

LFG HOA Board Meeting *AGENDA* Saturday, October 8th, 2022, 8:00 AM

The meeting will be held in the office, or you can join virtually. Please check website.

Page	Agenda Item	Lead	Purpose Current Status
	Meeting call to order	Mark	Record attendance, confirm quorum of BOD, record time
	Approval of Minutes: 9/17/2022 Meeting Minutes	Board	Approve and post to website
	Homeowner Hearing/Correspondence: Unit 155	Lauren	Done. Emailed response to Chester.
	Action Items from 9/17/22 Meeting: Action item #1: Homeowner Hearing/Correspondence Unit 146, 147 Action item #2: Homeowner Hearing/Correspondence Unit 226 Action item #3: Meet with Rich with Farmers Insurance to go over CC&R's	Lauren Lauren, Doug, Judy, Alan M Alan M, Lauren	Emailed homeowner responding to her email and asked what is the current status of the pump installation at your unit? No response as of 9/23. Architectural Committee met briefly via zoom on 9/27 at 10am. See Committee Report. Scheduled to meet Rich on 10/6 at 11am to go over Insurance and CC&R's.
	Old Business: OB #1: Pool/bath/footpath ADA project	Alan M	9/26 workers showed up to redo the entry tile in sauna. No other changes.
3	New Business: NB #1: Fire Inspection	Lauren	Walked property with Julio, from North Lake Fire Department. Need to cut out all junipers and a couple sections need to be limed to the 6ft mark. Please see page 3 for inspection report. Overall he thought the complex did not need a lot of work.
4	Committee Reports:	Doug	Architectural Standards Committee Report
5-9	Financials: F #1: August Monthly Financials	Jason	Discuss at meeting
	Open Session: OS #1: Board/Homeowners future topics / non-agenda items	Mark	Discuss at meeting

	Executive Session	Board	TBD.
	Meeting adjourns	Mark P	Motion: Second: All in favor, Time:



NOTICE OF DEFENSIBLE SPACE INSPECTION

A fire department representative has inspected your property for fire hazards.
You are hereby notified to correct the violation(s) indicated below. Failure to correct these violations may result in a citation and fine.

OWNER/TENANT: <i>Lake Forest Glen HOA</i>		INSPECTION ADDRESS: <i>3101 Lake Forest Rd.</i>	
INSPECTOR NAME: Julio Gonzalez	CONTACT NUMBER: (530) 584-2321	Inspection No. <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3	No Violations Observed <input type="checkbox"/>

Zone 1 / Within 30 feet of all structures or to the property line (Refer to illustration below):

- A.** Remove all branches within 10 feet of any chimney or stovepipe outlet, pursuant to PRC § 4291(a)(4) and 14 CCR § 1299.03(a)(2). *- 3 units*
- B.** Remove leaves, needles or other vegetation on roofs, gutters, decks, porches, stairways, etc. pursuant to PRC § 4291 (a)(6) and 14 CCR § 1299.03(a)(1).
- C.** Remove all dead and dying trees, branches and shrubs, or other plants adjacent to or overhanging buildings, pursuant to PRC § 4291 (a)(5) and 14 CCR § 1299.03(a)(2).
- D.** Remove all dead and dying grass, plants, shrubs, trees, branches, leaves, weeds and needles, pursuant to 14 CCR § 1299.03(a)(1). *+ pine cones + woodchips with SF*
- E.** Remove or separate live flammable ground cover and shrubs, pursuant to PRC § 4291(a)(1) and BOF General Guidelines item 1.
- F.** Remove flammable vegetation and items that could catch fire which are adjacent to, or below, combustible decks, balconies, and stairs, pursuant to 14 CCR § 1299.03(a)(4).
- G.** Relocate exposed wood piles outside of Zone 1 unless completely covered in a fire-resistant material, pursuant to 14 CCR § 1299.03(a)(3).

Zone 2 / Within 30-100 feet of all structures or to the property line (Refer to illustration below):

- H.** Cut annual grasses and forbs down to a maximum height of 4 inches, pursuant to 14 CCR § 1299.03(b)(2)(B).
- I.** Remove fuels in accordance with the Fuel Separation or Continuous Tree Canopy guidelines (see back), pursuant to BOF General Guidelines item 4.
- J.** All exposed woodpiles must have a minimum of 10 feet clearance, down to bare mineral soil, in all directions, pursuant to 14 CCR § 1299.03(b)(2)(C).
- K.** Dead and dying woody surface fuels and aerial fuels shall be removed. Loose surface litter, normally consisting of fallen leaves or needles, twigs, bark, cones, and small branches, shall be permitted to a maximum depth of 3 inches, pursuant to 14 CCR § 1299.03(b)(2)(A).

