



BLUE LAKE SPRINGS HOMEOWNERS ASSOCIATION
MINUTES OF THE BOARD OF DIRECTORS
Thursday, April 28, 2022
Via Zoom

1. **Call to order:** 6:00 pm
2. **Roll Call:** Directors Present: President Kevin Prorise, Vice President Roxanne Dubois, Treasurer Joanne Schultz, and Directors Kayleen Clemens, Rick Giorgetti, and Dale Ward. A quorum was established. Absent: Secretary Nancy Dommes

Staff Present: General Manager Tony Abila
3. **Executive Session:** President Prorise reported on meetings held on April 12th and April 28th. Topics included collections strategies, delinquent accounts and receivables as well as plans and actions regarding these items. CC&R violations were also discussed.
4. **President's Update:** President Prorise gave the following remarks: On behalf of the entire association, I want to appreciate Amber Meyer for the 8 years she served as our Lodge Manager. She dynamically led the Lodge through changes, various committees, multi-tasking roles, COVID-19 challenges and has been a steady leader keeping our social hub and friendly neighborhood restaurant alive. Amber is not going anywhere and will take on the Assistant General Manager position full time. We all look forward to seeing Amber in the next phase of her career with us. We have a new lodge manager Robert Byron. Amber will transfer the Lodge Operations to him in the coming weeks. Please welcome Robert to our BLS association.
5. **Open Forum-Members comments:** 15 members attended the meeting via Zoom. Member comments included: inquiry about the Association's fire and umbrella insurance policies; improvement of the Association's reserve fund; and concerns about light pollution within the subdivision.
6. **General Manager's Report:** Manager Abila reported
 - Administration- Staff is currently working on digitizing Association records. The *Member's Incident Report Form* has been uploaded to the Association website, as well as placed in the Lodge Log. The form will assist members reporting concerns or possible violations of the CC&R's to the Association and will track disposition of same.
 - 2022 Election- The HOA has four candidates running for two open Board positions.
 - Security- New alarm and camera system has been installed at the Lodge and Fly-In Lake

- Staffing- The Association is still struggling to fill positions across all departments. Management will continue to work on filling vacancies.
- Lodge Grounds- Staff has completed the stairs and decking for pool area, we are currently waiting on glass railing for the upper lawn area. Staff continues to prepare the grounds for the summer season.
- Playground- The new structure is scheduled to be delivered this week, and will be installed prior to Memorial Day weekend.
- Maintenance- The new utility vehicle approved by the Board has been ordered but will not be available until the end of May. The Maintenance Department is still short three positions for the summer season
- WI-FI- New Wi-Fi for membership usage in the pool area has been installed and is working great.
- Fly-In Lake- New sign for Fly-in Lake will be installed before Memorial Day. Replacement dock for the lake is on order, there is no delivery date at this time.
- Restaurant Report- Replacement fryer for the snack bar has been ordered and is scheduled to be delivered by the end of May. The restaurant has 2 open positions, and the Snack Bar has 4 open positions for the summer season.
- Summer Recreation- The 2022 Summer Recreation Handbook was included in the Board Book for review. New POS systems for both the Lodge and Fly-In lakes are in the process of being installed and programmed. The Recreation Department has decided to forgo the purchase of a pop up tent to save money. The Summer Recreation program has 5 open positions for the season.

7. Treasurer's Report:

- Finance Committee Meeting- Held on April 20th, and welcomed a new member. The committee received a recap of monthly CID meeting, March financial statements, transaction listings, audit update, 1st quarter budget analysis, and reserve analysis. An audit draft was sent to the committee for review.
- February Financials- The balance sheet shows:
 - Operating cash - \$933,622.
 - Receivables - \$589,788 with a bad debt allowance of \$90,000.
 - Reserve fund - \$1,096,514 (represents 98% fully funded).
 - February net revenue over expenditures - \$12, 693Plus an additional \$7,028 reduction in revenue in April as a result of the Associate Member Fees review. The revenue reflects 18 accrued fees; 8 eligible members having paid, and the 10 additional should not be accrued since the fee is optional.
- March Financials- The balance sheet shows:
 - Operating cash -\$894,277.
 - Receivables - \$469,499 with a bad debt allowance of \$90,000.
 - Reserve fund - \$1,141,301 (represents 102% of fully funded) with a few reserves expenditures recorded as of 3/31/22. No cash has been transferred to the operational cash.
 - Expenditures. Projected to be \$391,814.
 - March net revenue over expenditures - loss of (\$11,945).In addition to \$7,028 reduction in revenue in April as a result of the review of Associate Member Fees.
 - Adjusted net loss for March - (\$18,970). The losses are primarily due to a reduction of revenue in food services. Expenditures are over budget due to the true up of Workers Comp of \$16,327.

