

Minutes

Time	Agenda Item	Lead	Minutes/Actions
08:33	Meeting to order	Mark	<p>Meeting called to order at 8:33am.</p> <p>Attendees</p> <ul style="list-style-type: none"> Board Members: Mark P., Alan N., Jason K., Jim C., Doug O., Gary L., Kathy L., Sari S., Josette R. Homeowners (H.O.): Jessica T., Jayne B., Jeff I., Kajsa L. Office: Alan M., Joslynn W.
08:40	Approval of Prior Board Meeting Minutes	All	<p>10/10/2020 Meeting Minutes: Jim motioned for approval of prior meeting minutes, Doug seconded, approved unanimously.</p> <p>Action Items</p> <ul style="list-style-type: none"> Board Names & Titles (Joslynn): Sari suggested adding board member names and title (adding names; titles can be found on lfghoa.com), as well as homeowner attendees. Board Meeting Notification to Homeowners (Alan M, Joslynn): Standardize process for notifying homeowners of board meetings with date, time and logistics.
08:45	Homeowner Hearing / Correspondence: Jayne Brady (Unit 39): bear concerns	Mark	<p>See Bear box discussion below as topics were combined.</p>
08:50	<p>Actions from 8/15/20 & 10/10/20 meeting: Trash/Bear boxes:</p> <ol style="list-style-type: none"> Camera Signage 	Alan M	<p>General Manager Update: Alan M. met with Fish & Game, David M., and was given airhorn. Alan hasn't seen bear for a few weeks. Less trash this time of year and cardboard only dumpsters are now available (free of charge from Garbage company). Have informed homeowners through billing statement messaging, flyers on doors, and dumpster signage. Moved locks and added chain for more secure closing on existing dumpsters.</p> <p>Jayne (homeowner): Everything we've done has probably helped. Consider option of smaller dumpsters for each unit? Concern recently with a bear that would not scare away. Non-homeowner dumping: Continue to see frequent dumpster usage by non-homeowners. Consider video surveillance and make signs regarding video to prompt proper usage and deter outsider usage? Would be willing to help with video linkage through own Wi-Fi. Recycling: Need better options for recycling. Can recycle dumpsters be added?</p> <p>Jessica T.: Raised option of central dumpster location and test trial during summer months. Jason noted that this was brought up to H.O. last year and most did not support this approach. He would support a trial/test run of this option in 2021.</p> <p>Dumpster Type Review & Assessment: Based on prior dumpster assessment and discussion with managers of ~10 other HOA's, Alan confirmed that the LFG dumpsters are the most effective and sought after.</p> <p>Action Items</p>

			<ul style="list-style-type: none"> • Dumpster Camera Surveillance (Alan M.): Test run with dumpster near Jayne’s unit. • Dumpster Latching (Sari, Alan M.): Sari to work with Alan M. on better dumpster closing latch. • Signage (Sari, Jessica, Helen, Alan M.): Sari to work with Jessica, Helen and Alan M on additional signage improvements.
9:07	Dog-Leash Rules	Alan M	<p>Sari suggested to highlight and add update to November Mailing <i>“Unattended dogs MUST be confined within the owner’s unit or on the rear deck only. • While in the common areas, all dogs must be on a leash AND attended by and under the control of a responsible person, NOT one or the other.”</i></p> <p>Action Items</p> <ul style="list-style-type: none"> • November Mailing (Mark, Joslynn): Include new dog-leash rule language in November mailing cover letter.
09:10	<p>Lighting Project Update</p> <ul style="list-style-type: none"> • Summary of project materials • Placer Electric bid • Wire Me Electric bid 	Alan M	<p>Lighting Review with Placer County: Alan M. advised of meeting and lighting option review w/Placer County. The LED WPCA “Adjustable” fuel cut off LED area light was <u>NOT</u> approved. (Tested at Units 192 left and 200 left end). They approved the Lithonia WDGE (1 thru 3) LED Architectural Wall Sconce (Tested at Units 233 right, 6 right, 37 right F, 174 right end, 172 right end).</p> <p>Informal Light Survey: Alan N., Jason, Jim, Alan M., Kathy, did surveys of lights and found WDGE1 to be favorable.</p> <p>Lighting Fixture & Material Purchasing: Alan M. reviewed option of HOA buying material vs Contractor. Recommends contractor purchase materials as they would then warrant all products and installation.</p> <p>LED Benefits: Discussion regarding benefits of LED’s, i.e. uses less power, greener, will save money on electricity bill and maintenance.</p> <p>TRPA Ordinance Compliance: Sari advised TRPA has a dark sky ordinance and HOA can be fined if not compliant. Alan confirmed that he had reviewed fixtures with TRPA.</p> <p>Discussion regarding impetus for the lighting project: Project was initiated when many of the HOA fixtures where noted to have failed and needed to be fixed/replaced (about 20+). The intent was to ensure that lighting is appropriate and compliant with local requirements. Board understands that additional work will be required. Agreed to a phased approach: Phase 1: Address current light repairs and safety needs by replacing existing fixtures with no change to current locations/height, which would need permitting. Phase 2 and 3 to address any needed changes in locations/height, as well as replacement of non-compliant fixtures, i.e. overflow parking, etc.</p> <p>Contractor Quote Review: Both Contractors separately recommended using the Lithonia WDGE fixture noted above, which was approved by Placer County and TRPA.</p> <p>Estimates:</p> <ul style="list-style-type: none"> • Placer Electric \$43,507 • Wire Me/O.L.P. \$33,491 <p>Placer Electric: Highly recommended by both a long-time HOA management company and Alan. Alan has known the owner of the HOA management company and worked with them for 28 years. Placer Electric also did the exterior light maintenance work for two high-end</p>