Defensible and Reduced Fuel Zone / Within 100 feet of all structures or to the property line (Refer to illustration below):

- L.** Logs or stumps embedded in the soil must be removed or isolated from other vegetation, pursuant to BOF General Guidelines item 3.

Other Requirements:

- M.** Outbuildings and Liquid Propane Gas (LPG) storage tanks shall have 10 feet of clearance to bare mineral soil and no flammable vegetation for an additional 10 feet around their exterior, pursuant to 14 CCR § 1299.03(c)(1).
- N.** Address numbers shall be displayed in contrasting colors (4" min. size) and readable from the street or access road, pursuant to 2016 CFC § 505.1.
- O.** Equip chimney or stovepipe openings with a metal screen having openings between 3/8 inch and 1/2 inch, pursuant to 2016 CBC § 2113.9.2.

COMMENTS: *create fuel separation and reduce ladder fuels by cutting back vegetation, limbing trees for last min. (no more than 1/3 of canopy) and reducing smaller diameter trees and saplings. Woodchips on decks (within 30ft of structures) should be completely covered. Remove material accumulation on roofs.*

LEARN MORE:



IMPORTANT

All violations marked must be addressed by the owner/tenant. A re-inspection of the property will occur on or after _____



KNOW THE LAW BE FIRE SMART

100 feet of Defensible Space is required under the Public Resources Code (PRC) 4291. California Building Code Chapter 7A requires certain construction materials and methods for homes in wildland areas. Be sure to contact your local fire department for additional requirements to ensure your home is compliant with the law.

READYFORWILDFIRE.ORG/THELAW

PRC § 4119. The department, or its duly authorized agent, shall enforce the state forest and fire laws. The department may inspect all properties, except the interior of dwellings, subject to the state forest and fire laws, for the purpose of ascertaining compliance with such laws.

Lake Forest Glen
Architectural Standards Committee Meeting
September 27th, 2022, at 10:30am

The Architectural Standards Committee (Doug & Judy) met with Alan M and Lauren on 9/27/22. We studied photos Alan M took showing homeowner's entry ways. The focus was to determine what was acceptable and compliant exterior light fixtures for Lake Forest Glen HOA. We decided that we needed to add verbiage to enforce existing. The verbiage needs to say down cast and shielded meaning dark sky compliant. The fixtures need to follow the existing standards but also should be earth tones (brown, bronze, black), no white fixtures to used. The exterior lightening must be installed under the roof and not on the fascia. If a homeowner is curious what type of fixtures would be approvable, they can ask the office for suggestions.

The second focus was to address lights on decks. What about string lights? We went back and forth if we should eliminate the string lights by saying "no lights" on back deck, but since many homeowners already have them installed, we decided we should send out some communication stating, "Be respectful of your neighbor and turn them off by 10pm each night." If this decision does not work, then we will have to reevaluate and have stricter enforcement. After much discussion, we concluded that no exterior lights should be on from 10pm to 7am. We will be updating the Architectural Standards page with this change and Doug will speak about this new change at the annual meeting. We will also add this new change to the next newsletter.

LAKE FOREST GLEN HOMEOWNERS ASSOCIATION

BALANCE SHEET

August 31, 2022

See Independent Accountants' Compilation Report

ASSETS

		OPERATING FUND	REPLACEMENT FUND
ASSETS			
1040	Operating Checking Account	\$ 345,760	\$ -0-
1045	Deferred Compensation Account	207,521	-0-
1060	US Bank ACH Account	-0-	-0-
1090	Petty Cash Account	471	-0-
1280	El Dorado Savings	-0-	179,788
1290	Edward Jones	-0-	1,475,279
1320	Other Receivable	-0-	-0-
1410	Assessments Receivable	4,562	-0-
1415	Allowance for Bad Debt	-0-	-0-
1501	Prepaid Expenses	-0-	-0-
1505	Other Prepaid Expenses	828	-0-
1511	Prepaid Taxes	-0-	-0-
1475	Due From Operating	-0-	(184)
1502	Workers' Comp Deposit	-0-	-0-
1520	Property & Equipment	177,086	-0-
1530	Less: Accum. Depreciation	(174,867)	-0-
	TOTAL ASSETS	<u>\$ 561,361</u>	<u>\$ 1,654,883</u>

