

Lake Forest Glen Homeowners Association

General HOA Board Meeting

8:30 am Saturday March 23, 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, Jim Cochrane

Board Member(s) Absent: Linda Meckel, Kevin Morrison, Directors

Homeowners present: Gail Athanacio #110 & #125; Ruth Likio #95, Julie Perchachiotti #138; Jason and Linda Allen #141; Nikki Aronhalt #228; Chester and Paola Lacellotti #155

Outside guest present: Hanni Walsh, Evolve Design Works (guest of Nikki Aronhalt #228)

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

Approval of
February meeting
minutes

- Motion to Approve with corrections: J. Cochrane, Seconded D. O’Neal

Next Actions

- Minutes approved, updates to be made and post to website

Homeowner Correspondence and Hearings

- An Architectural Modification Request received from N. Aronhalt #228. Project scope: modify attic area for greater accessibility and efficient storage purposes. The Board had preliminary questions about the proposed project regarding the stairs/access (ships ladder type), side walls for adjacent units, care for existing cable/utility wiring and ridge beam/roof support.
- The Architectural Committee typically does not get involved in interior modifications. The committee will want to better understand the potential approach to ridge beam & roof line and any cable/electrical wiring that spans the 6 units in that section.
- Both N. Aronhalt and H. Walsh of Evolve Design Works provided answers and helpful clarification of the preliminary rough proposal submitted to the Board.
- H. Walsh asked about the HOA’s position on skylights. It is the HOA policy to not allow skylights due to the potential issues they pose including: the integrity of the roof, HOA responsibility for roof maintenance and associated costs, water ingress, look/aesthetics.
- HOA has not provided a formal approval at this time, yet feels it appears to be a reasonable approach. HOA has requested that the homeowner and Evolve Design provide greater detail and specifications, notably any structural changes and impact to roof line. Homeowner will return to a future Board meeting for further discussion and Board review.

Guidance was provided that specific solar tubes are allowed, and the GM can provide the approved specification sheet if requested. Current plan for HOA to redo roofing is at the end of the decade.

Reports

Monthly financial review

- The Treasurer's report was given. As of month ending January 2024, Revenue is 8% YTD of budget and Expenses are 9% YTD of budget. Expenses are slightly higher due to the pre-purchase of a bulk buy of a year's supply of pool chemicals, repairs, fuel, and salary allocations. Financials YTD are within expectations. Schwab reserve account now open. Financial audit is in process and tracking -preliminary report should come in early April.
- GM is continuing to finalize on bank transfer to Plumas Bank
- Treasurer to continue providing updates in Board meetings.
- GM to finalize bank transfer.

Manager's Administrative Report

HOA Administrative Items

- GM provided costs to replace 2 windows (\$250 each) and front exterior door (\$800). Door will be the approved Jeld-Wen 3 Lite model.
- Motion M. Pierpoint, Seconded J. Cochrane whereby the Board unanimously approved a budget of up to \$1,500 to complete window and door work. In-house staff to complete installation.
- GM to share a detailed plan for interior work in April meeting and advise Board on costs.

Committees

Architectural Committee

- D. O'Neal reviewed Architectural standards and noted two units are currently not in line with architectural standards. Specifically, #139 needs to address window coverings; #197 has blue paint or blue material on the front steps.
- D. O'Neal outlined standards whereby owners have 1 year to bring window coverings to code and new owners have 6 months if prior owner had not completed work. GM and HOA staff are to enforce adherence to architectural standards.
- Signage of "Quiet Pool" has done more to create awareness and homeowners have provided positive feedback since its installation.
- GM is already in contact with homeowner #139 to address window coverings.
- GM will do a site visit to #197 to identify the situation and needed next steps and report back to D. O'Neal.
- The Architectural Committee usually meets if a request has been submitted. M. Pierpoint noted that each Committee Chair should schedule at least one meeting per year.

Old Business

Spectrum Ballot and Contract

- To date, Jenefer Gallagher #227, volunteer election Inspector, has noted 115 ballots have been received to date. A minimum of 118 ballots are needed.
- GM to set up video meeting for April 2nd ballot count.

