



# FRANCISCAN OWNERS' ASSOCIATION



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

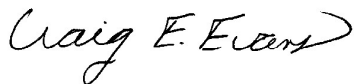
Phone: 530-546-6300  
Fax: 530-546-0348  
E-mail: FranciscanHOA@Hotmail.com

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

Date: January 21, 2017  
Location: Telephone Conference Call

1. **Call Meeting to Order: The meeting was called to order at 2:41 PM AM**
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. Ken Grien, absent
3. **Acknowledge Presence of Guests / Visitors**
  - a. Ron Parson, Management, Invited.
  - b. Kay Williams, Management, Invited.
  - c. Sandra Williamson, owner, committee report.
  - d. One other owner attended (not required to list names)..
4. **Owner comments (limited to 5 minutes per owner, for a total of 30 minutes)**
  - a. Comments were received
5. **Approval of Past Minutes**
  - a. Board member Michele Criste motioned and Steve Ghadiri seconded to approve the minutes from October 16, 2016 board meeting and October 16, 2016 Annual Meeting. Motion passed.
6. **President's Report**
  - a. **Craig Evans gave a report on several items.**
7. **Treasurer's Report**
  - a. Review of the December 2016 Financials. Steve Ghadiri reviewed the FOA financial report as provided by accountant Robert McClintock. Steve noted a shortfall in the Reserve Fund payment from the Operating Fund. Board instructed management to monitor and report to the board at the April board meeting.
  - b. FOA Reserve funding and special assessment. Craig Evans and Ron Parsons reviewed the funding issues. Discussion followed.  
Motion to authorize an all owner vote to continue the FOA Reserve Fund Special Assessment, effective July 1, 2017. Discussion followed. 1<sup>st</sup>: Dennis McNamee, 2<sup>nd</sup>: Steve Ghadiri. Motion Passed
  - c. Review of Current Loss Runs, Present Activity / Claims. None to report.
  - d. Review of Incidents. None to report.
  - e. 2017/18 Reserve and Operational Budget. The board directed management to project the 2017/18 budget with a 5% annual increase. The 2017/18 budget will be presented at the April board meeting.
8. **Committee/Working Group Reports**
  - a. Elections. The board directed management and Craig Evans to revise the present Election Rules to correct inconsistencies and improve election efficiency.
  - b. Kayak/Boat Rack Purchase Construction Funding advance.  
Motion to advance Kayak/Boat rack purchase and installation with funds from the 2017/18 Reserve Fund budget. 1<sup>st</sup> by Steve Ghadiri, 2<sup>nd</sup> by Michelle Criste. Discussion followed. Motion approved.
9. **Association Management Report.**
  - a. **Report by manager Ron Parson on the following items:**
    - i. Operations update.

- ii. Owner changes/sales.
  - iii. Winter Operations.
10. **Operations Committee.**
- a. **Report by manager Ron Parson on the following items**
    - i. **Franciscan Owner's Association Website. (In progress)**
    - ii. **Update on reserve plan projects.**
    - iii. **Update on ADA action plan.**
11. **Architectural Control Committee.**
- a. Nothing to report
12. **Rental Program Management Report.**
- a. Resort Manager, Kay Williams gave an update on the rental program.
  - b. Rental Program Discount for Owners policy.
- Motion to adopt the *Policy for Owners Renting Units* dated 1/21/2017. 1<sup>st</sup> by Michelle Criste, 2<sup>nd</sup> by Steve Ghardiri. Motion passed.
13. **Items to be Consider for Next Board Meeting**
- a. FOA Annual Budget
  - b. Election Rules
14. **Board in Executive Session.**
- a. Closed Session/Adjourned regular meeting.
    - i. The board adjourned the regular meeting at 4:23 PM and entered a closed session to discuss issues permitted by Section 6.6 of the FOA By-Laws.
15. **Regular Meeting.**
- a. The board reconvened the regular meeting at 4:34 PM.
16. **Items Discussed in Executive Session.**
- a. During the Executive Session the board discussed owners with delinquent dues.
17. **Next Meeting.**
- a. The next meeting of the Franciscan Owners Association Board of Directors will be April 17, 2017 at 2:30 PM as a teleconference meeting.
18. **Adjournment.**
- a. The meeting was adjourned at 4:38 PM



---

Craig Evans  
Franciscan Board of Directors