

Minutes of Regular Board Meetings (Required Civil Code Sec. 4525)
Leisure Town Home Association

Order: 6NQFHLWD8
Address: 111 Glacier Cir
Order Date: 11-20-2023
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Home Association

BOARD OF DIRECTORS - OPEN MEETING MINUTES

Tuesday, September 19, 2023

3 p.m. in the Rotunda (office)

100 Sequoia Drive, Vacaville, CA 95687

1. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE** – The meeting was called to order at 3:00 p.m. by President, Kathy Marchesseault.

2. **ROLL CALL**

Board Members Present:	Kathy Marchesseault	President
	Ken Stockton	1 st Vice President
	Chris Winther	2 nd Vice President
	Marj Kelly	Treasurer
	Lloyd Lamb	Secretary

Also in Attendance: Cindy Ihrig, Community Association Manager, CMCA, CCAM

3. **CONSENT AGENDA:** M/S/C to approve:

a. Meeting Minutes of August 15, 2023 as written.

4. **OPEN FORUM (3 minutes per person; one turn per person):** Members in attendance inquired about irrigation issues and hosting a holiday bazaar.

5. **OLD BUSINESS**

- Assessment Amendment Election Date – January 16, 2024
- Draft Garden Plot Rules & Regulations for Adoption - Board reviewed membership feedback. M/S/C to adopt as presented, Marj voted not in favor.
- Pool Deck and Plumbing Renovation Update - Management provided latest update on process of getting bids. A third bid will be arriving soon, and Jeff Stone, Kathy Marchesseault, Chris Winther, and Karen Escarcega will review contracts.
- Shade Structure Proposals – Management is waiting for responses to follow up questions and drawings for the presented contract and will reach out to a new vendor for an additional bid. Lawn Bowling is willing to make a \$3,000 donation if at least 8 shade structures are rebuilt.
- Additional Security Camera Proposal – M/S/C to approve the proposal by Alpha Alarm for \$4,242.93 for three additional cameras to be installed at the Fitness Center and Town Hall.
- Solar Legacy Upgrade Update - Equipment and parts have been ordered and will

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arrive in about a week. Scheduling is being set up with Ambrose for installation.

6. NEW BUSINESS

- a. Election by Acclamation – M/S/C to appoint the following to the Board effective following the November Annual Meeting of the Members:
 - i. Casey Jones
 - ii. Kathy Spiteri
- b. Bad Debt Write Off – M/S/C to write off unpaid accounts from previous owners.
- c. Fitness Center Maintenance Contract – M/S/C to approve a new maintenance contract with Fitness Machine Technicians following 30 days' notice to our current vendor.
- d. Town Hall Committee Recommendations: Approve Architect to Modify Design – M/S/C to allow A2R Architects to make modifications to conceptual design and provide adjusted estimated cost per the Town Hall Committee recommendations.
- e. Discuss Date to Turn Off Pool Heater & Discuss Spa – M/S/C to stop heating the pool on October 15th and leave the spa heater on until pool renovations begin.

7. FINANCIALS

- a. Finance Committee Report – Kathy Spiteri reported that the committee met and reviewed the August financials and investment options. Marj provided the Treasurer's report with a recommendation to ratify August financials.
- b. Review & Ratify Financials for August 2023 – M/S/C to ratify the August financials as presented.
- c. Investment Decisions: M/S/C to ratify purchase of \$300,000 worth of CDs for 3 months at 5.35% interest from August's meeting. M/S/C to transfer \$100,000 from Alliance operating account to Edward Jones operating and roll over \$200,000 maturing on October 2nd to purchase multiple 3-month CDs for the best rate at approximately 5.35%.
- d. Authorization to Record Notice of Delinquent Assessment for the following accounts - M/S/C to approve ATS #23-12175, 23-12178, 23-12189, 23-12182, 23-12184, 23-12185. Not approved due to payment plans or paid current: 23-12176, 23-12180, 23-12181, 23-12183.

8. COMMITTEE REPORTS AND APPOINTMENTS

- a. Community Manager's Reports – Management reported on tasks completed since last meeting, work order reports, and the architectural report.



