

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

8:30a.m.at the Lake Forest Glen Homeowners Association Office on November 14, 2009

**MINUTES**

1. **CALL TO ORDER** by President, Mark Pierpoint at 8:36a.m. A quorum was established with 6 directors present and one available by phone.

<b>Directors Present</b>	<b>Directors via phone</b>	<b>Directors Absent</b>	<b>Staff/Others Present</b>
Mark Pierpoint Mike Robinson James Cochrane Steve Vanni Alan Nelson Doug O'Neal	Marshall Jackson	None	Alan Miescke, Gen. Mgr Heather Mesa, Admin. Asst. Brian Kane, Homeowner Nikki Aronhalt, Homeowner Bonnie Avilas, Resident Maria Kiss, Citizens Bank Rep

2. **APPROVAL OF MINUTES**-(from October 10, 2009 Regular Board Meeting)

A **MOTION** was made by Steve Vanni to approve the minutes from the October 10, 2009 Regular Meeting of the Board of Directors. A **SECOND** was made by Mike Robinson. **YEAS:** Robinson, Jackson, Nelson, Cochrane, Vanni **NOES:** None **ABSTAIN:** O'Neal  
**MOTION PASSED**

3. **HOMEOWNER CORRESPONDENCE**

**A. Unit 143 Parking Infractions**-The resident of unit 143 was present to contest two infractions her unit received for parking in front of another unit. She shared her reasons why she felt she did not deserve the infractions. Upon her dismissal, the board discussed the fact that it had been an ongoing issue for several months and the infractions should remain in place. The Board discussed the fact that tenants from that unit have been advised many times prior about not parking in front of another's unit. A **MOTION** was made by Doug to keep both infractions in place and a letter be sent clearly stating the parking rules. A **SECOND** was made by Steve. **YES:** Robinson, Jackson, Cochrane, Vanni, O'Neal **NO:** None **ABSTAIN:** None **MOTION PASSED**

The resident also mentioned that their cars had been broken into 4 or 5 times in the last year, and 2 of those occurred in the past three weeks. They only reported the first one to the sheriff's dept. Alan explained to her that they should report them because the sheriff's dept will increase their patrol.

**\*\*\*ACTION ITEM #1 Alan to inform the tenant at unit 143 that her request to have her parking infractions rescinded was not approved.**

**B. Unit 20 Architectural Committee**-The homeowner of unit 20, who has been a member of the Architectural Committee for three years, voiced her concern of not being involved in an "Architectural" decision that was noted in recent minutes. Mark explained that there are homeowners that would like to be involved and so for 2010 no recommendations should be made from a committee if a committee meeting has not already taken place. Doug shared that the recommendation referred to was based on guidelines already in place and did not feel it meeting worthy. He said he would respond to the homeowner.

**\*\*\*ACTION ITEM #2 Doug to respond to unit 20 regarding Architectural Committee meetings.**

#### **4. MANAGER'S REPORT**

##### **A. ACTION ITEMS (from October 10, 2009 Regular Board of Directors Meeting)**

1. Heather received water meter info from Mark, but has not posted it on the website yet. She will do that in the next couple of weeks.

##### **\*\*\*ACTION ITEM #3 Heather to post water meter link on LFG website.**

2. Alan Nelson was to bring more defined wording relating to “overflow parking” and “items on decks”. He will continue to work on this.

##### **\*\*\*ACTION ITEM #4 Alan Nelson to continue working on wording pertaining to “overflow parking” and “items on decks”.**

##### **B. ACTION ITEMS (from October 10, 2009 Annual Homeowner Meeting)**

1. Ric Fong had sent an email stating that the wording in the CC&Rs cannot be changed regarding pets, but the association can create an operating rule that states those who rent their units must state in their lease that pets are prohibited. Alan Nelson will take this to the Rules & Regs Committee to work on the wording and will discuss further with Alan Miescke also.

##### **\*\*\*ACTION ITEM #5 Rules & Regs Committee to address wording for “Pet Policy”.**

2. At the Annual Meeting a homeowner mentioned that he learned by experience that sometimes a company will not honor a warranty if the manufacturer does not come out to inspect the material being installed. He suggested Alan contact the manufacturer of the roofing material and ask them to come out for an inspection. Alan will call the roofing manufacturer next year to come out to inspect the roofing material and the application of it.
3. It was suggested at the Annual Meeting to have irrigation sensors put in to help conserve water. Alan will research the irrigation sensors to put in place which will hopefully reduce water usage. He will also follow up with the PUD on getting a rebate for these.

##### **\*\*\*ACTION ITEM #6 Alan to research irrigation sensors.**

Maria Kiss from Citizens Bank came by to get signatures of 2010 Board members.

