

## Lake Forest Glen Homeowners Association

### General HOA Board Meeting

8:30 am Saturday May 18, 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, Linda Meckel, Kevin Morrison

**Homeowners present:** None

**General Manager HOA:** on vacation

**Call to Order:** The General HOA Board meeting was called to order by M. Pierpoint at 8:34am. Quorum established.

#### Summary of Discussion Points

Approval of  
February meeting  
minutes

- Motion to Approve without corrections: J. Kary. Seconded J. Cochrane; all in favor

#### Next Actions

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

#### Homeowner Correspondence and Hearings

- An Architectural Modification Request received from B. Mores #4. Project scope: add gutter to roof section on back of unit.
  - The Architectural Committee to investigate standardizing the type of gutters and downspouts most appropriate for this and future requests. This includes color/style of each.
  - This request would be an exception, not a standard.
  - Board requests homeowner assume responsibility and liabilities for gutter/downspout; regular cleaning of gutter/downspout to remove leaves/debris, work with HOA to ensure any water run off does not impact unit or surrounding units, assumes liability for any damage to roof because of gutter/downspout installation.
  - Motion approved for this exception; 8 approved, 1 abstention.
- Unit 37 and fence. No updates currently.
- Architectural Committee to provide input and recommendations on types of gutters/downspouts and color/style.
- Communicate to B. Mores that request was approved as an exception. Ensure homeowner is aware of responsibilities and assumes liabilities associated with installation of gutter and downspouts as outlined.
- Follow up and provide update on status of Unit 37 and fence in June meeting

#### Reports

Monthly financial  
review

- The Treasurer’s report was given. As of month ending March 2024, Revenue is 25% YTD of budget and Expenses are 27% YTD of budget,
- Treasurer to continue providing updates in Board meetings.

with some line items slightly ahead. Pool/tennis ahead at 30% due to work on hot tub.

- Reserve is budgeted at \$275,000 with \$8,000 spent YTD on building/trim/fascia for painting project.
- GM has advised that fence replacement not needed.
- \$46,000 in budget clarified if intent was to allocate to fence or pool/hot tub.
- GM is continuing to finalize on bank transfer to Plumas Bank
- J. Kary to check on \$46,000 line item to confirm allocation to appropriate project.
- Maintain line item 9141, BMP engineering \$15,000 allocation (Lake Tahoe TCP UDP requirement). Possible flexibility with this line item.
- J. Kary to work with GM for the June meeting to provide updated forecast for 2024 and initial forecast for 2025.
- GM to continue working with Liberty on LFG account break out. To provide update in June.
- J. Kary to check in with audit firm on status of audit while GM is on vacation.

### Manager's Administrative Report

HOA  
Administrative  
Items

- M. Pierpoint reviewed Admin items.
- GM is still working on moving bank accounts from El Dorado to Plumas bank.
- GM to provide further updates in June on HOA office updates, HOA projects and other admin items.

### Committees

Pool & Tennis  
Committee

- K. Morrison provided summary from April 9 meeting.
- Pool gate closure – new springs seem to be installed and gate closes.
- Fence posts at quiet pool – they are stable. No further action needed
- Hot tub
- 4<sup>th</sup> of July security to be coordinated
- Review of pool and gate closure signage is needed.
- Chairs/Umbrellas in pool areas are in working order. Umbrellas are difficult to open.
- Sauna is not reaching optimal temperature
- Tennis court fence has been repaired.
- L. Meckel will take photos of gate and signage for Board to review. Any signs need replacement or new to be installed when available.
- Further review needed by GM/staff to determine how best to deter non-homeowners/non-guests from climbing over fences and or manipulating gate to access hot tub/pool areas.
- GM to provide all homeowners with phone # for security during 4<sup>th</sup> of July period and confirm what is on website/handbook is accurate.
- M. Pierpoint to advise GM to look at procuring crank umbrellas. Understand cost and best way to potentially replace current umbrellas – maybe a few at a time.
- GM/Staff continuing to address sauna temperature and adjacent wall for tennis court.
- Push brooms to be procured by GM/Staff and left at courts so players

