

Dollar Point Association
Board of Director's Meeting
Dollar Hill Professional Building
3000 NLB, Suite 4, Tahoe City, CA
September 14, 2012
Final Minutes

1. Call Meeting to Order

President Andy Schaefer called the meeting to order at 10:40 AM. A quorum was established. Board members present were Andy Schaefer, Steve Snow, Lud Spolyar, and Harry Dolden. Mitch Packard arrived at 11:25 AM. Board members absent were Lynn Thompson and Doug Greenwood. Others present were Debbie Wolf, Office Manager, who took the minutes; Kerry Bannon and Carrie DeMange, Recreation Supervisors. There were no email actions to ratify.

2. Approval of Draft Minutes from August 10, 2012

It was moved by Lud Spolyar and seconded by Steve Snow to approve the draft minutes dated August 10, 2012 as presented. Motion carried unanimously.

3. Brief Summary of Actions since August 10, 2012 Meeting

a. Reply to Jean Stowell letter

Debbie left a voice mail thanking Jean for bringing her concerns to the Board and explained that the issues will be addressed through the Recreation Supervisor.

b. Swim Platform Update

The platform was removed from the lake on August 30, 2012. Steve Snow has the replacement ladder and it will be installed next season.

c. Gate Locks Fixed

Steve explained the closing mechanisms were replaced by Tahoe Fence Company and they are all working properly.

4. Recreation Supervisors' Report

a. Activity Report

The supervisors reported on activities and usage figures for the 2013 Summer Season. Attendance numbers at the pool and beach showed 78% usage by renters and 22% usage by homeowners. The accuracy of the percentages was discussed.

b. Inventory/Future Expenditure Report

Recommendations for a new gate lock system were discussed. New umbrellas for the pool and beach were recommended. Costs were reviewed. A new camera at the beach was proposed because the wireless internet at the beach is currently very weak. Phil Lembo, DPA member, provided a proposal for a camera and internet system changes for consideration that was reviewed by the Board. The current phone system for the pier does not work well, and new phones were recommended.

It was moved by Steve Snow and seconded by Mitch Packard to order the items needed as presented on the Inventory List now for next season. Motion carried unanimously.

Mitch Packard agreed to review Phil Lembo's proposals on behalf of the Board and to look into alternate choices for phones at the beach to serve the pier. He said he would get Doug Greenwood to assist him.

c. Staffing Proposal for 2013

Kerry discussed scheduling recommendations for the beach host position and suggested incorporating the pool host duties with the lifeguards' duties. She recommended 16 employees be hired for next year to include 8-9 Lifeguards/Hosts, 4 pier attendants and 3 beach hosts. The Board agreed that it is a good idea to rotate the guards and incorporate the host duties into the lifeguard duties. Carrie suggested co-managing for next year.

The Board thanked Kerry and Carrie for their presentation and recommendations, and they left the meeting at 12:20 PM.

5. New Pool Window

Mitch reported that he met with a carpenter regarding a new window in the pool office. It was determined that it would need an engineering study. The total cost for the window to include the materials, labor and engineering would be approximately \$3,000.00. This would be a capital expense. Other options were discussed. No action was taken at this time.

6. Entrance Lighting

Mitch gave a progress report on the entrance lighting. The lights are on 24/7 now and it is important to get the timer working. It would cost approximately \$20,000 to do trenching for a drainage pipe under the rocks. Solar was discussed as an option. Ed Beauchamp's estimate to install a pole at the end of the rock wall to run electricity would be \$7,500.00. Mitch will continue to work with Ed.

It was moved by Mitch Packard and seconded by Steve Snow to continue to work with Ed on options for the entrance lighting in the spring. Motion carried unanimously.

7. Tennis Contract Issues

The current tennis contract was discussed. Dean Headley presented an amended agreement for 2012 to conform with existing and long-standing practice and Andy signed the agreement.

It was moved by Mitch Packard and seconded by Harry Dolden to approve the amended agreement as presented. Motion carried unanimously.

