**Lake Forest Glen Homeowners Association**

General HOA Board Meeting

8:30 am Saturday, November 16, 2024 (in office & via teleconference)

**Board Members Present:** Mark Pierpoint – President, Alan Nelson - Vice President, Jason Kary – Treasurer, and Stephanie Caronna – Secretary. Directors: Kevin Morrison, Barbara Schoen, Jim Cochrane

**Board Members Absent:** Doug O’Neal, Linda Meckel

**Homeowners present:** 17 homeowners

**HOA Staff:** Keith Larsen and Kierstin Slusher

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

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| **TOPIC** | **SUMMARY** | **NEXT ACTION** |
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| **APPROVAL OF MINUTES** | * **Motion to Approve the October BOD Meeting Minutes with corrections**: Jim Cochrane. Second Barbara Schoen. **Unanimous approval** with one abstention – Kevin Morrison. | * Post revised minutes to website |
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| **HO CORRESPONDENCE AND HEARINGS** | | |
| Correspondence | * Key topics of homeowner correspondence since the October meeting were defensible space, STR DS Inspection, and maintenance issues. | * Homeowner correspondence that still have open items continue to be addressed. |
| No Hearings Required | | |
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| **REPORTS** | | |
| Monthly financial review | * Monthly financial review: Treasurer, J. Kary gave a brief overview of the financials. McClintock has had some transition with staff covering LFG and there are still some items on the financial reports that need revisions. No major issue this month. McClintock is preparing the financial projection needed for the annual disclosures mailing. | * Send revised reports to the board when received. * Send annual Budget and Policies Disclosure mailing before the end of November |
| Reserve Study | * K. Slusher stated that the best practice is for associations to contract with an independent, credentialed reserve analyst to prepare a comprehensive reserve study for the property. Per civil code, all HOA’s are required to update their reserve study every 3 years with a visual inspection by the reserve analyst. | * Obtain bids for the board to consider at the January meeting. |
| Insurance Committee | * M. Pierpoint discussed formation of an ad hock insurance committee January 2025 – June 2025, which was proposed during the August meeting. The purpose of the committee is to do a deep dive into insurance to identify and propose the best insurance plan for the HAO before the next insurance renewal. | * Deliverables:   + Outline of different types of insurance the HOA needs to cover   + Recommended insurance approach and range of costed proposals, including working with at least one broker/agent   + Other considerations to be incorporated into 2025/2026 budget and operating plan   + Recommendations to the board for discussion and next steps before the end of June 2025 |
|  | * **Motion to appoint an Ad Hoc Insurance Committee, January 2025 – June 2025**: M. Pierpoint. Second: J. Cochrane. **Unanimous approval.** | * Committee Members: Chair; Bill Schoen. Members; Jason Kary, Kevin Morrison, Kierstin Slusher, Chris Cantos, Gary/Jeff Sealy. |
| **MANAGERS REPORT** | |  |
| Corporate Transparency Act  General Admin. | * M. Pierpoint: Corporate Transparency Report (BOIR) was submitted via the online form on October 15th. * K. Slusher: getting settled in and creating processes for the office. Continuing to receive approvals for electronic homeowner communication. Working with J. Kary to set up the ADP timekeeping module for association employees, which will streamline the payroll process and ensure the HOA is incompliance with CA employment law. * K. Slusher: update on potential new gate locking system. A remote activated system will require WiFi access for each lock. Will work with current bulk spectrum internet coverage to facilitate connections for locks. | * Annual disclosure mailer to include form for updated owner contact information and communication preferences * K. Slusher will continue to explore options using WiFi repeaters. |
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| **OLD BUSINESS** |  |  |
| Defensible Space | * K. Larsen provided an update on defensible space work and the STR Defensible Space Inspection. After considerable effort and use of outside labor, the HOA was able to complete the defensible space required to pass the STR Defensible Space Inspection for owners needing to renew or apply for their Placer County STR Permit before the submission deadline. There was a considerable cost to get this work completed before the deadline. Moving forward, Keith would like to add funds for defensible space maintenance to the annual budget to maintain defensible space and meet new requirements in coming years. M. Pierpoint mentioned a recent meeting held in Sacramento discussing the new/updated requirements for defensible space. Requirements continue to change, which will eventually be required of the association in general, rather than being driven by STR permit process, which was the case this year.   