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- b. Appoint New Committee Members; M/S/C to appoint Jaque Welch to the Architectural Committee.
- c. Committee Reports:
 1. Landscape Committee (Chris Winther) – irrigation is starting to be reduced as the seasons change.
 2. Fitness Committee (Kathy Marchesseault) – Diane Blais reported that there was no meeting last month.
 3. Policies & Procedures (Kathy Marchesseault) – no tasks for the committee at this time.
 4. Welcome/Communications (Marj Kelly) – Kathy Gaehler reported that the delivery of welcome bags to new residents are going well and it is being discussed to give the option of paying for ads in the monthly newsletter.
 5. Garden Plot Committee (Ken Stockton) – everything is going well.
 6. RV Lot Committee (Ken Stockton) – everything is going well, and trimming is needed again.
 7. Architectural Committee (Lloyd Lamb) - 19 applications were submitted since the last meeting. Training will be provided to the new committee member.
 8. 197 Rainier (Kathy Marchesseault) – Committee met on August 29th to discuss a potential buyer and sent feedback to legal counsel.
 9. Reports & Updates from Clubs – Diane Blais reported the Travel Club has events coming up and spaces are still available.

EXECUTIVE SESSION REPORT (Lloyd)

Executive Session of September 5, 2023:

Compliance: 4 hearings for landscaping, garbage bins, and holiday lights.

Contracts Discussions: OMNI Contract Revision, Fitness Center Maintenance,

Assessments: 2 Authorizations to Proceed with Foreclosure and Payment Plan Request.

Legal: 197 Rainier purchase offer, Garden Plot Rules & Regulations, Assessment Amendment, Fitness Center Flooring.

Personnel: Priority project discussion

9. ANNOUNCEMENTS

- a. Assessment Amendment Election Date is January 16th, 2024.
- b. Cart path paving will be taking place October 4th-5th.
- c. Annual Meeting is November 14, 2023
- d. New signs have been installed around Town Center for no trespassing.

10. NEXT BOARD MEETING DATE: October 17th, 2023, at 3 p.m. in the Rotunda.

11. ADJOURNMENT: 4:30 p.m.



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Respectfully submitted by Cindy Ihrig, CMCA, CCAM

Lloyd Lamb
Lloyd Lamb, Secretary

10/17/2023
Date



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BOARD OF DIRECTORS - OPEN MEETING MINUTES
Tuesday, August 15, 2023
3 p.m. in the Rotunda (office)
100 Sequoia Drive, Vacaville, CA 95687

1. CALL TO ORDER AND PLEDGE OF ALLEGIENCE – The meeting was called to order at 3:00 p.m. by President, Kathy Marchesseault.

2. ROLL CALL

Board Members Present:	Kathy Marchesseault	President
	Ken Stockton	1 st Vice President
	Chris Winther	2 nd Vice President
	Marj Kelly	Treasurer
	Lloyd Lamb	Secretary

Also in Attendance: Cindy Ihrig, Community Association Manager, CMCA, CCAM

3. CONSENT AGENDA: M/S/C to approve:

a. Meeting Minutes of July 18, 2023 as written.

4. OPEN FORUM (3 minutes per person; one turn per person): Member in attendance inquired about the date of cart path repairs and commented on the idea of setting rules for paint colors.

5. OLD BUSINESS

- Assessment Amendment Update; Approve Contract with Pro Elections – M/S/C to approve proposal for Pro Elections in the amount of \$6,752.
- Draft Garden Plot Rules & Regulations for Membership Review – M/S/C (Marj not in favor) to approve for 28-day Member Review with recommended formatting changes. Management will ask insurance if helpers can purchase their own insurance.
- Parking Lot Discussion – Marj is in communication with the City and provided the coding requirements to review.
- Architectural Approval; Paint Color Update – Director feedback has been provided for modifications.
- Town Hall Upgrade Update – Casey Jones reported the discussion of the committee and the priorities to be presented to the Board.
- Pool Decking Proposal Update – tabled due to the need for plumbing



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renovations to be completed first. Management is working with Geremia Pools from the previous pool renovations and reached out to additional companies for quotes.

- g. Sewing Room Remodel Update – the sewing room remodel has been put on hold. The Board is switching the Conference Room and Sewing Room so they have a better work area for their groups.