LIABILITIES & FUND BALANCES

LIABILITIES			
3010	Accounts Payable	\$ 10,383	\$ -0-
3011	Accrued Accounts Payable	2,515	-0-
3015	Replacement Accounts Payables	-0-	-0-
2055	Deferred Charter Revenue	3,870	-0-
2031	Deferred Wages	201,379	-0-
2041	Accrued Vacation	22,322	-0-
2045	Homeowners Dues Paid In Advance	23,956	-0-
2034	Escrow Deposits	-0-	-0-
2000	Income Taxes Payable - Federal	-0-	-0-
2001	Income Taxes Payable - Franchise	125	-0-
2120	Due To Replacement	(184)	-0-
	TOTAL LIABILITIES	<u>264,366</u>	<u>-0-</u>
FUND BALANCES			
3100	Operating Fund Balance	274,629	-0-
3900	Replacement Fund Balance	-0-	1,642,947
	Current Year Net Revenue (Expense)	22,366	11,936
	TOTAL FUND BALANCES	<u>296,995</u>	<u>1,654,883</u>
	TOTAL LIABILITIES & FUND BALANCES	<u>\$ 561,361</u>	<u>\$ 1,654,883</u>

SUBSTANTIALLY ALL DISCLOSURES
HAVE BEEN OMITTED.

TENTATIVE AND PRELIMINARY
FOR DISCUSSION PURPOSES ONLY.

LAKE FOREST GLEN HOMEOWNERS ASSOCIATION
 STATEMENT OF OPERATING FUND REVENUE & EXPENSES
 For the Month Ended August 31, 2022
 And Year-to-date Period January 1, 2022 to August 31, 2022
 See Independent Accountants' Compilation Report

	CURRENT MONTH ACTUAL	YEAR TO-DATE ACTUAL	ANNUAL BUDGET	YTD ACTUAL % BUDGET	RESIDUAL BUDGET
REVENUE					
5010 Dues Assessments	\$ 88,920	\$ 711,360	\$ 1,068,051	67%	\$ 356,691
5011 Less: Dues Allocated to Replacement Fund	(28,962)	(231,694)	(347,541)	67%	(115,847)
5110 Interest Income	38	1,360	3,000	45%	1,640
5250 Late Fees & Interest	-0-	1,214	1,500	81%	286
5260 Transfer Fee Income	-0-	900	1,500	60%	600
5290 Miscellaneous Income	400	1,200	4,200	29%	3,000
TOTAL REVENUE	60,396	484,340	730,710	66%	246,370
EXPENSES SCHEDULE ATTACHED					
Landscaping	10,046	76,251	109,303	70%	33,052
Utilities	5,317	41,820	57,700	72%	15,880
Pool & Tennis Expenses	5,286	62,113	81,720	76%	19,607
Repairs & Maintenance	8,746	99,546	166,081	60%	66,535
Administrative Expenses	20,053	177,807	315,905	56%	138,098
8150 Depreciation	555	4,437	9,124	49%	4,687
6001 Property Tax	-0-	-0-	-0-	0%	-0-
8151 Provision for Federal Income Tax	-0-	-0-	-0-	0%	-0-
8152 Provision for Franchise Tax	-0-	-0-	874	0%	874
TOTAL EXPENSES	50,003	461,974	740,707	62%	278,733
EXCESS OF REVENUE OVER (UNDER) EXPENSES	\$ 10,393	\$ 22,366	\$ (9,997)		\$ (32,363)

SUBSTANTIALLY ALL DISCLOSURES
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TENTATIVE AND PRELIMINARY
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LAKE FOREST GLEN HOMEOWNERS ASSOCIATION

STATEMENT OF REPLACEMENT FUND REVENUE & EXPENSES
 For the Month Ended August 31, 2022
 And Year-to-date Period January 1, 2022 to August 31, 2022

