

## Approved minutes of the regular Board of Directors meeting January 19,2019

### BLUE LAKE SPRINGS HOMEOWNERS' ASSOCIATION MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

1. **Call to order:** 9:00am
2. **Roll Call:** Directors Present: President Mike McAtee, Vice President Bev Vasquez, Treasurer Bruce Utter, Secretary Denny Clemens and Directors Doug Hjelmhaug, and Director Guy Pollak. Absent: Director Steve Pollock.  
Staff Present: General Manager- Tony Abila, Assistant General Manager- Amber Meyer
3. **Member/Guest Introduction:** Members from the following lot/unit numbers attended the meeting: 661-05, 120-01, 117-09
4. **Member/Guest comments:** No member comments were made
5. **Approval of Minutes of the Regular Board Meeting November 18, 2018, 2018 meeting:**

**Secretary Clemens motioned to approve the minutes of the Regular Board Meeting November 18, 2018. Treasurer Utter seconded the motion. The motion passed unanimously.**

#### **Presidents Report: President McAtee gave the following report:**

Good morning fellow board members. Winter is finally here and activities at the lodge are slowing down. Our HOA had a very good holiday season. In addition to our own successful New Year's Eve Party, we hosted several other community holiday celebrations that brought in a good deal of extra income to our restaurant.

As you will hear later in this meeting, last month we informed you that the State of California had passed two new HOA regulations that must be complied with by January 1, 2019. One requires that all HOA's have financial fiduciary bonds in an amount of at least the total of the asset reserves, plus three months of dues. We have complied with this requirement. The second new law requires that the Treasurer and at least one other board member certify monthly they have reviewed eight specific financial documents and that these documents are correct and in conformance with our budget. This month our Finance Committee began complying with this requirement. This has turned out to be a very time-consuming exercise that we will have to perform each month. First our financial records were not setup the way that the State wanted, so Tony had to do a good deal of work to produce the documents needed. Second, understanding and reviewing these records is not easy. Treasurer, Bruce Utter, has broken the Finance Committee into three working teams with each team tasked to review all of the documents at home then to concentrate on two specific documents, and come to the Finance Committee meeting prepared to discuss these documents and to sign off as to their compliance with our accounting requirements and our budget. Along with this the Finance Committee has signed up for a webinar for the later this month, put on by a vendor called HOA Leader, which will review in detail how we should approach this situation. Our Maintenance Staff has been concentrating on work at Fly-in Lake in preparation for the winter rains and snows. They have been excavating the waterways that bring water into the lake from Moran Creek and from the golf course. Their goal is to keep the waterways clear enough and deep enough to keep the water

flowing so that all of the water makes it to the lake and that the areas north of the lake do not become marshy. They are also preparing for removal of the cattails and dredging of the cove later this winter. In the process they have discovered that silt has covered the outlet valve of the lake by about four feet. This will have to be cleared away before we can refill the lake next season. In order to do this we must obtain a new permit from Fish and Game, or have the permit for dredging the cove amended. This will take additional time and could slow the process of getting the work completed. Our Facilities and Long Range Planning Committee had a productive meeting this week. They continue to work on a number of ongoing projects as well as scheduling a hard timeline for beginning construction of the improvements at Fly-In Lake. This will be complicated by if and/or when we can get the cove dredged this season, and whether we go forward with other improvements, such as planting shade trees, if the dredging is not completed. One of the new projects that will be implemented quickly is upgrading the Wi-Fi signal in the lounge and bar and setting up the TV at the North East corner of the bar as a monitor that can be used for computer presentations, like the upcoming webinar. It looks like 2019 is going to be a fruitful and interesting year. I thank all of the board members for their diligence and support.

Mike McAtee BLSHA President

#### **6. Manager's Report: Manager Abila reported**

- The Delinquency Report, Payment plan report, and Project timeline were all included in the Board Books for review.
- BLS mutual Water Company is requesting the Annual Membership meeting be held the Second Saturday (8<sup>th</sup>) in June instead of the 1<sup>st</sup>. They have Board Members that cannot attend the first Saturday in June.
- Lodge Generator: Bid is to be reviewed and voted on at today's meeting.
- Food Service: December was busy for the Lodge, with the regularly scheduled Holiday parties, as well as The New Year's Eve events, which was sold out.

#### **7. Treasurers Report:**

Financial Review: Year End numbers, December net income was 36, 976 and came within 4% of Budgeted number. For the entire year we were over budget for net income. The asset reserve account is running at \$230,000, and the target this year was 21% of assets, and this number is well below that. We will need to watch closely to build this account up.

#### **8. Committee Reports:**

**A. Finance:** Treasurer Utter reported new State law requires a monthly review of 8 separate financial documents, which in our case we have consolidated to 5. The committee started in December to become familiar with the documents. Each month the Documents will be reviewed and discussed the Tuesday prior to the board meeting and will be signed off and presented to the Board for approval. A discussion was had on the potential of renegotiation of the contract with Fly-In Lake HOA.

