

## Approved minutes of the regular Board of Directors meeting September 19, 2020

### 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 Doug Hjelmhaug, Vice President Mike McAtee, Treasurer Joanne Schultz, Secretary Dale Ward, and Director Roxanne Dubois (via zoom). Absent: Directors Jimmy Cooke and Steve Pollack. Staff Present: General Manager- Tony Abila & Assistant General Manager- Amber Meyer
3. **Member/Guest Introduction/Comments:** 26 Members attended the meeting via Zoom. Members questions were submitted prior to the Board meeting and read by Manager Meyer. Some questions and comments included concerns regarding potential parking lot project, requested update on the lawsuit, RV Storage, Several comments from members regarding opening the grounds (including tennis courts, basketball, etc.). **After a discussion regarding the facility being opened to the members at their own risk, and staff making it clear there will be no sanitation procedures in place at this point, Director Dubois moved to open the Snowflake lodge grounds to members at their own risk. Treasurer Schultz seconded the motion. The motion passed unanimously.**
4. **Approval of Minutes of the Regular Board Meeting August 15, 2020 meeting:** Director Ward moved to approve the minutes of the August 15, 2020 regular board meeting. Vice President McAtee seconded the motion. The motion passed unanimously.

**5. Presidents Report: President Hjelmhaug gave the following report:** Greetings from Blue Lake Springs! Our summer season is ending, but autumn is a wonderful time of year in the Sierras. We have fewer crowds, warm days and cool nights, along with the colorful foliage changes. The summer recreation program is coming to an end on Labor Day. I want to thank our summer rec program directors, Judith Anderson and Veronica O'Boy, for their creativity and flexibility in managing the summer rec program this season. As many of you know, county and state covid-19 related restrictions placed many limitations on the Snowflake Lodge facility. The summer rec program continued although with a downsized activity schedule. I understand that Judith and Veronica are already at work making program plans for the 2021 season, so we look forward to a full season of activities and events. The Snowflake restaurant remains closed, however we are gradually preparing for a reopening. When we are able to reopen, there will be a new chef, a new menu, and a refreshed dining environment. The restaurant committee has met numerous times over the past month, and the BLS BOD looks forward to the committee findings and suggestions. The restaurant committee developed a survey that was sent to all BLS membership. We will be tabulating the survey results over the next few weeks. The preparation for developing the 2021 financial budget has begun. The Finance committee will be meeting weekly throughout September to work through the budgeting process. Our target date for the budget completion is October 17, 2020, which is the October BOD monthly meeting. The 2021 budget process will be challenging since we face many uncertainties in the year ahead. Enjoy the autumn months ahead and stay safe and healthy!

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

- Delinquent Accounts: Staff is conducting phone calls to owners that are currently delinquent. In one day of calls staff was able to collect \$4,000.00 in past due assessment. Current delinquent report is attached to the board book.
- COVID 19: Current County numbers are included in the board book
- Grant Application: Fire Prevention Coordinator and GM are currently working on resubmitting the grant application that was not awarded to the HOA last March. This grant will aid in cleaning properties within BLS as well as properties that border Blue Lake Springs. These properties present a fire risk to adjacent properties in the development.
- Fly-In Lake: In review of adding parking at Fly-In park, management has determined the 2021 budget will not support such a parking addition. In order to create a beach area near the cove, additional drainage will be required by the water edge, as there is a spring that is flooding a 50 foot section. At this time, the project is on hold until the cost estimates can be obtained. GM does not anticipate this project being funded until 2022.
- Lodge & Lake area: During the month of August, the Maintenance staff, at the request of Sequoia Woods Country Club, released water from the lake to help the golf course with watering. Staff will be working on replacement of poo retaining wall. Project will require outside contractor to accomplish project.
- Summer Recreation: Recreation Report included in the Board book.

**7. Treasurers Report:** Treasurer Schultz reported the following: Good morning. The finance committee met on Wednesday 9/16 and Thursday 9/17. On Wednesday, the committee met to go over the budget proposal for 2021. We discussed the budget development assumptions, and looked at the board strategy for meeting the reserve requirements.. The action items discussed include breaking out in house dining, events, and private parties in terms of revenue, cost of goods sold, and employee costs. Drafting a policy for board approval on event cost of goods sold not to exceed a planned percentage as a guideline for the events committee. Reviewing Work comp estimates and maintenance budgets, along with others to aid in the budget process. On Thursday, the finance committee met again to review the financials for the month of August, and the year to date activity, balance sheet, and bank statements. The unused bank accounts pointed out previously have been closed. Assessment receivables is coming down, but still higher than we would like. The net income through August is only off pace by \$26K. Lost revenue is a et of \$143K and the reduction in expense is \$114K. The reduction in revenue is higher than the comparable reduction in expenses, indicating the restaurant (Friday/Saturday night dining) is not costing homeowners as much, if anything, like expected. The request for forgiveness of the PPP loan can be prepared at this point, and should be filed by the end of the month. This will increase our revenue by approximately \$150K. The finance committee will continue to monitor the operations and recommends certification as a result of the satisfactory review. **Vice President McAtee moved to approve the August financial review. Secretary Ward seconded the motion. The motion passed with 4 yeas (President Hjelmhaug, Vice President McAtee, Treasurer Schultz , Secretary Ward) and 1 opposed (Director Dubois).**

