

LFGHOA Board Meeting *MINUTES* Saturday, November 13, 2021

Virtual Teams Meeting

Time	Agenda Item	Lead	Purpose
8:33	Meeting to order	Mark	<ul style="list-style-type: none"> Called to order 8:33 am <p>Attendees:</p> <ul style="list-style-type: none"> Board Members: Doug O, Alan N, Mark P, Jim C, Jason K, Josette R, Kathy L, Jessica T. Homeowners: Barbara (105), Kevin (110/125), Paola L. & Chester R. (155), Jim H. (47) Office: Alan M, Joslynn W.
8:36	<p>Approval of minutes: 10/9/2021 BOD Meeting Minutes</p> <p>2021 Annual Meeting Minutes Draft</p>	Board	<ul style="list-style-type: none"> Kathy L. motioned to approve the 10/9/2021 BOD Meeting Minutes, Jim seconded. Unanimously approved. <p>Action Items: (Joslynn) 10/9/2021 BOD Final Minutes – Post to lfghoa.com (Board) 2021 Annual Meeting Minutes Draft – Provide feedback to Joslynn by 11/29/2021</p>
8:40	Homeowner Hearing/Correspondence: Email #1 – Defensible Space	Board	<ul style="list-style-type: none"> Discussion further down in Minutes regarding fire safety. <p>Action Items: (Alan M.) Fire safety – Check trees at unit 126 to see if they need to be removed.</p>
8:41	<p>Actions from last meeting:</p> <ul style="list-style-type: none"> (Joslynn) Minutes 9/18/2021: Post to website (Board) Survey Questions: Review and provide feedback to Mark (Mark) Survey: Distribution to coincide with December newsletter. (Jessica/Mark) Newsletter content: fire safety (Alan) Gensburg Contract: Accept 5-year contract. (Jason) Firewise.org: https://www.nfpa.org/Public-Education/Fire-causes-and-risks/Wildfire/Firewise-USA/Become-a-Firewise-USA-site (Alan M.) Fire Department: Invite to complex to review and become familiar with area. (Jason) ACH Transition: Pros/cons – cost/benefits. 		<p>Update status on actions:</p> <ul style="list-style-type: none"> Posted Survey update. Estimated date of survey and Newsletter to go out Early December (6th) In progress Newsletter update Contract accepted Discussion – Looking for member participation. Alan has had trees and branches removed and maintenance cleans up needles/pinecones and such. Our defensible space is 300,000 sq ft of asphalt. In progress Jason K. is working with our bookkeeper and will hopefully have a presentation to bring to the next meeting. Just over half the owner use ACH. Current process is challenging to manage and an outdated process. Process is paid by HOA so intern all homeowners. Few local HOA's if any use this process, most have payments of

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	<ul style="list-style-type: none"> • (Joslynn/Mark) Survey monkey: renew account • (Alan M) Contact TTSD re: additional dumpsters – Will they allow a 3-month term? What would be the cost? What location(s)? 	<p>direct checks, bank checks or online payments. Different options would stay with cost to HOA or put cost on individual homeowners. Cost varies based on options. Back-office process would be cleaner and possibly be able to link to QuickBooks.</p> <ul style="list-style-type: none"> • Mark P. is working on this for survey • Cost for an additional 3-yard dumpster would be \$362/month about \$1000 for 3 months (June, July, August). Or for the 3 month swap existing 3-yard dumpster for 6-yard dumpster for the same cost. Mark P. motioned to approve bigger 6 yard dumpster at the end of Glen Bard for 3 summer months, Jim C. seconded. Discussion if this should be for full year or just summer months. Not needed for full year. All in favor. <p>Action Items: (Kathy L.) December Newsletter Content - Write up about fire safety. Work with Jessica T. (Jessica T.) December Newsletter Content – Looking for LFG Members to participate in FireWise.org set up. (Alan M.) Fire Department: Invite to complex to review safety and become familiar with area. (Jason) ACH Transition proposal – Presentation for January BOD meeting (Alan M.) TTSD Contract – swap 3 yard dumpster for 6 yard dumpster at the end of Glen Bard for June, July, August.</p>
9:05	<p>Old Business:</p> <ul style="list-style-type: none"> • (Alan M) Pool Renovation Project Monthly Report: Provide updates at next board – Status update. 	<ul style="list-style-type: none"> • No permit update from building department. <p>Discussion about sauna usage, when the sauna is open it does get plenty of use.</p> <p>Action Items: (Alan M.) Contact building department – for permit time frame/update</p>
	<p>New Business:</p> <ul style="list-style-type: none"> • 	
9:14	<p>Committee Reports:</p> <ul style="list-style-type: none"> • (Board) Determine Committees & Chairs for 2022: Agenda item for next meeting. 	<ul style="list-style-type: none"> • Discussion – Suggestion to have a Social committee to organize Annual BBQ and July 4th or other community gathering(s) <p>Next BOD Meeting scheduled for 1/22/2022 at 8:30am to be virtual.</p> <p>Discussion about in-person, virtual or hybrid meetings. Next meeting will be virtual and other options will be reviewed for Covid safety</p>

