



# FRANCISCAN OWNERS' ASSOCIATION



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

Date: April 11, 2020  
Location: Teleconference Meeting

1. **Call Meeting to Order: The meeting was called to order at 9:03 AM**
2. **Roll Call**
  - a. Craig Evans established that the following board members were present: Craig Evans, President, Steve Ghadiri, Treasurer, Dennis McNamee, Vice-President, Steve Sharp, Secretary
3. **Appointment of Board Member**
  - a. Article 9.6 of the Franciscan Owners' Association By-Laws give the board authority to fill a vacant position on the board of directors.  
Motion to appoint Rick Harris to fill the vacant "Member At Large" board position. 1<sup>st</sup>: Dennis McNamee 2<sup>nd</sup>: Steve Sharp. Motion Passed.
4. **Acknowledge Presence of Guests / Visitors**
  - a. Ron Parson, Management, invited.
  - b. Katy Carman, GMC staff, invited.
  - c. Martin Hernandez, GMC staff, invited
  - d. One owner present (not require to name).
5. **Owner comments** (limited to 5 minutes per owner, for a total of 30 minutes)
  - a. Comments reserved until buoy discussion.
6. **Approval of Past Minutes**  
Motion to approve the minutes from the January 18, 2020 board meeting. 1<sup>st</sup>: Dennis McNamee 2<sup>nd</sup>: Steven Sharp. Motion Passed.
7. **President's Report**
  - a. Nothing to report.
8. **COVID 19 Issues/Response/Plan**
  - a. Association Response.
    - i. Management sent notifications and response to all owners.
    - ii. Reduction of staff.
  - b. Waving of Owners Assessments and late fees.
    - i. Board discussed and deferred action until June board meeting
9. **Treasurer's Report**
  - a. Review of the January, February and March 2020 Financials. Steve Ghadiri, and Ron Parson reviewed the FOA financial reports as provided by McClintock Accountancy.
    - i. Discussion regarding 2019/20 budget shortfall.  
Motion to modify the 2019/2020 Franciscan Owners' Association to reduce reserve fund contributions by \$30,000. 1<sup>st</sup>: Steve Ghadiri., 2<sup>nd</sup>: Rick Harris Motion Passed
  - b. Members of the Finance Committee (Evans, Ghadiri & Parson) affirmed that each had monthly reviewed the financials as follows:
    - i. Bank reconciliations – Operating accounts.
    - ii. Bank reconciliations – Reserve accounts.
    - iii. Bank statements – All Accounts.

- iv. Actual to budgeted operation revenues and expenses.
- v. Actual operating income and expenses statement.
- vi. Actual reserve income and expenses statement.
- vii. Operating and Reserve check registers.
- viii. Operating and Reserve general ledgers.
- ix. Delinquent assessment receivable reports.
- c. Review of Current Loss Runs, Present Activity / Claims. None to report.
- d. Review of Incidents. None to report.
- e. Approval of the 2019/20 Budget.

Motion to approve the 2020/2021 Franciscan Owners' Association proposed budget as presented. The budget is effective beginning July 1, 2020. 1<sup>st</sup>: Steve Ghadiri 2<sup>nd</sup>: Dennis McNamee. Motion Passed

The budget includes:

- 8% increase in the Operating and Reserve Funds.
- Landscape Plan
- To maintain Reserve contributions at the same as the 2019/2020 levels.
- f. Reserve Plan Modification.

Motion to adopt the modified 2020/2021 Reserve Plan expenditures as outlined. 1<sup>st</sup>: Steve Sharp 2<sup>nd</sup>: Dennis McNamee. Motion Passed

#### 10. Committee/Working Group Reports

Nothing to report

#### 11. Association Management Report.

- a. Operations update
  - i. Ron Parson gave an update on property issues such as painting, property maintenance, snow removal, etc.
- b. Rental Program Report
  - i. Ron Parson gave an update on the financials
  - ii. Third Quarter Rental Program income.
    - 1. The board discussed the impact the COVID 19 potential for the loss of income for participants in the rental program. No action was taken
- c. Owner changes/sales.
- d. New Election Rule Requirements
  - i. Management presented new state requirements for association elections.
  - ii. Management will revise current association Election Procedures to reflect changes.

#### 12. Operations Committee.

- a. Report by manager Ron Parson on the following items:
  - i. Update on reserve plan projects.
  - ii. Update on ADA action plan, Unit 64, Bear's Den and Office remodel.

#### 13. Architectural Control Committee (ACC) Report.

- a. Application received to modify buoy. Discussion followed
- b. Buoy Working Group.
  - i. By consciences the board created a Buoy Working Group to establish policy and procedures regarding use, rental, maintenance, costs, expansion, etc. of Franciscan buoy field.
  - ii. Members include board members Rick Harris and Dennis McNamee, owner Eric and GMC management (Ron Parson/Katy Carmon)
- c. Modify Buoy Policy.

Motion to modify the Buoy Policy as follows: "Buoy Use Procedures"; Buoys are assigned by management based on boat weight, size, length and type. Reservation deposit of \$250 is due at time of reservation. Buoy fee is due on May 1<sup>st</sup>. Buoy use fees are non-refundable. 1<sup>st</sup>: Rick Harris 2<sup>nd</sup>: Dennis McNamee. Motion Passed

#### 14. Board in Executive Session.

- a. Closed Session/Adjourned regular meeting.
  - i. The board adjourned the regular meeting at 11:53 AM 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 12:02 PM.

**16. Items Discussed in Executive Session.**

- a. The board directed management to continue with enforcing the association Delinquent Assessment Policy procedures regarding 30-day letters and pre-lien notification.
- b. The board approval waving of a late fee.

**17. Next Meeting.**

- a. The next meeting of the Franciscan Owners Association Board of Directors will be Friday, May 29, 2020, 6 PM at the Franciscan.

**18. Adjournment.**

- a. The meeting was adjourned at 12:20 PM



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Craig Evans  
Franciscan Board of Directors