

**LAKE FOREST GLEN HOMEOWNERS ASSOCIATION
REGULAR MEETING OF THE BOARD OF DIRECTORS**

8:30a.m.at the Lake Forest Glen Homeowners Association Office on March 20, 2010

MINUTES

1. **CALL TO ORDER** by Vice-President, Steve Vanni at 8:31a.m. A quorum was established with 5 directors.

<u>Directors Present</u>	<u>Directors via phone</u>	<u>Directors Absent</u>	<u>Staff/Others Present</u>
Mike Robinson	Marshall Jackson	Mark Pierpoint	Alan Miescke, Gen. Mgr
Steve Vanni		Alan Nelson	Heather Mesa, Admin. Asst.
Jim Cochrane		Doug O'Neal	
Nikki Aronhalt		Brian Kane	

2. **APPROVAL OF MINUTES**-(from January 23, 2010 Regular Board Meeting)
The minutes of the January 23, 2010 meeting were approved.

3. **HOMEOWNER CORRESPONDENCE**

- A. Dogs and Governing Documents**-A homeowner voiced a concern that the proposed CC&R's would not disallow renters to have pets. Prior to the meeting, LFG staff responded to the homeowner that the CC&Rs cannot state that renters are not allowed to have pets. However, it will be stated in the Rules & Regulations that owners must include wording in their leases that renters are not allowed to have pets.
- B. Water Meters**-A homeowner shared a concern of the new water meter billing system by the TCPUD. He felt it was unfair for those homeowners who do not live here full time to be billed the same as those that do. LFG staff responded that the base amount of \$50 is billed to each homeowner and the consumption charges that are split among all 234 homeowners should be minimal and include all of the common areas like irrigation and pools. The homeowner seemed okay after this explanation.
- C. Glass at the Hot Tub**-A homeowner had a concern of people having glass at the hot tub on a Sunday afternoon and wanted clarity on who to call in this type of situation as his asking them to remove the glass was not working. The Board clarified that if it is after 7pm, then security should be called. If it is earlier than that, the sheriff could be called if there are safety/health issues involved. The board decided to post the phone numbers for security (1st) and the sheriff's dept. (2nd) at the hot tub so they are readily available for people to call.

*****ACTION ITEM #1 Alan / Heather post Security and Sheriff's phone numbers at hot tub / pool.**

- D. Request to Waive "Hindering Snow Removal" Infraction**-A tenant requested having his infraction changed to a warning because he was unaware that he had to move his vehicle for snow removal and on heavy snow days he takes TART to work rather than his car. A motion was made to not rescind the infraction. **Motion passed unanimously.**

*****ACTION ITEM #2 Alan/ Heather to inform unit 230 that the infraction was not rescinded.**

4. MANAGER'S REPORT

A. ACTION ITEMS (from January 23, 2010 Regular Meeting)

1. Alan notified unit 65 that her infraction was not rescinded. The owner has since paid the fine. Alan also put a form letter together stating all of the reasons why it is important for tenants to move their vehicles for snow removal. This letter will go to each person requesting that their snow removal infraction be rescinded. Alan also included a warning letter to unit 65 for not picking up after her dog.
2. Unit 45 received the same form letter stating their fine was not rescinded and the reasons why not.
3. Heather posted the water meter information that Mark supplied on the website.
4. The Rules & Regulations Committee still needs to meet to clarify wording on topics such as "pet policy", "items on decks" and "overflow parking".

*****ACTION ITEM # 3 Rules & Regulations Committee to update wording for "pet policy", "overflow parking" and "items on decks".**

5. Alan researched the irrigation sensors and found that they are really intended for climates that receive more rain. He manually adjusts the time on the sprinklers as needed and turns them off if we receive a good rain. The Board felt it was okay to continue this way.
6. Heather posted the "old" and "new-proposed" versions of the CC&Rs and By-Laws on the website for viewing.
7. Steve brought some materials to view and will take pictures to send to the Architectural Committee. The materials he brought were Trex, brick and a concrete, transparent stain. Tile and slate type materials were not recommended in this type of climate. Even the Trex and brick would take a lot of beating in the winter with shoveling snow. The stain would need some touch up, but maintenance would be much less costly and less time consuming. Samples will be made available to the Architectural Committee for their input next.

*****ACTION ITEM #4 Pass porch material samples on to the Architectural Committee for review.**

8. Necessary changes were made to the ballot and the attorney's summary page for the proposed governing documents.
9. Heather sent out the Governing Documents Revision packets to all homeowners the first week of February.
10. Alan talked to Brockway Springs about their landscaping project. Alan was able to get the names of the landscapers they were receiving proposals from. The priorities Jim and Alan have put in place are 1) the Entry 2) Shrubs near the fencing by pools and tennis courts 3) addition of shrubs in fronts of units.
11. Jim will be working on getting a second proposal, possibly even a third.

