

Lake Forest Glen Homeowners Association Annual Meeting

Saturday October 10th, 2020

Virtual meeting via Zoom

Minutes

| Time | Agenda Item | Lead | Minutes/Actions |
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| 10:00 | Meeting to order | Mark P. | <p>Meeting called to order at 10:00am,</p> <p>Board Members: Mark P, Alan N, Jason K, Doug O, Gary L, Kathy L, Sari S, Josette R. Jim C. (Titles can be found at lfghoa.com)</p> <p>Homeowners (H.O.): Brenda G, Colleen M, Donald, Lari S, Vern W, Rosalinda W, Victor R, Roxanne H, Mike L, Alycia, Charles C, Darcy S, Charlie S, Dawn, Donna H, Elke S, Jayne B, Jessica, JoAnn R, Keith L, Sheryl L, Kelli S, Laura N, Linda, Mark L, Marten S, Maria B, Mike S, Patty V, Ruth L, Shura B, Sunny N, Veronica J, Kathryn K, Sean W.</p> <p>Office: Alan M.</p> |
| 10:00 | Approval of the minutes of last Annual meeting | All | <p>Motion to approve 2019 Annual meeting minutes made by Vik Revenko (Unit 5) and seconded by Kelli Sheehan-Benedict (Unit 113).</p> <p>Questions: None. All in Favor – 2019 Meeting Minutes have passed</p> |
| 10:05 | <p>President's Welcome, Introduction of board and staff</p> <p>Covid-19 challenges</p> <p>Office update:</p> <p>SB323:</p> <p>2021 Projects: • Pool bathroom remodel / ADA</p> | Mark P. | <p>Board: Mark P, Jason K, Gary L, Kathy L, Alan N, Doug O, Josette R, Sari S, Jim C. Office: GM Alan M.</p> <p>* Pools committee with Josette has met this year to review health/safety guidelines of opening the pool, the conclusion by the committee was that it would be too risky/expensive. Josette was able to have 2 meetings and thanks the committee members that were able to assist, there was a good turn out as it was advertised on the HOA website and the independent homeowners' Facebook page.</p> <p>*Thanks to Alan, Juan and Alfonso for maintaining Lake Forest Glen. * Jessica was let go from the office in August and Alan is working to hire a new administrative assistant.</p> <p>*Email Privacy – Per the latest SB 323 regulations, homeowners can now request any other homeowner's email address provided the homeowner has not specifically requested that their information not be shared. The office does maintain homeowner email addresses for those who have provided them for purposes of HOA communications. Given the current regulations, the office will annually request homeowner permission to share their contact information with other homeowners who request it. A list of those who have approved or not approved of this sharing will be maintained as required under the current law. *Email Communication: SB 323 regulations notwithstanding, the HOA encourages homeowners to opt-in to receive HOA communications/statements/mailings by email, which saves time and money for the association. *Elections/Annual Voting – SB 323 also requires notifications to Homeowners more than 90 days before elections, as well as director qualifications or exclusions. *Update CC&R's to conform to SB323.</p> <p>Items to be reviewed by Alan - Planned remodel of bathroom by the quiet pool, which requires conformance to ADA specifications. ADA updates were previously not</p> |

