

# Lake Forest Glen Homeowners Association

## General HOA Board Meeting

8:30 am Saturday June 22, 2024 (in office & via teleconference)

**Board Members Present:** Mark Pierpoint – President, Alan Nelson - Vice President, Jason Kary – Treasurer, and Directors: Doug O’Neal, Barbara Schoen, Jim Cochrane, Linda Meckel

**Board Members Absent:** Stephanie Caronna – Secretary, Kevin Morrison

### Homeowners present:

Via Online: Gail Athenacio (Unit #110, #125), Linda Petrakis (Unit #126), Betty Maddox (Unit #91), Brenda Gill (Unit #163), Ed and Lana Staniforth (Unit #61), Katie Ryan (Unit #85), Helen Marcus (Unit #29), Tricia Scarcia (Unit #2), Chester and Paola Rick-Lancellotti (Unit #55) Mike **LAST NAME** (Unit #24),

Present in office: Roxy Hargrove (Unit # 142), Bill Schoen (Unit #105), Colleen Morrow (Unit #226), Kelly Cooper (Unit #10)

**HOA Staff:** Keith Larsen

**Call to Order:** The General HOA Board meeting was called to order by M. Pierpoint at 8:32am. Quorum established.

### Summary of Discussion Points

### Next Actions

Approval of May meeting minutes

- Motion to Approve without corrections: J. Cochrane; seconded L. Meckel; Board unanimously approved.

- Post approved minutes to website

### Homeowner Correspondence and Hearings

None to review

### Reports

Monthly financial review

- Monthly financial review: Financials available through the end of April. Revenue 33% YTD, Expenses 36% YTD. No reserve expenditures in April, ~\$8K in reserve spending YTD.
- Sealing/stripping came in 60% below budget
- Reserves currently ~\$2MM, continuing to build reserves to reach \$4MM for roofing project to start in a few years. ~\$400K to be placed into reserves 2024. McClintock (acctg. firm) has confirmed LFGHOA is in a solid position with reserves.
- 2024 forecast includes \$92K passthrough cost for Spectrum (\$65.16/mo./unit for 235 units or \$15.3K/mo.) HOA office Spectrum fee covered under operational expenses.
- 2025 Budget proposal was shared. Farmer’s has declined to re-insure. Estimating Spectrum fees
- May ME numbers pending. Final phase of painting scheduled to start. Sealing/stripping invoice to be paid (reserve).
- 2025 Budget final proposal to be reviewed in July Board mtg
- Send homeowners final 2025 Budget proposal in August mailing
- Communicate final 2025 budget plan in October Annual General Mtg
- J. Kary to work with GM for the June meeting to provide updated forecast for 2024 and initial forecast for 2025.
- B. Schoen put a motion to round Spectrum fee up \$0.84/mo./unit. No second, motion not passed. No action needed.

increase 5% per their contract to \$68.41/mo./unit. Total 2025 Operating costs estimated to increase \$55k or 6%.

- Final ADA phase will move to 2025
- Porch steps - \$3K to \$5K to replace each and there are 5 or 6 units that need repair.
- Farmers insurance will not be renewing insurance policy due to fire concerns (Sept 2024). For awareness and to set expectation, every \$100K in increase in insurance, it is \$34/mo./unit increase. Many HOA's in the area have been dropped as well and seen increases in their insurance policies. Insurance is the highest priority topic and will be a focus of the Board over next several weeks/months.
- 2025 Reserve \$174K projection. B. Shoen commented that a Reserve study is required by state law. J. Kary shared a detailed Excel sheet which provides reserve line-item projections over the next ~76 years through 2100.
- Modeling a 4% increase annually but as of how, this is dependent on what happens with insurance which may likely influence significant change. No major shifts otherwise. Updated dues (amount yet TBD) to take effect January 1, 2025). Other HOAs in the Tahoe Basin have seen insurance related increases to annual dues of ~\$311 and it is possible LFGHOA may experience a similar increase.
- J. Kary reported moving account from El Dorado to Plumas – checking and savings account now open.
- L. Meckel put a motion on the table to remove Lauren Kettmann from El Dorado Savings Operating account and Jessica Taft to be removed from the El Dorado Savings Reserve account. Motion was seconded by D. O'Neal. Board unanimously approved motion.
- J. Kary has initiated the Annual Audit process which had not been started as originally thought.
- K. Larsen approved to get quote to repair hot tub and or possible full replacement. L. Meckel would like to better understand if ADA modification may have caused issues with root cause – K. Larsen to investigate and report back in next meeting.
- ADA expense of ~\$65K to move to 2025.
- K. Larsen to get another quote to replace porch steps requiring repair. K. Larsen to provide update on bids and which may have ski lockers in next meeting.
- J. Kary to meet with Insurance broker to discuss options and will provide update to board once information is available.
- J. Kary to investigate further on Reserve study if additional validation is needed.
- J. Kary continues to work on bank account transfer to Plumas and credit card applied for.
- Board has requested that signatories be removed from El Dorado Savings accounts: L. Meckel put a motion on the table to remove Lauren Kettmann as signatory from Operating Account; Remove Jessica Taft as signatory from Reserve Account. D. O'Neal seconded the motion. Board unanimously approved.
- Liberty Utilities account still outstanding item to be addressed by J. Kary
- J. Kary to continue work to get Annual Audit completed.