*****ACTION ITEM #5 Jim to get a 2nd landscape proposal as season permits.**

12. It was decided to have the proposals for trees included in the full proposal. There was a request to put in an oak tree. Alan mentioned there are already quite a few on the property, but suggested the request for location be given to Jim to incorporate into the plan.

13. Alan checked with the Building Dept. and found out that tempered windows are only required if there has been a variance on the front set back where the snow blower may blow a rock or chunk of ice at the window.
14. Alan was asked to put a “sign off” together for the windows as they are completed. He had a stamp made stating the work noted in the invoice had been completed. If he stated that the work was done correctly, that would add more liability to the association rather than the contractor. Another board member noted that this is basically how a building inspector signs off as well. They do not ensure the validity of the work, but only that the work was done.
15. Alan to check legalities on usage of settlement monies.

***** ACTION ITEM #6 Alan to check legalities on usage of settlement monies.**

16. Mike and Alan worked on finding a way to continue the roofing without a loan or special assessments. There would not be the additional landscape seasonal helper, or additional landscape work outside of the necessities for the next few years or major asphalt work.

B. OLD BUSINESS

1. **Windows**-Alan reported that they are ahead on the windows for this year’s roofing and have even done quite a few of next year’s windows as well. If a unit with gambrels still has original windows, they must be changed or if they try to replace the window at a later time, it will jeopardize the roofing guarantee.
2. **Snow Removal**-Alan reported that currently we are a few thousand over the minimum, but well under the maximum. Jim commended the staff on their efficiency. Alan stated Juan has become very good at plowing which helps things to go efficiently and cuts back some on the need for Gensburg’s equipment, which in turn saves money.

C. NEW BUSINESS

1. **Electrical Sub-Panels**-It has been determined that there could be trouble with the FPE electrical sub-panels in the units. One owner had been having trouble for a few years. Finally, he had an electrician out that was familiar with these sub-panels and was aware that they had some history of problems. He provided some research he found supporting these problems. It was discussed how to approach this concern as it is a homeowner responsibility, but the Board feels the need to act responsibly by making the homeowners aware. The board decided to have Alan draft a letter for the homeowners stating this concern. The Board will review the letter before sending it to the homeowners.

***** ACTION ITEM #7 Alan to draft a letter and send to the Board for review informing homeowners of potential problems with their electrical sub-panels.**

5. COMMITTEE REPORTS-none

6. **INFRACTION REPORT**-dated March 11, 2010
Reviewed report. No discussion.

7. LEGAL

A packet was sent out in February including a ballot for homeowners to vote on the Third Revision of the Governing Documents. It was decided to table the counting of the ballots until after Executive Session.

8. ACCOUNTING

- A. February 2010 Financials**-Mike reported on the current finances. A question was raised about the line item "Lifeguard". It was agreed to change this to Pool-Salaries. This brought up the fact that there are probably more that should be updated. Mike and Alan will work on this.

*****ACTION ITEM # 8 Alan / Mike to change the Lifeguard code to Pools-Salaries.**

*****ACTION ITEM #9 Alan / Mike to go through all codes and descriptions in budget and update as necessary.**

- B. Delinquency Tracking Report**

C. Late Dues Report-February looks really good. Delinquencies are down.

9. WEBSITE

Heather updated that she has been making some updates / changes.

10. BOARD MEMBER'S COMMENTS / REQUESTS / NON-AGENDA ITEMS-none

The Board adjourned into Executive Session at 9:55am.

11. EXECUTIVE SESSION

- A.** The Board approved sending a delinquent owner to collections.
- B.** The Board agreed to take appropriate steps to inform a lender of their obligation to pay dues.
- C.** The Board discussed a previous owner's outstanding dues.

The Board came out of Executive Session at 10:10am.

The Board decided to go ahead with the counting of the ballots that had been tabled. The ballots were opened and counted.

VOTING RESULTS

Revision of Covenants, Conditions & Restrictions (51% of membership needed for approval)

Number of units:	234
Not eligible to vote:	2
Quorum needed:	120
Ballots cast:	112
Abstentions:	0
Voided ballots:	2

Vote: For 109 Against 1

Results: revision not approved at this time

The Board made a motion to extend the voting period until the May 22, 2010 Regular Board Meeting. The Motion was passed unanimously.

A Motion was made to adjourn the meeting at 10:30.