See Independent Accountants' Compilation Report

	CURRENT MONTH ACTUAL	YEAR TO-DATE ACTUAL	ANNUAL BUDGET	YTD ACTUAL % BUDGET	RESIDUAL BUDGET
REVENUE					
5100 Replacement Allocation	\$ 28,962	\$ 231,694	\$ 347,541	67%	\$ 115,847
5300 Sale of Asset	-0-	-0-	-0-	0%	-0-
3115 Investment Interest	-0-	-0-	-0-	0%	-0-
TOTAL REVENUE	28,962	231,694	347,541	67%	115,847
EXPENSES					
9140 Site BMP Requirements/Landscape	-0-	-0-	-0-	0%	0
9141 BMP Engineering	-0-	-0-	15,000	0%	15,000
9143 Landscape	-0-	-0-	10,000	0%	10,000
9144 Pool Bath Project/ADA	-0-	22,087	125,000	18%	102,913
9151 Bldg Brick & Cement	-0-	-0-	-0-	0%	-0-
9152 Bldg Siding/Trim/Fascia/Painting	61,372	179,003	158,500	113%	(20,503)
9153 Buildings/Storage/Lockers	-0-	-0-	3,000	0%	3,000
9160 Roofs - All	-0-	-0-	-0-	0%	-0-
9170 Asphalt Crack Fill	-0-	6,730	9,500	71%	2,770
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-	-0-	0%	-0-
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-	-0-	0%	-0-
9211 3/4 Ton Truck	-0-	-0-	-0-	0%	-0-
9212 Snow Removal Equipment	-0-	11,938	70,000	17%	58,062
9220 Perimeter Fence	-0-	-0-	-0-	0%	-0-
9221 Privacy Fences	-0-	-0-	1,000	0%	1,000
9300 Provision for Federal Income Tax	-0-	-0-	-0-	0%	-0-
9301 Provision for Franchise Tax	-0-	-0-	72	0%	72
TOTAL EXPENSES	61,372	219,758	392,072	56%	172,314
EXCESS OF REVENUE OVER (UNDER) EXPENSES	\$ (32,410)	\$ 11,936	\$ (44,531)		\$ (56,467)

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TENTATIVE AND PRELIMINARY
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LAKE FOREST GLEN HOMEOWNERS ASSOCIATION

SCHEDULE 1

SCHEDULE 1 - OPERATING EXPENSES
 For the Month Ended August 31, 2022
 And Year-to-date Period January 1, 2022 to August 31, 2022
 See Independent Accountants' Compilation Report

	CURRENT MONTH ACTUAL	YEAR TO-DATE ACTUAL	ANNUAL BUDGET	YTD ACTUAL % BUDGET	RESIDUAL BUDGET
LANDSCAPING EXPENSES					
7000 Salaries - Foreman	\$ 2,466	\$ 22,545	\$ 34,498	65%	\$ 11,953
7010 Salaries - Seasonal	5,712	41,821	50,654	83%	8,833
7020 Employer Costs	987	8,274	12,901	64%	4,627
7030 Plants	-0-	156	-0-	0%	(156)
7031 Irrigation	-0-	352	1,000	35%	648
7032 Fertilizers	-0-	540	1,099	49%	559
7033 Hardscape	-0-	-0-	1,451	0%	1,451
7035 Equipment	356	506	150	337%	(356)
7036 Equipment Maintenance	-0-	70	100	70%	30
7040 Pest Control	525	1,710	7,000	24%	5,290
7050 Other/Uniforms & Safety	-0-	277	450	62%	173
TOTAL LANDSCAPING	10,046	76,251	109,303	70%	33,052
UTILITIES EXPENSES					
7111 Electricity	740	6,650	9,400	71%	2,750
7121 Gas	13	282	400	71%	118
7131 Sewer	197	1,804	900	200%	(904)
7151 Garbage	4,367	33,084	47,000	70%	13,916
TOTAL UTILITIES	5,317	41,820	57,700	72%	15,880
POOL & TENNIS EXPENSES					
7200 Salaries - Foreman	1,644	15,030	22,999	65%	7,969
7210 Salaries - After Hours Personnel	1,365	9,680	17,878	54%	8,198
7220 Employer Costs	442	3,754	6,193	61%	2,439
7230 Repairs & Maintenance Equipment	-0-	1,856	1,200	155%	(656)
7231 Repairs & Maintenance Tennis Courts	-0-	918	100	918%	(818)
7232 Fences & Gates	154	499	250	200%	(249)
7233 Decking & Tile	-0-	783	100	783%	(683)
7240 Supplies/Chemicals	-0-	7,873	6,750	117%	(1,123)
7241 Supplies/Restrooms	15	334	750	45%	416
7242 Supplies/Uniforms & Training	-0-	-0-	-0-	0%	-0-
7250 Utilities	1,666	19,279	23,500	82%	4,221
7260 Other/Permits	-0-	2,107	2,000	105%	(107)
TOTAL POOL & TENNIS	\$ 5,286	\$ 62,113	\$ 81,720	76%	\$ 19,607

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 HAVE BEEN OMITTED.