### Manager's Administrative Report

HOA  
Administrative  
Items

- M. Pierpoint shared that L. Kettmann resigned as GM. Board has discovered several items were in fact not being done. M. Pierpoint thanked K. Larsen for all his work in service of LFGHOA. Juan and Alphonso continue to do excellent work. Issue is primarily around
- Board continues to review all processes of the administrative aspect of the HOA with the goal of moving everything to electronic processes.

management of day-to-day office administrative processes. Mailing information packages to homeowners is \$800 - \$1000 per mailing.

- M. Pierpoint put a motion forward whereby all homeowners would receive all communications electronically or be charged for a communication that must be mailed.
- M. Pierpoint underscored that what the HOA needs a strong office manager, highly organized and manage projects. M. Pierpoint is of the thought that a GM is not needed. Redefine roles/responsibilities would be needed. Homeowner Lana Staniforth asked the Board to consider Saturday hours and voiced concern over hiring anyone to far from Tahoe City. M. Pierpoint would like to thank the whole Board for jumping in and helping over the last few weeks since the departure of the GM.
- M. Pierpoint reported on the following: painting is underway; fencing repair is underway; defensible space is a priority given the insurance situation. All items for office remodel have been ordered.
- GM to provide further updates in June on HOA office updates, HOA projects and other admin items.
- L. Meckel would like to understand what information is in fact needed before. Per Davis/Stirling a \$50 charge per homeowner may be charged if communications are not electronic. Timing of charge to be determined.
- K. Larsen has defensible space as a priority. Any remaining Juniper will be removed as part of this focus. Report outlines what work needs to be.
- Improve support of pool hours and how key system works to keep people out of the pool before or after hours.
- K. Larsen to install new door and windows, all other items to be put on hold.

#### **Committees**

##### **Architectural Committee**

- D. O'Neal provided update on gutters/downspouts. Unit #3 has installed a gutter – it is bent. Owner needs to be alerted that gutter needs to be removed, repaired or replaced. K. Larsen proposed that gutters only be on the back of unit with heat tape.
- No action at this time. Committee meeting has not yet taken place. Committee needs to provide clarity on what is being proposed and will come back to the Board in August.
- Unit #3 will be informed that the gutter needs to be repaired.

##### **Pool & Tennis Committee**

- M. Pierpoint commented on items. K. Larsen shared that courts are blown once a week.
- Pool gate closure – new springs seem to be installed and gate closes.
- Pickleball court has a stand-up broom that someone left to sweep courts as needed.
- M. Pierpoint and Board proposed that security be present for 4<sup>th</sup> through 7<sup>th</sup> of July for 2 pm until 10 pm.
- Pool signage to be replaced.
- Pool locking mechanism on gates to be addressed
- L. Meckel to follow up with HSP security during 4<sup>th</sup> of July period based on timing discussed. L. Meckel to report back to Board.
- Procuring crank umbrellas – K. Larsen to research and provide costs to replace with priority to quiet pool and at least one at the family pool.

