

**Lake Forest Glen Homeowners Association**

General HOA Board Meeting

8:30 am Saturday September 14, 2024 (in office & via teleconference)

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

**Board Members Absent:** Kevin Morrison

**Homeowners present:** Linda Cannon (#126), Roxy Hargrove (#142), Bill Shoen (#105), Jim Belka (#80), Debbie Milani (#90), Joanna \_ & Kajsa Larrsson (#145), Ed Staniforth (#61), Irving Rappaport (#159), Jeff Warnes (#51), Jim Hansen (#47), Douglas Gill (#115) Jason & Linda Allen (#141), Adam Sullivan (#77), Andrzej Teplicki (#62), George Greenwald (#170)

**HOA Staff:** Keith Larsen

**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 July meeting minutes

- Motion to Approve with corrections: D. O’Neal made motion; seconded B. Schoen; Board approved. L. Meckel abstained.

Approval of August meeting minutes

- Motion to Approve with corrections: L. Meckel made motion; seconded J. Cochrane; Board unanimously approved.

**Next Actions**

- Post revised minutes to website

- Post revised minutes to website

**Homeowner Correspondence and Hearings**

Correspondence

Homeowner correspondence from July 30- Sept 7, totaled 113 emails. Key topic continues to be issues/questions re: Spectrum followed by infractions and defensible space.

Homeowner correspondence that still have open items continue to be addressed. (Does not include external emails with vendors, etc. nor ACH/McClintock related correspondence which is significant.)

**Architectural Modification requests**

Unit #145 Ski locker

Homeowner was communicated to that the locker, as long as it was in conformance with their neighbors, they are approved to proceed. No further steps needed. Homeowner acknowledged.

Unit #147 Deck extension

Existing deck is shorter than privacy fences. Owners submitted request to Placer County and TARPA, extension was not approved. Board unable to approve at this time, suggest Homeowner resubmit next year.

**Reports**

## Monthly financial review

- Monthly financial review:
  - July YTD: Revenue 59%, Expenses 61%. Spectrum service fees began in July. YTD expenses are tracking in line with original budget (excluding Spectrum and insurance) Key monthly expense of \$2,100 for hot tub repair, which is now working well.
- 2025 Budget
- Insurance change communication and vote needed from Homeowners

- 2025 HOA dues increase of \$142 made up of two items: Insurance +\$122, All other expenses +\$20 (standard operating items; includes 5% expected Spectrum fee increase)
- Budget to be recast to account for Spectrum and Insurance increase. Will be ready for Oct Annual meeting.
- Question regarding reserve borrowing for insurance payments and whether reserve borrowing will be required in 2025 as well: See slide 12 from deck on Insurance topics. Expect to borrow some in 2025, but not the full amount owed as we expect to be collecting dues at the higher insurance cost amount in 2025. Recall that in 2024, we are suspending our standard monthly contributions to Reserves and designating those funds for repayment of our borrowing.
- Insurance issues continue to be very dynamic within Placer County and state.
- Formal notification and secret ballot vote needed. Mailing will be completed when new Office Manager starts in early Oct and use Annual Meeting as reminder. Majority of quorum will be needed (60 votes) for approval.
- Assemble Insurance Committee toward end of year. Interested Homeowners with background in insurance or legal areas would be ideal for committee. Communications will go out (mention in Annual Meeting, newsletter and HOA email)

## Manager's Administrative Report

### HOA Administrative Items

- M. Pierpoint announced outcome of hiring process (thank you L. Meckel for her efforts). Kierstin Slusher, a manager of HOA at Granite Peak, and is a qualified Community Assoc. has been hired.
- Defensible space: The HOA does not have any deadlines and not tied to a timeline. However,
- Kierstin Slusher, Office Manager, will start Sept. 30 and will be present at Homeowners meeting in Oct.
- Homeowners of STRs have been advised that if the HOA is working to clear

Short Term Rentals (STRs) are being held to Placer County deadline of Nov. 30 to receive approval for their STR license.

- Work to continue to thin out and trim bushes. Units 31-37 area is almost complete for fire inspection. Unit 49-52 work is done and ready for fire inspection. (there are STRs in these blocks)
- The work is being done from the top court of the outside courts and then down through complex.
- Trees with over 14" diameters require a permit to be cut, permits have been received.

defensible space in the area of their unit (corresponding block), they will be included. However, should a STRs owner want to jump the queue, they may make a request to the HOA and may charge to do so.

- STRs homeowners may elect to hire someone other than the HOA should they want; reminder that the approval must be done for the block that the STR is in, not just their individual unit.
- All STRs must display their STR sticker on the exterior (window) of their unit or they are not in compliance.
- Trees (over 14" diameters) have been marked and will be cut down now that permits have been received.
- HOA will pull together a list of possible tree removal services and share with HOAs.
- Other projects have been delayed due to focus on defensible space.
- HOA will continue to chip trimmed and or cut down trees, etc. Some chips will be retained but most will be disposed of.

## Committee Reports

### Architectural Committee

- D. O'Neal provided proposed language for gutters and heat tape standards on backside of units.

- Additional discussion needed on heat tape and gutters. If homeowner requests, the Architectural Committee will need to review and will provide some detailed guidance in October. Standards will not be developed at this time. D. O'Neal to work with K. Larsen on gathering details. L. Meckel to respond to Unit #4/

### Pool & Tennis Committee

- Committee met 8/6 and provided update.

- Action items have been sent to K. Larsen as needed.
- Kids pool closed 9/16. Quiet pool to remain open weather permitting.

