

Lake Forest Glen Homeowners Association

General HOA Board Meeting

8:30 am Saturday February 24, 2024 - Via teleconference

Board Members Present: Mark Pierpoint – President, Alan Nelson - Vice President, Jason Kary – Treasurer, Stephanie Caronna – Secretary and Directors: Doug O’Neal, Barbara Schoen, Kevin Morrison, Jim Cochrane

Board Member(s) Absent: Linda Meckel, Director

Homeowners present: Bill Schoen #105, Roxy Hargrove #142, Jason and Lisa Allen #141

General Manager HOA present: Lauren Kettmann

Call to Order: The General HOA Board meeting was called to order by M. Pierpoint at 8:30am. Quorum established.

	Summary of Discussion Points	Next Actions
Approval of January meeting minutes	<ul style="list-style-type: none"> Motion to Approve with corrections: J. Cochrane, Seconded S. Caronna Update to reflect future Board meetings for May 18th and the Annual Homeowners meeting October 12th 	<ul style="list-style-type: none"> Minutes approved, updates to be made and post to website
Reports		
Monthly financial review	<ul style="list-style-type: none"> The Treasurer’s report was given, explanation of the more detailed provision of bank statements provided. L. Kettmann provided an update on the transition of the HOA bank accounts from El Dorado Savings to Plumas Bank. 	<ul style="list-style-type: none"> Going forward, monthly summaries will be provided to the board in the agenda package and the bank statement details in a separate file. Establishment of bank signatories is in process.
Annual Financial Audit	<ul style="list-style-type: none"> GM confirmed work has started, providing audit materials with expectation to complete end of March. 	<ul style="list-style-type: none"> Audit due early April to report to members by end of April.
Manager’s Administrative Report		
HOA Administrative Items	<ul style="list-style-type: none"> GM began a preliminary discussion regarding the state of the HOA office and potential updates needed as well as to meet LFG Architectural standard (e.g., address rodent issue, failing windows and door, heater replacement). Motion M. Pierpoint, Seconded J. Cochrane whereby the Board unanimously approved a budget of \$5,000 to address needed repairs and updates to the HOA office. 	<ul style="list-style-type: none"> GM to share a detailed plan in March meeting.
Committees		
Architectural Committee	<ul style="list-style-type: none"> D. O’Neal discussed high level issues with some units not in line with architectural standards. Provide 90 days to have homeowners to come into compliance. 	<ul style="list-style-type: none"> A deeper dive into Architectural Standards and Exclusive use of Common Grounds will be on the agenda and discussed in the March meeting.

Old Business		
Spectrum Ballot and Contract	<ul style="list-style-type: none"> • Motion to Approve B. Schoen, Seconded D. O’Neal • Majority of Board members approved finalizing the Spectrum contract given the contract is set to expire March 4th, 2024. • Consideration was given to the results of the homeowner survey completed in 2022 and that most homeowners would benefit by an immediate reduction in expenses for cable and or Internet. Further, some Board members expressed that by acting and approval today was in support of the majority of homeowners, in accordance with the now officially recorded LFG HOA CC&Rs and taking time to implement a homeowner ballot at this time, is unnecessary. • Concerns voiced were that per legal recommendation and the updated CC&Rs, there is the need to in fact conduct a homeowners vote via secret ballot given the dues increase. The method by which the monthly dues percentage increase and calculation thereof was also voiced as a concern. It was voiced that an approval now would disallow a prime opportunity to have the Board act in a more transparent manner and communicate more purposefully with homeowners. 	<ul style="list-style-type: none"> • Sign and return signed contract to Spectrum • Initiate communications to homeowners
HOA Projects and Issues	<ul style="list-style-type: none"> • Hot tub repairs have been conducted thus far by staff to help manage expenses. Now bringing in an external pool repair person to get a proper diagnosis. • Unit 37 – no response from homeowners to date. This is an infringement on exclusive use of Common Area and reclaimed for personal use without approval by membership. A full recommendation will be presented by the Board and will be presented in the March meeting. The homeowner for Unit #37 will be notified and given fourteen (14) days to remove fencing in question – otherwise the HOA will remove the fence, a fine will be levied and applied to their homeowners due. • Overflow parking. Rules & Regs do state that cars with expired tags/plates may not be stored within LFG. Two vehicles are in violation. Motion by S. Caronna, Seconded by A. Nelson 	<ul style="list-style-type: none"> • GM to provide update on remaining open items in March meeting

	<p>and the Board is in unanimous approval of minimum of \$1,500 to tow and get needed DMV information for two cars in violation. If expenses are higher, L. Kettmann would advise however will proceed. Expense will be assessed to homeowner.</p> <ul style="list-style-type: none"> • The fine schedule in Homeowners Handbook was supposed to be doubled but that has not yet been completed. Action: L. Kettmann to provide a recommendation on how to proceed in March meeting. • Mail Chimp is now being utilized and email addresses for homeowners have been updated. This is now complete. Test pending. • Pickle ball courts – L. Kettmann will obtain quotes to address fencing. • L. Kettmann is awaiting quotes on updating/replacing lock system for pools. • Pickle ball court lock has been fixed. This is now complete. • Device for closing gates have not yet been addressed. Follow up needed. • New governing documents are now posted and available on Lfghoa.com. This is now complete. • Pool system is not a priority at this time however will be resolved for May opening. 	
New Business		
Lfghoa.com and status	<ul style="list-style-type: none"> • Current support is provided by an external firm which is not the original designer of the website. It was designed originally by a prior staff member. It is built on the WordPress platform and is an old version requiring a full redesign. No changes are within the current support model for the existing website short of updating existing documentation such as agendas, minutes, and existing required Board documentation. Skillset to not present on Board nor staff for a full redesign and actively update/manage website going forward. 	<ul style="list-style-type: none"> • L. Kettmann will present three (3) bids on how to proceed for consideration of updating and ongoing support of website in the March meeting.
New Board Member Packet	<ul style="list-style-type: none"> • S. Caronna presented New Board member onboarding packet content proposal. The board was in support of proposed content and in proceeding to assemble. S. Caronna will reach out to board members to gather needed information. 	<ul style="list-style-type: none"> • Goal to have a draft not later than April meeting.

Open Forum (Homeowners)		
	<ul style="list-style-type: none"> • Roxy Hargrove #142 observed that despite the high-profile nature of the Spectrum contract topic, no other homeowners attended the meeting to share their perspectives or listen firsthand to proceedings. 	
	<ul style="list-style-type: none"> • No other homeowners participated in the open forum 	
Executive Session		
	<ul style="list-style-type: none"> • The board proceeded to a confidential Executive Session. 	

With no further business, the meeting was adjourned at 12:39pm