			<p>HOA's. They installed current test fixtures/lights; cost of test fixture installation (~\$4,000) included in total estimate. Estimate also included some higher cost WDGE2 fixtures, which will be replaced with lower cost WDGE1.</p> <p>Wire Me/O.L.P.: Company information provided to Alan by Josette based on online research only. Josette had no formal recommendation; just provided as another option and quote. Principally an online firm that is not local. Quote does not fully reflect expected labor costs.</p> <p>Recommendation: Alan M. recommends using Placer Electric given their skill, quality and reputation.</p> <p>Project Budget: Initially allocated \$25K for this phase of the project, but flexibility exists to make tradeoffs to accommodate a higher cost.</p> <p>Motion: Mark proposed motion to approve this phase of project with a target of less than \$40K and max of \$42K. Kathy seconded, approved unanimously.</p> <p>Action Items</p> <ul style="list-style-type: none"> • Alan: Finalize project estimates with contractors, select one and begin scheduling work.
09:47	<p>Committee Reports: Architectural Committee Minutes</p> <ul style="list-style-type: none"> • Unit 134 • Units 52 & 74 • Unit 234 	Gary	<p><u>Unit 134 Downstairs Bathroom Window</u> “(Architectural Committee) moved and seconded to recommend the Board approve the app for the downstairs bathroom window using a 24”x26” sliding window in the approved colors to match other windows on the unit. The work must be done by a licensed, bonded contractor and according to all necessary codes. Motion carried unanimously.”</p> <p>Casement window discussion: Mark asked why casement would not be allowed. Gary advised to stay consistent as no casements in complex. Doug suggested to find approved windows and have a standard. Mark advised to stay on topic for just this window at this time.</p> <p>Motion: Gary motioned to approve Architectural Committee recommendation. Seconded by Jim.</p> <p>Obscured glass discussion: Discussion by Kathy on amending approval to have H.O. responsible for obscured glass or privacy treatment, and to be maintained by H.O (for bathroom window specifically). H.O. plans to add aftermarket window film to allow more light vs. obscured glass).</p> <p>Further casement window discussion: Sari thinks that casement window would look better. Alan N. advised 2 units have casement windows.</p> <p>Motion withdrawal: Gary withdrew original motion in lieu of revised motion.</p> <p>Revised Motion: Kathy motioned to approve H.O. request for 18” wide by 26” tall casement window, in the approved colors to match other windows on the unit. The work must be done by a licensed, bonded contractor and according to all necessary codes. Must be obscured glass or with privacy treatment. H.O. to decide on glass or treatment of the glass and to maintain. Seconded by Josette. Approved unanimously.</p> <p><u>Unit 134 Upstairs Stairway/Hallway Window</u> “(Architectural Committee) moved and seconded to recommend the Board approve 2nd floor window (24x46) as requested using sliding windows in a color to match other windows on the unit. The work must be done by a licensed, bonded contractor and according to all necessary</p>

codes. Ayes: Schoen, Okasaki, Gill, Stenfors, Friedman. Nays: O’Neal, Cochran, Leach. Motion carried 5:3.”

