

MINUTES - REGULAR MEETING

Wednesday, July 13, 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.
Staff: Tom Reed

2.0 PUBLIC FORUM

- 2.1 Public Comment-Bonnie Guterrez La Selva resident informs the board that there are 3 ceanothus plants that need to be planted in the park. She would like to donate one and have the board buy two once the rainy season starts. Caretaker to water new plants 2x per month till established.
7:15 J.Roppel arrives.
- 2.2 Committees-None
- 2.3 Staff Report/Monthly Service Report.
Caretaker Report-See attached
Book Keeper Report. None.

3.0 REGULAR BUSINESS

- 3.1 Approve June 2016 Regular Meeting minutes.
MOTION: JRoppel moves to approve the May 2016 Regular Meeting Minutes, Cook seconds motion, 5-0-0.
- 3.2 General Ledger Fund Reports and Expense Report. **MOTION** Cook moves to approve the General Ledger Fund Balance for May in the amount of \$373,485.31, HRoppel seconds the motion. 5-0-0. **MOTION** Cook moves to approve the General Ledger Fund Balance for June in the amount of \$358,699.76, HRoppel seconds the motion. 5-0-0.
- 3.3 Revenue and Expense Report. **MOTION** Cook moves to approve the Financial Summary with total Revenues and Expenditures for May in the amount of \$10,201.47. HRoppel seconds the motion. 5-0-0. **MOTION** Cook moves to approve the Financial Summary with total Revenues and Expenditures for June in the amount of \$22,203.58. HRoppel seconds the motion. 5-0-0.
- 3.4 Additions to the Agenda-Fence for Front Landscape. JHunt to contact IA for fence ideas.

4.0 CONTINUING BUSINESS

- 4.1 Audit update-Management Letter completed and sent in.
- 4.2 Office IT equipment update-Continued.
- 4.3 Records Retention Policy. Leguillon presented sample record retention policies for feed back from the board and will create policy for review at August meeting.
- 4.4 Payment for landscape designer. Board discusses payment to landscape designer for front landscape project. **MOTION** HRoppel moves to pay landscape designer \$495.00 for work performed on landscape project at entrance to clubhouse. JHunt seconds the motion. 4-1-0.

LSBRD
314 Estrella Ave.
Clubhouse Boardroom

- 4.5 Payment for Landscape installer. Board discusses payment to landscape installer for front landscape project. **MOTION** HRoppel moves to pay landscape installer \$495.00 for work performed on landscape project at entrance to clubhouse. JHunt seconds the motion. 4-1-0.

- 5.0 NEW BUSINESS
 - 5.1 Resolution Ordering an Election. **MOTION.** Leguillon moves to adopt Resolution No. 2016-13-07, Resolution Ordering an Election, Requesting County Elections to Conduct the Election, and Requesting Consolidation of the Election. Cook seconds the motion 5-0-0.
 - 5.2 Candidate Filing. Candidates that desire to run for election or re-election should contact Mari Segunda at the County office.
 - 5.3 Develop budget proposal for 2016-2017. Board discusses budget needs and projects slated for 2016-2017 fiscal year. MOTION. HRoppel moves to approve the proposed budget for 2016-2017 with total revenue of \$169,153.00 and expenditures of \$269,180.00. Cook seconds the motion. 5-0-0.

- 6.0 DIRECTORS' REPORTS
 - 6.1 Director Reports-HRoppel met with architect to discuss possible alternatives to initial plan. Board reviews plan revisions. HRoppel to discuss the next step with architect and report back to the board.

- 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 August 10, 2016, at 7:00pm.

- 9.0 ADJOURN REGULAR MEETING

Adjourned 9:40 pm

Respectfully Submitted:

Dagmar Leguillon, Secretary LSBRD