

November 18, 2021 Board Meeting Minutes

Meeting called to order by president, Kevin Monsma at 7:06pm. Directors attending: Kevin Monsma, Rose Smith, Jeremy Sundby, Dominique Smith, Marie Zandona-Harger- via ZOOM.

Jeremy Sundby-motion to adopt the agenda, second-D. Smith, all in favor.

Previous Meeting Minutes

Jeremy Sundby-motion to approve October 27, 2021 BOD meeting minutes, second-D. Smith, all in favor, motion passes.

Director Reports

Finance-Rose Smith-The 2022 Budget mailed out with newsletter had on page 3 columns were out of alignment, apologies.

The 2022 reserve contribution has been adjusted to \$69,792.00. It was listed as \$67,000 and has been changed to \$69,792, equals \$\$17,448 per quarter, \$27.83 per lot per quarter.

The reserve study member summary will be mailed out with December newsletter.

Our current reserve assets total is \$444,867.81.

Greenbelt

Dominique Smith, we have a few big trees to be cut in the greenbelt, we hope to finish the last 5 acres to complete the 100-foot defensible space clearing in the spring.

Fire Safe Council

Sherry Hawk-Firewise USA renewal submitted for insurance discounts. Lost River has completed 40 acres.

The EDC Chipping program re-opened this month, next meeting is December 1st.

RCD -Stevens Grant Program-\$105,000-Webber Creek project waiting on environmental reports.

CC&R Committee meeting next Tuesday, Nov. 22, 3:30 here at the lodge.

The board will be establishing committee rules establishing procedure/protocol, and get feedback on electronic default for dues statements and newsletter delivery.

The board will be scheduling training for board members, and looking into staff training and committee member volunteers must be in good standing.

The board sent the CC&R survey to the attorney at Adam Sterling, we are waiting for the draft review on CC&R revision. We will then get a draft for board review, and then another draft to present to membership.

Quick Books Upgrade presentation-Carol Steinbrecher

I have researched the services offered by QuickBooks online, QuickBooks payroll on line and Live Bookkeeping to contract for these upgrades and save money on what is currently paid to our CPA. Live Bookkeeping will find a person familiar with HOA's, they will review our books and help clean up files over a 30-day period and will provide monthly reports. They do not file taxes.

Recommendations to the board:

QuickBooks Essentials cost \$300 per year initially for the first year-2022, then increase to \$600 per year – 2023.

Payroll premium-2022 cost-\$866, 2023 cost \$1316.00

Live Bookkeeping-\$2900-2022 cost, \$2400-2023 cost.

Payroll services will require employees to have direct deposit.

GRF can set up a widget on the website for members to pay dues with credit/debit cards. A statement can be emailed, and member can click pay now and get link to pay. There will be convenience fees charged to member.

GRF can purchase a check reader from Umpqua Bank and make deposits remotely rather than traveling to the bank in Placerville.

Get rid of PayPal and issues with unpaid fees.

Steve and Carol will work with Robert's accountant for transition.

Question – check on security measures, is card stored?

Sherry Hawk- worked for Intuit, they have good security systems in place.

Making these changes will take care of the fidelity bond requirements to split bookkeeping duties and not have one person doing both AR and AP.

Carol-we are also looking at software specifically created for HOA's.

The board will look at options for opt out for paper delivery.

Jeremy Sundby-motion to approve Quick Books upgrade, second-M. Zandona-Harger, all in favor: Marie-aye, Jeremy-aye, Rose-aye-depending on answers for security, Dominique-aye, motion passed.

Pool Folder at office to contain service, maintenance, etc.

Update employee manuals, procedures, standard operating procedures, hard copies and digital.

Dog Park-research phase- liability insurance, cost, maintenance, Steve Steinbrecher will coordinate with the requirement of 5-7 members to join.

GR needs to purchase an updated laptop to assist with Zoom meetings, cost less than \$2,000 approved by the board.

Pool Repair

Jeremy Sundby- Contractor inspections reported our current system is not sufficient. The pool companies stated our equipment was broken/not maintained, and that chemical management issues led to the pool's failure.

presented Quotes from:

Geremia-no equipment upgrade

Adams-resurface, 3-year warranty, no equipment upgrade, not including permits, cool deck overlay-not concrete (which lasts longer)

Atlantic Pools-resurface pool, all new equipment, decking optional, upgrade to commercial equipment

Question on warranty and how long the quote prices are good.

Atlantic has 5-year warranty.

Question on insurance coverage-contractors reported water composition caused deterioration. Steve Steinbrecher agreed to help with contract oversight.

Atlantic for pool remodel and equipment-\$187,500 and combine with

Diamond Concrete for deck work, just under \$81,700, total \$269,200.

Innovative Pool Concepts, owner Mike Renshaw- Maintenance for pools, beginning January 1, 2022 different rates for summer and winter months totaling \$7400 per year, approved by the board.

Member's suggestions included researching business background, look into pool septic systems that need attention, bathroom floors, penalties for late completion/ bonus for early completion: Discussion.

Jeremy Sundby-motion to approve Atlantic Pools – for pool and equipment and Diamond Concrete for deck work, total \$269,200, second-Rose Smith, discussion, all in favor: Rose Smith-aye, Marie Zandona-Harger-aye, Dominique Smith-aye, Jeremy Sundby-aye, all in favor, motion passed.

Jeremy Sundby-motion to approve Maintenance Contract with Innovative Pools for \$7400 per year, second-Marie Zandona-Harger, all in favor, R. Smith, J. Sundby, D. Smith, M. Zandona-Harger, motion passed.

Meeting adjourned 9:30pm.