



**BLUE LAKE SPRINGS HOMEOWNERS ASSOCIATION
MINUTES OF THE BOARD OF DIRECTORS
Saturday, November 20, 2021
Snowflake Lodge and Via Zoom**

1. **Call to order:** 9:31 am
2. **Roll Call:** Directors Present: President Kevin Prosis, Vice President Roxanne Dubois, Secretary Nancy Dommes, Treasurer Joanne Schultz, Directors Dale Ward, Kayleen Clemens, and Rick Giorgetti (via zoom). A quorum was established.

Staff Present: General Manager Tony Abila and Assistant General Manager AmberMeyer
3. **Executive Session:** President Prosis presented Board Executive Sessions reports held on November 10th and November 18th including litigation updates and staff performance reviews and process.
4. **President's Update:** President Prosis's update included appreciation to the Board for its dedication to making 2021 a successful year for the Association. President Prosis wished everyone a Happy Thanksgiving.
5. **Open Forum-Members comments:** 7 members attended the meeting via Zoom. Seven attended in person. Member comments included:
 - concern regarding staff remuneration and how this member feels it might not be adequate to retain quality staff. The Board is aware of the issue.
 - concern raised about a non-BLS sponsored organization advertising in the Association's monthly Lodge Log. The Board will research and address in January, 2022.
 - questioned the Board why it is not using a time keeper to keep the meetings on track and shorter. Board responded its agendas are timed and a clock is monitored.
 - comment regarding the Board stating it would respond "offline" to a member as opposed to doing so at the open meeting. The Board "offline" response was a mistake and corrected at the referenced BOD meeting.
6. **General Manager's Report:** Manager Abila reported
 - Delinquent Accounts: To be discussed in closed session
 - CC&R Report: no new notices sent in the last 30 Days
 - Restaurant Usage Report: A usage report was included in the Board Book, to clarify the restaurant was mostly used by part-time members. The report indicated the majority of users are

part time owners at 929 visits vs. 64 visits by renters/guests.

- Restaurant Report: Included in the Board Book for review. Manager Meyer reported October was steady for the Restaurant, with Friday/Saturday guest counts up 150 people over 2019. Net income is up almost \$4,000 over 2019 as well. Live music was back at the Lodge on the Nov. 16th, with the event well attended. Food cost remains in line at 29.95%, the goal being 35% or less. Several private events in the month of October contributed to the income of the restaurant.

7. Secretary's Update:

- Approval of prior month's meeting minutes. Secretary Dommès moved, **"To accept the meeting minutes of the October 16, 2021 Regular Board of Directors' Meeting as corrected."** The motion was seconded and passed with 6 Ayes and 1 Nay.
- Housekeeping- Secretary Dommès presented "Six Simple Steps to Presenting a Motion", which was shared with the Board.

8. Board Committee Reports:

- **Facilities and Long-Range Planning** - Vice President/Chair Dubois presented the following two Committee motions:
 - a) **"To update the BLSHA.com website using a vendor to be discussed and chosen in Executive Session at a cost not to exceed \$3,000."** The motion was seconded and passed with 6 ayes and 1 nay.
 - b) **"To plant up to 9 trees, not to exceed \$2,000, in the grove between the Snowflake Lodge parking lot and Snowflake Drive."** The motion was seconded and passed with 5 ayes and 2 nays.
- **Events Committee** - Secretary Dommès reported the Events Committee did not meet in November. Secretary Dommès reported the members are embracing the music events being held at the Snowflake Lodge, and reminded members the next music event would be November 27, 2021.
- **Governing Documents Committee** - Secretary Dommès reported when changes in Federal and/or California Civil Codes or Corporations Codes cause a conflict in any association's governing documents, the association must change its documents to conform. BLS Bylaws currently state minutes taking of BOD Executive Sessions are not required. Because the law states associations must record the proceedings of the Board, Executive Session minutes are in fact required to be taken, as well as certified in executive session. Where the conflicts currently exist in BLSHA Bylaws, changes must be made to conform to law. Approval by the Board is not required, nor does it need a 28-day review by the membership. The Bylaws' changes will be posted as courtesy for membership information only indicating deletions (struck-through) and additions (in red).
- **Architectural Review Committee (ARC)** - Chair Ward reported there were some simple exterior buildings/out buildings paint color changes which the Committee recommends.
- **Facilities Fees and Usage Committee** - Chair Ward asked for the formation of an ad-hoc Homeowners' Rental Committee charged with discussing the short term rental

member-owned homes within the subdivision. This committee will report to the Facilities & Usage Fees committee. Director Ward “**moved to form an ad hoc Homeowners’ Rental Committee, functioning under the Facilities Fees and Usage Committee, for addressing concerns and follow up.**” The motion was seconded and passed with 6 ayes and 1 nay.

