



FRANCISCAN OWNERS' ASSOCIATION



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Minutes of the Board of Directors Franciscan Owners' Association DRAFT

Date: August 22, 2015
Location: Telephone Conference Call

1. **Call Meeting to Order:** The meeting was called to order at 9:05 AM
2. **Roll Call**

President, Craig Evans established that the following board member were present: Craig Evans, President, James Donahue, Vice-President, Steve Ghadiri, Treasurer, Michelle Criste, Secretary and Tom Kerns, Member at Large.
3. **Acknowledge Presence of Guests / Visitors**
 - Ron Parson, Management, Invited.
 - Kay Williams, Management, Invited.
 - One owner attended (not required to list names).
4. **Owner Comments** (limited to 5 minutes per owner, for a total of 30 minutes)
 - None were offered at this meeting
5. **Approval of Past Minutes**
 - Board member Steve Ghadiri motioned and Jim Donahue seconded to approve the minutes from June 6, 2015 board meeting. Motion passed.
6. **President's Report**
 - Craig Evans gave a report on several items.
7. **Treasurer's Report**
 - Review of July 2015 and 2014/15 Financials. Treasurer, Steve Ghadiri reviewed the FOA financial report as provided by accountant Robert McClintock and Ron Parson.
 - 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 should begin in September.
8. **Association Management Report.** Report by manager Ron Parson on the following items:
 - Operations update.
 - Water conservation update
 - Owner changes/sales
 - FOA election procedures. Board consensus to adopt the Davis-Stirling election procedure requirements. The board directed Ron Parson and Craig Evans to develop written election procedures for the Franciscan Owners' Association and to present to the board for approval at a future meeting. It was understood that the association will comply with the Davis-Stirling requirements at the next election (October 17, 2015).

- Analysis of owner concerns about Board Authority. As directed by the board at the June 6, 2015, board meeting, Ron Parson reviewed the owner's concerns, produced a response and presented the response to the board. The board directed management to forward the report/analysis to the concerned owner.
- Dues collection procedures. The board received a report from management regarding the present dues collection system. Management recommended a course of action for the balance of 2015/15 FY and to explore the possibilities for 2016/17 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: Motion to allocate up to \$5,000 to hire an ADA consultant to evaluate the Franciscan property for compliance with the Americans With Disabilities Act. Motion received a first by Michele Criste and second by Jim Donahue. Motion passed. Jim, Steve, and Ron will coordinate the consultant.

9. Architectural Control Committee

- Nothing to report.

10. Rental Program Management Report

- Kay Williams provided update of rental program.
- Rental Program Agreement
- Pet Policy. Ron Parson present a report and draft revision of the Franciscan Owners' Association Pet Policy. Motion by Steve Ghadari to adopt the new revised Pet Policy. Motion seconded by Michele Criste. Motion passed.
- Rental reserve plan, project update. Ron and Kay reviewed.
- 2015 Rental program operation budget up-date.
- By consensus, the board agreed to have Kay Williams convene a group of interested unit owners who would like to explore various options for the Franciscan Lakeside Lodge Rental Program. Kay will follow with a report at a future board meeting.

11. 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.
- Board member Steve Ghadiri asked management to consider lowering the quarterly rental disbursement from 46%. This request is to help reduce the possibility of a very low fiscal year end reconciliation/disbursement. Management will do a follow up report.

12. Board in Executive Session

- There was no Executive Session

13. Next Meeting

- **October 16, 2015 6:00 PM** at the Franciscan property
- **October 17, 2015, 12 Noon** at the Kings Beach Conference Center.
- **Annual Owners Meeting October 17, 2015 10:00 AM.** Kings Beach Conference Center

14. Adjournment

- The meeting was adjourned at 11:15 A.M.

Craig Evans
Franciscan Board of Directors