8. Liability Language for Reservation Forms

Lynn's proposed indemnity language was reviewed by the Board and Dean Headley suggested minor changes. The word "Member" will be changed to "Applicant."

It was moved by Mitch Packard and seconded by Steve Snow to approve Lynn's language with Dean's changes as a supplement to the current reservation form. Motion carried unanimously.

9. Encroachment Issues

a. Harris and Removal of Sprinklers

Andy reported that Mr. Harris told Lynn that the sprinklers have been removed. He will confirm this when he is at the property this weekend and let Lynn know. The Board will reclaim the property and it will be decided at a future meeting as to what to do. Steve commented that he would vote to let it go back to its natural state.

b. Leydecker

Dean reported that DPA has been added as an additional insured as requested. The agreement needs Suzanne Leydecker's notarized signature and then Andy will sign the agreement at Dean's office at next meeting date so his signature can be notarized as well.

10. Pier and Beach Committee Report

a. Past, Present, Future Plans for Pier Improvements

Steve discussed the repairs made to the pier this year. He reported that it still looks in poor shape but it is now safer. Future work could be done at an estimated cost of \$5,000 but the other extreme would be to add adjustable cat walks at an estimated cost of \$50,000 - \$60,000. He would like to talk to additional contractors and have a plan in place before next fall. It was the consensus of the Board to charge the additional \$100 per buoy session for 2013.

Steve reiterated that he would like the beach to be a non-smoking area and no alcohol allowed. The Board will continue to look into how to enforce these rules if they are issued.

b. Storage of Boat Trailers on DPA Roads

Steve noted the CA vehicle code that states boats and/or boat trailers cannot be left on county roads for more than 72 hrs. The DPA office receives many calls regarding this issue, and Steve mentioned the Association is not in a position to police such situations. It was suggested to note this issue in the next newsletter.

11. Fiscal Issues

a. Budget Update and Need for a Contingency Fund

The budget through August 2012 was reviewed. The Board expressed interest in receiving monthly itemized updates on the month's expenditures and revenues from QuickBooks Debbie now only sends to Andy. Andy discussed the need for a contingency fund. The Board agreed to add this line item in the budget.

b. Expenditure Authority

Andy explained the need for having expenditure authority for the President and Vice-President to approve expenditures between Board meetings subject to specific limits. In addition, The Office Manager needs standing authorization to expend funds for ongoing Association activity absent the full Board's approval subject to specific limits. The expenditure process for employees needs explicit authorization and a process established to ensure accountability. Finally, clear rules and limits need to be in place for reimbursements to individuals. Andy provided draft motions for discussion.

It was moved by Mitch Packard and seconded by Steve Snow to adopt the following motions as presented after dollar figures were inserted. Motion carried unanimously.

Motion to grant expenditure authority to the DPA Board's President and Vice-President for services or products up to a limit of \$2,500.00 for any service or product, provided: (a) such expenditures are for services provided to the Association or the product is to be used by the Association; (b) the DPA Board is notified of the expenditures either before or at the following Board meeting; (c) the authority must be reauthorized whenever a new President or Vice-President is elected by the Board; (d) the grant of authority may be rescinded at any time by the DPA Board.

Motion to grant expenditure authority to the Office Manager, Debbie Wolf, to purchase necessary consumable office supplies in order to maintain the operation of the DPA office and the pool office, provided that the authority is limited to \$500.00 at any single time and (a) Debbie may delegate the actual purchase to the Recreation Supervisor or Assistant Supervisor if the supplies are for the pool office; (b) the authority does not extend to equipment or any other non-consumable office items; (c) Debbie informs the Board's Treasurer in a timely

manner as directed by the Treasurer; (d) the authority must be reauthorized whenever a new Office Manager is hired as an employee or under contract; (e) the grant of authority may be rescinded at any time by the DPA Board.

