

Lake Forest Glen Homeowners Association

General HOA Board Meeting

8:00 am Saturday, October 12, 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: Leland (Josh) Ledger (#54), Roxy Hargrove (#142), Bill Schoen (#105), Rosalinda Wildhaber (#19)

HOA Staff: Keith Larsen, Kierstin Slusher

Call to Order: The General HOA Board meeting was called to order by M. Pierpoint at 8:00am. Quorum established.

Summary of Discussion Points

Approval of Sept. meeting minutes

- Motion to Approve: D. O’Neal; seconded J Cochrane; Board approved.

Next Actions

- Post minutes to website

Homeowner Correspondence and Hearings

Correspondence

- Homeowner correspondence from Sept 7-Oct 3, totaled 68 emails. Key topic continues to be issues/questions re: Spectrum followed by Pool key not working, general inquiries and defensible space.
- Homeowner correspondence that still has open items continue to be addressed. Future meetings to include information on all emails including ACH, external or vendor correspondence, etc.

Reports

Monthly financial review

- Aug YTD: \$2M in reserves, Revenue 70%, Expense 72% YTD as expected – projecting a total of \$1M in operating expenses in 2024, in line with expectations and recent decisions.
- Liberty Utilities: Set up online access to HOA’s Liberty account. Contacted Liberty multiple times to review invoice details with no response.
- El Dorado Bank: Closed remaining account and moved \$130K balance to new Plumas operating account.
- 2023 Annual Audit: ongoing; progressed in September and nearing completion.
- Taxes: HOA received notice of 2023 Federal and CA taxes due. CA taxes have been paid. Fed tax payment in process. Tax filing normally occurs annually in April.

Will review process for 2025 and ensure timely payment.

- Payroll: No longer being supported by QuickBooks. HOA has now moved its payroll services and system to ADP, which will streamline the process and should result in cost savings and efficiencies going forward.
- Dues Increase Vote: Ballots mailed to Homeowners following August Insurance Meeting and Board recommendation.
- Insurance Inspector: Received request to facilitate an insurance inspection. Kierstin and Keith to coordinate with insurance office. It was noted that electrical panels in all units were updated some time ago.
- Timekeeping: Reviewing and expect to implement timekeeping module in ADP.
- Ballots due Oct. 31 and will be counted in Nov. Board meeting.

Manager's Administrative Report

HOA Administrative Items

- M. Pierpoint welcome and introduction of Kierstin Slusher as the new LFGHOA Office Manager.
- Corporate Transparency Act - New requirement for HOA Board Members to register with the US Department of the Treasury as Beneficial Owners.
- Defensible space: The HOA does not have any deadlines and not tied to a timeline. However, Short Term Rentals (STRs) are being held to Placer County deadline of Nov. 30 to receive approval for their STR license.
 - There are 50 STR Permits issued to LFGHOA Units.
 - HOA has hired vendors to help complete defensible space work for STR's.
 - STR inspection with NTFD scheduled on Nov. 6th
- M. Pierpoint collected information and copies of board member ID to submit the required report for LFGGOA

Committee Reports

Architectural Committee

- D. O'Neal provided sample of approved heat tape for gutters and proposed ARC Standard for gutters.
- Discussion and proposal for ARC Standard related to AC Units.
- D. O'Neal motion to approve ARC Standard for gutters and AC units as presented to the BOD; A. Nelson second; L. Meckel, nay. Approved 7:1
- Circle back with ARC Committee.
- Further AC discussion at Nov. BOD meeting

Spectrum Update

- Wiring being completed on unit #115 block

Open Forum (Homeowners)

- Josh Ledger asked about insurance
- Email slide deck from insurance meeting to Josh

M. Pierpoint made a motion to adjourn the Open Session at 9:16 am. Second by J. Cochrane. Motion passed and meeting adjourned to Executive Session.

Executive Session AR and Employee discussion.

M. Pierpoint made a motion to adjourn the meeting at 9:22 am. Second by J. Cochrane. Motion passed and the meeting adjourned.