### Landscaping Committee

- J. Cochrane provide update and outcomes from Landscape committee meeting 8/3. Just two (2) members attended plus Jim.
- Focus has been both front and back entrance and plantings in these locations. Gophers and rabbits have been a bit of an issue, but Jim has worked to trap and keep them away.

- Jim has had challenges in securing a landscape company to provide quotes – he continues to explore.
- Jim would like to consider putting in Korean dogwoods near the Bristlecone entrance. (removing the skinny trees there now)

## Old Business

### HOA project updates

- K. Larsen provided an update on various projects.
- Pool umbrellas have been cut down.
- Lock system on pool entrances – broken gate
- Entry steps work ongoing.
- B. Schoen raised concern about steps at Gazebo prior to Homeowners meeting due to mobility issues. M. Pierpoint clarified that a temporary handrail may be considered however the final handrail will be part of the ADA work scheduled for 2025.
- Will try to engage with a landscape company in January 2025 to see if one will be willing to work with the HOA next year.
- Focus is on defensible space work.
- Other projects moved to lower priority. (Stairs between units #133 and #134, garbage bins and fencing)
- Motion by M. Pierpoint to replace up to 19 pool umbrellas (use existing bases) at \$300 per umbrella. Second by S. Caronna. Motion passed.
- Broken piece on back gate on quiet pool to be repaired.
- Working continuing replacing failing entry steps.
- Explore options

### Spectrum Update

- B. Schoen provided update. There have been some challenges with the Spectrum. The CA recovery fee of \$1.25 has been an issue. This fee should not be charged on bulk accounts. Homeowners can call to have it removed. Units #25-30, wiring has been completed.
- HOA office has not yet been set up with new Wi-Fi. HOA office telephone is on a Sm. Business packaged and does not fall under the residential contract. Need to determine next steps for 3 lines into office.
- Consider getting a mobile phone for Office Manager.

## New Business

### October homeowner meeting

- M. Pierpoint requested that committee heads begin preparation of materials for the homeowners' meeting.
- Room secured with TCPUD meeting room in Tahoe City.
- B. Schoen recommended a committee be formed to address long term strategic plan
- Agenda to be finalized. Include bio of new office manager.
- M. Pierpoint recommend that review of the 2023 Annual meeting which outlined

- M. Pierpoint provided clarity that focus should be on future efforts (not efforts currently underway). Long term projects have implications such as budget, reserves (and items that are already in reserve projects). Must be clear on the role and the goals of the strategy.
- J. Kary stated that projects like the perimeter fence are on the reserves approved project but due to other priorities, focus may be elsewhere.
- L. Meckel provided clarity on what might be an annual work plan which should be done with Kierstin once she starts. Ensure compliance with Davis-Stirling and legal requirements.
- Annual Mailing required in November

projects as well as the Reserves plan to understand when projects are scheduled. Rather, focus should be on large items, for example – put gates on the association, trash/dumping, etc. and take a strategic view, cost them out and then determine if the HOA wants to consider in relationship to other priorities.

- Potential maintenance item for future discussion – shoring up of hillside around backside of some units around LFG. (in addition to perimeter fence)
- B. Schoen would like to bring this up in January. M. Pierpoint asked B. Schoen to layout the charter for this new committee.
- Will move to late November to accommodate McClintock and their timing for producing their reporting.
- Will adhere to Davis Stirling requirements and civil codes, revamping what was mailed in 2023. Work to continue.
- S. Caronna to speak with new Office Manager to get her input and thoughts before any vote or movement is made.
- Will need to identify major workflows and determine how best to automate to “make the HOA’s” work easier.

LFGHOA.com website

- S. Caronna (with J. Kary) presented findings from exploring various platforms. Recommendation is HOAStart.
- M. Pierpoint underscored the heavy reliance on paper to run the HOA today and the need to implement a portal and what can be automated.

**Open Forum (Homeowners)**

- Joanna (unit #145) brought up she spoke to Spectrum and they are requiring her to return
- Joanna asked about general landscaping vs. defensible space.
- Kajsa Larrsson (unit #14) asked about AC units.

- She will return equipment
- HOA has been sidetracked with defensible space so Homeowners are able to trim their landscaping at this time while focus abatement.
- AC units have come up as a question but is a future topic that will need to be addressed. Suggested homeowner start an Architectural request so board can begin to consider. (May be a good topic for strategic plan and how HOA manages energies changes within LFG.)

- Bill Schoen (#105) asked question on expenses for insurance, cost for work tied to defensible space and impacts of borrowing against reserves.
- J. Kary referenced page 13 of the Insurance presentation on website
- Thus far, incremental costs have worked within existing budget within existing managed costs.
- J. Kary reference page 12 of the insurance presentation– he has projected how the HOA will address paying backing reserves. Focus is on ensuring HOA has money in reserves to accomplish roofing project in 2029-30. HOA to conduct reserves annually.
- M. Pierpoint address painting of unit #90. D. Milani may have a request for fencing in Spring. Her back door is a wall which has been damaged due to ice dam.
- K. Larsen state the shared wall with the ice dam damage is HOA responsibility and will need to be repaired.
- Homeowner is responsible for door and therefore door threshold. K. Larsen to take a look at this to suggest how possibly to address.

**Executive Session** Financial and legal counsel items were discussed.  
Executive session ended at 12:02 p.m.

M. Pierpoint made a motion to adjourn meeting at 12:02 pm. Second by J. Cochrane. Motion passed and meeting adjourned.