



# FRANCISCAN OWNERS' ASSOCIATION



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

Date: April 16, 2016  
Location: Telephone Conference Call

1. **Call Meeting to Order:** The meeting was called to order at 9:02 AM
2. **Roll Call**  
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. Ken Grien, Secretary, joined the meeting at 9:11 AM
3. **Acknowledge Presence of Guests / Visitors**
  - Ron Parson, Management, Invited.
  - Kay Williams, Management, Invited.
  - Several owners attended (not required to list names).
4. **Owner Comments** (limited to 5 minutes per owner, for a total of 30 minutes)
  - Several comments were received.
5. **Approval of Past Minutes**
  - Board member Michele Criste motioned and Steve Ghadiri seconded to approve the minutes from January 23, 2016 board meeting. Motion passed.
6. **President's Report**
  - Craig Evans gave a report on several items.
7. **Treasurer's Report**
  - Review of the March 2016 Financials. Treasurer, Steve Ghadiri reviewed the FOA financial report as provided by accountant Robert McClintock and Ron Parson.
  - Discussion of Operations costs by Steve Ghadiri and Ron Parson.
  - Review of Current Loss Runs, Present Activity / Claims.
  - Review of Incidents. Ron Parson advised the board on several incidents (slip-and-fall, etc). No action is needed at this time. Management will continue to monitor.
  - Adoption of fiscal year 2016/17 Association operating and reserve budgets.

Motion to adopt the proposed Franciscan Owners' Association 2016/17 Operations and Reserve Budget with an annual dues assessment increase of 5% and with the expectation to supplement the Reserve Fund with an additional Reserve Fund Assessment when the present Reserve Fund Assessment concludes. 1<sup>st</sup>: Steve Ghadiri, 2<sup>nd</sup>: Michelle Criste. Motion Passed.

8. **Association Management Report.** Report by manager Ron Parson on the following items:
  - Operations update.

- Owner changes/sales
- FOA election procedures. The board created a Working Committee to develop a written election procedure for the Franciscan Owners' Association. Committee consists of: Michelle Criste, Craig Evans and Ron Parson
- Dues collection procedures. By consensus, the board agreed to a dues collection procedure for 2016/17 utilizing monthly coupons, The Bank Of The West, and McClintock Accountancy.

**Operations Committee** Reports by manager Ron Parson on the following items:

- FY 2016 Projects
- Reserve plan projects
- Operations projects
- ADA plan of action update.
- New door lock installation update.

**9. Architectural Control Committee**

- The board was notified of an ACC application. The board referred the application to the ACC Committee for review.

**10. Rental Program Management Report**

- Kay Williams provided update of rental program.
- Rental reserve plan update. Dennis McNamee, Michelle Criste and management reported on progress of developing a rental reserve plan that would return a greater percentage of rental income to participants with the Franciscan Lakeside Lodge rental program. Board directed management to present for adoption at the June 3, 2016 board meeting a reserve plan with a 2% contribution from each unit's revenue and all other expenses to be billed directly to owners.
- 2016/17 Franciscan Lakeside Lodge rental program (FLRP) operations and reserve budget. The board received a report from the management regarding the 2016/17 FLRP budget. The Board by consensus agreed with the draft budgets, directed management to proceed with refining the budgets as proposed for adoption at the June Board meeting
- Labor Rates for FY 2016/17.

Motion to adopt the proposed 2016/17 Labor Rates as presented by management. Discussion followed with the modification to set the non-FLRP rental participant rate at \$27. 1<sup>st</sup>: Dennis McNamee, 2<sup>nd</sup>: Michelle Criste. Motion Passed.

**11. Items to be Considered for Next Board Meeting:**

- FOA provided cell phone booster system.
- FOA Reserve funding and special assessment
- Rental reserve and operating budgets for approval
- FLRP owner discount policy.

**12. Board in Executive Session**

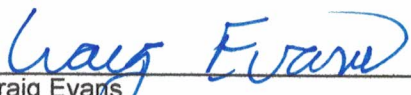
- There was no Executive Session

**13. Next Meeting**

- June 3, 2016, 6PM, at the Franciscan property, AKA: Franciscan Lakeside Lodge, Tahoe Vista, CA

**14. Adjournment**

- The meeting was adjourned at 12:04 P.M.



Craig Evans  
Franciscan Board of Directors