

Lake Forest Glen Homeowners Association
Regular Meeting of the Board of Directors
September 22, 2018 at 8:30 a.m.
Held at the Association Office
Tahoe City, California 96145

MINUTES

CALL TO ORDER BY – President Mark Pierpoint at 8:33 a.m.

Treasurer Jason Kary, Directors Jim Cochrane and Kathy Livermore were present. Vice President Steve Vanni appeared telephonically. Directors Doug O’Neal, Gary Leach and Alan Nelson were unable to attend.
Staff Present – Alan Miescke, General Manager, and Jessica Narlock, Administrative Assistant.

1. APPROVAL OF REGULAR MEETING MINUTES – Jason made a motion to approve the July 21, 2018 minutes, Kathy seconded, all in favor.

2. HOMEOWNER HEARINGS/CORRESPONDENCE –

1. Unit 079, letter requesting authorization to store camper trailer all summer.
The Board discussed at length. The homeowner arrived at 9:00 a.m. The Board advised him the reasons why the rules state RV’s & campers are not allowed to be stored for any duration are due to lack of space, conservancy land and TRPA regulations. The homeowner said he understood and thanked the Board for considering their request. No further action required.
2. Unit 166, Architectural Modification Request submitted for additional windows and exhaust vents.
The Board discussed at length, and approved the installation of the lower vents and denied the request for the upper vents, stating they need to use the existing vents in the roof. Jim made a motion to deny the request for both windows, Steve seconded the motion, all in favor. Alan informed the contractor of the Board’s decision.
3. Unit 225, Architectural Modification Request submitted for fence on back deck.
The Board discussed at length. Kathy made a motion to send the request to the Architectural Committee for review, Jim seconded the motion, all in favor. Jessica emailed Doug O’Neal informing him of the Board’s decision. Jessica emailed the homeowner informing her of the Board’s decision.

3. MANAGER’S REPORT

A. Action items 07-21-18 meeting

1. Jessica clean-up/update/correct info in rules & regs that is out of date. **Done.**
2. Alan, Jason, Jessica follow up with auditor regarding 2017 Audit. **This topic was moved to Executive Session.**
3. Mark finish preparing homeowner survey. **Reviewed some of the results from the survey and will discuss more at the annual meeting.**

B. Old Business –

1. 2017 Audit. The audit adjustments were made to the revised December 2017 financial statement as requested by Porter & Lasiewicz CPAs. **This topic was moved to Executive Session.**

C. New Business –

1. Nomination Committee for annual meeting. **Jason made a motion for Kathy to take over chairing the Nomination Committee, Jim seconded the motion, all in favor.**

4. COMMITTEE REPORTS – None.

5. INFRACTION REPORT – None.

6. LEGAL – None.

7. ACCOUNTING

1. Monthly Financial Report as of June 30, 2018. **Reviewed and approved.**
2. Monthly Financial Report as of July 31, 2018. **Reviewed and approved.**
3. The Monthly Financial Report as of August 31, 2018 was received after the agenda went out. The report was handed out at the meeting and emailed to Steve who appeared telephonically. **Reviewed and approved.**

8. WEBSITE – Working on setting up a time to publish it. **Tech came in on 09/22/18. We have started the transfer process. Had to fix some of the hyperlinks that weren't transferring. Working on re-writing the code for the push to live.**

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

1. The Board had a discussion regarding the dues for 2019. After reviewing the reserve study and the major projects 5, 10, 15, and 20 years out, it was determined that a dues increase for 2019 is the best way to continue to build the funds for these major projects in the future. **Kathy made a motion to increase the dues by \$7 which is 2%, for a total of \$360.00 per month, Jim seconded the motion, all in favor.**

10. EXECUTIVE SESSION – Accounting. The Board voted on changing accounting firms.

1. **Kathy made a motion to engage the service of McClintock Accountancy Corporation to do the financials for the HOA, Jim seconded the motion, all in favor.**
2. **Jason made a motion to engage the services of Porter & Lasiewicz CPA's for the 2018 Audit and Tax filing requirements, Kathy seconded the motion, all in favor.**

Mark made a motion to adjourn the meeting, Jim seconded the motion, all in favor. The meeting was adjourned at 11:50 a.m.

The next meeting is scheduled for **October 13, 2018 at 8:00 a.m.**

****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.*