



LAKE SHASTINA PROPERTY OWNERS ASSOCIATION

MINUTES January 9, 2008 Administration Building REGULAR MEETING 6:00 p.m.

- Item 1.** CALL TO ORDER AND ROLL CALL:
LSPOA BOARD: CHARTER DILLEN EVERHART SARASON WETTER
Also present were GM Lea, OM Bains, OM St.Pierre, CC&R CO Bullington and AA Charvez.
There were approximately 13 people in the audience.
- Item 2.** CLOSED SESSION: Called to order 5:30 p.m.
A. Status of CCB Claim # 64673337
B. Discussion / Possible Action: Purchasing Policy
No report out of Closed Session.
- Item 3.** REGULAR MEETING: Called to order at 6:01 p.m.
- Item 4.** PLEDGE OF ALLEGIANCE: Pres. Charter led the Pledge of Allegiance.
- Item 5.** APPROVAL OF AGENDA:
A. Regular Meeting January 9, 2008: Added to Item 11.A.3: Re-appointment of ECC member: Errol Murphy – one-year term: December 2007 – November 2008, removed Item 11.C.1 from Consent Agenda and added Item 13.F: Discussion / Possible Action: Purchase of new cinder spreader for Public Works pickup.
Motion by Dir. Wetter second by Dir. Dillen to approve Regular Meeting Agenda of January 9, 2008, as amended.
Ayes: Directors Charter, Dillen, Everhart, Sarason and Wetter
Noes: None
Absent: None
- Item 6.** APPROVAL OF MINUTES:
A. Regular Meeting December 12, 2007
Motion by Dir. Wetter second by Dir. Dillen to approve Regular Meeting Minutes of December 12, 2007.
Ayes: Directors Charter, Dillen, Everhart, Sarason and Wetter
Noes: None
Absent: None
- Item 7.** PUBLIC COMMENTS: None
- Item 8.** BOARD MEMBER COMMENTS: Dir. Wetter
GM Lea and Board thanked OM St.Pierre for a job well done as Office Manager and wished her well in her retirement. GM Lea and Board welcomed new Office Manager Brenda Bains.
- Item 9.** CORRESPONDENCE:
*consent A. *February Calendar of Events* – Received and Filed
*consent B. *January Shastina News* – Received and Filed
*consent C. *Letter to property owner re: disclosure* – Received and Filed
*consent D. *Letter to property owner and memo to Public Works re: removal of trees* – Received and Filed
*consent E. *Letter to Northwest Paving re: 2007 Chip Seal* – Received and Filed
- Item 10.** TREASURER'S REPORT Dir. Sarason
*consent A. *Cash Flow Report: June and July 2007* – Received and Filed
*consent B. *Budget Comparison July 2007 – June 2008 (Accrual)* – Received and Filed
*consent C. *Income Report 2007/2008* – Received and Filed
*consent D. *Budget Line Item Adjustments (as needed)* – No report
*consent E. *Acknowledgement of Volunteers* – Received and Filed
*consent F. *Status of Allied Accounts* – Received and Filed
G. Recognition of Park Contributors – Received and Filed: OM St.Pierre and Board acknowledged and thanked Drs. Phil and Jill Miller and family for their \$1,000 donation to the Park.

Item 11. REPORTS:

A. ECC Report.....CC&R CO Bullington

*consent

1. *ECC Minutes – December 6 and 20, 2007* – Received and Filed
2. **CC&R Compliance Officer’s Report** – Received and Filed
3. **Re-appointment of ECC members:**

Errol Murphy – one-year term: December 2007 – November 2008 (Item added)
Charlene French – one-year term: February 2008 – January 2009

Motion by Dir. Wetter second by Dir. Sarason to re-appoint ECC Member Errol Murphy – one-year term: December 2007 – November 2008 and ECC Member Charlene French – one-year term: February 2008 – January 2009.

Ayes: Directors Charter, Dillen, Everhart, Sarason and Wetter
Noes: None
Absent: None

B. Administration – Status Report..... GM Lea

*consent

1. *CC&R Distribution Report* – Received and Filed
2. *Title Transfer and Fees Report* – Received and Filed

*consent

C. Director of Public Works – Status Report..... GM Lea

1. **Written Status Report** – Received and Filed: Item removed from Consent Agenda. Dir. Wetter commended staff on the number of unimproved lots that have been cleared of brush since the start of the Mandatory Fire Abatement program.

D. Fire Safe Council (FSC).....Dir. Wetter

1. **Verbal Report:** Dir. Wetter reported that the January FSC meeting was canceled and that the next FSC meeting is scheduled for February 5, 2008;
2. **Certificate of Appreciation for Lake Shastina Fire Safe Council** – Received and Filed: Pres. Charter reported that the Lake Shastina FSC received a certificate of appreciation from Cal Fire for the council’s dedication to the citizens of the community and State of California through fire prevention efforts making a safer environment for the people who live in the community and the firefighters who may have to defend homes during a wildfire.

Item 12. OLD BUSINESS.....Pres. Charter

A. Status of Unit 8-2 Parcel 'A' Park (Hoy Family Park) – Received and Filed

1. **Discussion / Possible Action: Signage for Park (Rules and Regulations):** Board and staff discussed and agreed to keep rules and regulations to a minimum to start with and address specific issues at a later date if required. The Board made minor changes to the Park Rules draft dated January 4, 2008.

Motion by Dir. Dillen second by Dir. Sarason to approve Park Rules draft dated January 4, 2008 with the following changes: Hours: change “one-half hour before sun up to one-half hour after sundown” to “one hour before sun up to one hour after sundown”; Vehicles: change “equipment” to “vehicle” and added “ADA or maintenance excepted”; and staff to condense wording under Team/League Activity.