- **EPPOC** - Director Clemens reported the following: Report from October and November minutes. Blagen Road is now open, via the bridge. EPFD received their second all-terrain vehicle. EPFD is looking for volunteers, if you have a skill set, give them a call. Cal fire is hiring seasonal employees.
- **Food Services Committee**- Director Giorgetti reported the following: The FSC met with committee members only the start of the month. The charter was reviewed. It was a get to know you type meeting. The committee is waiting on the approval and hiring of a Food Services Manager, which will be presented at the January meeting.

9. **Fire Prevention Program:** Thomas Hein, VIP Coordinator, submitted the following report:

- Bark Beetle: There is an uptick in the pine trees being attacked by the bark beetle. Hopefully, cold temperatures will drive them away. Next year, members need to prepare for more trees to die off and for PG&E to change its rules for assisting with tree removal. The Association can be lenient, but at the end of the day it is each member’s responsibility to remove fallen logs, not PG&E.
- Dr. Harris. In speaking with Dr. Richard Harris, Calaveras County Tree Mortality Division, the dead standing and hazardous trees marked for removal via the County’s program will likely not be removed until spring 2022.
- Online Platform: In 2022, Thomas would like institute a monthly online platform for members, in the form of a Q&A session. Members would be encouraged to participate to ask questions and receive answers about Fire Prevention, ARC, and CC&R regulations.

10. **Treasurer’s Report:** Treasurer Schultz reported the following:

- During the recent Finance Committee (FC) meeting:
 - October financials were reviewed
 - Recapped monthly CID meeting
 - Reviewed required monthly documentation, including Amazon invoices
 - Budget Assumptions/preparations, 8th iteration of the budget worksheets
- Monthly CID Consortium (CIDC) Meeting: The goal for meetings between CIDC and the HOA staff is to streamline the financial reporting process so statements become simple to read by non-professionals.
 - Meeting discussions continue about questions arising from the first review of the October financials, including an adjustment made for an equipment expense for a compressor replacement which needs to be posted in the replacement fund. The adjustment requires Board approval since it was not on the initial replacement fund list.
 - A second meeting reviewed restaurant revenue and inventory adjustments. Food service

activity funneling through the POS system will be recorded in the Food Services Revenue and COGS and any activity invoiced will funnel through “renter” revenue and COGS making reconciliation to source documents easy to follow.

- 2022 Budget Presentation: An extensive 2022 Budget presentation was given via power point during the meeting for the Board to review. Included in that presentation was the recommendation from the Finance Committee to increase the annual assessment to \$780.
- October Financial Review: The October balance sheet shows:
 - Operating Cash is \$670,220, down from \$739,155
 - Receivables are \$33,902 – collections continue including a bad debt allowance of \$70,000
 - Reserve Fund is \$988,345
 - Investment income is abysmal at only .01%
 - Net revenue over expenditures is up \$333,161. (This large increase is due to the forgiveness of the PPP Loan along with continued trends seen in months past.)
- Report Certification Disclaimer: Certification recommendations presented by the Treasurer and Finance Committee do not signify reports are perfect and/or are 100% accurate. Certification indicates the reports have been reviewed and necessary adjustments identified. It is the opinion of the Treasurer and Finance Committee that further review and/or any identified changes would not be material.
- Recommendations
 - October 2021 Financial Statements. In Accordance with Civil Code §5500, the Finance Committee reviewed the October, 2021 transaction reports, as well as the Balance Sheet, Revenue and Expense statement, Budget to Actual, and the President and the Treasurer reviewed the Bank Statements. The Board has received the October, 2021 financials and a transaction report. Bank statements are available upon request. Treasurer Schultz moved, **“To ratify the October, 2021 financial statements whereby review requirements of Civil Code §5500 have been performed by at least two board members and the full Board has received financial statements for October, 2021”**. The motion was seconded and passed unanimously.
 - Approval of the 2022 Budget. Treasurer Schultz moved **“To approve the budget for the calendar year ending December 31, 2022”**. The motion was seconded and passed unanimously.

11. **Adjourn**: Meeting was adjourned at 12:10 pm to closed session. The next Board of Directors meeting will be January 15, 2022.

Minutes recorded by Amber Meyer, Assistant General Manager

SECRETARY’S CERTIFICATION:

I certify the foregoing is a true and correct copy of the minutes approved by the Board of Directors.

Nancy Dommès, BOD Secretary

Date