Motion to direct the Recreation Supervisor and Assistant Supervisor to inform the DPA Office Manager as determined by the Office Manager of any purchases prior to purchase, and to proceed with the purchase only after the Office Manager provides approval. The Office Manager may require review by the DPA Board's President, Vice-President, or Treasurer or by the DPA Board prior to any purchase not considered pool office supplies and shall require such review for any proposed purchase over \$100.00.

Motion to direct the DPA Office Manager to make all purchases on behalf of the Association by using the Association's checks or credit card or debit card whenever possible. In the event a purchase is authorized by the Board or pursuant to expenditure authority granted by the Board and the purchase is subsequently made by a DPA Board member or someone else, any reimbursement shall be limited to \$250.00 unless specific authorization for the reimbursement is granted by the President or Vice-President or Treasurer and the DPA Board is subsequently informed before or at the next Board meeting. No reimbursements shall be provided without proper documentation, which shall include a receipt, which itemizes the purchase.

c. 2013 Projects/Costs

Andy distributed a list of projects and costs for review and discussion. Dean proposed to purchase tennis wind screens for the lower courts at a cost of \$2,500.00. Andy explained that the wind screens are not included in the Reserve Study but will be part of the budget discussion at next meeting. Dean also explained that there are cracks in the courts, and he has contacted Color Crafters in Incline Village for a repair bid. Upon receipt, Dean will send the bid to Andy, Lynn and Steve for an e-mail action vote. Mitch and Steve volunteered to walk around the property to review some of the proposed projects that have not been completed.

d. Repair/Replacement Ordering Procedures

Steve discussed repair and replacement of items and the way it has been handled in the past. He proposed implementing a procedure for this process. Andy distributed a checklist form for ordering repair or replacement of items and Steve explained it would be a written hard copy of anything that needs repair or replacement. This would create a file of record. The form was reviewed by the Board and discussed with Debbie.

It was moved by Mitch Packard and seconded by Lud Spolyar to adopt the form and to have Debbie as Office Manager implement it. Motion carried unanimously.

e. Lifeguard Training Reimbursement from 2011

Andy explained that two employees said they were told last year that they would get reimbursed for taking the lifeguard training class in order to be lifeguards at Dollar Point, but they did not get reimbursed. One returned this year but the other did not. Employees were reimbursed for the training by Kerry in 2012. Discussion was held regarding the reimbursements for both employees from last year. Debbie will request receipts from both employees.

It was moved by Lud Spolyar and seconded by Mitch Packard to reimburse both employees for the cost of their training in 2011. Motion carried unanimously.

12. Other or New Business

a. Water Leak

Andy reported that there is an alleged water leak in the irrigation system at the pool. Debbie explained that it was reported as a potential leak by TCPUD. Sky Richardson and Peak Landscape were notified, but after inspection found no signs of a leak. No action taken at this time.

b. Entrance Re-Design

Lud reported that he met with Jean-Marie Kelly, homeowner, and Lolly Kupec, Wild West Design, to discuss possible changes to the entrance on Dollar Drive. A proposal was submitted by Wild West and sent to all Board members for review. A subcommittee of Mitch Packard and Harry Dolden was formed to review the proposal.

c. Swim Lane Lines

Lud explained the remaining issues for installation of the swim lane lines. He will continue to monitor the issues and report back to the Board.

d. Authorization for Linda to help with QuickBooks to Produce Budget Report

Andy explained that he would like QuickBooks to be able to produce the budget in the reporting format each month that he has been providing to the Board. He proposed to have Linda Sutter work on this item since she is our QuickBooks expert.

It was moved by Mitch Packard and seconded by Harry Dolden to authorize three hours of Linda's time to produce the budget in QuickBooks. Motion carried unanimously.

13. Executive Session

The Board convened an Executive Session to consider personnel issues.

Set Date For Next Meeting

The next meeting date was scheduled for Thursday, October 25, 2012 at 10:30 AM.

Adjournment

With no further business to come before the Board, the meeting adjourned at 3:30 PM.