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			<p>concerns. Discussion on configuring office for in-person and virtual meetings. HOA BOD Virtual meeting information: https://www.davis-stirling.com/HOME/V/Virtual-Zoom-Meetings</p> <p>Action Items: (Jessica) Newsletter – Request for interested members to join committees. (Board) Determine Committees & Chairs for 2022: Agenda item for January meeting. (Office/Jessica) BOD Meeting in-person & virtual – How to accommodate that?</p>
9:27	<p>Financials:</p> <ul style="list-style-type: none"> September Financials (Attachment) Aging Report [emailed to Board for privacy] 	Jason	<ul style="list-style-type: none"> Revenue & expenses YTD is at \$487K, Forecast is \$636 for the year – no concerns. Reserve spending YTD is at \$278K, forecast is at \$294K for the year – no concerns. Aging report – small amounts owed (under \$37 - which is current 10% late fee), what are these from? <p>Action Items: (Alan M.) Aging report – Review small amounts owed w/McClintock</p>
9:33	<p>Open session:</p> <ul style="list-style-type: none"> Board future topics/non-agenda items Member comments 	Mark	<ul style="list-style-type: none"> Barbara S. on behalf of Cathy O. asked about water under unit 147 and who is responsible? Alan M. has spoken with homeowner previously. Maintenance document #36 states “Within foundation under first floor - Ground water accumulation” is unit owner responsibility. The concern is that surface water is spilling into subfloor space and HOA should be responsible for drainage problem. Barbara S. has researched Spectrum/Charter (cable/internet/phone) for an HOA bulk package. The package would have to be for the whole HOA (234 units). Currently through Spectrum/Charter 88% of units have internet and 51% have cable (various packages). An HOA bulk package would include cable with 250 channels + HBO Max, internet, 2 DVR, 1 modem, and 1 router for \$67/Month for a 5-year term (5% increase per year). Individual owners can be provided with add-ons for additional costs (bulk monthly amount billed to HOA and paid through HOA dues, add-ons paid by unit owner separately). Is there an option for landlines. -Would HOA be responsible for maintenance of cables/connections/splits? What would this do to the service level, when there is higher usage internet is

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			<p>slower would upgrade need to be done and at HOA or Spectrums expense? Would this need a membership vote on this as it would be essentially a special assessment (CC&Rs section 4.10)?</p> <ul style="list-style-type: none"> • Kathy L.- Does Alan N. have everything he needs at this time for the work being done on the CC&Rs? He does, and will have more information at the January BOD meeting. • No update from the admin committee regarding Alan's retirement. <p>Action Items: (Alan M./Office) Water under unit 147 – review homeowner correspondence and follow up. (Barbara) Spectrum bulk package – Ask rep to come to 1/22/2022 BOD Meeting at 9AM to answer question. (Board) Spectrum Question – Send questions to Barbara before 1/22/2022 BOD Meeting.</p>
	<p>Executive Session (if needed)</p> <ul style="list-style-type: none"> • Executive session topics 	Mark	none
10:18	Meeting adjourn	Mark	Mark motioned to adjourn meeting at 10:18 am. Alan N. seconded. All in favor.

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Minutes Attachment 1 – September 2021 Financials

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LAKE FOREST GLEN HOMEOWNERS ASSOCIATION

BALANCE SHEET September 30, 2021

See Independent Accountants' Compilation Report

ASSETS

	OPERATING FUND	REPLACEMENT FUND
ASSETS		
1040 Operating Checking Account	\$ 244,454	\$ -0-
1045 Deferred Compensation Account	205,638	-0-
1080 US Bank ACH Account	80,383	-0-
1090 Petty Cash Account	288	-0-
1280 El Dorado Savings	-0-	70,988
1290 Edward Jones	-0-	1,475,050
1320 Other Receivable	-0-	-0-
1410 Assessments Receivable	2,101	-0-
1415 Allowance for Bad Debt	-0-	-0-
1501 Prepaid Expenses	-0-	-0-
1505 Other Prepaid Expenses	483	-0-
1511 Prepaid Taxes	-0-	-0-
1475 Due From Operating	-0-	220
1502 Workers' Comp Deposit	-0-	-0-
1520 Property & Equipment	177,088	-0-
1530 Less: Accum. Depreciation	(168,149)	-0-
TOTAL ASSETS	\$ 542,262	\$ 1,546,236