- Disclaimer- When the Treasurer and Finance Committee recommends certification of the financial statements it does not mean statements are 100% accurate. It means the statements have been reviewed and items identified for adjustment, further review and any identified changes were not material.
- Budget Analysis- The budget passed in November included a deficit budget of (\$57,384) with a contingency of \$83,844. Three decisions the Board made in the past three months reduced the contingency by \$62,182, leaving \$21,662 in contingency. The budget was built on assumptions of staffing reaching 100%. There is relative certainty there will be salary savings due to staff shortages. Another review should be done in June to determine if the projected expenditures are materializing along with realizing salary savings due to shortages.
- Reserve Analysis- The Association is moving in a very good direction with the reserves.
 - The next study should show BLSHA in the low risk category.
 - Budget expenditures approved:
 - \$199,263 – 2022 budget
 - 115,800 – 2021 budget
 - \$315,063 – Sub-total expenditures
 - 76,751 - Potential increased costs based on actual bids received
 - \$391,814 – Total expenditures
 - Current expenditures along with the added contributions will bring the balance at 12/31/22 to approximately \$894,224 (79.88% based on a fully funded amount of \$1,119,475)
- Recommendations- In accordance with Civil Code 5500, the finance committee reviewed the transaction reports, as well as the balance sheet, revenue and expense statement, budget to actuals, and the Treasurer and an additional Board member have reviewed the bank statements. The Board received the financials. Transaction reports a bank statements are available upon request. Based on that, Treasurer Schultz moved **“to recommend the acceptance of the certification of the February and March 2022 Financial Statements.”** The motion was seconded and passed unanimously.

8. ARC/ Facilities Fees and Usage:

- ARC: Questions and applications regarding the ARC policies have increased with most applications for tree removal or installation/replacement of decks.
- Fees & Usage: Policy 500-A-37 is in review. See Governing Documents Review Committee

9. Secretary’s Update:

- Minutes of March 24, 2022- Director Giorgetti moved **“to accept the Board of Directors meeting minutes of March 24, 2022 as amended”** The motion was seconded and passed unanimously.
- Governing Documents Review-
 - Policy 500-A-29 – Payment Plan Authorization. Changes include a clarification of payment plan installments and durations, as well as other minor changes. Director Ward moved **“to accept the changes to policy 500-A-29.”** The motion was seconded and passed unanimously.
 - Policy 500-A-43 – Special Membership Meetings. President Prorise presented the new policy for Board approval. Vice President Dubois moved **“to accept new policy 500-A-43 for posting.”** The motion was seconded. Questions arose during the Board’s discussion of the Policy. The motion was withdrawn and tabled to the next meeting.
 - Policy 500-A-37 - Association Annual Assessment and Fee Schedule. Manager Abila

stated due to the unknown financial impact of the restructure of fees in a year of rising costs, his recommendation is to hold off on approving this policy until a later meeting.

10. Board Committee Reports:

• **Facilities and Long-Range Planning (FLRPC) -**

- a) Parking Lot Safety- New barriers have been ordered to improve entry/exit routing and visibility
- b) Website- Work is being done on the new website, and once the site is launched, member feedback will be encouraged.
- c) Holiday Shuttle- The shuttle will be available to members for free July 2nd and 3rd for transport from cabins to Lodge and Fly-In lakes. Vice President Dubois presented the idea of potentially booking the shuttle for summer of 2023 as well.
- d) Swimming Pool- FLRPC/Management are looking into bids to resurface the pool and deck area. There are several ideas, which include pavers and concrete.

• **Food Services Committee- No report.**

• **Events Committee- No report.**

• **EPPOC – No report.**

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

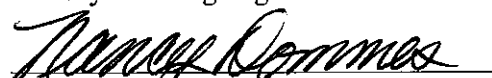
- VIP Inspections.: The BLSHA Fire Prevention Team will be issuing CC&R violation notices to properties receiving a failing grade during inspections. Inspections begin May 3rd. Inspections are immediately submitted to Cal Fire or Ebbetts Pass Fire District (EPFD) for review. Inspection notices will be sent out automatically to members (sans the 42 members receiving via US mail), via the new FPC master database. Emailing notices will save time and money on postage and labor.

12. Adjourn: Meeting was adjourned at 8:52pm. The next Board of Directors meeting will be Saturday, May 21, 2022, 9:30am at Snowflake Lodge and via Zoom.

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 Domptes, BOD Secretary


Date