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| | <ul style="list-style-type: none"> • Year 1 of 4-year painting cycle • Lighting Improvements • Landscaping <p>Actions for 2021</p> | | <p>required as we had not undertaken any bathroom improvements. Separately, we have initiated a full ADA assessment of the association facilities, which will be reviewed and other improvements/updates prioritized as needed.</p> <p>-2021 starting year 1(takes about 4 years to finish the complex) of regular 4-year painting cycle. Investigating new longer-lasting paints that may allow us to extend the painting cycle going forward.</p> <p>-Exterior Lighting: Initiating a review and assessment to repair and replace broken or malfunctioning lighting.</p> <p>Thanks to Jim C. and the Landscaping committee for excellent work. There is a phased plan to continue planting and improving the ends of cul-de-sacs. This year we installed a new sign by the Bristlecone entrance, did re-planting, and cleaned up for better access and safety.</p> <p>Thanks to our Homeowners for keeping up with dues payments with the economy right now. We don't have to reduce staffing and are able to continue with investments. No foreclosures. We are in excellent standing.</p> <p>*Josette w/Pool committee to review opening of pools in spring. *Alan hiring administrative assistant *Office to annually send Email opt-in/opt-out to homeowners *Office to assist with Election/Voting notifications >90 days for 2021 annual meeting *Board to discuss update of CC&R's regarding SB323</p> |
| 10:25 | <p>Financial Report: Financial Philosophy</p> <p>2020 Forecast Summary Operating Expense Management Performance 2021 Budget & Forecast Considerations 2021 Proposed Budget & Dues</p> | Jason K. | <p>Our money is your money, we look to be prudent in terms of spending/deploying. Alan and the team do an excellent job managing and looking for ways to save dollars and cost avoidance. Proactive, don't want to avoid maintenance that will create future financial issues (regarding assessments). Prudent, proactive and plan, Alan and board review forecast, assumptions, and costs.</p> <p>See Power Point for more detail - http://lfghoa.com/index.php/board-meetings-minutes/</p> <p>NO dues increase in 2021 in recognition of Covid-19 pandemic and related financial hardship, staying flat at \$370/month (\$1,039K total annual dues)</p> |
| 10:45 | <p>General Manager's Report -Action Items from 2019 Meeting: 1. Make slide presentation, agenda & draft minutes available on the website. Done 2. Inspect dumpsters further to determine how they function and if they will work for LFG. Done. May need to revisit topic further to additional complaints during 2020 3. Contact Aztlan Security Services Inc., regarding an estimate for weekend security only. Done 4. Dryer vent cleaning - determine if HOA will pay for complex cleaning or assist homeowners in scheduling having their ducts cleaned. Done. Board discussed and based on</p> | Alan M. | <p>ADA – Renovating bathroom and would need to do ADA compliance, contracted with Sacramento company, they do preparation, engineering, surveying, planning, and takes us through step by step. Probably will not start until spring 2021.</p> <p>Items completed from the Reserve spending from 2020 – furniture, computers updated for the office – asphalt crack fill to keep the integrity of the asphalt. Brick, concrete repairs, not a lot this year as contractor was busy. – BMP (Best Management Practices) in budget in case we need to open certification process again. –Pools and mechanical equipment – Gone through both pump rooms and replaced filter, pumps, discharge lines. Ongoing project on storage lockers, restoring as best we can. Privacy fences being repaired.</p> <p>2021 Reserves Planning –4-year painting project, working with contractor to get better more durable paint to extend time between paintings.</p> |

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| | <p>CC&Rs, each homeowner to be responsible. Suggested contractors posted.</p> <ul style="list-style-type: none"> •ADA •Work around the Glen in 2020 •Siding & Painting •Lighting <p>Action Items for 2021</p> | | <p>–Repairing siding and trim when necessary before painting, some work done this year. Funding for Contractor to do shingle and siding repair before painting (will contact again in the Spring)</p> <p>–New truck</p> <p>–Lighting improvements – surveys a few weeks ago, about 20 of 50 fixtures were not working, researching LED fixtures. Working with 2 companies and they suggested same fixture. Alan to put up samples and have Board review.</p> <p>–Budget planning for roofs, not sure when that work will need to be done, good to have funds reserved for this.</p> <p>*Office to make 2020 slide presentation, agenda, draft minutes available on lfghoa.com</p> <p>*Alan to work on ADA/bathroom renovation for Spring 2021</p> <p>*Alan working on painting project/new paint/update painting cycle. Necessary siding/trim maintenance prior to.</p> <p>*Alan working on Lighting improvement</p> |
| 10:55 | Questions/Open Session | Mark P. | <p>–Maria B. – How to contact office? Through email, phone, leave message w/answering service.</p> <p>–Maria B. – How to contact another homeowner? Ask office for contact information.</p> <p>–Dawn – Placer County has TRPA requirements for light fixtures. Alan is looking into complying w/TRPA</p> <p>–Colleen – Backboard/wall to hit tennis balls for practice. Alan putting on list to work on.</p> <p>–Jayne B. – Can we clarify painting schedule? 6 Year painting cycle that is done over 4 years, Alan looking into more durable paint to extend time between painting. JoAnn R. asking how we determined how often we paint? Alan has concluded is the best over the years with the materials and paint that we have to preserve the integrity of our buildings.</p> <p>–Chuck (Charles C.) – Water bill? Change from Individual use bill to Group rate bill. Mark P. responds – CA Water Boards were forced to go to metering, the net result for Tahoe City is that there is a fixed charge, fixed sewer charge, tier of water usage (generally minimum tier of usage), Irrigation/Landscaping in summer. Likely if meters are added to 234 units that would cost TCPUD money and likely raise the individual bills. Chuck responds that if TCPUD wants to do a rate increase “we” should go to the meetings/protest. Darcy responds that we should complain to TCPUD. Sunny N. responded about Other HOA usage and golf course that pay less and use more and says we are subsidizing that cost. Mark P. responded that there were errors in the numbers reported and level to what we are paying. TCPUD get tax input from other parts of Placer County for recreational activities that they run. Mark encourages Homeowners to go to TCPUD meeting, write to them to voice concerns.</p> <p>–Brenda Gill – Noticed there is a new chair of Architectural committee and has not been to any meetings or notified of meetings. Gary is the chair and not aware of previous meetings but once the committee gets a request he has sent to the committee. Sunny N. responded they are part of landscaping committee and why have a committee if they are not meeting? Doug responded a committee meets when a request comes in that does not reflect what is in the architectural standards. Mark advised that going forward will advise Chairs to involve committee members and how to better meet.</p> <p>–JoAnn R. – Will full copy of budget be distributed to homeowners? Mark advised it will be sent out at the end of the year as legally required (Mailing #5) and slides will be posted to the website.</p> <p>–Darcy/Charlie S. – Look into motion lights? Mark responded we have researched solar options, which unfortunately do not work well in Tahoe because of snow and dirt build-up. Looking into LED, less</p> |