LIABILITIES & FUND BALANCES

LIABILITIES		
3010 Accounts Payable	\$ 7,000	\$ -0-
3011 Accrued Accounts Payable	850	-0-
3015 Replacement Accounts Payables	-0-	-0-
2055 Deferred Charter Revenue	7,380	-0-
2035 Accrued Payroll Taxes & Workers' Comp	200,972	-0-
2040 Accrued Salaries & Wages	(107)	-0-
2041 Accrued Vacation	21,067	-0-
2045 Homeowners Dues Paid In Advance	20,228	-0-
2034 Escrow Deposits	-0-	-0-
2000 Income Taxes Payable - Federal	-0-	-0-
2001 Income Taxes Payable - Franchise	125	-0-
2120 Due To Replacement	220	-0-
TOTAL LIABILITIES	257,735	-0-
FUND BALANCES		
3100 Operating Fund Balance	274,629	-0-
3900 Replacement Fund Balance	-0-	1,531,757
Current Year Net Revenue (Expense)	9,898	14,479
TOTAL FUND BALANCES	284,527	1,546,236
TOTAL LIABILITIES & FUND BALANCES	\$ 542,262	\$ 1,546,236

SUBSTANTIALLY ALL DISCLOSURES
HAVE BEEN OMITTED

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TENTATIVE AND PRELIMINARY
FOR DISCUSSION PURPOSES ONLY

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LAKE FOREST GLEN HOMEOWNERS ASSOCIATION

STATEMENT OF OPERATING FUND REVENUE & EXPENSES

For the Month Ended September 30, 2021

And Year-to-date Period January 1, 2021 to September 30, 2021

See Independent Accountants' Compilation Report

	CURRENT MONTH ACTUAL	YEAR TO-DATE ACTUAL	ANNUAL BUDGET	YTD ACTUAL % BUDGET	RESIDUAL BUDGET
REVENUE					
5010 Dues Assessments	\$ 86,580	\$ 779,220	\$ 1,038,960	75%	\$ 259,740
5011 Less: Dues Allocated to Replacement Fund	(32,295)	(290,657)	(387,543)	75%	(96,886)
5110 Interest Income	270	2,219	150	1479%	(2,069)
5250 Late Fees & Interest	-0-	370	1,500	25%	1,130
5260 Transfer Fee Income	300	2,400	1,500	160%	(900)
5290 Miscellaneous Income	500	3,560	1,350	264%	(2,210)
TOTAL REVENUE	55,355	497,112	655,917	76%	158,805
EXPENSES SCHEDULE ATTACHED					
Landscaping	9,176	84,318	103,148	82%	18,830
Utilities	5,014	44,964	56,200	80%	11,236
Pool & Tennis Expenses	4,744	59,440	77,667	77%	18,227
Repairs & Maintenance	10,461	96,003	170,493	56%	74,490
Administrative Expenses	22,360	197,086	248,408	79%	51,322
8150 Depreciation	760	6,843	9,124	75%	2,281
6001 Property Tax	-0-	43	-0-	0%	(43)
8151 Provision for Federal Income Tax	-0-	-0-	-0-	0%	-0-
8152 Provision for Franchise Tax	-0-	(1,483)	874	-170%	2,357
TOTAL EXPENSES	52,515	487,214	655,914	73%	178,700
EXCESS OF REVENUE OVER (UNDER) EXPENSES	\$ 2,840	\$ 9,898	\$ (9,997)		\$ (19,895)

SUBSTANTIALLY ALL DISCLOSURES
HAVE BEEN OMITTED.

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TENTATIVE AND PRELIMINARY
FOR DISCUSSION PURPOSES ONLY

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LAKE FOREST GLEN HOMEOWNERS ASSOCIATION

