

Board Meeting
Los Paseos Association
September 4, 2012

The meeting was called to order by President Jeff Lemas. Others in attendance were: Tim Nemeth, Vice President; Rita Helfrey, Secretary; Margo Jenks, Treasurer; Gizelle Lamb, Member at Large; Judy Seps, Associate Members Representative; Brighton Keslin, Phil Keslin, Julie Jackson and Guy Berry.

OPEN FORUM

Brighton Keslin, Boy Scout Troop 212, presented an Eagle Scout Project idea to the board. He would like to renovate the existing volleyball sand area by removing all the sand, laying down top soil and grass. He and other Boy Scout members will provide all the labor for this project. He said that he will draw up a proposal and will present it at the next LPHOA meeting. Gizelle made a motion to approve this project and Jeff seconded. The motion was approved.

A homeowner had a question concerning violations on his street regarding a parked boat, parked/covered car and an unkempt yard. He asked if the Association is still sending out violation notices because he has sent 3 or 4 letters to the association regarding these and other violations and he hasn't seen any change in the yards. The President stated that procedures regarding violations have not changed and the board agreed that letters need to go out even if there is no functioning committee. He also stated that the Architectural Committee Chairman has resigned and the committee has lacked leadership although there are members who are willing to serve on this committee. A discussion followed regarding established violation procedure, ramifications of not following up, and/or lack of enforcement of violations. *Jeff stated that he would look into this matter to determine why follow-up letters have not been sent out.*

It was brought up that the July issue of the Que Paso was not received by a number of people present. A homeowner said that he had paid for an ad which was to go out in that issue. Jeff said that the issue had been written, sent to the board by email for approval and approved. *He is to follow up on this item as well.*

Jeff moved and Gizelle seconded that the July minutes be approved with one correction. All were in favor. *Rita will send the July minutes to Margo to post on the website.* The minutes of the August meeting which had to be cancelled due to a gas leak in the clubhouse will be presented at the October meeting.

FINANCIAL REPORT

Wells Fargo Business Checking \$2,876.76
Well Fargo Business Market Rate Savings \$3,969.00
Wells Fargo Business High Yield Savings \$136,317.41
Waddell and Reed \$88,657.77

Margo presented each board member with a 2012 Year to Date Budget report showing income and expenditures from January-July 2012, as well as a 2011 budget which had been requested. It was noted that the budget reflected 100% of the 2012 Homeowners Assessments had been collected. Upon questioning, Margo stated that there may have been one or two which had not been collected. She reported that there were 6 old assessments in collections with ASAP, but none in collections for 2012. ASAP needs Board approval to notify a homeowner of pending consequences for unpaid dues.

Clubhouse Rentals-1.

Management Update

Margo stated that she had spent a lot of energy learning processes and establishing Procedure Manuals, and she had a few suggestions. She said that the "Head Lifeguard thing didn't work" and that, in her opinion, next year's staff should have "lead lifeguards" to manage less of a staff, namely, 8-12 lifeguards and 4 gate guards. It was noted that in the past, the Head Lifeguard maintained the Lifeguard Schedule. She also suggested that Policies and Procedures for summer staff should include How to Clean the Bathrooms and some system needs to be established to assure that bathroom duties are carried out during each shift.

Discussion began regarding the upcoming priorities for getting the budget completed and sending out the documents to homeowners at the end of the year. Gizelle pointed out that there are only 8 weeks remaining before we will have to approve the 2013 budget in order to meet the 45-60 day deadline for mailing this information out to homeowners. Jeff asked Gizelle what she would need to get the budget prepared. She replied she would need the 2012 year to date income and expense detail and the 2011 Actual Expenses from Quickbooks in order to prepare an accurate draft budget. Jeff told Margo that she and Kari should get these records to Gizelle, so she, Gizelle, could help get budget information together for the Annual Budget Meeting which is to be held on Monday, October 29. Margo agreed to work on getting this information to Gizelle by the end of the week (September 7th) and that she would advise Kari that the board decided it was necessary to increase the number of hours required of our Association Bookkeeper. Margo will ask Kari if she would want to continue on as bookkeeper and increase her hours.

NEW BUSINESS

Renting the clubhouse to non-members was discussed due to recent damage to the clubhouse and grounds after several non-member rentals. Jeff moved and Tim seconded that future rentals will be made to members only.

Margo read a letter from Jerry Bozzo who is our pool maintenance contractor and also the coach of Valley Splash, a year 'round swim team. The team requested use of Los Paseos Pool between September 24 to the end of the year because they are not able to use Rancho Santa Teresa's facility due to renovations there. Margo explained that Valley Splash would pay LPHOA \$1,500/month through October 31 and \$2,000/month during November and December.

A discussion was held regarding our utility usage. Margo will investigate the cost to heat the pool during the cooler months by looking at past PG&E bills for April and May. Rita made a motion to allow the Valley Splash Swim Team practice privileges at our pool for the period of September 24-October 31 at the rate of \$1,500.00/month, between the hours of 3-7PM, Mon.-Fri. with "some" Saturday mornings. Practice privileges for the months of November and December to be determined pending board review of PG&E and pool maintenance accounts for seasonal and non-seasonal usage. Gizelle seconded the motion which was subsequently approved without dissent. Margo informed the board that she was "not going to do this anymore" and that she would not be running for the 2013 board. She left the meeting at this point because she was not feeling well.

The meeting was adjourned at 8:59PM to Executive Session.

Respectfully submitted,
Rita Helfrey, Secretary