Lighting Project)
 - **Alan:** Include solar considerations in evaluation and assessment.
 - **Alan:** Work with Placer Electric to install examples/options and assess.
 - **Sari:** Provide additional lighting references for contacts in Truckee / elsewhere to Alan.
2. Unit 224 Deck Damage
 - Board agreed with the homeowner of 224 that financial responsibility for the deck repair / replacement falls with the HOA.
 - Alan has tentative date to remove existing deck after September 15, 2020.
 - ACTION
 - **Alan:** Continue work and update estimated costs after removal/inspection.
3. Records Retention
 - a. Supplemental information provided to the board on August 14, 2020.
 - b. See below under Administrative.

4. ADA Specialists' Payment: First payment of \$4,900 completed and acknowledged by the Board.

Landscape

Unit 224 Stump & Root Removal: Alan requested for cost proposals from 2 companies and will report at next meeting

Administrative

1. Homeowner Emails re Pool Closures & Fees
 - a. Email correspondence reviewed, discussed and acknowledged.
 - b. No new actions required at this time.
2. Records Retention
 - a. Board reviewed feedback from our accounting firm (McClintock), who provided a Records Retention Policy Guideline document (see Agenda Attachment C4).
 - b. Board agreed to recommended guidelines.
 - c. ACTION
 - i. **Alan:** Review Records Retention Policy guidelines and confirm current status of records retention with Board, including any recommended changes or updates.
 - ii. **Sari:** Provide a list of questions to Alan to cover any concerns she has or highlight any recommendations/best practices.
3. Data Disclosure
 - a. Accounting firm (McClintock) recommended that this query be addressed with the HOA attorney.
 - b. Alan followed up with HOA attorney (Fong) and requested clarification. See Supplemental Information provided to the Board on August 14, 2020, which includes attorney's reply and guidance.
4. California Consumer Privacy Act (CCPA) Compliance
 - a. HOA accountant (McClintock) confirmed that CCPA does not apply to LFG HOA.
 - b. "Businesses are subject to CCPA if they meet the requirements of having gross annual revenues of \$25 million; buy, receive or sell the personal information of 50,000 or more consumers, households or devices in California; or derive 50% or more annual revenue from selling consumers' personal information.
 - c. No further action required.
5. "Confidential Member Information & Consent to Receive Electronic Notices" Form
 - a. Sample form provided by HOA Accountant (McClintock) – see Agenda Attachment C5.
 - b. ACTION

i. **Mark:** Initiate work to update electronic consent form.

6. SB 323 Legislation & Confidential Member Information

a. See prior notes under #5.

7. Website

a. June Board Meeting Minutes (post): Completed

b. Update Pool Closure notice: Completed.

c. Updates & Improvements: Continue to make incremental improvements and updates.

ADA Assessment & Report (Josette)

Acceptability of ADA Specialists' Drawings for Permits & Contractor Proposals

- Reviewed ADA Specialists response noting that their drawings would be acceptable for permitting and contract proposals.
- While a favorable confirmation, additional county requirements and costs may occur as we continue the planning and preparation phase of this project.

B. Old Business

1. Prior Action Item Update: Covered above

2. Final 2021 Budget Review & Approval

a. The final 2021 budget and presentation, which was presented at the July Board, meeting was approved with no changes.

b. The Board voted to approve no dues increase for 2021 and maintain dues at \$370/month.

C. New Business

1. Leash Rules for Dogs

a. Discussed homeowner, board and general manager feedback on leash rules and enforcement.

b. Noted potential need for clarification of language in CC&Rs vs. Rules & Regs document.

c. ACTION

i. **Alan N.** (Chair of Rules & Regulations Committee): Review language and local rules and provide an update and/or recommendation to the board.

2. Dumpsters & Bear Management: Discussed continued bear presence and access to dumpsters.

a. Bear Concerns: Frequenting dumpsters, habituated to people and not easily scared away.

b. Trash Concerns: Increased amount of trash being generated this year; more trash due to incremental people/renters during the week, more people shipping and receiving materials and eating 'in' due to Covid-19

c. Alan M: Bear situation has been reported to Placer County Sheriff, Placer County Fish and Game, but no action being taken. Continue to report bear status to local authorities

- d. Board agreed to put additional signs on all dumpsters addressing trash left outside of the dumpsters, "locking" procedure, hours of access, etc.
- e. ACTION
 - i. **Sari:** Prepare and provide a draft of proposed signage to Alan.
 - ii. **Alan:** Prepare a report to the Board for the next Board meeting detailing dumpster type options and cost.