STATEMENT OF REPLACEMENT FUND REVENUE & EXPENSES

For the Month Ended September 30, 2021

And Year-to-date Period January 1, 2021 to September 30, 2021

See Independent Accountants' Compilation Report

	CURRENT MONTH ACTUAL	YEAR TO-DATE ACTUAL	ANNUAL BUDGET	YTD ACTUAL % BUDGET	RESIDUAL BUDGET
REVENUE					
5100 Replacement Allocation	\$ 32,295	\$ 290,657	\$ 387,543	75%	\$ 96,886
5300 Sale of Asset	2,000	2,000	-0-	0%	-0-
3115 Investment Interest	(604)	(277)	-0-	0%	-0-
TOTAL REVENUE	33,691	292,380	387,543	75%	96,886
EXPENSES					
9140 Site BMP Requirements/Landscape	1,607	95,743	147,900	65%	52,157
9151 Bldg Brick & Cement	101	5,045	5,100	99%	55
9152 Bldg Siding/Trim/Fascia/Painting	29,692	136,138	161,670	84%	25,532
9153 Buildings/Storage/Lockers	-0-	-0-	3,060	0%	3,060
9160 Roofs - All	-0-	-0-	-0-	0%	-0-
9170 Asphalt Crack Fill	-0-	7,560	9,690	78%	2,130
9171 Asphalt Resurfacing	-0-	-0-	-0-	0%	-0-
9173 Asphalt Sealing Striping	-0-	-0-	-0-	0%	-0-
9174 Foot Paths	-0-	-0-	-0-	0%	-0-
9180 Pools/Replastering/Tile	-0-	-0-	-0-	0%	-0-
9181 Pools/Decking/Fences/Gates	-0-	-0-	-0-	0%	-0-
9182 Pools/Equipment & Mechanical	-0-	-0-	6,120	0%	6,120
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-	40,800	0%	40,800
9211 3/4 Ton Truck	-0-	22,114	-0-	0%	(22,114)
9212 Snow Removal Equipment	11,396	11,396	-0-	0%	(11,396)
9220 Perimeter Fence	-0-	-0-	510	0%	510
9221 Privacy Fences	(95)	(95)	-0-	0%	95
9300 Provision for Federal Income Tax	-0-	-0-	-0-	0%	-0-
9301 Provision for Franchise Tax	-0-	-0-	72	0%	72
TOTAL EXPENSES	42,701	277,901	374,922	74%	97,021
EXCESS OF REVENUE OVER (UNDER) EXPENSES	\$ (9,010)	\$ 14,479	\$ 12,621		\$ (135)

SUBSTANTIALLY ALL DISCLOSURES
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LAKE FOREST GLEN HOMEOWNERS ASSOCIATION

SCHEDULE 1

SCHEDULE 1 - OPERATING EXPENSES
 For the Month Ended September 30, 2021
 And Year-to-date Period January 1, 2021 to September 30, 2021
 See Independent Accountants' Compilation Report

	CURRENT MONTH ACTUAL	YEAR TO-DATE ACTUAL	ANNUAL BUDGET	YTD ACTUAL % BUDGET	RESIDUAL BUDGET
LANDSCAPING EXPENSES					
7000 Salaries - Foreman	\$ 3,018	\$ 24,926	\$ 33,374	75%	\$ 8,448
7010 Salaries - Seasonal	4,929	43,837	46,130	95%	2,293
7020 Employer Costs	895	8,228	12,045	68%	3,817
7030 Plants	-0-	17	-0-	0%	(17)
7031 Irrigation	18	629	1,000	63%	371
7032 Fertilizers	-0-	345	1,099	22%	854
7033 Hardscape	-0-	1,911	700	273%	(1,211)
7035 Equipment	-0-	173	150	115%	(23)
7036 Equipment Maintenance	-0-	259	100	259%	(159)
7040 Pest Control	316	4,093	8,000	51%	3,907
7050 Other/Uniforms & Safety	-0-	-0-	550	0%	550
TOTAL LANDSCAPING	9,176	84,318	103,148	82%	18,830
UTILITIES EXPENSES					
7111 Electricity	750	7,648	9,400	81%	1,752
7121 Gas	11	183	300	61%	117
7131 Sewer	88	1,349	500	270%	(849)
7151 Garbage	4,165	35,784	46,000	78%	10,216
TOTAL UTILITIES	5,014	44,964	56,200	80%	11,236
POOL & TENNIS EXPENSES					
7200 Salaries - Foreman	2,012	16,617	22,249	75%	5,632
7210 Salaries - After Hours Personnel	1,150	9,285	16,281	57%	6,996
7220 Employer Costs	427	3,677	5,837	63%	2,160
7230 Repairs & Maintenance Equipment	-0-	2,554	1,200	213%	(1,354)
7231 Repairs & Maintenance Tennis Courts	-0-	1,721	100	1721%	(1,621)
7232 Fences & Gates	-0-	21	300	7%	279
7233 Decking & Tile	-0-	219	100	219%	(119)
7240 Supplies/Chemicals	-0-	5,821	6,750	86%	929
7241 Supplies/Restrooms	-0-	1,239	750	165%	(489)
7242 Supplies/Uniforms & Training	-0-	85	-0-	0%	(85)
7250 Utilities	1,155	16,268	21,500	76%	5,232
7260 Other/Permits	-0-	1,933	2,600	74%	667
TOTAL POOL & TENNIS	\$ 4,744	\$ 59,440	\$ 77,667	77%	\$ 18,227

SUBSTANTIALLY ALL DISCLOSURES
 HAVE BEEN OMITTED.

