



FRANCISCAN OWNERS' ASSOCIATION



Mail: PO Box 280, Tahoe Vista, CA 96148
Office: 6944 North Lake Blvd
Tahoe Vista, CA, 96148

Phone: 530-546-6300
Fax: 530-546-0348
E-mail: FranciscanHOA@Hotmail.com

Minutes of the Board of Directors Franciscan Owners' Association DRAFT

Date: June 7, 2019
Location: Franciscan Lakeside Lodge, Tahoe Vista, CA

1. **Call Meeting to Order: The meeting was called to order at 6:00 PM**
2. **Roll Call**
 - a. President Craig Evans established that the following board member were present: Craig Evans, President, Dennis McNamee, Vice-President, Steve Ghadiri, Treasurer, and Michelle Criste, Member at Large (via telephone). Steven Sharp, Secretary, absent.
3. **Acknowledge Presence of Guests / Visitors**
 - a. Ron Parson, Management, Invited.
 - b. Katy Carman, Management
 - c. Kay Williams, Management, Invited.
 - d. Janeth Herrera, Office Manager, Invited
 - e. Aida Ghadiri, Chairperson of the Architectural Control Committee
 - f. Several owners were present (not required to list).
4. **Owner comments** (limited to 5 minutes per owner, for a total of 30 minutes)
 - a. Several comments received.
5. **Approval of Past Minutes**

Board member Dennis McNamee motioned and Steve Ghadiri seconded to approve the minutes from April 13, 2019 board meeting. Motion passed.
6. **President's Report**
 - a. Craig Evans discussed the Volunteer Weekend and Master Plan progress.
7. **Treasurer's Report**
 - a. Review of the April 2019 Financials. Steve Ghadiri, and Ron Parson reviewed the FOA financial reports as provided by McClintock Accountancy.
 - b. Members of the Finance Committee (Evans, Ghadiri & Parson) affirmed that each had monthly reviewed the financials as follows:
 - i. Bank reconciliations – Operating accounts.
 - ii. Bank reconciliations – Reserve accounts.
 - iii. Bank statements – All Accounts.
 - iv. Actual to budgeted operation revenues and expenses.
 - v. Actual operating income and expenses statement.
 - vi. Actual reserve income and expenses statement.
 - vii. Operating and Reserve check registers.
 - viii. Operating and Reserve general ledgers.
 - ix. Delinquent assessment receivable reports.
 - c. Review of Current Loss Runs, Present Activity / Claims. None to report.
 - d. Review of Incidents. None to report.

e. 2019/2020 FLRP Budget Approval.

Motion to approve the 2019/2020 Franciscan Lakeside Rental Program Reserve, Operating budgets 2019 Buoy rates, and the proposed landscape budget as presented. The budget is effective beginning July 1, 2017. 1st: Steve Ghadiri, 2nd: Michelle Criste. Motion Passed

8. Committee/Working Group Reports

i. See Architectural Control Committee report below.

9. Association Management Report.

a. Report by manager Ron Parson, Katy Carman and Kay Williams on the following items:

i. Operations update/Action Plan/bonus program.

ii. Owner changes/sales.

10. Operations Committee.

a. Report by manager Ron Parson on the following items

i. Operations and Reserve Projects (painting, decks, etc.)

ii. Update on ADA action plan.

11. Architectural Control Committee.

a. Aida Ghadiri reported on two applications; 1) expand an existing deck, 2) window removal/kitchen remodel

12. Board in Executive Session.

a. No Closed Session.

13. Next Meeting.

a. The next meeting of the Franciscan Owners Association Board of Directors will be August 10, 9AM as a teleconference meeting.

14. Adjournment.

a. The meeting was adjourned at 7:57 PM

Craig Evans

Franciscan Board of Directors