3. Painting Project & Process

- a. Exterior painting cycle (6 years) was discussed, as well as options to save money.
- b. Board agreed to continue current cycle as extending to more than 6 years may result in significant repair / replacement costs for siding, shingles and trim.
- c. ACTION
 - i. **Alan:** Investigate "new" paint, which may extend "life" of future paint cycles.

4. CC&R Rental Rules

ACTION: **Kathy** to research rental rules in CC&R's and status of rental legislation and practice in Tahoe area for upcoming board discussion.

5. Annual Meeting & Board Election (via Zoom due to COVID pandemic)

- a. HOA attorney (Richard Fong) advised the board on appropriate process for conducting the annual meeting and board election "virtually" and in compliance with California SB322 (see Supplement to prior Agenda provided to the board by the HOA Office on August 14, 2020).
- b. The supplemental information provided to the Board for this meeting included a draft agenda for the 10/10/2020 annual meeting.
- c. The Board agreed to hold the ballot count the day before the annual HOA meeting. The count is to be performed by the independent election inspector. Ballots must be counted publicly during a Zoom meeting via video.
- d. Election results will be communicated the following day at the annual HOA meeting.
- e. Nominee Status: 4 nominees for 3 open positions.
- f. Voting Deadline: No voting after October deadline nor at Annual Meeting.
- g. ACTION
 - i. **Alan:** Send Annual Meeting Packet to homeowners.
 - To be mailed within the week and included date and time of meeting.
 - Note that Zoom meeting details will be posted on HOA website prior to meeting.
 - Note that Vote counting process to be held via a separate Zoom meeting. Vote counting meeting details will also be posted to the website.
 - ii. **Alan:** Work with Board to decide on and prepare all information to be sent to the homeowners in the annual meeting packet and directions to the homeowners concerning the Zoom meeting.

COMMITTEE REPORTS

Pool & Tennis Committee

- Met prior to the August board meeting. Recommended to the Board that the pools, spa, sauna, and restrooms remain closed for the rest of the season. Board approved the recommendation – no further action.
- Doug O’Neal asked the committee to outline three “scenarios” and criteria for pool re-opening (or closure) for the board’s consideration prior to next season. Board agreed with recommendation and asked the committee to discuss and provide an update to the board early next year, i.e. Jan-Mar timeframe.
- ACTION
 - **Josette:** Work with committee to develop scenarios and criteria for pool re-opening (or continued closure) and present to board in early 2021.

INFRACTION REPORT

Request unit 198 to provide settlement of past infraction fees.

LEGAL

N/A

ACCOUNTING

Monthly financials ending 06/30/2020 were reviewed and accepted by the board.

BOARD MEMBER’S COMMENTS/REQUESTS/NON-AGENDA ITEMS

- None
- Homeowner Jessica Taff attended the meeting and thanked the board for the opportunity to attend and listen to the discussion. Jessica is standing for election to the board and offered to assist in dumpster/trash signage and considerations.

EXECUTIVE SESSION

N/A

The meeting was adjourned at 9:55am.

AUGUST 2020 BOARD MEETING ACTION ITEM SUMMARY**Alan M.**

- Continue work on ADA Project.
- Continue work on Lighting Project (include solar considerations in evaluation and assessment. Work with Placer Electric to install examples/options and assess.)
- Continue working with the owner of unit 224 concerning deck replacement and root removal
- Continue work and assessment of stump removal in common areas.
- Prepare detailed report on dumpster type options and costs
- Alan and Board to prepare mailing concerning zoom information for the 10/10 annual meeting
- Research “new paint” product to extend exterior paint cycle
- Review Records Retention Policy guidelines document from McClintock and confirm current status of records retention with Board, including any recommended changes or updates.

Mark P.

- “Confidential Member Information & Consent to Receive Electronic Notices” Form: Work with staff to improve on electronic consent form
- Annual Meeting Communication: Work with staff to prep annual meeting requirements

Jason K.

- Landscape Budget Line Items: Follow up with Jim Cochran to clarify landscape budget line items.

Alan N.

- Review leash rules (dogs)
- Provide the Board with option in the next agenda for amended wording on short form rules & regs

Sari S.

- Provide a list of questions to Alan on data disclosure or record retention and address any concerns she has, as well as highlight any recommendations or best practices.
- Provide feedback/edits for July Board Meeting minutes
- Prepare and provide to staff a draft of signs to be placed on dumpsters
- Provide lighting consultant references to Alan.

Kathy L.

- Review rental rules in CC&R's and status of rental legislation and practice in Tahoe area.

Josette R.

- Work with Pool & Tennis committee to develop scenarios and criteria for pool re-opening (or continued closure) and present to board in early 2021.