

ARNOLD LILAC PARK HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
Saturday, July 8, 2023 @ 10 AM
At the Pool, 1000 Lilac Park Drive, and via Zoom
Approved Meeting Minutes

Agenda

Call to order and establish a quorum at 10:03 AM

Board Members Present: Mark Nelson, Shelly Fontes, Mike Willemsen, Kim Phillips, Joanie Bennett, Dorothy Hilts, Melissa Huntsman, Sue Lynch.

Homeowners Present: Mary Louise Kennedy, Debby Beck, Mike Smith (zoom), Carol Regalia, Dave Lynch, Michele Anderson, Chris and Megan Osincup (zoom).

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. June 3, 2023 Board Meeting Minutes
- B. June Financials

Kim Phillips asked that the June financials be removed.

Without objection the June 3, 2023 Board Meeting Minutes were adopted by general consent.

Regular Agenda

1B. June financials – Kim said there were some glitches in the online version of QuickBooks that needed to be reconciled but the June financials will be ready to review next week.

1. Correspondence

- 2 questions regarding renters using the pool
- 3 members wanting to set up a payment plan for delinquent dues
- Complaint from a member about directors acting unethically
- Title company demand
- Realtor requesting CAR Disclosure forms
- 3 questions regarding payment of delinquent dues
- Question regarding annual information Form
- Member requested governing documents
- Suggestions by a member for fundraising and volunteer needs
- Complaint from a member about a neighboring property

- Complaint from a member regarding misuse of the shared membership list
- Complaint from a member regarding lies being told on FaceBook
- A thank you to the Board and volunteers for all the hard work put into getting the pool ready for summer
- Request for pool hours
- Complaint from a member being harassed by another member
- Records Request

2. President's Report – Dorothy Hilts

A. Executive Session – June 3, 2023

Attorney feedback regarding pending litigation and disciplinary action involving delinquent dues was discussed.

B. Executive Session – June 19, 2023

At this meeting a number of current and upcoming contracts were discussed. This included voting on the common area cleaning contract. A schedule for delinquent dues hearings was verified.

C. ADR Update (Alternative Dispute Resolution Mediation)

In past months Dorothy informed you that early in March, a member of the HOA requested an Alternative Dispute Resolution through mediation. This request was made because eight out of nine issues the member met with us on could not be resolved after multiple IDR meetings (Internal Dispute Resolution). As of today, there has been no progress made on setting a date for the requested mediation because the member who requested mediation is not responding to our attorney's requests for information regarding potential mediators and dates.

It is important for you to know that the attorney that has been assigned to represent us on this ADR is paid for by our Insurance Company. **It is not coming out of your dues.**

D. Clarification of the Lilac Park Hazardous Fuel Reduction Grant

There seems to be some confusion regarding grant information received by some community members. The Homeowner's Association is not involved with this grant project. Participation in the grant is voluntary. All questions or concerns you may have should be addressed with Cal Fire or the Chickaree Group.

E. Report on Requested CPA Questions – Table until 7C on this agenda because the topics are related.

F. Common Area Clearing

We had requested that bids be revised to reflect the clearing of our entire common area. After much discussion on the three revised bids we received, we chose to accept the lowest bid from Mark Tiihonen of \$3,375. This included clearing as well as removal of 4 trees.

3. Treasurer's Report – Kim Phillips

A. Bank balances

Checking \$26,084.56; CD Reserve Fund \$26,098.88

The Reserve Fund loan was fully paid back.

- B. Open invoices
 - 18 lots owing
 - 9 owe 2023
 - 3 owe 2022 and 2023
 - 3 owe multiple years
 - 2 liens
 - 1 special assessment

4. Pool Manager's Report – Mark Nelson

A. General status

The pool is running very well. We had one issue where a guest lost a hair extension and caused a blockage in the drain. It has since been cleared and fixed.

5. Other Committee Reports

A. Social Committee

Debby Beck said the 4th of July event had a great turnout and thanked all the Board Members that brought food to contribute. We had over 100 guests enjoying the festivities and swimming in the pool. All the food was donated by the Board and guests. No money was used from the HOA.

B. Architectural Committee – Mike Willemsen

There is nothing new to report.