HOA Projects and Issues

- Ballots have been stored securely.
- M. Pierpoint confirmed that no proxy votes are allowed.
- Members may not email ballot back, mail only.
- April 2nd the count will be conducted by Jennifer Gallagher #227 and Gary Leach #208, who have volunteered as election inspectors.
- Julie Perchachiotti #138 inquired if it was possible to have ballots emailed vs. mailed. M. Pierpoint noted that a 30-day notice is required and about 70 homeowners have opted out to receive emails from LFGHOA, mailing ensures that 100% of homeowners receive ballots.
- GM noted that 3 homeowners are out of the country and do not have access to their mail. GM will email them the ballot if they agree to complete ballot and return via mail (e.g. Fed Ex) per the deadline.
- Hot tub repairs: GM to call in vendor to address as jets are still not working properly.
- Unit 37 – no response from homeowners to date.
- Overflow parking & unregistered vehicles were discussed. GM has taken significant steps to address and rectify. GM created a sign outlining the next steps/towing which was left on vehicles in question and appears to have successfully resolved the situation. One vehicle was moved to space in front of the homeowner's unit and still needs to have registration brought current. Tow contract would stipulate a 96 hour notice be placed on vehicle before towing.
- Updated fine document completed.
- Pickle ball courts – most of the fence can be saved, a couple of side bars and about 1 ½ sections need to be fixed. Will do so in the early summer.
- GM is awaiting quotes on updating/replacing lock system for pools. The vendor did not keep the appointment thus no progress was made to date.
- Device for closing gates have not yet been addressed. Staff are researching what is best solution for closing gates.
- Heat tape update: Test unit seems to be working well. Homeowner experienced a \$80
- M. Pierpoint continues to work with legal counsel to ensure adherence to requirements for ballots.
- GM to call vendor to address hot tub and jets not working.
- Unit 37 no correspondence from homeowner. Will not act at this time due to snow. 90-day period has passed, HOA will send out a 30-day notice via registered letter stating the HOA will remove the fence and charge the homeowner.
- Common Use Area – greater definition is needed, will add to April or May agenda for discussion.
- GM to provide ongoing updates on open and or new items in the April meeting.
- A. Nelson, S. Caronna to integrate updated fine schedule into Homeowners Handbook. S. Caronna to provide GM with PDF of document to post to LFGHOA.com. Parking content in Homeowners Handbook needs clarity around parking vs. storage of vehicles. Gap in Rules & Regs on this topic. A. Nelson to address with Rules & Regs committee.

increase in electrical bill when heat tape was left on for the entire month of January. Standing concern is whether or not heat tape may shorten the life of the roof shingles. Cost of heat tape is high per unit.

New Board Member Packet

- S. Caronna continuing to work on new Board Member Packet.
- S. Caronna to reach out to remaining board members to receive their information.
- Goal to have a draft not later than April meeting.

New Business

Homeowner Handbook

- S. Caronna has converted the old Handbook into a Work.docx to allow for easier review and possible edits. The draft has been shared with A. Nelson for further review
- S. Caronna to work with A. Nelson to incorporate any changes as well as obtain input/feedback from other board members. A completed draft will be provided to the Board once ready. Will address out of date content. To discuss satellite dishes after Spectrum vote.

Lfghoa.com and status

- S. Caronna outlined the limitations of the current website and outdated content. The board has expressed a desire for features such as Member Portal/Sign-in, electronic forms, newsletter etc. which are not currently supported. Ideally, the end solution, whether website or portal, would feature a public-facing section and a homeowner sign-in section.
- M. Pierpoint and J. Kary discussed desire to explore possible HOA portal options which additionally would provide Board management/meeting specific components and features.
- J. Kary and GM to bring HOA portal options and costs to the Board in a subsequent Board meeting.
- Board to determine the best solution to address current limitations of HOA website and or if a new website or portal would provide the desired solutions.
- S. Caronna to provide M. Pierpoint and GM with recommendations on what content should be considered for updating, removal or suppression on current website.
- GM requested from A. Nelson that the final version of the Bylaws be provided to her so they can be posted. Jessica was to sign the original. M. Pierpoint to review if he has document and follow up with GM.

Open Forum (Homeowners)

- Jason Allen #141 thanked members of the Board for the work on Spectrum.
- Paola Lacellotti #155 inquired as to why pool is closed in winter. M. Pierpoint shared that traditionally pool closes during the winter months due to being semi-drained and the difficulty and large expense to heat. Pool is typically open from Memorial Day to Labor Day, weather permitting, while the hot tub and sauna are open year-round.
- No actions required

- No other homeowners participated in the open forum

Executive Session

- The board proceeded to a confidential Executive Session.
- Several Items were discussed around Legal, Fine schedule and Rules & Regs.

With no further business, the meeting was adjourned at 10:33 a.m.