



FRANCISCAN OWNERS' ASSOCIATION



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Minutes of the Board of Directors Franciscan Owners' Association DRAFT

Date: January 21, 2019
Location: Teleconference Meeting

1. **Call Meeting to Order:**
 - a. The meeting was called to order at 9:01 AM
2. **Roll Call**
 - a. Secretary Steve Sharpe established that the following board member were present: Craig Evans, President, Dennis McNamee, Vice-President, Steve Ghadiri, Treasurer, Steve Sharp, Secretary and Michelle Criste, Member at Large.
3. **Acknowledge Presence of Guests / Visitors**
 - a. Ron Parson, Management, invited.
 - b. Kay Williams, Resort Manager, invited
 - c. Janeth Herrera, Office staff, invited
 - d. Katy Carman, GMC – HOA Management
4. **Owner comments** (limited to 5 minutes per owner, for a total of 30 minutes)
 - a. One owner joined the meeting at 9:45.
5. **Approval of Past Minutes**
Motion to approve the minutes from the October 19 and 20, 2018 board meetings with corrections.. 1st: Steve Sharpe 2nd: Michelle Criste Motion Passed.
6. **President's Report**
 - a. Craig Evans deferred comments on Franciscan related issues to later in the meeting.
7. **Treasurer's Report**
 - a. Review of the December 2018 Financials. Steve Ghadiri, and Ron Parson reviewed the FOA financial reports as provided by McClintock Accountancy.
 - b. Review of Current Loss Runs, Present Activity / Claims. None to report.
 - c. Review of Incidents. None to report.
 - d. New California Legislative Law requiring monthly financial review.
Motion to have the Executive Finance Committee (Steve Ghadiri, Craig Evans and Ron Parson) monthly review the Association accounts as mandated by California Legislative Law. Such review will be documented at the Association quarterly meetings. 1st: Steve Ghadiri 2nd: Michelle Criste Motion Passed.
 - e. 2020 Budget Preparation for April Board meeting.
 - i. The board directed management to prepare the 2019/20 FOA budget to be presented at the April board meeting. Management will include the following:
 1. Use the projected CPI of 4.5% as a basis for budget increases.
 2. Consider the new TRPA buoy fees
 3. Add professional landscaping costs for maintenance of new street frontage landscape.
 - f. Association Monthly Dues Statement.
Motion to have management and/or accountant issued monthly dues statements to each owner. 1st: Steve Ghadiri 2nd: Steve Sharp. Motion Passed.
8. **Committee/Working Group Reports**
 - a. Ron Parson reported on the reserve funded Master Plan.
 - i. Fencing plan will be initiated in the spring.

- b. Craig Evans reported on the new TRPA Buoy Registration program. Each Association buoy (16) will be required to be registered and incur an annual \$90 payment for each buoy.
- c. Architectural Control Committee (ACC) report.
 - i. The board discussed a request from an owner to be relieved of several requirements imposed by the ACC regarding an improvement application to the owner's deck.

Motion to approve the ACC application from owner of unit 13, with the following relief of requirements: Owner will not need to provide engineered drawings (just regular plans). Owner will be allowed to do the construction themselves. Owner will insure safety standards as to height of deck are satisfied. 1st: Craig Evans 2nd: Michelle Criste Motion Passed

- d. Reported on the Paddle Board Kayak rack.
 - i. The board approved the addition of the second paddle board rack as previously approved by the board in 2017.

9. Association Management Report.

- a. Report by manager Ron Parson on the following items:
 - i. Operations update.
 - ii. Rental Program Report
 - iii. Second Quarter Rental Program income
 - iv. Owner changes/sales.

10. Operations Committee.

- a. Report by manager Ron Parson on the following items:
 - i. Operations Projects (painting, etc.)
 - ii. Update on reserve plan projects.
 - iii. Update on ADA action plan.

11. Board in Executive Session.

- a. Closed Session/Adjourned regular meeting.
 - i. The board adjourned the regular meeting at 10:40 AM and entered a closed session to discuss issues permitted by Section 6.6 of the FOA By-Laws.

12. Regular Meeting.

- a. The board reconvened the regular meeting at 10:55 AM.

13. Items Discussed in Executive Session.

- a. The board directed management to continue with enforcing the association Delinquent Assessment Policy procedures regarding 30-day letters and pre-lien notification.
- b. Board discussed the January Rental Program revenue distributions.

14. Next Meeting.

- a. The next meeting of the Franciscan Owners Association Board of Directors will be Saturday, April 13, 2019, 9AM, as a teleconference meeting.

15. Adjournment.

- a. The meeting was adjourned at 10:57 AM

Craig Evans
Franciscan Board of Directors