Discussion: Doug asked if this is good for LFG? Jeff (H.O.) advised of dark hallway and gets very hot in the summer, so this request would let light in and air flow. Mark noted that no prior approvals for upper end unit windows had been approved. This type of window on end units could have views down into adjacent properties/deck areas and would be an individual concern.

Motion: Doug motioned to deny 2nd story window request.

Additional discussion regarding unit 99 windows. Mark advised each individual unit request to be reviewed and addressed on its own merits. Sari commented that stairway/hallway window would add value to the unit. Motion was seconded by Josette. Ayes: Jim, Gary, Doug, Kathy, Josette, Alan N. Nays: Jason, Sari. Motion carried 6-2.

Unit 74 Downstairs Bathroom Window

“(Architectural Committee) moved and seconded to recommend the Board approve the app for the downstairs bathroom window using a 24”x26” sliding window in the approved colors to match other windows on the unit. The work must be done by a licensed, bonded contractor and according to all necessary codes. Motion carried unanimously.”

Motion: Sari motioned to approve 18” wide by 26” tall casement window (*to keep consistency in the complex with), in the approved colors to match other windows on the unit. The work must be done by a licensed, bonded contractor and according to all necessary codes. It must be obscured glass or with privacy treatment and it’s up to the Homeowner to decide on obscured glass or treatment of the glass and for homeowner to maintain.

Discussion: Mark recommended revising motion to deny the request as written but communicate to H.O. that a revised request conforming to the specifications noted above in original motion would be approved, if resubmitted. Doug seconded. Approved unanimously.

Unit 74 Interior Staircase Windows (3)

“(Architectural Committee) moved and seconded to recommend the Board deny the request for the three “staircase” windows as presented. Motion carried unanimously.”

Motion: Gary motioned to deny. Kathy seconded. Jason asked about the committee’s rationale for denying the request. The committee commented they did not like the style, and it let in too much light. Motion to deny approved unanimously.

Unit 52 Second Floor Bathroom Window

“(Architectural Committee) moved and seconded to recommend the Board approve installation of a 34”x34” second floor bathroom window (to conform with existing two-bedroom unit bathroom windows). Motion carried unanimously.”

Motion: Gary motioned to approve a 34” x 34” sliding window, in the approved colors to match other windows on the unit. The work must be done by a licensed, bonded contractor and according to all necessary codes. It must be obscured glass or with privacy treatment and it’s up to

			<p>the Homeowner to decide on the glass or treatment of the glass and for the homeowner to maintain. Seconded by Jim.</p> <p>Discussion: Sari suggested an amendment to have the window line up with the door underneath, Kathy asked about piping interference; further discussion regarding window/door alignment ensued. Ayes: Jim, Gary, Kathy, Jason, Sari. Nays: Noes: Josette, Alan N, Doug. Motion carried 5-3.</p> <p><u>Unit 234 Kitchen Window Discussion</u> In 2015 Alan M. approved the installation of a 34" x 39" kitchen window. It was understood at the time that board approval was not necessary. Doug motioned for approval of the existing kitchen window. Gary Seconded. Sari requested documentation of original approval. Ayes: Jim, Gary, Kathy, Jason, Josette, Alan N, Doug. Nays: Sari. Motion carried 7:1.</p> <p>Action Items</p> <ul style="list-style-type: none"> • Unit 52 (Alan M.): Contact Unit 52 contractor to discuss bathroom window location. • Unit 74 (Alan M.): Communicate decision to homeowner and suggest resubmission as noted above. • Communicate Board Review & Decisions (Joslynn, Alan M.): Follow up with H.O. regarding results. • Architectural Change Request & Decision Record Keeping (Joslynn, Alan M., Jessica T.): Develop and implement an improved architectural change request and decision record keeping process.
11:38	2021 Board Officers & Committees	Mark	<p>2021 Board Officers</p> <p>Treasurer & Secretary Role: Discussion regarding combined role of Treasurer and Secretary and whether these responsibilities should be two separate roles/positions. General Manager and Administrative Assistant currently provide most of the Secretary deliverables. Kathy asked why 2021 board officers are being discussed today when the new board doesn't formally convene with new members until January. Mark noted that the CC&R's require that new board officers be named at the first meeting after the annual meeting. Jason noted that the roles and responsibilities of the Secretary position typically include maintaining a majority of the Association's records, including membership records, board meeting records and other official HOA records. They also typically take meeting minutes and send notices of upcoming meetings, which is currently being done by the General Management team. It is not uncommon for the Board to delegate some Secretary responsibilities to the management team. Jessica T. offered to be Secretary if the current combined Secretary and Treasurer role is split. After discussion, the board agreed to separate the current combined Treasurer & Secretary roles into two distinct board officer positions.</p> <p>Motions:</p> <ul style="list-style-type: none"> • Secretary: Mark motioned to have Jessica T. become Secretary in 2021. Kathy seconded. Approved unanimously. • Treasurer: Mark Motioned for Jason as Treasurer for 2021. Kathy Seconded. Approved unanimously. • President: Kathy Motioned for Mark as President for 2021. Doug Seconded. Approved unanimously. • Vice President: Kathy motioned for Alan N. as VP for 2021. Doug Seconded. Approved unanimously.

