



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: August 10, 2019
Location: Telephone Conference Call

1. **Call Meeting to Order: The meeting was called to order at 9:01 AM**
2. **Roll Call**
 - a. Secretary Steve Sharp established that the following board member were present: Craig Evans, President, Steve Ghadiri, Treasurer, Steve Sharp, Secretary, Dennis McNamee, Vice-President and Michelle Criste, Member at Large.
3. **Acknowledge Presence of Guests / Visitors**
 - a. Ron Parson, Management, Invited.
 - b. Kay Williams, Management, Invited
 - c. Katy Carman, Management, Invited
 - d. Janeth Herrera, Office Manager, Invited
 - e. One owner was present (not necessary to list names)
4. **Owner comments (limited to 5 minutes per owner, for a total of 30 minutes)**
 - a. One owner commented on issue with improvement to unit deck.
5. **Approval of Past Minutes**
Motion to approve the minutes from June 7, 2019 board meeting. 1st Dennis McNamee, 2nd Steve Ghadiri. Motion passed.
6. **Treasurer's Report**
 - a. Review of the May/June 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. Internet Upgrade. Discussion of the need to increase bandwidth to handle growing guest demand for better internet access.
Motion to approve the increase in Internet expenses (\$75/mo.) 1st Steve Gahadiri, 2nd Dennis MaNamee, motion passed.
7. **Committee/Working Group Reports**

- a. Nominating Committee. The following owners/members are recommended to be on the Nominating Committee: Kim Driscoll, Kevin Clancy and Michelle Criste (board member).
- b. Selection of *Inspector of Elections* and *Timeline*.

Motion to approve seconded approve the Nominating Committee (as noted above) and Katy Carman, specifically and GMC in general, as the *Inspector of Elections* and adopt the *2019 Election and Timeline* dated August 10, 2019. 1st Dennis McNamee, 2nd Steve Sharp. Motion passed. The board directed management to proceed with the election process culminating at the October 19, 2019, annual all owners meeting.

8. **Association Management Report.** Report by manager Ron Parson on the following items:
 - a. FOA Operations Update.
 - b. Rental Program Report.
 - i. Ron Parson discussed ongoing modifications to the rental agreement to address changes in the rental market and current issues. Further discussion at the October meeting.
 - ii. Rental Program financial up-date including yearly performance.
 - iii. Housekeeping rates.
 - iv. Cancellation Policy revisions
 - v. Review of TRPA/Zoning restrictions on long-term rentals.
9. **Operations Committee.** Report by manager Ron Parson on the following items:
 - a. Review of FOA Reserve & Operating Plan projects.
 - b. ADA Action Plan/Unit 64 & Bears Den remodel update.
10. **Rental Reserve Plan Budget Report.**
 - a. Report by manager Ron Parson.
11. **Board in Executive Session.**
 - a. Closed Session/Adjourned regular meeting.
 - i. The board adjourned the regular meeting at 10:09 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 10:28 AM.
13. **Items Discussed in Executive Session.**
 - a. During the Executive Session the board discussed owners with delinquent dues. The board directed management to continue follow the Delinquency Dues Policy regarding owners who are past due. (due to legal and privacy issues, the delinquent owners will not be listed).
 - b. The board directed GMC (Ron Parson) and president (Craig Evans) to begin negotiations on the FOA and FLRP contracts.
14. **Next Meeting.**
 - a. The next meeting of the Franciscan Owners Association Board of Directors will be October 18, 2019, 6PM at location to be determined (due to Bears Den unavailability).
 - b. The Annual Membership Meeting will be October 19, 2019, at the North Tahoe conference center, Kings Beach, CA.
15. **Adjournment.**
 - a. The meeting was adjourned at 10:30 AM

Craig Evans
Franciscan Board of Directors