Ayes: Directors Charter, Dillen, Everhart, Sarason and Wetter
Noes: None
Absent: None

2. **Discussion / Possible Action: Handouts for seeking Park donations:** Board and staff discussed the request for financial assistance to print and mail a handout soliciting Park donations to all LSPOA members. The Board felt that, at this time, the request was not a financial priority for the LSPOA, but agreed that the handout was needed and complimented the Park Committee for preparing the handout. The Board directed staff, with the assistance of the Park Committee, as follows: 1) work with the Siskiyou Daily News to publish the handout on the cover page of the May and October Shastina News publications, which are mailed to all property owners; 2) work with the Siskiyou Daily News to publish the donation form section of the handout in the monthly Shastina News publications; and 3) staff to make a few in-house color copies of the handout for the Park Committee to distribute to local businesses.

B. Status of Shasta River Total Maximum Daily Loads (TMDL) Action Plan by the North Coast Regional Water Quality Control Board (NCRWQCB): Dir. Wetter reported that one issue the study group is addressing is the installation of a weather station at Lake Shastina.

*consent

C. *Status of Resolution 1-08 (Amendments to Resolution 1-03, Rules Enforcement Procedures) – Received and Filed*

- Item 13. NEW BUSINESS.....Pres. Charter**
- A. Ratify approval of LSPOA expense re: Lake clean-up project** – Received and Filed: GM Lea reported that the Montague Water Conservation District (MWCD), the LSPOA and Siskiyou County are planning joint cleanup project for the Lake bed. In addition to this project, which may not take place at this time due to the Lake filling up, property owners have the option on their own to clean up the Lake bed area as long as they contact the MWCD and sign a waiver.
- Motion by Dir. Wetter second by Dir. Dillen to ratify approval of expenditure for Lake bed clean up project, not-to-exceed \$1,000, per memo dated December 24, 2007.**
- Ayes: Directors Charter, Dillen, Everhart, Sarason and Wetter**
Noes: None
Absent: None
- B. Discussion / Possible Action: California Association of Community Managers, Inc. (CACM) training for LSPOA staff** – Received and Filed: Board discussed and agreed that association training would be beneficial to both positions.
1. **CC&R Compliance Officer**
 2. **Accounts Receivable Clerk**
- Motion by Dir. Sarason second by Dir. Wetter to approve expenditure for CACM training for CC&R Compliance Officer and Accounts Receivable Clerk, estimated cost \$3,704 per memo dated January 4, 2008, expenditure approved for FY 2008/2009 budget.**
- Ayes: Directors Charter, Dillen, Everhart, Sarason and Wetter**
Noes: None
Absent: None
- C. Appoint Budget Committee 2008/2009** – Received and Filed: Directors Sarason and Wetter volunteered to be on the Budget Committee.
- D. Discussion / Possible Action: Revised Collection Policy – addition of 1) Special Individual Assessment and 2) Fines, Fees and Other Charges** – Received and Filed: Board and staff discussed.
- Motion by Dir. Dillen second by Dir. Sarason to approve revised Collection Policy, which includes the addition of the Special Individual Assessment, Fines, Fees and Other Charges, and increase to dishonored check charge from \$10 to \$25, per memo dated January 4, 2008.**
- Ayes: Directors Charter, Dillen, Everhart, Sarason and Wetter**
Noes: None
Absent: None
- E. Status of winter storm impact on drainage** – Received and Filed: Board and staff discussed action taken by Public Works to address drainage issues that occurred due to the recent storm and areas that will need to be addressed in the future due to growth.
- F. Discussion / Possible Action: Purchase new cinder spreader for Public Works pickup:** GM Lea reported that the 14-year old motor on the cinder spreader insert froze; replacement cost for a new motor is \$2,900. A new cinder spreader would cost between \$3,700 and \$4,300 depending on vendor availability. GM Lea recommended the Board approve the purchase of a new cinder spreader insert.
- Motion by Dir. Wetter second by Dir. Everhart to approve the purchase of a new cinder spreader insert for Public Works pickup, cost not-to-exceed \$4,300, expenditure covered under Reserve Funds.**
- Ayes: Directors Charter, Dillen, Everhart, Sarason and Wetter**
Noes: None
Absent: None
- Item 14. PUBLIC COMMENTS:** None
- Item 15. BOARD MEMBER COMMENTS:** None
- Item 16. DATE OF NEXT MEETING:** Next Regular Meeting is to be held on February 13, 2008, Closed Session at 5:30 p.m. and Open Session at 6:00 p.m.
 Open Session was adjourned at 7:42 p.m.
- Item 17. CLOSED SESSION:** Called to order at 7:50 p.m.
- A. Progress Report on Current Violations
 1. Update on Violation # 519
 - B. Set Hearing Dates (as needed)

Board returned from Closed Session at 8:14 p.m. and reported the following:

Item 2.A.: Status of CCB Claim # 64673337

Motion by Dir. Wetter second by Dir. Everhart to direct staff to pay the deductible for the claim on accident of October 2006, contingent upon LSPOA obtaining full release.

Ayes: Directors Charter, Dillen, Everhart, Sarason and Wetter

Noes: None

Absent: None

Item 17.B.:

Motion by Dir. Wetter second by Dir. Dillen to set Hearings for Violations #484, #464, #491 and #523 to be held on February 13, 2008, in the Administration Building, following Regular Board Meeting Open Session.

Ayes: Directors Charter, Dillen, Everhart, Sarason and Wetter

Noes: None

Absent: None

Item 18. ADJOURNMENT: Meeting was adjourned at 8:16 p.m.

Submitted By:

Approval Date: _____

Sylvia Charvez, Administrative Assistant