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| | | <p>changing of bulbs and cost effective. Sari noted a lighting report that she gave to Alan for review on what would work best for the HOA.</p> <p>–JoAnn R. – Can homeowners get email with board meeting date/time/agenda/zoom link in a timely manner. Mark responded that we will be posting on the website and if Homeowners opt-in for emails we can send email notices</p> <p>–Dawn – Will additional dumpsters for cardboard be added? Mark advised after review we have best dumpsters; new chains have been added and they are being locked tighter at night. Sari, Jessica, Helen to work on signage for better human use. Asking people to breakdown boxes. Alan looking into cardboard dumpsters. Considered centralized dumpster options, but that was not popular with homeowners.</p> <p>–Maria B. – Suggestion to put committee email addresses on website vs. only the office email. Mark advised we can look into it but we do not want to publish emails on website due to potential for spam. Having one central email, we can set up the communication with homeowners and Committee Chairs.</p> <p>–Maria B. – Consider adding fence around playground? Concern with garbage (dog poop, condoms, needles) left in the area. Mark responded we will investigate that.</p> <p>–Maria B. – Is there going to be a Homeowner directory? It is up to each individual homeowner if they want to share their contact information and the only way to do this at this time is to come through the office. Concerned about privacy of homeowners. Need to consider SB 323 regulations.</p> <p>–Maria B. – Would have liked notice that Jessica was no longer in office. Mark responded that “no notice” was decided as we did not want people choosing not to email because it was just Alan, wanted office to run as normal.</p> <p>–Mike S. – pools/hot tub - are we thinking about plans for eventual reopening? Mark noted that 93% of pools were not opened in CA. We looked at scheduling specific times to visit the pool but did not seem practical. Should CA regulations change, we can work with that. Jason responded to have pool committee design options to re-open. Alan N whatever we do should be data driven.</p> <p>–Sunny N. – Concerned about short-term rentals and impact, some HOA’s limit these by saying minimum of 7 days (some min of 30 Days), can we look into adjusting the CC&R’s? Mark responded that changes are on the ballots for state laws. Also, some homeowners may not be able to own without that income. It is being monitored closely.</p> <p>–Mike S. – Asked about additional Kayak/Paddleboard storage in chat but question was not answered. Will have it reviewed with Alan and the board.</p> <p>*Alan to work on tennis backboard/wall *Office add water bill info to website (maybe add an FAQ section) *Committee chairs to set up better communication to its members *Office to send budget/financials in Mailing #5 *Office to communicate meeting dates/times/zoom info on lfghoa.com, maybe emails or on due statement notes *Alan working on cardboard dumpsters *Sari, Helen, Jessica to work on Dumpster signage *Board to review committees having own emails *Board to discuss possible fence around playground *Josette and pool committee to review re-opening pool in Spring based on Covid-19 guidelines and safety *Alan/Board to assess timeframe of short-term rental/update CC&Rs *Alan to review more Kayak/Paddleboard storage</p> |
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Action items for 2021

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| 11:55 | Election Results | Mark P. | <p>117 Ballots were returned, 50% response rate. Thanks to Sheryl and Jenny (Unit 234) for doing the adjudication of the voting. 2 ballots didn't count because all 4 nominees were checked off. Welcome:</p> <p>Kathy Livermore Alan Nelson Jessica Taff</p> <p>For 3-year terms</p> <p>Thanks to Jeff for standing for the board and would like to engage to see how he would like to get involved more. Thanks to all who voted.</p> |
| 12:00 | Meeting adjourn | Mark P. | <p>Mark motioned to adjourn. Seconded by Darcy. Meeting adjourned at 12:00pm</p> |

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