



# FRANCISCAN OWNERS' ASSOCIATION



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## Minutes of the Board of Directors Franciscan Homeowners' Association

Date: January 24, 2015  
Location: Folsom, California

1. **Call Meeting to Order:** The meeting was called to order at 10:08 AM
2. **Roll Call**
  - Quorum established: Evans, Donahue, Kerns, Criste, Ghadiri
3. **Acknowledge Presence of Guests / Visitors**
  - Ron Parson, Management, Invited.
  - Kay Williams, Management, Invited.
  - Several unit owners were in attendance.
4. **Owner Comments** (limited to 5 minutes per owner, for a total of 30 minutes)
  - Several owners made comments (not required to be recorded in minutes)
5. **Approval of Past Minutes**
  - October 17, 2014 & October 18, 2014 – Board member Tom Kerns motioned to approve the minutes. Motion passed.
  - Review of October 18, 2014 Annual Membership Minutes – Chair direction add to annual meeting agenda for approval.
6. **President's Report**
  - Annual Calendar – completed calendar with set dates for distribution to owners.
  - Creations of committees, sub-committees or project workgroups:
    - Owner Website – Kerns and Management to pursue options for consideration at April Board meeting
    - Internet – Management to solicit proposals for improving long term internet capacity for owners and their guests – Present to Board at April Board meeting
    - Buoy – Established a buoy workgroup to develop a proposal for April Board meeting – D. McNamee, Kerns, S. Williamson and Management.
    - Boat Racks – Established a working group to consider Boat/Board racks – D. McNamee, S. Williamson, Kerns and Management
    - Parking Policy – Evans and Management to develop a parking permit proposal for adoption at April Board meeting
    - Rental Agreement – Rental Committee with Kerns to revise agreement to reflect current policy and procedure.
7. **Treasurer's Report**
  - Review of December 2014 Financials. Treasurer, Steve Ghadiri reviewed the FOA financial report as provided by accountant Robert McClintock. Chair Craig Evans motioned to approve the financials. Motion passed.

- Review of Current Loss Runs, Present Activity / Claims, Review of Incidents – Chair Craig Evans reported that there were no incidents noted this period. Long term record reflects property damage from leaks.
- Maintenance Allocation – Management provided a report for June-December detailing the categories of maintenance labor for the Franciscan as a whole. Chair Craig Evans motioned to adopt the following Maintenance Allocation Policy:

*Allocation for maintenance shall be in the following categories;*

1. *Franciscan Lakeside Rental Program (FLRP). All maintenance actions that are specifically in support of the rental program and rental customers*
2. *Franciscan Owners' Association (FOA). All maintenance items that are on the FOA scope of work and would be incurred even if there is no rental program. Additionally, those items for which the FLRP is acting as a contractor for the FOA, such as the scheduled exterior painting in accordance with the approved paint plan.*
3. *Franciscan Owners' Association Reserve. All maintenance items that are specifically on the current year and/or approved reserve schedule.*
4. *Owners. All maintenance activity that is at the request of a specific owner for their specific unit and that would not be an FOA or FLRP expense.*
5. *Housekeeping. All housekeeping activity performed by the maintenance staff.*

*Hourly rates include employee base wage, benefits, management overhead, taxes and workman's compensation. The hourly rate is \$24 with annual adjustments as approved by the board of directors.*

Motion approved. The Maintenance allocation Policy is attached.

- Preliminary Budget Prep Board Guidance and Assessment Proposal – Board discussion set general guidance for FY 2015 budget development to include consideration of Owner Website development, Boat Racks, Internet infrastructure and labor allocation policy. Work with Management and Accountancy to keep assessments at forecasted 2.5-2.9% increase.

#### **8. Association Management Report**

- Management provided update on current year projects including budget to expense, unit 23 deck replacement and exterior paint plan.
- Motion by board member Tom Kerns to reallocate Reserve budget funding in FY 2014 of \$2790.30 from Lighting to Decks to cover the expenditures of the Unit 23 Deck replacement Motion passed

#### **9. Operations Committee**

- Chair Craig Evans and Management provided review of FY 2015 planned Operations and Reserve projects including the unfunded requirements for Deck Repair or Replacement and Internet infrastructure and the ongoing Window Replacement project.
- Deck repairs replacement was not funded in either FY 2014 or FY 2015. Management review of decks revealed that at least 8 decks are in need of urgent repairs. Motion By Chair Craig Evans to move \$27,000 in Reserve deck replacement to FY 2014 to start the replacement of the decks at Units 11,12,21,22,25,32,38 and 42. Work to be performed by FLRP staff. Motion passed.
- Directed Management to repair deck support at Unit 1 to relieve damage induced by tree root growth.

#### **10. Architectural Control Committee**

- Board directed Ghadiri and Management to develop an ACC approval letter to Owners listing standard conditions that is suitable for Building Department presentation.

#### **11. Rental Program Management Report**

Ron Parson

- Manager provided update of rental program for the period July through December. Including Rental Meeting feedback, a status of owners on/off the rental program, a draft Rental Reserve plan and a percentage comparison between actual FLRP performance, third party standards and FRLP goals, and marketing.
- Motion by the Rental Committee to adopt the revised Rental Distribution Policy. Motion Passed. Revised policy attached.
- Housekeeping/Labor Rates Fees. Motion by Chair Craig Evans to adopt FY 2014 labor rates. Motion passed. Labor rate fee chart attached.

12. **Items to be Considered for Next Board Meeting:** FY 2015 budget approval, Owner Website, Buoy management, Internet upgrade, Boat/Board racks, Parking Policy, Rental Agreement, Windows Project, Implementation date for new Housekeeping Rates.
13. **Board in Executive Session if Agreed / Required**
  - Board considered owner' request regarding dues
  - Board discussed personnel/staff issues.
  - Board received owner concerns regarding rental program
14. **Next Meeting**
  - The next meeting of the Franciscan Board of Directors was set for April 18, 2015 as a teleconference meeting.
15. **Adjournment**
  - The meeting was adjourned at 2 P.M.



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Craig Evans  
Franciscan Board of Directors