

**ARNOLD LILAC PARK HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS**

Saturday, August 5, 2023, @ 10 AM

At the Pool, 1000 Lilac Park Drive, and via Zoom

Draft Minutes

Call to order and establish a quorum

The meeting was called to order at 10:05am.

Board Members Present: Shelly Fontes, Mike Willemsen, Kim Phillips, Gary Ryan, Joanie Bennett, Melissa Huntsman and Dorothy Hilts were present.

Home Owners Present: Debby Beck (Zoom), Megan Osincup (Zoom), Tim and Tina Jones (Zoom), William Meany, Debbie Sohm, Mike Smith, George and Helen Karahalios

Consent Agenda

The following items are expected to be routine and may be enacted on one motion. There will be no separate discussion on these items unless requested by the Board. Any Board Member may request an item be removed for later discussion.

- 1. Approve the minutes from the previous Board of Directors meeting and financials**
 - A. July 8, 2023, Board Meeting Minutes
 - B. June Financials
 - C. July Financials

Without objection, all the items are adopted by general consent.

Regular Agenda

- 1. Correspondence**
 - Inquiry as to where to send dues payment
 - Request for website password
 - 2 members requesting verification that they have opted out of having their information shared
 - Records request for a Shared Membership List
 - 2 Requests for information regarding the newly approved Tenant Use of the Common Area Authorization
 - Question asking if an email sent to candidates was a Board approved email
 - 2 Emails and a phone message from members wishing to contact their neighbors
 - Member complaint of continuing harassment by another member and of being treated rudely while attempting to attend an event at the common area
 - Member reported a water leak at a neighboring property. Owner was contacted.
 - Received 7 Tenant Use of the Common Area Authorization forms
 - Question regarding process for reserving the pool for after-hour use
 - Complaint of harassment and trespassing

Questions regarding the upcoming election

- 1 Transfer of ownership
- 2 Annual information forms

2. President's Report – Dorothy Hilts

Executive Meeting – July 8, 2023

At this meeting we discussed the current status of the pending Alternative Dispute Resolution. We also discussed a possible website contract and concerns regarding another contractor.

Executive Meeting – July 27, 2023

At this meeting we voted to accept the contract to develop our website for \$700.

We discussed the pending ADR and tentatively have a mediator and a suggested mediation date.

3. Treasurer's Report – Kim Phillips

A. Bank balances

In our Reserve account we have \$26,137.45. In Checking we have \$21,851.33.

B. Open Invoices

C. We have 11 members owing 2023 dues so a total of 14 lots still owing dues and that includes two liens and one special assessment. Beginning July 1st interest began accruing on all accounts carrying a delinquent dues balance with the exception of those who have made arrangements for a payment plan.

4. Pool Manager's Report – Mark Nelson

Mark Nelson is absent today so we will not have a Pool Manager's Report.

- **September Pool Schedule – Discussion/Possible Action**

We have been asked to consider staying open one more week in September. Melissa said we will have staff for the weekend. The consensus was to have the pool open, if Mark is ok with the extra week and we can afford the additional expense.

5. Other Committee Reports

A. Social Committee – Debby Beck

- **Annual Labor Day Weekend BBQ - Discussion/Possible Action**

Debby said the BBQ would be from about 3:30 until closing. Tri-tip and drinks will be provided by the Board. Side dishes, salad, and desserts will be a potluck. Mike Beck will marinate the tri-tip.

B. Architectural Committee – Mike Willemsen

There is one cabin that was red tagged because they are in the process of adding on and did not get a permit.

C. Collections Committee – Kim Phillips

Fourteen lots are owing including 2 liens and one special assessment. Kim is still working on getting these paid. With the reminders this year and the hearings held it is a lot better than the past.

6. Unfinished Business

A. Election Update – Discussion/Possible Action

Ballots were sent out 7/31. Please send those in as soon as possible. We need 102 ballots returned in order to have a valid election. Even if you do not actually want to vote, mail your blank ballot in anyway so that it will count towards our quorum. Talk to your friends and neighbors, encourage them to vote.

B. Website Update and Design – Discussion/Possible Action

We are getting started. Melissa talked to the developers and gave them direction on what we want and need. First we will get a mock-up of the first page and we can move things around the way we want it and then we will start collecting the documents we need to have posted.

C. Corporate Charge Card – Discussion/Possible Action

We tabled this discussion from last month to get Gary's ideas as a businessman. He said using a charge card vs. a debit card takes the liability off our community. With a debit card money could be fraudulently taken from our account and it would be difficult to recover but with a charge card we are more or less using the charge company's money and they can fight a lot harder to recover their money.

We will look into some possible charge cards that do not have an annual fee and table until we have specific information.

7. New Business (Note: 7C was discussed first)

A. 2024 Budget Proposal and Possible Dues Increase – Discussion/Possible Action

Melissa asked why payroll increased so much. Payroll increased because Bookkeeping costs were added in, payroll taxes for the Pool Manager and California is voting to possibly raise the minimum wage from \$15.50 to \$18.00. Also last year Mark and Kathy were not paid and we had a lot of volunteer pool attendants.

We are looking at five budget scenarios with different levels of dues increases and no increase. This affects the percentage of our budget that is a reserve contribution each year. The industry standard is that 10% – 25% of an HOA budget is generally the annual contribution. Right now we are running about 0%. Discussion followed.

Shelly recommended that we raise the lot cleaning budget from \$2,500 to at least \$4,000. We agreed to raise this to \$3,000. Joanie moved that we raise dues 15%. That would raise dues to \$331. for improved lots and \$248. for unimproved. Kim seconded the motion. This would give us almost \$6,000. for reserves which is about 10% of our budget. The budget proposal would include the \$3,000. for lot cleaning. The motion passed 6 to 1.

B. Proposed Records Retention Policy – Discussion/Possible Action

This policy was suggested by Jasmine Hale. Dorothy suggested that if we don't want to adopt a policy, that we use this as a guideline for our document retention going forward. Discussion. The consensus was that moving forward we use this document as a guideline for how we retain our records. Dorothy will change the word Policy to Guideline on the document.

C. Reserve Study Proposal – Discussion/Possible Action

We have a quote from Association Reserves to contract now for our 2024 Reserve Study. The bid will expire on September 13th. The options are to have them do the full on-site 2024 study only, for \$1,240. In that case we would do our own updates the two years between the on-site studies. Or have them do the on-site and updates every year for \$790. per year. After discussion and clarification, Dorothy moved to contract with them to do the on-site study only, for 2024 at a cost of \$1,240. Joanie seconded the motion. Motion passed 6 to 1. Dorothy will sign and return the contract and our first payment will be in January.

Open Forum. (3 minutes per attendee)

This gives the members in attendance an opportunity to ask questions or make statements. No action can be taken on matters not listed on the agenda.

Debby Beck
Tina Jones
William Meany
Megan Osincup

The next meeting will be our Annual Members Meeting and will begin on Saturday, September 2, 2023, at 1:00 at the Ebbetts Pass Fire District, 1037 Blagen Road and via Zoom for ballot counting. After the election is over, we will leave EPFD and resume our Annual Members Meeting at 2:30 at 1000 Lilac Drive and via Zoom.

The Board will now adjourn and go into a closed Executive Meeting.

MEETING RULES: No audio or video recording allowed by attendees. However, the secretary may record the meeting to aid in the preparation of minutes. The recording is deleted once the minutes have been prepared. As provided in the "Open Meeting Act," members may observe the meeting but do not have the right to participate in the board's deliberations or votes. Members may address issues during the open forum portion of the meeting. If attendees become disruptive, they may be expelled from the meeting and/or fined.