

Lake Forest Glen Homeowners Association

General HOA Board Meeting

8:30 am Saturday April 20, 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

Homeowners present: Gail Athanacio #110 & #125; Chester and Paola Lacellotti #155; Jason 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

Approval of March meeting minutes

- Motion to Approve with corrections: J. Cochrane, Seconded S. Caronna

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 to add gutters to her unit. The board of directors are nervous the snow would rip the gutters off the roof if installed.
- Reach out to the homeowner to find out why they are installing gutters? Need more information from homeowner before the board can approve. Walk around LFG, to see if any gutters have been installed.

Reports

Monthly financial review

- Same financials as last meeting. GM is having issues with Liberty Utilities and getting the invoices on time. GM to meet with Audra from McClintock to see if we can get estimates while waiting on Liberty invoicing.
- Treasurer to continue providing updates in Board meetings.
- GM to meet with Audra to get financials in a timelier fashion.

Manager’s Administrative Report

HOA Administrative Items

- GM presented an estimate sheet for each material item needed for the office remodel, which included windows, flooring, doors, accent wall, closet, lighting, bath fan, laundry sink, faucet, toilet seat, and paint.
- Motion M. Pierpoint, Seconded J. Cochrane to approve remodel of association office at the price of \$6,200.
- GM to order supplies for office remodel. Put a new heater for the association office on next month’s agenda.

Committees

Pool & Tennis Committee

- K. Morrison presented the meeting minutes and action items from the pool and tennis committee meeting. The pool gates must close manually. Does the fence or any posts need to
- GM to take photos of pool signage and send to K. Morrison.

be replaced? GM to hire a security company for the weekend of July 4th. July 4th falls on a Thursday this year so LFG will have a security guard on premises from Thursday-Sunday. Wait to order new umbrellas since the current ones are still in good shape. Look into weather stripping the sauna as it gets too cold.

- Fix hot tub jets, close hot tub to fix the entire issue. Post to website about repairs being done at the hot tub.

Old Business

Spectrum Ballot and Contract

- Spectrum contract was signed and sent to Jason Pitts on Monday 4/15/24. The contract is currently with corporate in Chicago. Waiting to see what date the contract will go into effect. If homeowners refuse to pay for the monthly service those homeowners will accrue late fees just like HOA dues.
- GM to send a letter to homeowners with next steps on Spectrum contract. Send email communication and US mail communication to homeowners.

HOA Projects and Issues

- Hot tub repairs: still have an issue with the jets. Hot tub to close to assess, check for leaks, and make all repairs.
- Overflow parking & unregistered vehicles were discussed. All unregistered cars have been dealt with. One Subaru left in overflow and will tow if not moved after the 96-hour notice.
- Pickle ball courts – Tholl Fence out of Sparks, NV will be fixing in the fence May.
- GM is having issues with vendors to show up when scheduled meeting time. Still working on getting the lock device replaced.
- Keith and Juan tasked to find a device for closing gates.
- Eric Sutton to crack fill and paint stripping for parking lot.
- Meet with Sierra Rainbow Painting for Phase 4 of building painting.
- Meet with Lakeside Paving to complete the ADA project.
- GM to close hot tub for repairs. GM to tow off last car with expired tags. GM to schedule vendors for key locking devices. GM to schedule reserve projects such as crack fill the parking lot, building painting, and ADA project. Keith and Juan to find a closing mechanism for both gates at Quiet Pool and Kids Pool.

New Board Member Packet

- S. Caronna continuing to work on new Board Member Packet.
- Board members to get information to S. Caronna. GM to get employees to write summary for New Board Member Packet.

New Business

Homeowner Handbook

- S. Caronna has converted the old Handbook into a Work.docx to allow for easier review and
- Do a walk around units to see if satellite dishes should still be allowed.

possible edits. The draft has been shared with
A. Nelson for further review

Open Forum (Homeowners)

- Gale Athanacio #110 & #125 thanked the board members for all they do.
- No actions required

Executive Session

- The board proceeded to a confidential Executive Session.
- Several Items were discussed around Legal, late fees, and AR summary.

With no further business, the meeting was adjourned at 10:25 a.m.