



# FRANCISCAN OWNERS' ASSOCIATION



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

Date: June 3, 2016  
Location: Franciscan Lakeside Lodge

1. **Call Meeting to Order:** The meeting was called to order at 6:02 PM
2. **Roll Call**  
President Craig Evans established that the following board member were present: Craig Evans, President, Dennis McNamee, Vice-President, Steve Ghadiri, Treasurer (joined the meeting at 7:34), and Michelle Criste, Member at Large. Ken Grien, Secretary, was excused. A quorum was established to conduct business.
3. **Approve Agenda**  
**Board member Dennis McNamee motioned and Michele Criste seconded to approve the amended agenda. Motion passed**
4. **Acknowledge Presence of Guests / Visitors**
  - Ron Parson, Management, Invited.
  - Kay Williams, Management, Invited.
  - Several owners attended (not required to list names).
5. **Owner Comments** (limited to 5 minutes per owner, for a total of 30 minutes)
  - Several comments were received.
6. **Approval of Past Minutes**  
**Board member Michele Criste motioned and Dennis McNamee seconded to approve the minutes from April 16, 2016 board meeting. Motion passed.**
7. **President's Report**
  - Craig Evans gave a report on several items.
  - Boat Racks: Discussion on the association providing seasonal knock/dingy racks for guests and owners use. Consensus by board that a "use policy" should be established. Referred back to committee.
  - Nominating Committee. The association By-Laws require there be a Nominating Committee to officially receive nominations for the board of directors. Board member Michele Criste, and owners Lauren Drutz (unit 24), and Kevin Clancy (unit 52)
  - Owner Request for Reimbursement. By consensus, the board approved the expenditures to replace the faultily installed shower water control valve and repair the drywall to unit 53. The estimate was received and the final bill will be submitted to GMC for final review and approval.
8. **Treasurer's Report**
  - Review of the April 2016 Financials. Treasurer, Ron Parson reviewed the FOA financial report as provided by accountant Robert McClintock.
  - Discussed the need to add extra funding to the FOA Reserve Account.

- Review of Current Loss Runs, Present Activity / Claims.
- Review of Incidents. Kay Williams discussed. No action is needed at this time. Management will continue to monitor.

**9. Association Management Report.**

- Operations update. Report by Ron Parson.
- Owner changes/sales. Report by Kay Williams
- FOA Election Procedures.

**Motion to adopt Election Rules, in accordance with the procedures prescribed by Article 5, California Civil code, Part 6, effective January 1, 2014, Chapter 6, Article 4 “Member Elections,” as outlined in the Franciscan Owners Association Election Rules, dated June 3, 2016. 1<sup>st</sup>: Michelle Criste, 2<sup>nd</sup>: Dennis McNamee. Motion Passed.**

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

- Reserve plan projects
- Operations projects
- ADA plan of action update.
- New door lock installation update.
- ADA parking

**11. Architectural Control Committee**

- No new applications received

**12. Rental Program Management Report**

- Kay Williams provided update of rental program.
- Rental reserve plan.

**Motion to adopt the 2016/2017 Franciscan Lakeside Lodge Rental Program operations and reserve budgets. 1<sup>st</sup>: Michelle Criste, 2<sup>nd</sup>: Dennis McNamee. Motion Passed.**

- Owner Discount Policy.

**Motion to adopt the *Policy for Owners Renting Units*. 1<sup>st</sup>: Steve Ghadiri, 2<sup>nd</sup>: Dennis McNamee. Motion Passed.**

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

- Review FOA board of directors election process.
- Funding possibilities for the FOA Reserve Fund/Account

**14. Board in Executive Session**

- The board adjourned and 9:30 PM, to executive session to discuss items allowed by law and FOA governing documents.
- Board reconvened at 9:44.
- Items discussed owners with delinquent dues.

**15. Next Meeting**

- August 13, 2016, 9AM, as a telephone conference call.

**16. Adjournment**

- The meeting was adjourned at 9:49 P.M.

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Craig Evans  
Franciscan Board of Directors