## Elections Committee

- B. Schoen outlined that given Oct. 12 is the HOA homeowner meeting there are important deadlines to consider regarding Board elections.
- Not later than June 18<sup>th</sup>, homeowners must be provided with notice of Board elections and provided an application should someone what to apply for a Board position.
- B. Schoen, J. Cochrane and D. O'Neal are nearing the end of their terms this year and will need to submit their nomination if interested.
- may sweep courts of any leaves etc. prior to play.
- June 11<sup>th</sup> is next committee meeting
- GM to coordinate mailing of notification of Board elections and application to meet June 18<sup>th</sup> deadline. Partner with B. Schoen to ensure accurate content and timing deadlines are met.
- Mailing to include: Notice of Nomination Procedure, key dates, qualification information and additional required information per Davis-Stirling.
- B. Schoen to provide additional dates as needed. Sept. 6<sup>th</sup> is when list of candidates is to be finalized.

## Old Business

### Spectrum discussion

- GM has received a surge of comments and tasks related to the pending Spectrum contract implementation.
- Spectrum in process of recoding addresses for billing purposes.
- Spectrum to be held accountable for work pertaining to implementation of services.
- Spectrum to be sending letters to homeowners on June 1. Final bills to follow for June.
- HOA has 30-day grace period to make first payment to Spectrum.
- M. Pierpoint to update LFG website with Spectrum content.
- GM to include Spectrum information in pending newsletter – direct to content on website.
- GM to send email with same content as letter that was already sent to homeowners. Second communication via email to homeowners with email addresses on file is best practice.

### HOA Projects and Issues

- M. Pierpoint reviewed agenda for project status.
- Gate locking system – vendor has not shown up for appointments.
- Painting of units phase 4 to begin in June once all snow has melted.
- Ongoing topic: hot tub and jets not working.
- Gate locking system – GM to explore next steps
- Ongoing discussion needed with painting company to address incomplete or poor paint application from prior efforts.

### New Board Member Packet Homeowner Handbook

- Complete
- S. Caronna provided update on handbook.
- No further action pending input from GM on staff info.
- S. Caronna to hold working meetings with interested BOD members or BOD

- A. Nelson and L. Meckel have participated to date in content development.
- Certain information needs to be disseminated in the pending newsletter. B. Schoen has communicated this to GM.

members may reach out to S. Caronna directly to move content forward.

- S. Caronna to provide content on purpose of and updated structure for Handbook.
- Final Handbook to be an interactive document.
- GM to develop and finalize newsletter for early June. Contents to include Spectrum update, pet and pet waste pick up reminders and other content recommendations provided by B. Schoen.

Lfghoa.com discussion

- J. Kary provided an update on his research of possible solutions to upgrade website.
- Desired key functionalities of how new website should function have been identified. Ideally to include member portal, Board portal as well as general public information.

- S. Caronna volunteered to help J. Kary further identify possible solutions and potential new web structure. Provide matrix overview of features, pros/cons.
- Update BOD in June meeting on progress.
- M. Pierpoint to identify location on current website where to post committee meeting minutes.

#### **New Business**

Committee Members list

- S. Caronna shared that the list of the Board committees is most likely out of date.

- S. Caronna to send BOD current list of committee members with request for updates.
- Have updates not later than June meeting.

#### **Open Forum (Homeowners)**

- No homeowners attending meeting

#### **Executive Session**

- The board proceeded to a confidential Executive Session.
- Executive Session adjourned at 11:45 a.m.

- Several Items were discussed around Legal counsel and HOA personnel.

With no further business, the meeting was adjourned at 11:49 a.m. Motion by M. Pierpoint, Seconded by J. Cochrane. All in agreement.