



# 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

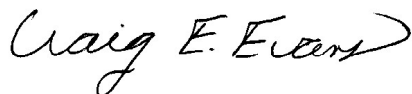
Date: April 15, 2017  
Location: Telephone Conference Call

1. **Call Meeting to Order: The meeting was called to order at 2:41 PM**
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. Robert McClintock, Accountant, Invited
  - d. No owners were present.
4. **Owner comments** (limited to 5 minutes per owner, for a total of 30 minutes)
  - a. None were received.
5. **Approval of Past Minutes**

Board member Steve Ghadiri motioned and Michele Criste seconded to approve the minutes from January 21, 2017 board meeting. Motion passed.
6. **President's Report**
  - a. Craig Evans discussed an owner's request for approval of additional kayak racks.
7. **Treasurer's Report**
  - a. Review of the February 2017 Financials. Steve Ghadiri, Ron Parson and Robert McClintock reviewed the FOA financial reports as provided by McClintock Accountancy.
    - i. Discussion followed regarding the Operating Fund shortfall for the fiscal year 2016/17. Motion to amend the 2016/17 budget with a reduction of the Reserve Fund Account by \$35,000. Said reduction of \$35,000 shall remain in the Operating Account. 1<sup>st</sup>: Steve Ghadiri, 2<sup>nd</sup> Michelle Criste.: Motion Passed
  - b. FOA Reserve funding and special assessment vote.
    - i. A ballot count was conducted by management and the CPA. A quorum of 35 valid ballots were received. The Special Assessment ballot measure passed with 33 votes (required 18 of the quorum ballots received).
    - ii. As approved, the Special Assessment is as follows: Studio unit = \$84 per month, One bedroom unit = \$127 per month, and Two bedroom unit = \$169 per month. The Special Assessment will begin July 1, 2017 and continue for 5 years.
  - c. Review of Current Loss Runs, Present Activity / Claims. None to report.
  - d. Review of Incidents. None to report.
  - e. Insurance Quote Review. Directed management to complete insurance agreements and contracts.
  - f. Owner Insurance Standard. Management presented "Insurance Requirements for Owners" as working document to be presented to all owners.
  - g. 2017/2018 FOA Budget Approval.

Motion to approve the 2017/2018 Franciscan Owners' Association proposed budget as presented. The budget includes a 5% increase in the Operating and Reserve Funds. The budget is effective beginning July 1, 2017. 1<sup>st</sup>: Michelle Criste, 2<sup>nd</sup>: Steve Ghadiri. Motion Passed

8. **Committee/Working Group Reports**
  - a. 2017 Elections Rules Adoption.  
Motion to approve the revised Election Rules dated April 15, 2017. 1<sup>st</sup> by Steve Ghadiri, 2<sup>nd</sup> by Dennis.  
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.
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. Phone Systems (June 2017) Installation up-date
13. **Board in Executive Session.**
  - a. Closed Session/Adjourned regular meeting.
    - i. The board adjourned the regular meeting at 4:20 PM and entered a closed session to discuss issues permitted by Section 6.6 of the FOA By-Laws.
14. **Regular Meeting.**
  - a. The board reconvened the regular meeting at 4:37 PM.
15. **Items Discussed in Executive Session.**
  - a. During the Executive Session the board discussed owners with delinquent dues. The board directed management to proceed with delinquent dues collection on three units (due to legal and privacy issues, the delinquent owners will not be listed).  
Motion to withhold appropriate rental proceeds from delinquent unit owners identified in the executive session.  
Such rental proceeds shall be used to pay the respective owner's delinquent dues assessments. 1<sup>st</sup> by Steve Ghadiri, 2<sup>nd</sup> by Dennis. Motion approved.
16. **Next Meeting.**
  - a. The next meeting of the Franciscan Owners Association Board of Directors will be June 3, 2017, 6PM at the Franciscan Lakeside Lodge Bear's Den
17. **Adjournment.**
  - a. The meeting was adjourned at 4:40 PM



---

Craig Evans  
Franciscan Board of Directors