**Secretary Clemens motioned to accept the monthly finance committee report. Director Pollak seconded the motion. The motion passed unanimously.**

- B. Summer Recreation:** Director Hjelmhaug reported the recreation book is in final stages of editing, and will be posted on the website for download as opposed to sent out to every member.
- C. Events Committee:** Vice President Vasquez reported the Events Committee met on January 9<sup>th</sup> and reviewed the NYE event, discussed DJ contracts, and the addition of Canasta to the roster of member events.
- D. Architectural Review:** No report
- E. Facilities/ Long Range Planning:** Secretary Clemens reported the following minutes from the LRP meeting on January 15, 2019.

- Plan for sale of lot at Moran Rd. and Russell Dr.  
- *Talk with Mike Karnes. Will attempt to sell the lot to the neighbors.*
- Lodge Generator  
- *On the Agenda for 01/19/19 BOD meeting*
- Elliptical machine for gym  
- *We have purchased a refurbished elliptical machine for approximately \$2,600. It should be delivered within a few weeks.*
- Report on Repair of culverts under lower tennis courts  
- *We are contracting with Mazinga Construction to do a video survey of the interiors of our two culverts in order to assess the damage and to determine costs to repair.*
- Wi-Fi booster for the Bar and Dining Room & TV Wi-Fi.  
- *Tony to get a contractor to handle this. Should be complete before January 30 Finance Committee webinar.*
- Expand deck & Gym  
- *Deck will need to be rebuilt to comply with new building code probably in 2020. Will consider expanding the size of the Gym at the same time.*
- Fly-In Lake – timing for:
  1. Dredge the cove  
- *We have discovered that the main drain valve on the dam is currently under about four feet of silt and must be dredged. In order to dredge the valve, we will need to obtain a separate permit from Fish & Game, or amend our current permit. In Process. A discussion was had regarding the contractor for the dredging contract, and contacting them regarding the valve.*
  2. Remove cattails around the lake  
- *We will have a contractor spray the cattails to kill them, and then our maintenance crew will remove them.*
  3. Plant trees  
- *On hold until decisions are made on dredging. If we cannot dredge this season, we may still plant the trees.*
  4. Complete disk golf course  
- *Should be completed by mid-February.*
  5. Picnic tables around new area  
- *Tables for the new area will be ordered when the trees are ready for planting.*
  6. Other lake improvements  
- *Dog runs, the size of the parking lot on Meadow Dr., and acquisition of the property near our lower parking. Later discussion*

**F. EPPOC: No meeting**

**G. Fire Prevention Program:** Jimmy Cooke reported the following: Thomas and I have been discussing being proactive in our community. I have suggested a letter be sent to the homeowners regarding having their properties cleaned by memorial day weekend, and if they are not, notifying the homeowner they are in violation of the CC&Rs and subject to the violation and fining policy. PRC 4291 is a year round requirement by the State of California, and can be implemented and cited any time according to CAL FIRE. There is a procedure that has to be followed in regards to the violation and fining policy that allows each member in violation a certain amount of time to correct the violation. The letter as well as a copy of LE 100 (from CAL FIRE) will be included in the 1<sup>st</sup> mailing in March. Discussion was had regarding taking caution as an HOA to try and fill the void left by CAL FIRE and not do their job for them.

**9. Old Business: Approval of Generator Bid:** The bid was reviewed by the Board of Directors. Discussion was had on how the generator had been sized down to run the kitchen operation as opposed to the entire building.

**Treasurer Utter motioned to accept the bid from Pioneer Electric for \$35,068.00 for the Lodge Generator. Vice President Vasquez seconded the motion. The motion passed unanimously.**

**10. New Business:** Review and Approval of tennis court resurfacing bid

**Treasurer Utter motioned to accept bid from Saviano to resurface tennis courts at \$23,700.00. Secretary Clemens seconded the motion. The motion passed unanimously.**

Review and Approval of Bid on TV inspection of lower tennis court drain.

**Vice President Vasquez motioned to accept bid from Mazingo Construction for TV inspection of the lower tennis court drain at \$3700.00. Treasurer Utter seconded the motion. The motion passed unanimously.**

Review of new Elliptical machine for gym- The Board reviewed the new elliptical machine that was purchased to replace a broken piece of equipment in the gym.

Review and Approval of ARC fee structure: The HOA has implemented a fee schedule for Architectural control. The fee schedule was reviewed by the board.

**Secretary Clemens motioned to accept the proposed ARC fee schedule. Director Hjelmhaug seconded the motion. The motion passed unanimously.**

**11. Correspondence:** One letter was received and responded to.

**13. Closed Session:** none

**14. Open Session:**

**15. Adjournment:** 11:01am

Respectfully submitted: Amber Meyer