## **8. Committee Reports:**

- A. Summer Recreation:** Season recap: Generally, members were appreciative of the available amenities this season. There were some non-members that attempted to use the facility, but were informed of the 2020 rules. The staff did well during the season to follow sanitation protocols, and enforcing mask and distance rules. Summer recreation was able to have outdoor movie nights, that were well attended, as well as our annual cardboard boat regatta. Although the season looked different this year, we are already planning a full season for 2021.
- B. Restaurant Committee:** Treasurer Schultz submitted the following report: The restaurant committee has been meeting for 7 weeks. The charge of the ad hoc committee is revenue enhancement and cost containment. In that time we have reviewed a variety of data, had extensive dialogue, and completed a membership survey. Huge thank you to the 405 people that responded to the survey. There is a wealth of information that will provide excellent recommendations. 81% of the respondents are part time. 66% of the respondents come in all seasons. The survey was ambiguous in determining the days of the week people come. Part time residents are a big part of the restaurant clientele. 19% of the respondent have never been to the restaurant. 79% of respondents are ok with opening the restaurant to the public. Even though the ambiance was a problem for 29 respondents, 55% wanted it to stay the same. Live music was well received at 81%. 89% favored a casual experience in the lounge area. In general, the previous menu got high marks. 58% did not want beer, wine or spirits sold. Ways to communicate to membership was 60% in favor of email over other forms. There was a great deal of responses to the dialogue questions. The full raw data will be part of the recommendation report from the committee to the board.
- C. Events Committee:** No report
- D. Architectural Review:** No report
- F. Facilities/ Long Range Planning:** Vice President McAtee gave the following report:  
Snowflake Parking Lot Project – Two sets of plans sent out for bid. Project on hold until next year due to budget restrictions.  
Culvert Under tennis court – Scheduled for Spring 2021  
ADA Compliance- railing and rest areas along path to pool will be completed by Spring  
Lodge Lake Property- Children’s play area will be installed Spring 2021. The pool retaining wall will be completed by Spring 2021  
Fly-In lake- Parking Area at Fly-In Park is on hold. POS system will be installed in Spring.  
The Horseshoe pits will be moved in the spring. Trees that were stolen will be replaced.  
Management will get cost for a gate on Rainy Dr. and a fence at Meadow drive entrance. Corn hole set to be purchase in spring. Children’s play area on hold to 2022.
- G. EPPOC:** Meeting minutes included in the Board Book.
- H. Fire Prevention Program:** Thomas Hein submitted the following report: August – September has been a difficult month for fire prevention. We are at that stage where we are reminding everyone to do one more cleanup, but also trying to finish up the properties that never became complaint. We only have Six (6) improved properties that have PRC4291 issues. This is because many property owners were up at their BLSHA homes, during the Shelter in Place

Order. We still have Thirty (30) unimproved properties that require longer extensions. A few of those properties will not be fully completed until 2021, due to high costs and slope of the lots. It is grant time! BLSHA will be submitting a grant application, this year. This grant will be based off of the grant that BLSHA submitted in 2019. We have changed a few items and will be meeting with CCRC, in order to polish up the proposal. We have received quite a few phone calls about open fire pits and open flame BBQs. While the law does allow open fire pits (for warmth) and open flame BBQs, the BLSHA CC&Rs do not have to. This may be something to consider with the high fire danger and level of anxiety. Please remember that while we have been lucky on the corridor, our Fire Fighters and resources are spread thin. Anything we can do to minimize the possible threat of a fire, would be extremely helpful to the community and our Fire Fighters. If any of the BLSHA Board Members have any further questions or concerns, please do not hesitate to email me at [vip@blsha.com](mailto:vip@blsha.com). Have a great rest of September. Be safe!

**9. Old Business:** a) Update on parking lot expansion- covered during the meeting in LRP report. b) Radio repeater purchase and location-Due to the cancellation of the BLSMWC meeting, this proposal will be presented at their October meeting. c) Media Policy- tabled to next month d) Suggested use of Nextdoor as a form of Association communication- Management is currently working with the Associations web designer to create a private portal on the associations web site as opposed to existing social media. e) Document that all board meetings will remain on Zoom for all future meetings- There was a discussion on various methods to continue virtual meetings. **Treasurer Schultz moved to follow Board policy to allow membership an alternative avenue to participate remotely in Board of Director meetings. Vice President McAtee seconded the motion. The motion passed unanimously.**

**10. New Business:** a) Parking pad at Fly-In- Covered during meeting. b) Review of July 18<sup>TH</sup> meeting minutes for corrections or inclusions- Discussed, no changes. c) Move BOD meetings to weekdays- **Director Dubois moved to move monthly Board of Directors meetings to week night. There was no second. The motion died.** d) Replace wooden sign at entrance to Snowflake Lodge- Project can be built buy staff to be installed in Spring 2021. **Director Dubois moved to replace Blue Lake Springs sign at the top of the parking lot. Treasurer Schultz seconded the motion. The motion passed with 4 yeas (President Hjelmhaug, Vice President McAtee, Treasurer Schultz, Director Dubois) and 1 opposed (Director Ward).**

**11. Correspondence:** Received and Discussed in meeting

**12.Executive Session:** 11:00 am Personnel items were discussed

**13.Open Session:** 11:42 am **Vice President McAtee moved to extend an offer of employment for restaurant chef, with a start date of October 20 2020. Secretary Ward seconded the motion. The motion passed unanimously.**

**14. Adjournment:** 11:44pam

Respectfully submitted: Amber Meyer

