



FRANCISCAN OWNERS' ASSOCIATION



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Minutes of the Board of Directors Franciscan Owners' Association

Date: August 11, 2018
Location: Telephone Conference Call

1. **Call Meeting to Order: The meeting was called to order at 9:03 AM**
2. **Roll Call**
 - a. Secretary Steve Sharp established that the following board member were present: Craig Evans, President, Steve Ghadiri, Treasurer, Steve Sharp, Secretary.
 - b. Dennis McNamee, Vice-President and Michelle Criste, Member at Large absent.
3. **Acknowledge Presence of Guests / Visitors**
 - a. Ron Parson, Management, Invited.
 - b. Katy Carman, Management, Invited
 - c. Janeth Herrera, Office Manager, Invited
 - d. One owner was present (not necessary to list names)
4. **Owner comments (limited to 5 minutes per owner, for a total of 30 minutes)**
 - a. One owner commented on issues with the pier.
5. **Approval of Past Minutes**

Board member Steven Sharp motioned and Steve Ghadiri seconded to approve the minutes from June 8, 2018 board meeting. Motion passed.
6. **Committee/Working Group Reports**
 - a. Creation of FOA Governing Document Review Committee.
Craig Evans motioned and Steve Ghadiri seconded to create a Franciscan Owners' Association Governing Document Review Committee. Committee members will consist of Craig Evans, Steve Sharp, Ron Parson, Mary Pardon (owner of unit 18). Craig Evans will chair.
 - b. Approval of Nominating Committee. The board approved the following owners/members to be on the Nominating Committee: Kim Driscoll, Kevin Clancy and Michelle Criste (board member).
Craig Evans motioned and Steve Ghadiri seconded approve the Nominating Committee. Motion passed
 - c. Selection of *Inspector of Elections* and Timeline.
Craig Evans motioned and Steve Sharp seconded to approve Katy Carman as the Inspector of Elections and adopt the 2018 Election and Timeline dated August 11, 2018. Motion passed. The board directed management to proceed with the election process culminating at the October 20, 2018, annual all owners meeting.
 - d. "Nominations From the Floor " contingency. Craig Evans reviewed the discussion with legal council regarding the conflict with our election rules and our governing documents. The details were presented in attachment 6.4. The board agreed by consensus, to follow the recommendations of council and accept nominations from the floor. If nominations are received, the present election will be canceled and a new election will be initiated. Management will add appropriate verbiage to the Candidate Solicitation Notice letter.
 - e. Draft 2017/18, year-end financials review. Treasurer Steve Ghadiri and manager Ron Parson reviewed the 2017/18, year-end FOA financials. Discussion followed with the board directing management to proceed with our accountant to finalize the financials for presentation at the October 20, 2018, annual all owners meeting.

- f. Loss run and incident review. Management reviewed reports.
 - 7. **Association Management Report.**
 - a. Report by manager Ron Parson on the following items:
 - i. FOA Operations Update.
 - b. Rental Program Report. Program manager Kay Williams reported on the Franciscan Lakeside Lodge rental program.
 - i. Ron Parson also discussed the 4th quarter distribution and recommend the re-adjustment of 1st three quarters (Oct, Jan, Apr) rental distribution percentage, based on the past three years distribution history.
- Craig Evans motioned and Steve Ghadiri seconded to revise the Rental Distribution Policy to 42% for the 1st three quarters of rental distribution. Motion passed. Discussion noted that there is no net annual revenue reduction to rental participants, just how it is distributed quarterly. The new distribution adjustment will be reflected in the revised Rental Distribution Policy. All other items in the policy will remain the same.
- 8. **Board in Executive Session.**
 - a. Closed Session/Adjourned regular meeting.
 - i. The board adjourned the regular meeting at 10:15 AM and entered a closed session to discuss issues permitted by Section 6.6 of the FOA By-Laws.
 - 9. **Regular Meeting.**
 - a. The board reconvened the regular meeting at 10:43 AM.
 - 10. **Items Discussed in Executive Session.**
 - a. During the Executive Session the board discussed owners with delinquent dues. The board directed management to continue follow the Delinquency Dues Policy regarding owners who are past due. (due to legal and privacy issues, the delinquent owners will not be listed).
 - 11. Regular Meeting Reconvened
 - a. The regular meeting reconvened at 10:43 AM.
 - 12. **Next Meeting.**
 - a. The next meeting of the Franciscan Owners Association Board of Directors will be October 19, 2018, 6PM at the Franciscan Lakeside Lodge Bear's Den
 - 13. **Adjournment.**
 - a. The meeting was adjourned at 10:52 AM



Craig Evans
Franciscan Board of Directors