

LAKE TAHOE PARK ASSOCIATION
Board of Directors' Meeting
Saturday, April 28, 2018
Minutes

1. Call to order – Leigh Ann

President Leigh Ann Cullen called the meeting to order at 9:02 AM at John Taylor's residence in Tahoe City, California. Board members present were John Taylor, Leigh Ann Cullen, Dave Williams, Doug Williams, Bob Thomas, Jim Cavalieri and Susan Gray. A quorum was established.

Others present were Association Manager Ben Leech, CPA Barbara Malm-Wilson, and Recording Secretary Connie Adams.

2. Meeting Minutes Approved – Leigh Ann

Cullen reported that the September 30, 2017 minutes were approved by email and posted on the website.

3. Old Business

3.1. North pier and South Pier adjustable catwalk work - Ben

Leech reported one ladder was installed on the end of the north pier catwalk and two more are being installed on the sides. Leech would like to see how the ladders function and weather, especially on the outer sides of the piers where boats come in close, before buying and installing more than three on each pier. Thomas suggested researching commercial ladders for cost and flexibility and the Board discussed some options.

South adjustable catwalk is still pending, if work cannot be done before Memorial Day, the work will be done after Labor Day in order to keep the pier available during boating season.

3.2. TRPA items Update – Ben

Leech is waiting for Jan Brisco to let him know when the TRPA Exempt/Qualified Exempt for the south pier adjustable catwalk is ready to be signed. Cullen said the Cease and Desist order is still in place for unauthorized work. LTPA continues to work with TRPA. Jan Brisco submitted what was required and is waiting for a response.

3.3. Accessibility (ADA) Update – Ben/Leigh Ann

Leech spoke with contractor Doug Hartline yesterday. They will meet on May 2 to discuss ADA work planned for the bathroom.

3.4. Membership Data Base Update-John

Taylor reported a few updates were made in the data base and he wanted to know the Board's commitment to keeping it. The Board agreed to find more ways to better utilize it, such as email blasts. Thomas suggested starting the process by sending out member information via email. Owners whose emails aren't in the data base will gradually want to opt in. Taylor, Gray, and Dave Williams agreed to form a subcommittee to recommend strategies to leverage this resource that could include useful tools, such as SurveyMonkey, to engage member input and disseminate information. Dave Williams indicated a small budget may ultimately be needed.

4. **Park and Operations report – Ben**

4.1. **Staff**

Leech announced that, except for one part-time employee, the staff from last year are returning for the season.

4.1.1 **Dogs on the beach**

Leech reported the lock will be put on the gate Tuesday and staff will begin cleanup. He asked the Board's opinion on allowing dogs on the beach until Memorial Day. There has been a lot of use on warm days and quite a few dogs there. Trash cleanup has been good overall.

It was moved by Bob Thomas and seconded by John Taylor to allow dogs on the beach up to Memorial Day. Motion carried unanimously.

Leech pointed out the lock on the gate can be set on or off as needed and the marker board reminds people to have their keys for access. Concern was raised about a lot of non-members using the park. Malm-Wilson noted last year's keys have not been deactivated yet but will be on June 15. Gray added that owners should know they need their key to get in the park. **The Board agreed the park gate should be locked now.** In response to questions about incidences with dogs at the park, Cullen stated owners are liable for any issues with their dogs and suggested placing a sign in the park.

4.2. **Swim Platform**

Leech reported the old wood swim platform was replaced with an inflatable one at a much lower cost of \$2700 compared to \$5000 for a wood replacement. It can be rolled up for winter storage, anchored to a block, roll with the waves, and be much easier to move in and out of the water.

4.3. **Boats and Buoys**

Leech recapped the April 7 buoy lottery. There were 12 more applicants than available buoys for the first half of the season and the second half didn't fill. After May 1, any member can apply for remaining second half buoys. However, if anyone with first half priority status chooses to reserve a buoy for the second half, they lose their priority status. If there are still buoys available, an announcement will be made at the membership meeting. If there are more requests than available buoys, a mini-lottery will be conducted. After July 7th if second half buoys are still open they will become available to first half buoy owners (this has nothing to do with "priority" as those people already have a buoy - priority is for those not taking any buoy).

Cullen reported that, although LTPA has the potential to add 10 more buoys, the State placed a one to two year moratorium on pier applications and they may also be holding off on buoys. Leech explained a challenge for LTPA is that the only direction to add buoys is outward into deeper water, which would require more expensive anchoring. He will research weight balls and other options.

Leech announced four weddings are scheduled in the park, one in June and three in September.

5. **Financial Report – Jim/Barbara**

5.1. **Budget vs. Actual 2018**

Cavalieri presented 2017 budget to actuals, clarifying variances and answering questions. Thomas asked for clarification of assessments for parcel name changes. Cullen and Malm-Wilson confirmed that for a title name change of property kept in the same family, with no money exchanged, the first-year assessment at transfer is not due. Key card clarification was also provided. Two cards are issued per property, deactivated

when a property is sold, and two new cards are issued to the new owners. Two additional cards per property can be purchased for \$75 each annually.

Cavalieri distributed the financial statements that will be presented at the membership meeting. The Board briefly reviewed the documents and questions were answered.

Cavalieri presented the 2018 financial reports as of April 27, 2018. He suggested combining the bookkeeping and accounting line items, since both services are related and performed or coordinated by Malm-Wilson.