##### **Elections Committee**

- B. Schoen provided thank you to those who helped with election mailings.
- Applications to be returned by July 19<sup>th</sup>.
- If needed, next key dates Sept. 6<sup>th</sup> through 10<sup>th</sup> a mailer would go out with election materials including return

envelope. Returned envelopes would be opened before October meeting

### Landscaping Committee

- B. Schoen, J. Cochrane and D. O'Neal are the three incumbents.
- Karen Reed (Unit #28) and Veronica Johnson (Unit #22) have volunteered for elections if needed
- J. Cochrane reported that progress has been made with landscaping. Grass has been aerated. Jim, Juan and Alphonso have planted 30 flowers near the front of the complex entrance. Some old stumps have been removed from front entrance. Two landscape companies will provide a plan for both entrances, inclusive of watering.
- J. Cochrane will share landscape plans with the Board.
- J. Cochrane to investigate bare areas by path near quiet pool near units #221 - #224.

### Old Business

#### Spectrum discussion

- B. Shoen provided an update on Spectrum. Activation date is June 28. B. Schoen provided a thank you to several Board members and B. Schoen to get Spectrum moving forward. B. Schoen has corresponded with all people who contacted the office. Spectrum letter was sent however to service LFG addresses which are undeliverable with one box only. Twice letters have been sent by Spectrum incorrectly. B. Schoen has a copy of the Spectrum letter, but it has not been received by homeowners; she has proposed that an email go out to homeowners. Homeowners are to not call until after June 28 to the Spectrum Bulk number only. K. Ryan (Unit #85) shared her experience with calling Spectrum which did not provide her with the information she needed to start services. K. Ryan mentioned the Facebook page (unauthorized by LFGHOA) and information found there. Another homeowner expressed concerns over wiring.
- M. Pierpoint confirmed that there is not anything precluding services being supplied with the current Spectrum wiring set up. The Xumo boxes stream services through internet. Spectrum agreement includes any wiring requirements that may need to be addressed.
- J. Kary was able to speak with homeowners with Unit #37 regarding payments issues
- Homeowner expressed concern over a gate/fence put up by Units 70 and 71. Board stated the were unaware of this gate/fence nor was it approved.
- B. Shoen proposed that an email to be sent immediately so homeowners with emails can have the information right away.
- B. Shoen and L. Meckel to send out email with updated Spectrum information right away.
- J. Kary to follow up with Unit #37 on outstanding fence issue
- Board will follow up and inspect Units 70 and 71 to determine next steps.

## **New Business**

### **Board meeting schedule**

- L. Meckel expressed interest in possible changes to meeting schedules. L. Meckel proposed moving meetings to Tuesday evenings.
- M. Pierpoint stated that prior to the pandemic that HOAs were required to meet in person. A special dispensation was made due to pandemic that meetings could be held virtual. Meetings today are hybrid as a result. Various perspectives were discussed. D. O'Neal put a motion on the table to continue meetings on Saturday. It was seconded by J. Cochrane. Motion passed, 4 in favor, 2 abstentions.
- Have updates not later than June meeting.
- M. Pierpoint suggested that the Board be open to future discussions regarding future meetings.

## **Open Forum (Homeowners)**

- Karen LAST NAME (Unit #76) voiced concerned about kids playing soccer and other games on the pickle ball courts. She has proposed that a space be allocated for soccer and similar sports near the basketball courts.
- Lana Staniforth (Unit #51) thanks board and volunteered her time if needed for mailings and other items. Also voiced her experience with insurance – M. Pierpoint was able to renew his homeowner's insurance.
- Roxy Hargrove (Unit #142) voiced that it's her preference that the HOA staff should be enforcing the rules.
- Bill Schoen (Unit # 105) voiced he witnessed that he saw people dumping outside trash into LFG HOA dumpsters.
- Colleen Morrow (unit #226) had sent previous correspondence suggesting there be stairs put in between Units #133 and #134. Pathway is slippery/rocky and a formal path may be warranted. She further noted there is a large amount of pine needles on roof at Unit #232. Her pool key was lost and replacement is needed.
- Board to consider recommendation and explore options.
- Board will take a look at the path between Units #133 and 134.
- Irrigation to be evaluated
- Pine needle build up behind units #232, #226, and 51 plus immediate surrounding units will be addressed by staff and removed accordingly.
- Colleen Morrow (Unit #262) to drop off \$100 check for pool key replacement. L. Meckel to go through key replacement process and provide new key.

## **Executive Session**

- The board proceeded to a confidential Executive Session.
- Executive Session adjourned at 12:35 pm
- Several Items were discussed around Legal counsel and HOA personnel.

With no further business, the meeting was adjourned at 12:35 pm. Motion by M. Pierpoint, Seconded by L. Meckel. All in agreement.

DRAFT