

MINUTES - REGULAR MEETING

Wednesday, June 8, 2016

7:00 p.m

1.0 MEETING AND ORGANIZATION

1.1 Establish Quorum & Roll Call

7:10 pm Meeting called to order by Hunt.

Present: Hunt, Leguillon, Cook, HRoppel and JRoppel.

Staff: Tom Reed

2.0 PUBLIC FORUM

2.1 Public Comment-Laurie Hilderbrand, from the store Aqua Sea, is seeking to open a coffee bar in front of her store and needs to report to a commissary to comply with Environmental Health regulations. She inquired as to the certification of the Rec Board Kitchen for possible use for her coffee cart. She will do more research on what type of kitchen certification is needed and will report back to the board.

2.2 Committees-None

2.3 Staff Report/Monthly Service Report.

Caretaker Report-See attached

Book Keeper Report. See attached.

3.0 REGULAR BUSINESS

3.1 Approve May 2016 Regular Meeting minutes.

MOTION: Cook moves to approve the May 2016 Regular Meeting Minutes with corrections, Leguillon seconds motion, 4-0-1.

3.2 General Ledger Fund Reports and Expense Report. **Continued**

3.3 Revenue and Expense Report. **Continued**

3.4 Additions to the Agenda-None

4.0 CONTINUING BUSINESS

4.1 Audit update=only one item remaining to provide to auditors, Cook to provide info needed.

4.2 Office IT equipment update-Hunt met with IT rep to discuss office system update. More research required.

4.3 Records Retention Policy. Leguillon received several sample policies from various special districts, will compare to county policy and draft sample policy for district and board review at July meeting.

5.0 NEW BUSINESS

5.1 Payment for landscape designer. Board discusses possible payment to landscape designer for work completed in front area of clubhouse. Designer had offered services voluntarily, and verbal agreement was made to accept services. Designer requested payment for services rendered in the amount of \$495.00.

5.2 Payment for landscape installer. Board discusses possible payment to landscape installer. Installer had offered services voluntarily, and verbal agreement was made to accept services. Installer requested payment for services rendered in the amount of \$495.00. **MOTION** HRoppel moves to pay landscape designer and landscape installer \$495.00 each for services rendered in landscape project at

LSBRD
314 Estrella Ave.
Clubhouse Boardroom

- entrance to clubhouse. Hunt seconds the motion. 2-2-1. Motion is defeated.
Subject continued to July meeting.
- 5.3 Landscape completion event. Community member suggested to the board that a celebration event be scheduled to celebrate the installation of the front landscape project. Board is not interested in pursuing this idea.
- 5.4 Constituent request for Joe Ruwe to trim Bonsai Pine tree. **MOTION** Hunt moves to hire Joe Ruwe to prune bonsai pine tree in center island. HRoppel seconds the motion, 3-0-2
- 5.5 CAL CARD limit. Last month district went over limit on credit card, possible increase of limit. Board decided to wait to see if it is an ongoing problem before increasing limit.
- 5.6 Develop budget proposal for 2016-2017 fiscal year. Continued. JRoppel to prepare budget report for July meeting.
- 6.0 DIRECTORS' REPORTS
- 6.1 Director Reports-HRoppel met with architect to discuss possible alternatives to initial plan. Architect to attend July meeting to answer questions.
- 7.0 RECAP ACTION ITEMS
- 7.1 Secretary Leguillon read notes as to what action items each board member had.
- 8.0 FUTURE MEETINGS
Next regular meeting is scheduled for July 13, 2016, at 7:00pm.
- 9.0 ADJOURN REGULAR MEETING
Adjourned 8:20 pm

Respectfully Submitted:

Dagmar Leguillon, Secretary LSBRD