It was moved by John Taylor and seconded by Bob Thomas to combine the accounting and bookkeeping line items into one accounting line item. Motion carried unanimously.

The Board continued to review the financial statements. The data base subcommittee will check into options to lower the annual cost of the website. The Board previously decided to maintain \$150,000 in operational reserves for unanticipated legal fees, State Lands issues, and other unknown needs. With potential revenues beyond that, Cavalieri proposed having a board designated fund to build and use as needed.

It was moved by Jim Cavalieri and seconded by Bob Thomas to modify the budget to include a Board Designated Reserve Fund. Motion carried unanimously.

Following discussion about target numbers, the Board agreed to review this item in September when a clearer picture of the year's expenses and projected work is known. The Board expressed appreciation for Malm-Wilson and Cavalieri's work. With good financial management, the assessment remains a deal at \$335 per year.

5.2. Delinquent assessments-Update – Leigh Ann

Cullen reported on her conversation with an owner regarding delinquent assessments. She provided requested information about the assessment debt due this year and how assessments on retitled properties will continue going forward. Discussion followed as the Board clarified and confirmed the current policy that allows a homeowner with one adjacent unimproved property to pay only one assessment. Any additional unimproved properties are assessed separately.

6. New business

6.1. Request from West Shore Market – Leigh Ann

Cullen reminded the Board that the West Shore Market lease required the tenants to spend \$40,000 on improvements but the total expenditure was \$115,000. The market owners would like the Board to consider some relief of this expense. Discussion followed and Board members noted their appreciation of the property improvements that exceeded expectations. A number of options were discussed as well as the importance of a good faith gesture.

It was moved by John Taylor and seconded by Doug Williams to extend the West Shore Market lease for two years beyond the 10-year contract, with a 1.5% rent increase for year 11 above year 10 and a 1.5% rent increase for year 12 above year 11. Motion carried unanimously.

6.2. Election – Leigh Ann

Cullen announced that because there are four candidates for the four available Board seats, a full election is not required. Cullen, Susan Gray, John Taylor, and Doug Williams have agreed to serve another term.

6.2.1 May mailing

Cullen will send a letter and incumbent candidate statements to the membership to inform them of the election status.

7. Correspondence/Miscellaneous

7.1 Crosswalk – Bob

Thomas proposed the Board make an official request to CalTrans to put a crosswalk on Highway 89 at Fir Street. Cullen would like to see the speed limit decreased. She said CalTrans has not agreed to add crosswalks anywhere and will be removing some. Thomas opined LTPA has an obligation to do what it can to protect people and suggested a crosswalk with a push button. **The Board agreed to submit a request to CalTrans for a crosswalk.**

7.2 Property rentals - John

Taylor raised concern that the Board will be asked to address increased park usage due to an increase in rental properties. Discussion followed regarding the situation and possible solutions. It was noted that there have been complaints about the lack of tables available and beach space. Suggestions included determining if there really is increased usage and by whom, charging guest entrance fees, and using photo key cards. Taylor reiterated the need to assess if it is a problem and then develop a strategy to resolve it. Thomas pointed out increased use increases costs including trash, which doubled last year. Leech was charged with figuring the metrics. Concluding the discussion, the data base subcommittee agreed to also work on an owner/renter strategy.

8. Future meeting dates-

Cullen will not be present for the July meetings. John Taylor will be taking the helm.

8.1 July 6 for Board meeting at 3 PM, location TBD.

8.2 July 7 Members meeting at 11 AM at the beach.

9. Executive session if needed – Leigh Ann

The Board went into Executive Session at 11:46 AM to discuss contracted services. Open Session was reconvened at 12:05 PM. There was no reportable action.

10. Adjourn – Leigh Ann

There being no further business, the meeting adjourned at 12:06 PM.

Lake Tahoe Park Association
Approved Operating Budget
For the year ended December 31, 2018

REVENUE

Membership assessments	\$ 228,290
Buoy income	59,000
First year assessment	45,000
Kayak/Paddleboard rentals	15,000
Keycard income	7,500
Rental income	1,840
Late charges/Miscellaneous	2,500
Total revenue	359,130

EXPENSES

Accounting	22,200
Bankcard fees	800
Buoy repair	11,000
Consulting	2,000
Dues/July 4 Celebration	1,200
Equipment lease	2,000
Gasoline reimbursement	300
Income taxes	1,000
Insurance	33,000
Landscaping	3,000
Legal/Professional	25,000
Meeting expense	8,000
Office expense	1,000
Payroll processing fees	7,000
Payroll taxes	17,000
Pension Plan expense	3,500
Printing and postage	2,000
Property taxes	1,890
Repairs and maintenance	12,000
Salaries and wages	151,000
State Lands	2,104
Supplies and equipment	7,500
Telephone/Internet	3,500
Trash removal	5,500
Uniforms	1,300
Utilities and services	9,000
Web page	1,500
Total expenses	335,294

Revenue over expenses **\$ 23,836**

Lake Tahoe Park Association
Approved Capital Improvement Budget
For the year ended December 31, 2018

Pier Catwalks	\$	30,118
Swim Platform		4,700
ADA (Bathrooms)		<u>10,000</u>
Total capital improvements	\$	<u>44,818</u>