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LAKE FOREST GLEN HOMEOWNERS ASSOCIATION

SCHEDULE 1

SCHEDULE 1 - OPERATING EXPENSES
EXPENSES

For the Month Ended September 30, 2021
And Year-to-date Period January 1, 2021 to September 30, 2021

See Independent Accountants' Compilation Report

	CURRENT MONTH ACTUAL	YEAR TO-DATE ACTUAL	ANNUAL BUDGET	YTD ACTUAL % BUDGET	RESIDUAL BUDGET
REPAIRS & MAINTENANCE EXPENSES					
7300 Salaries - Foreman	\$ 2,515	\$ 20,774	\$ 27,811	75%	\$ 7,037
7310 Salaries - Seasonal	4,287	37,769	46,130	82%	8,361
7320 Employers Costs	680	6,122	11,202	55%	5,080
7330 Painting Labor/Material	-0-	828	400	207%	(428)
7340 Road Maintenance	-0-	23	500	5%	477
7350 Roof Maintenance	-0-	-0-	200	0%	200
7360 Plumbing - Water	-0-	555	300	185%	(255)
7361 Fire Box Inspection	-0-	-0-	-0-	0%	-0-
7370 Building Maintenance	-0-	1,680	4,650	36%	2,970
7371 Entries/Porches	1,097	1,128	-0-	0%	(1,128)
7372 Storage/Utility Sheds	-0-	-0-	-0-	0%	-0-
7373 Maintenance Shed & Fence	-0-	-0-	-0-	0%	-0-
7374 Privacy Fences	-0-	68	1,250	5%	1,182
7375 Perimeter Fence	-0-	-0-	1,250	0%	1,250
7376 Fire Extinguishers	-0-	900	1,300	69%	400
7380 Electrical	-0-	51	3,000	2%	2,949
7390 Contract Sewer	-0-	50	3,000	2%	2,950
7400 Snow Removal Contract	-0-	15,680	50,000	31%	34,320
7401 Snow Removal/In House	-0-	-0-	2,000	0%	2,000
7402 Snow Removal/Supplies	-0-	206	2,000	10%	1,794
7410 Truck Operation/Gasoline	1,066	5,921	8,000	74%	2,079
7411 Truck Operation/Supplies	675	1,039	500	208%	(539)
7412 Truck Operation/Repairs	-0-	1,696	3,500	48%	1,804
7420 Supplies/General	141	548	2,000	27%	1,452
7421 Tools & Equipment	-0-	965	500	193%	(465)
7430 Other/Uniforms	-0-	-0-	1,000	0%	1,000
TOTAL REPAIRS & MAINTENANCE	10,461	96,003	170,493	56%	74,490
ADMINISTRATIVE EXPENSES					
8000 Salaries Manager	2,515	20,774	27,811	75%	7,037
8001 Salaries Secretary	3,423	32,189	40,860	79%	8,671
8010 Employee Benefits	3,434	26,111	34,545	76%	8,434
8011 Employer Costs	719	6,584	9,892	67%	3,308
8020 Security Patrol	465	6,224	6,000	104%	(224)
8030 Accounting Fees	1,972	16,199	24,000	67%	7,801
8040 Audit Fees	-0-	4,050	4,000	101%	(50)
8050 Legal Fees	105	3,513	2,500	141%	(1,013)
8060 Insurance	8,444	68,113	79,000	86%	10,887
8070 Copying & Postage	218	3,259	3,000	109%	(259)
8080 Supplies	168	535	3,000	18%	2,465
8090 Telephone	305	3,579	6,800	53%	3,221
8100 Travel Expense	-0-	-0-	5,000	0%	5,000
8110 Training	-0-	-0-	-0-	0%	-0-
8120 Other/Computer	592	5,956	2,000	298%	(3,956)
Bad Debt Expenses	-0-	-0-	-0-	0%	-0-
TOTAL ADMINISTRATIVE	\$ 22,360	\$ 197,086	\$ 248,408	79%	\$ 51,322

SUBSTANTIALLY ALL DISCLOSURES
HAVE BEEN OMITTED.

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