4. Alan checked the dumpster by the Family Pool and it is fine now.
5. Alan has not seen any particular dog, but has not constantly monitored the area behind unit 122.
6. Homeowners were trying to come up with creative ways to have an “Adult Pool” again. One suggestion was to create a “private club” where homeowners would have the choice to buy in or not and set the rules they want. Alan does not feel having a “private club” would be legal. Alan will respond to the homeowner that proposed

this idea and state that he may do additional research on his own and let the Board know of his findings.

**\*\*\*ACTION ITEM #7 Alan to respond to unit 80 homeowner regarding “private club”.**

7. Alan checked the decks behind unit 80. They are fine now. The items on unit 178’s deck were also mentioned. Alan will talk to the owner of unit 178. It was asked about the storage containers that were purchased for additional storage space for homeowner to be able to clear their decks. Alan said currently he is using them for windows, but once the roofing and windows are complete they can be used for that.

**\*\*\*ACTION ITEM #8 Alan to check the deck of unit 178.**

8. “Concrete porches” were put on the agenda under New Business as requested at the Annual Meeting. Tabled until later in the meeting.
9. As requested at the Annual Meeting, Alan spoke to the tenants who were smoking in front of unit 131.
10. At the annual meeting, it was suggested for the Board to show a 1-2% reduction in expenses each year. The Board agreed this was a good idea as they have proactively done this, but homeowners would like to see where. Some examples were the pre-purchase of the new composite shingles and the reduction in the master insurance due to the composite shingles.
11. At the Annual Meeting, it was asked about homeowners being able to contact the Board members. Heather asked if the Board wanted their information posted on the website. It was decided they would rather have Heather receive any emails/phone calls at the office and then forward the message on to the designated Board members.
12. Homeowners requested being notified via email about painting/roofing of their specific units rather than just having a note put on the front door. If they are not up here at the time, they are not receiving the notification. Alan said he can email them about 2-3 weeks prior to a project, but he just can not be too specific, because things can change unexpectedly.

**C. OLD BUSINESS**

1. **Window Update**-Alan updated that out of the \$285K settlement received from Accent Window, Inc, \$69K was reimbursed back to operating for expenses that had been incurred. From that \$69K, \$30K went back to the reserve account and \$24K went back to the operating reserve account at Smith Barney. To date, the upper windows of fourteen gambrel units have been replaced and two eve units’ windows have been replaced. Alan recently ordered 93 windows from Accent with a bulk buy reduction of 16% for a savings of \$4K. Steve, being a contractor, could not even get the windows at a better price. Purchasing the windows from Accent posed a concern for some Board members. Alan and Steve assured them that the windows are good windows if the fins are not cut off prior to installation and if they are installed correctly. The current installer is very aware of the installation procedures the Board has put in place which follow ASTM standards. Alan also noted that a contingency amount of \$23K has been set aside. One contingency came up which was the purchase of windows from reserves back in 2008 in the amount of \$6657. This was reimbursed back to reserves from the contingency amount. Another contingency was the purchase of another storage container for

\$2K that will be used to store windows during this project. With the money saved on the bulk buy windows and the two additional expenses, the contingency amount is now at about \$19K. The warranty on the windows is unlimited lifetime on the window itself and 3-10 years on the installation. Alan plans to continue replacing windows through the winter as weather permits. He has created a form that explains the procedure and payment process that is sent to homeowners with their invoice. A new Board member asked why he could not see the window activity in the operating account financials. It was explained that two separate accounts were opened specifically for the windows to be able to track everything easily. This was recommended by the accountant. One is for the original windows and one is for the Accent windows. The Board requested that a general ledger of the window accounts be included in the agenda packets along with the regular financials for each meeting.

**\*\*\*ACTION ITEM #9 Heather to include the general ledger of each window account in the Board's agenda packets from now on.**

2. **CC&R Revision**-Alan explained per Ric Fong's explanation that the "Yes" votes that have already been received may be kept and we only have to solicit those that we have not received a ballot from. Another notice should be sent out with "Important" stamped on the front to get their attention. It was discussed if the change should be made to Article 6.2 regarding "renters" and then re-do the vote or just leave it as is and try to receive the additional votes needed. Mike mentioned that some associations are sending their information out on CD. This could be an option for the CC&R revision. It was decided to try one mailing and if the necessary votes are not received then go to sending a CD and maybe having a raffle to encourage voting. Heather will make the "old" and "new" versions along with the new summary page that Alan Nelson will create available on the front page of the website to make it easy for homeowners to access. Include in the mailing an introduction, instructions, the summary of changes and a colored ballot. Alan Nelson will draft a cover page by the middle of December outlining the background, how we got here, why the CC&Rs are being changed and a separate page defining the voting process and a third page outlining the changes. The Board will review and finalize before mailing the middle of January. A reminder will be sent out on colored paper with February's statement. The deadline to receive the ballots back will be the end of February. Mark made a **MOTION** to make the changes to Article 6.2 in the CC&Rs and then re-ballot all of the members for approval of the revised CC&Rs. A **SECOND** was made by Doug. **YEAS:** Robinson, Jackson, Cochrane, Vanni, O'Neal, Nelson **NOES:** None **ABSTAIN:** None **MOTION PASSED**

