



# FRANCISCAN OWNERS' ASSOCIATION



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

Date: October 16, 2015  
Location: Franciscan Lakeside Lodge, Tahoe Vista, CA

**Call Meeting to Order:** The meeting was called to order at 6:15 PM

### Roll Call

- Secretary, Michelle Criste established that the following board member were present: Craig Evans, President, James Donahue, Vice-President, Steve Ghadiri, Treasurer and Michelle Criste, Secretary.

### Acknowledge Presence of Guests / Visitors

- Ron Parson, Management, Invited.
- Kay Williams, Management, Invited.
- Several owners attended (not required to list names).

### Owner Comments (limited to 5 minutes per owner, for a total of 30 minutes)

- Several owners made comments. (Comments are not required to be noted in minutes).

### Approval of Past Minutes

- Motion passed to approve the minutes from August 22, 2015 board meeting. (1<sup>st</sup>-Ghadiri, 2<sup>nd</sup>-Criste)

### President's Report

- Craig Evans deferred his report until the annual meeting on 10/17/2015

### Treasurer's Report

- Review of September 2015 and 2014/15 Financials. Treasurer, Steve Ghadiri reviewed the FOA financial report as provided by accountant Robert McClintock and Ron Parson. Motion passed to accept the September 2015 financials (1<sup>st</sup> – Ghadiri, 2<sup>nd</sup> Donahue)
- Review of McClintock Accountancy FY 2014/5 annual financial Audit. Treasurer, Steve Ghadiri reviewed the Audit report which is a clean audit. Ron Parson reported that the Accountancy recommended three administrative changes: Add more details to minutes to ensure motions are clearly understood, implement a process to tracking for out of state purchases for sales tax purposes, and to have management coordinate expense and revenue submissions with the chart of accounts.
- **Motion passed to accept the 2014/15, Association audit as prepared by McClintock Accountancy Corporation and to sign the Representation Letter .** (1<sup>st</sup>-Criste, 2<sup>nd</sup>-Donahue)
- Review of Current Loss Runs, Present Activity / Claims, Review of Incidents – Ron Parson reported that there were no incidents noted this period.
- Kay Williams updated the board on storm damage caused by down tree on Units 61-62. Repairs are complete. Note that costs of repairs will probably not meet \$5,000 insurance deductible.
- **Motion passed for the approval of one *Bank Of The West* credit card in the name of the Franciscan Owners' Association with a \$15,000 limit. The card will be issued to the FOA manager, Mr. Ron Parson.** (1<sup>st</sup>-Ghadiri, 2<sup>nd</sup>-Donahue)

**Association Management Report.** Report by manager Ron Parson on the following items:

Operations update. Manager, Ron Parson gave an update on various property issues.

- **Motion passed to expend up to \$3,400 for a winter pool cover** (Lincoln Pool Cover bid as cost basis). **Purchase funds will come from the FOA Reserve account line item for the pool in the existing budget.** (1<sup>st</sup>-Donahue, 2<sup>nd</sup>-Criste)
- Owner changes/sales – Ron Parson and Kay Williams reported on various unit sales and ownership changes
- FOA election procedures: As per the 8/22/15 board meeting, the association will comply with the Davis-Stirling election procedure requirements. **Motion passed to appoint Mr. Art Widfieldt, as the Secretary of Elections for the 2015 Annual Owners Meeting on 10/17/2015.** (1<sup>st</sup>-Donahue, 2<sup>nd</sup>-Ghadiri)
- Dues collection procedures. **Motion passed to direct the association Finance Committee to research and recommend a new association dues collection procedure for the 2015/2016 FY. The recommended procedure will be presented to the board of directors at the January, 2016 meeting. Additionally, the board added Karin Evans to the Finance Committee for the purposes of developing a new dues collection procedure.** (1<sup>st</sup>-Evans, 2<sup>nd</sup>-Ghadiri)
- See *Board in Executive Session* (below) for further decisions on the present dues collection.

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

- FY 2015 Projects
- Reserve plan projects
- Operations projects
- ADA plan of action: As directed by the board of directors at the 8/22/2015 board meeting, board member Jim Donahue presented the following report: *Site and Building Assessment for ADA Compliance* by Construction Services and Investigations, Inc., Folsom, CA., dated October 15, 2015 (the report is on file with the association manager). **Motion passed to accept the *Site and Building Assessment for ADA Compliance* report.** (1<sup>st</sup>-Criste, 2<sup>nd</sup>-Donahue)
- **Motion passed to authorize the Operations Committee to design a scope of work, which would achieve items listed as “Readily Achievable” in the *Site and Building Assessment for ADA Compliance* report.** (1<sup>st</sup>-Criste, 2<sup>nd</sup>-Donahue)
- **Motion passed to provide ADA designated parking at all three parcel locations.** (1<sup>st</sup>-Donahue, 2<sup>nd</sup>-Criste). Board directed FOA management to coordinate installation of the ADA parking.
- **Motion passed to direct the finance committee to allocate 2% of the annual FOA budget into a newly created “ADA Compliance” account. Such allocation shall begin with the 2015/16 fiscal year.** (1<sup>st</sup>-Criste, 2<sup>nd</sup>-Donahue)
- **Motion passed to replace all unit entry locks on association property with ADA complainant electronic (magnetic swipe card, or strip card) entry locks. Funds for the lock replacement will come from the FOA Reserve account based on the Lock Replacement line item in the current year budget.** (1<sup>st</sup>-Criste, 2<sup>nd</sup>-Donahue)

1. **Architectural Control Committee**

- Nothing to report.

2. **Rental Program Management Report**

- Kay Williams provided update of rental program.
- Rental reserve plan, project update. Ron and Kay reviewed.
- 2015 Rental program operation budget up-date. Management gave a report regarding keeping the 46% distribution for 2015/16 rental fiscal year.

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

- Insurance requirements and verification for non-Franciscan Lakeside Lodge rental agencies/owners.
- Develop procedures for rental disbursements when a unit sold.
- Receive Finance Committee report on 2015/16 dues collection procedures.

4. **Board in Executive Session**

- Board met in Executive Session to discuss delinquent dues.

- **Motion passed to wave all late fees and penalties for the period 7/1/2014 to 10/30/2015.** (1<sup>st</sup>-Evans, 2<sup>nd</sup>-Ghadiri) Criste recused.

5. **Next Meeting**

- **October 17, 2015, 12 Noon** at the Kings Beach Conference Center.
- **Annual Owners Meeting October 17, 2015 10:00 AM.** Kings Beach Conference Center

6. **Adjournment**

- The meeting was adjourned at 10:15 P.M.



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Craig Evans  
Franciscan Board of Directors