

LAKESHORE COMMUNITY ASSOCIATION

BOARD OF DIRECTORS MEETING WEDNESDAY, JANUARY 27, 2016 WESTLAKE YACHT CLUB

MINUTES

The Board of Directors Meeting of the membership was called to order at 5:31 p.m. at the Westlake Yacht Club.

BOARD MEMBERS PRESENT AND FORMING A QUORUM

Michael Foore, Lloyd Carter, Ann Nelson and Richard Donohue.

OTHERS PRESENT

Tish Matthews, Association Manager, The Emmons Company
Michele Brooks, Recording Secretary, The Emmons Company
8 Members

MINUTES

The minutes of the December 16, 2015 Board of Directors Meeting were reviewed. Richard Donohue made a motion to approve the minutes as presented. The motion was seconded by Ann Nelson and passed unanimously.

The minutes of the December 9, 2015 Board of Directors Executive Meeting for hearings and contracts were reviewed. Richard Donohue made a motion to approve the minutes as presented. The motion was seconded by Lloyd Carter and passed unanimously.

FINANCIALS

Tish Matthews presented the November and December 2015 monthly financial statement. Total cash-on-hand as of 12/31/15 was \$2,505,594.34. Richard Donohue motioned to accept the November and December 2015 financial statement as presented. Ann Nelson seconded the motion and the motion was passed unanimously.

The November and December Financial / Treasurer's Report was presented by Tom Bokhart.

The delinquency report was presented by Tish Matthews.

PRESIDENT'S REPORT

Michael Foore presented the president's report.

- Reminder that at the December Board Meeting, the Board voted to change the start time for the general board meetings to 5:30 for the months of January and February. Discussion regarding future meeting start time to be added to the February agenda.

MANAGEMENT REPORT

Tish Matthews presented the management report.

Management to consult with the new Lost Hills Sheriff Department sergeant.

Signage rewording to be revisited. Ann Nelson as Landscape Committee Chair agreed to have the Landscape Committee present a list of wording for consideration.

-Member present commented on supporting "No Trespassing" signs.

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ARCHITECTURAL COMMITTEE

Richard Donohue provided a summary of the architectural committee meeting.
Lloyd Carter requested that future Architectural Meeting Minutes be sorted by “Item”.

LANDSCAPE COMMITTEE

Ann Nelson provided the landscape committee update.
A location has been found for relocation of the Tulip tree. Relocation estimated to be done by March.
Consideration is being made to change the type of rat bait to a less toxic option.
Landscape bids are currently being reviewed by the contracts subcommittee.
Management advised the water budget will be available after the February billing.
Trish Pettinelli provided a tree report.

TIME WARNER CONTRACT

Michael Foore provided a Time Warner update.
Michael Foore motioned for management to request a written proposal from Time Warner to include: 1) Cost with the current services. 2) Cost for current service plus Showtime. And 3) Cost for current service plus Showtime and plus a 2nd box. Once received, the Finance Committee will review and make a recommendation to the Board. Richard Donohue seconded the motion and the motion was passed unanimously.
-Member commented on the cost of Time Warner’s bundle packages.

FINANCE COMMITTEE

- Lloyd Carter discussed the process of considering bids. He also indicated that the Landscape RFP has been put on hold until the tree bid selection has been made.
- Michael Foore recognized the following Finance Committee members: Eileen Vallejo, Tom Bokhart, Michael Foore and Scott Brandt.
- Richard Donohue noted that the current Architectural Committee members are as reflected in the 1/6/2016 Architectural Meeting Minutes.
- The Contracts Sub Committee members were identified as Lloyd Carter- Chairperson, Michael Koslow, Tom Bokhart, Marilyn Tucker and Patti Sower. Management to verify if the subcommittee is covered through the Association’s liability insurance.
- Michael Foore motioned to approve opening an account with Kinecta Federal Credit Union in an amount not to exceed the maximum federal insurance amount. Richard Donohue seconded the motion and the motion was passed unanimously.
- Tish Matthews advised that the audit draft was sent to the Finance Committee for comments and the final audit draft should be available at the February board meeting for review by the board.

POOL COMMITTEE

Tish Matthews provided an update on pool maintenance items. The Board discussed the pool heat, pumps, and the cleaning schedule. The location for the extra trashcan is still being determined.

-A Member commented about the pool contractor.

DOCKS AND WLMA

Bill Kneble provided the Docks and WLMA updates.

GOODWILL AMBASSADOR

The Goodwill Ambassador was not present.

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OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

- Tish Matthews discussed the additional fidelity bond coverage. The Board agreed that additional information was needed and to table further discussion until the February board meeting.
- The earthquake insurance quote from Steve Reich Insurance was reviewed. Richard Donohue motioned to accept the policy providing coverage of \$30 million with a 5% deductible for an annual premium in the amount of \$79,441. Michael Foore seconded the motion and the motion passed unanimously.
- The Board reviewed two bids for the paddle tennis court resurfacing. Richard Donohue motioned to accept the Westside Court Supply subject to the following: The 9/18/15 bid still being valid; Amend to correct "Owner" to Lakeshore HOA, c/o The Emmons Co.; Accept services described in Exhibit A of the 9/18/15 bid for an amount not to exceed \$2,800; Work to occur during April and/or May 2016. Michael Foore seconded the motion and the motion was passed unanimously.
- The Board reviewed a proposal from Slade Industrial Landscape, Inc. in the amount of \$2,850 for installing 8 trees and transplanting one Tulip tree. Committee to obtain a breakdown of costs from Slade for the Board to review at a future date.
- The Board reviewed tree bids received from three (3) tree service companies. Lloyd Carter announced the contracts subcommittee recommends Green Valley Tree Care, Inc.
- Michael Foore motioned to accept the Green Valley bid dated 1/14/16 in the amount of \$12,826 utilizing the Association legal counsel approved contract format in place by The Emmons Co. Also authorizing the Finance Committee and the Contracts Subcommittee chairs to discuss with the contractor two options as follows: 1) modify existing bid to include, at a minimum, complimentary arborist services; and 2) the original bid to also include 2 additional option years and complementary arborist services. Lloyd Carter seconded the motion and the motion passed unanimously.

CORRESPONDENCE

The Board reviewed correspondence as follows:

- Thank you letter from the Board's past president.
- Notice from Association Legal Counsel that the hourly rate will be increased to \$340 for attorneys and \$170 for paralegals.
- Request from a member to add an additional dog waste station by the trash can adjacent to pool #2. Landscape/Tree Committee to research and consider.

MEMBER COMMENTS

- A Member inquired about tree roots from a Sycamore Tree next to his property that are lifting the garden wall.
- A Member inquired about the new dock policy.
- A Member commented about expenditures and the Association's budget.

NEXT MEETING

The next Board of Directors Meeting is scheduled for February 24, 2016 at The Yacht Club.

ADJOURNMENT

There being no further discussion, the meeting was adjourned at 8:44 p.m.

Respectfully Submitted, Michele Brooks, Recording Secretary