**\*\*\*ACTION ITEM #10 Alan Miescke to have Ric Fong make the correction to Article 6.2 on the CC&Rs.**

**\*\*\*ACTION ITEM #11 Alan Nelson to draft a cover letter including background information on the CC&Rs revision and re-word the summary of changes page.**

**\*\*\*ACTION ITEM #12 Heather to post "old" and "new" versions of CC&Rs on the front page of the website as well as Alan's summary page.**

3. **Election Results-** There were 4 candidates for 4 open seats.

Number of units:	234
Not eligible to vote:	4
Quorum needed:	59
Ballots cast:	87
Abstentions:	1
Voided ballots:	0

Mike Robinson	81	elected
Jim Cochrane	83	elected
Nikki Aronhalt	77	elected
Brian Kane	81	elected

Write-in(s): None

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

Vote: 80 in favor 3 against

Results: revision not approved

**D. NEW BUSINESS**

1. **Concrete Porches**-Mark noted that some porches had wood covering the concrete to give a rustic look. The wood on these porches had been removed. Alan explained that the wood was difficult to maintain. There are a few homeowners that prefer the rustic look of the wood and would like to have it or something similar back. This was deferred to the Structure Committee to come up with some suggestions of products that could work and will then be passed on to the Architectural Committee for aesthetic review. This topic will be put back on the agenda in May 2010.

**\*\*\*ACTION ITEM #13 Steve to research some new materials to be used on the porches to replace the wood that was removed, pass ideas on to the Architectural Committee for review and be ready to present at May's meeting.**

**5. COMMITTEE REPORTS**

**Landscape**-Jim would like to meet with some landscapers and his committee over the winter to put some plans together with dollar amounts and be ready to present at April's meeting.

**\*\*\*ACTION ITEM #14 Jim to have some landscape proposals ready to present at April's meeting.**

The Board reviewed committees and the chairs of each of them. The committees and chairs seemed to be content with how they are currently. As a new, incoming director, Nikki volunteered to be on the Structure and Grounds/Security/Facilities committees.

The Board decided to go ahead and choose dates for the 2010 Board meetings. The dates will be January 23, February 20, March 20, April 17, May 22, June 19, July 24, August 14,

September 18 and November 20. October's meeting date is still in question. The Board discussed changing the date as indicated in the CC&Rs to something with a bit more flexibility, but still the same time of the year, something like "in October". The consideration of change was brought about by Mark not being able to make the 2<sup>nd</sup> Saturday in October. Mark made a **MOTION** to investigate and change the date from a fixed date to a more variable one, but still at the same time of year. A **SECOND** was made by Jim. All Board members were in favor.

**\*\*\*ACTION ITEM #15 Alan to check with Ric Fong if the Annual Meeting Date can be changed in the CC&Rs to something more flexible like "sometime in the month of October".**

**\*\*\*ACTION ITEM #16 Heather to update Committee List, 2010 Meeting Dates and Board Directory then send to Board members.**

There is a consensus among the Board that there is a good flow with the current officers so Steve made a **MOTION** to keep the officers as they are for another year. A **SECOND** was made by Jim. All officers agreed to continue in their positions, Mark as President, Steve as Vice President, and Mike as Treasurer/Secretary. **YEAS:** Robinson, Jackson, Cochrane, Vanni, O'Neal, Nelson **NOES:** None **ABSTAIN:** None **MOTION PASSED**

6. **INFRACTION REPORT**-clarified that one outstanding infraction from February had been put on the homeowner's account.

7. **LEGAL**-no discussion

8. **ACCOUNTING**

A. **September Financials**-Mike shared we are on track

B. **October Financials**-These financials were not completed at the time of the meeting.

C. **Delinquency Tracking Report**-to be discussed during Executive Session

D. **Late Dues Report**- to be discussed during Executive Session

9. **WEBSITE**-no discussion

10. **BOARD MEMBER'S COMMENTS / REQUESTS / NON-AGENDA ITEMS**

Steve commented that the annual meeting and BBQ went well.

11. **EXECUTIVE SESSION**-the Board went to Executive Session

Mark **MOTIONED** to adjourn the meeting at 11:54.