C. Collections Committee – Kim Phillips

We held hearings on June 27th on zoom and at the pool. Out of the 18 appointments scheduled, all were no shows. Determination letters have gone out and these members have been told they can't use the common area.

D. Election Committee – Shelly Fontes, Joanie Bennett, Melissa Huntsman

Tim Jones has thrown his name into the list of candidates. We now have 5 candidates.

E. Other Reports – none to report

6. Unfinished Business

A. Election Update – Discussion/Possible Action

On June 29th a pre-ballot notice was sent out announcing who is running for the Board. If you did not receive this please let us know. On July 31st ballot packages will be sent out. Ballots are due by September 1st. Please send in your ballots. We need **102 ballots returned** to have a valid election.

B. Website Update – Discussion/Possible Action

We are pleased to report that Melissa has obtained another very hopeful estimate for our new website. This latest estimate is for \$700.00. We would like Melissa and a small committee of Directors to explore how we would like the website to function. At this time we do not have volunteers for a committee. Melissa will investigate the possibilities.

A. New Business

Shared Membership List Policy – Discussion/Possible Action

It has come to our attention that, in our opinion, the Shared Membership List is being used in ways that we as a Board feel is not in the best interests of our community. In the past we have not stated that we need to approve the reason for the requested use of the Shared Membership List, and that any additional purpose for the use of the Shared Membership List must be approved by the Board. In addition, all prior Shared Membership Lists are void because members may change their preferences as to whether they are contacted at any time. Prior lists may not reflect the latest preferences of the members. The board discussed the use of a shared list and how its contents may change over time due to members opting out. The board stated that although personal information isn't shared with other members, alternative methods of contact must be provided by law. The Board also stated that members who have opted out may still receive information in the mail from others, but not directly. The board emphasized the importance of understanding that even if someone has opted out, they may still receive information in the future. Lastly, the board stated the need to prove actual misuse of the list and referred to previous instances when lists were sent out.

Joanie makes a motion to adopt the new Shared Membership List Policy, Sue 2nds the motion to adopt. **Yes Vote:** Kim, Mike, Mark, Joanie, Melissa, Dorothy, Sue, Shelly.

- A. **Corporate Charge Card – Discussion/Possible Action** – Kim spoke to the bank and said she can get a debit card to use for paying for online transactions. Board has decided to get more information from Gary when he comes back.

- B. **Review of Pinebrook HOA's Financial Documents – Discussion/Possible Action**
Dorothy addressed the questions we asked our CPA regarding why we do not list assets and depreciation on our financials. We do not need to list them because we do not pay taxes. This capitalization of our assets is not required because there is no tax impact for us. In addition, if we had decided to capitalize our assets in the early years, first a great deal of our assets were donated and what was purchased would have no residual value at this point anyway. Keeping the accounting simple helps gives us the transparent information we need to make informed decisions.

Pinebrook is in a very different situation from us. Whereas almost all our income is from dues, Pinebrook has a lot of additional revenue from various rentals and sales not related to dues. It appears that depreciation may benefit their tax situation.

We were asked to look at Pinebrook's financials to see if we might want to use them as a model to possibly change how we do ours. At this time the Board does not feel they need to make changes in how we do our financials.

- C. **Proposed Revised Authorization form for Tenant use of the Common Area Facilities – Discussion/Possible Action.**

Dorothy sent everyone two versions of the Proposed Revised Authorization for Tenant use of the Common Area. The first one that was in your Board Packet email – thank you Shelly for sending it to us. The second one Dorothy sent separately has

minor differences, the main difference being that after-hours use is limited to owners and long-term renters. The Board agrees to make after-hours reservations only available to homeowners and long-term renters.

Sue makes a motion to adopt the second version of the revised authorization form and Kim Seconds. **Yes Vote:** Mark, Mike, Shelly, Kim, Joanie, Dorothy, Melissa, Sue.

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.

Mark Nelson

Mike Willemsen

Debby Beck

Dave Lynch

The next meeting will be on Saturday, August 5, 2023, at 10:00 at the Pool, 1000 Lilac Drive, and via Zoom.

The Board will now adjourn and go into a closed Executive Session. Adjourned at 11:15.

Respectfully submitted by

Melissa Huntsman