For the past couple of months, the maintenance team had to put all other maintenance work on hold to concentrate on meeting the STR defensible space deadline. They will now move forward and pick up work on the old business maintenance items.  M. Pierpoint reported that the association spent an extra $34k to meet the deadline for STR required defensible space work. The additional labor costs were a direct result of the deadline for STR permit holders. No deadlines are in place for general HOA defensible space, so the association would not have otherwise incurred this expense for expedited completion.  **Motion to divide $34k expense to the association amongst the 42 STR permit holders requiring a defensible space inspection before the end of November per the Placer County STR permit renewal/application deadline.** Mark Pierpoint. Second: S. Corona. Additional discussion noting this expense did not include the cost of tree work or shifting the maintenance team's focus to defensible space. This was a good faith effort by the association to meet the deadline for STR units requiring a passing defensible space inspection by the end of November. The only cost being passed on to the STR unit owners is the cost of hiring additional labor allowing the required DS work to be completed in the required timeline. **Unanimous board approval.** | * DS fee to be added to the applicable STR Owners December Statements |
| New Website Platform | S. Corona reminded the board that she and J. Kary researched various web platform providers and presented options to the board at the September meeting with a recommendation to move forward with HOA Start. The new office manager K. Slusher met with HOA Start and reviewed the platform. She reported that the platform is straightforward and user-friendly and will be a great option for LFG for an updated website and homeowner portal.  Compared to the current website HOA Start will not only be a portal for HOA documents but will provide a single platform to track owner communication preferences and current contact information, send notices to owners via email and/or text, provides the option for online payment processing, and more. HOA Start is also accessible through an app for use on cell phones.  The cost for HOA Start is $2520 annually for the first 2 years, plus 10% off the first year for signing up before the end of November. The cost of the current website support and server fees are $6000 per year. Moving to HOA Start will save the association over $3500 per year.  **Motion to transition from current website to HOA Start.** S. Corona. Second, K. Morison. **Unanimous approval.** | * S. Corona will spearhead implementation and set up of the new web platform. |
| **NEW BUSINESS** |  |  |
| Board consideration of reduced dues for homeowners who opt to go fully electronic | * Potential incentive for opting in for electronic HAO communication | * Currently snail mailing to approximately 1/3 of the association * Davis Sterling has guidelines regarding incentive vs. penalties for accepting electronic communication. * The board will review this subject further and consider implementing an incentive to be included in the 2026 budget process. |
| 2025 BOD Meeting Schedule | * 2025 Board Meetings were set | * K. Slusher to send calendar invitations to the board and S. * Corona will add dates to the LFG website. |
| Topics raised during the annual meeting. | * Pest Control Notification for owners, Parking Space Numbering, Separate area on the property for dogs. | * K. Slusher will contact pest control and notify homeowners of property service dates and instructions from the pest control company * Association will add unit numbers to parking spaces with next summers asphalt sealing/striping project. * Discussion of separate dog area to be discussed further at a later date. |
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| Election Results | | * Election to approve an increase in dues to $627 per month beginning January 1, 2025 passed. 154 ballots were returned. I ballot was disqualified, 136 approved, 17 ballots opposed | * K. Slusher will send election results to the homeowners, and will notify McClintock of the increase beginning January 1, 2025 |
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| Open Forum | | * An open forum was held for owners to address the board. One question regarding the election quorum was addressed. 118 ballots needed for a quorum for this election (50% + 1 of homeowners). J. Cochrane reported on his attendance of the recent PUD meeting re. increasing water/sewer rates. Some factors contributing to high rates are extreme weather conditions, population is spread over a large area, sewage is pumped to Truckee for processing, aging infrastructure needing repairs. Also noted was that the bulk of the bill is fixed fees – aprox. 85% – a small portion of the bill is for actual water usage. |  |
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| M**otion to adjourn the meeting at 12:02 pm.** M. Pierpoint. Second by J. Cochrane. Motion passed and meeting adjourned. | | |