			<p>2021 Committees</p> <p>Admin Committee: Discussed need to develop transition plan for Alan M.'s retirement. Board president recommended that all board members participate in the admin committee this coming year in support of this planning process.</p> <p>Architectural Committee: Board agreed that committee needs to continue in 2021. Need noted for a committee chairperson as prior chair is no longer on the board effective Jan 1. Noted that Doug needs to be added to the Architectural Committee member list.</p> <p>Nominating Committee: Board agreed that committee needs to continue in 2021. Kathy L. is current committee chairperson.</p> <p>Pool Committee: Board agreed that committee needs to continue in 2021. Josette R. is current committee chairperson. Member list to be updated to remove Sara Pierpoint and add Barbara Schoen and Kathryn Kary</p> <p>Action Items</p> <ul style="list-style-type: none"> • Update Committee Lists (Joslynn): Joslynn to update board/committee lists on website and elsewhere as needed. • Committee Chairpersons (All board members): Consider options and recommendations for committee chairpersons.
12:01	<p>Financial Review</p> <ul style="list-style-type: none"> • September financial report • Draft 2020/21 financial forecast • September aging report 	Jason	<p>September Financials Review: Year-to-date expenses are tracking in line with forecast. Alan continues to do a good job of expense/budget management.</p> <p>Draft 2021 Financial Forecast: Review of accountant's draft of the 2021 financial forecast report in progress with Alan M. and Jason. To be completed and sent with November homeowner mailing as required. Mark motioned that Jason be delegated to approve the final 2021 Financial Forecast report to be sent to homeowners. Kathy Seconded. Approved unanimously.</p> <p>September Aging Report Review: Mark noted that the dues aging report is reviewed every month and the HOA is in a strong position with no material delinquent dues payments.</p> <p>Action Items</p> <ul style="list-style-type: none"> • Jason: Completed final review and update of 2021 financial forecast with Alan M. and McClintock Accounting.
12:07	Open session (as needed)	Mark	<p>ADA Project: Jim asked for further discussion and an update on the ADA Project. Mark recommended that it be reviewed at the next meeting as part of the committee discussion.</p> <p>Pool Opening Options/Scenarios: Josette plans to work with the Pool Committed to develop options and/or scenarios under which the pools would be opened or remain closed due to the current COVID restrictions. Would like to hold a committee meeting in January. Will review and discuss options/scenarios with board. May require incremental spending</p> <p>2021 Board Meetings & Next Board Meeting: Agreed to hold next meeting at 1/23/2021 at 8:30 am. Logistics to be communicated with homeowners well in advance of the meeting, as well as the full-year 2021 board meeting schedule.</p>

			<p>SB 3182 Regulations: Kathy noted that SB 3182 outlaws rental restrictions but does not apply to our HOA. Jim commented on 10/30 Sierra Sun article regarding short term rentals in Truckee.</p> <p>Homeowner Comments: None.</p> <p>Action Items</p> <ul style="list-style-type: none"> • Joslynn: Add ADA Project and Pool Committee topics to upcoming board meeting agendas as needed.
12:12	Executive Session	Mark/ Alan	HOA employee update and discussion.
12:29	Meeting Adjournment	Mark	Mark motioned that the meeting be adjourned. Seconded by Doug. Approved unanimously. Meeting adjourned at 12:29pm.