TENTATIVE AND PRELIMINARY
 FOR DISCUSSION PURPOSES ONLY.

LAKE FOREST GLEN HOMEOWNERS ASSOCIATION

SCHEDULE 1

SCHEDULE 1 - OPERATING EXPENSES
EXPENSESFor the Month Ended August 31, 2022
And Year-to-date Period January 1, 2022 to August 31, 2022

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	\$ 2,055	\$ 18,787	\$ 28,748	65%	\$ 9,961
7310 Salaries - Seasonal	4,850	33,189	50,654	66%	17,465
7320 Employers Costs	664	7,039	12,029	59%	4,990
7330 Painting Labor/Material	-0-	377	400	94%	23
7340 Road Maintenance	-0-	-0-	200	0%	200
7350 Roof Maintenance	-0-	41	200	21%	159
7360 Plumbing - Water	99	223	1,800	12%	1,577
7361 Fire Box Inspection	-0-	-0-	-0-	0%	-0-
7370 Building Maintenance	16	1,233	4,000	31%	2,767
7371 Entries/Porches	-0-	869	-0-	0%	(869)
7372 Storage/Utility Sheds	-0-	-0-	-0-	0%	-0-
7373 Maintenance Shed & Fence	-0-	634	-0-	0%	(634)
7374 Privacy Fences	-0-	-0-	-0-	0%	-0-
7375 Perimeter Fence	-0-	453	-0-	0%	(453)
7376 Fire Extinguishers	-0-	791	-0-	0%	(791)
7380 Electrical	-0-	86	1,500	6%	1,414
7390 Contract Sewer	-0-	(197)	-0-	0%	197
7400 Snow Removal Contract	-0-	15,600	50,000	31%	34,400
7401 Snow Removal/In House	-0-	6,800	1,000	680%	(5,800)
7402 Snow Removal/Supplies	-0-	309	-0-	0%	(309)
7410 Truck Operation/Gasoline	604	7,591	8,000	95%	409
7411 Truck Operation/Supplies	368	717	500	143%	(217)
7412 Truck Operation/Repairs	-0-	3,229	2,750	117%	(479)
7420 Supplies/General	-0-	351	2,500	14%	2,149
7421 Tools & Equipment	90	1,424	800	178%	(624)
7430 Other/Uniforms	-0-	-0-	1,000	0%	1,000
TOTAL REPAIRS & MAINTENANCE	8,746	99,546	166,081	60%	66,535
ADMINISTRATIVE EXPENSES					
8000 Salaries Manager	2,055	18,787	28,748	65%	9,961
8001 Salaries Secretary	1,231	12,248	46,280	26%	34,012
8010 Employee Benefits	2,187	21,340	35,927	59%	14,587
8011 Employer Costs	673	4,667	10,078	46%	5,411
8020 Security Patrol	92	4,810	6,400	75%	1,590
8030 Accounting Fees	2,106	16,601	25,000	66%	8,399
8040 Audit Fees	-0-	4,150	4,100	101%	(50)
8050 Legal Fees	210	10,161	2,500	406%	(7,661)
8060 Insurance	9,639	68,737	102,492	67%	33,755
8070 Copying & Postage	565	3,445	3,000	115%	(445)
8080 Supplies	39	713	2,000	36%	1,287
8090 Telephone	377	3,023	5,400	56%	2,377
8100 Travel Expense	-0-	1,296	8,000	16%	6,704
8110 Training	-0-	300	-0-	0%	(300)
8120 Other/Computer	879	7,529	36,000	21%	28,471
Bad Debt Expenses	-0-	-0-	-0-	0%	-0-
TOTAL ADMINISTRATIVE	\$ 20,053	\$ 177,807	\$ 315,905	56%	\$ 138,098

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HAVE BEEN OMITTED.TENTATIVE AND PRELIMINARY
FOR DISCUSSION PURPOSES ONLY.

-6-