6. NEW BUSINESS

- a. Shade Structure Proposals – tabled for additional bids. Lawn Bowling will consider making a donation once we have more information.
- b. Library Electrical Panel Proposals – tabled for additional bids and opinions.
- c. Landscaping Renovation Committee Discussion – The Board would like to form a committee that can help give cost effective ideas and timeline recommendations to renovate the landscaping to more drought resistant and money saving landscaping.
- d. Pool Plumbing Proposals – Management is meeting with Geremia pools to discuss the plumbing renovations and obtaining additional inspections.
- e. Additional Security Camera Proposals; if available – not available.

7. FINANCIALS

- a. Finance Committee Report – Kathy Spiteri reported that the committee met and reviewed the July financials and investment options.
- b. Review & Ratify Financials for July 2023 – M/S/C to ratify the July financials as presented.
- c. Investment Decisions: M/S/C to roll the \$105,000 maturing on August 24th and purchase a \$200,000 CD for the most favorable rate available between 9 and 18 months.

9. COMMITTEE REPORTS AND APPOINTMENTS

- a. Community Manager's Reports – Management reported on tasks completed since last meeting, work order reports, and the architectural report.
- b. Appoint New Committee Members; Town Hall Remodel Ad hoc Committee – M/S/C to appoint Dawn Perez, Bruce Fisher, Lloyd Lamb, Marj Kelly, Casey Jones, Kathy Spiteri, Barbara Farnand, and Douglas Williams to the committee.
- c. Committee Reports:
 1. Landscape Committee (Chris Winther) – a committee will be formed to discuss plans for renovations.



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2. Fitness Committee (Kathy Marchesseault) – Diane Blais reported there is a meeting to discuss the bubbling flooring that has been confirmed as being installed incorrectly. The bike rack has been moved inside the pool area, and the new strapping on the pool furniture is being inspected for possible flaws.
3. Policies & Procedures (Kathy Marchesseault) – Kathy reported they have been working on the Garden Plot Rules & Regulations. There are no other projects.
4. Welcome/Communications (Marj Kelly) – Marj reported on the new welcome bags that had positive feedback, all newsletters are now electronic with printed copies available throughout the community and going well. The website is in the process of being updated with the new website admin.
5. Garden Plot Committee (Ken Stockton) – Vince Gomes reported that all is going well at the garden and they have been working on the rule updates with the Board.
6. RV Lot Committee (Ken Stockton) – Ken reported that follow up on the violations are taking place and there are new batteries for the RV gate.
7. Architectural Committee (Lloyd Lamb) - 14 applications were submitted since the last meeting. The committee needs volunteers to assist.
8. 197 Rainier (Kathy Marchesseault) – Management reported that there is a prospective buyer. Legal has reviewed the offer and counter offered with a higher amount and provided an “as-is” contract to protect the association.
9. Reports & Updates from Clubs – Bob Beksell inquired about a bathroom being made available to Lawn Bowlers if Town Hall was to be remodeled. Diane Blais reported that the Travel Club had a great turnout of 41 people for the Surf’s Up event and 48 people at the last meeting.

8. EXECUTIVE SESSION REPORT (Lloyd)

Executive Session of August 7, 2023:

Compliance: 3 hearings for noncompliance with Architectural Approval, storage, and garbage bins. 3 hearings for Reimbursement Assessments for collection fees.

Contracts Discussions: Pool Area Concrete, shade structures for Lawn Bowling, Electrical Panel, Sewing Room, and Landscaping.

Assessments: Authorization to Proceed with Foreclosure

Legal: Garden Plots Rules & Regulations, 2nd attempt for Assessment Amendment, Paint colors for Architectural Approval, and reimbursement for damages.

Personnel: Office hours/operations, Cub Scouts, and Golf Course Estates Presentation.

9. ANNOUNCEMENTS

- a. Nominations are taking place for Director Elections until August 18th
- b. New Office Hours: M-F walk-ins from 9:30-12, assistance via phone and e-mail



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from 9:30-4 with lunch closure from 12 – 12:30 daily.

10. NEXT BOARD MEETING DATE: September 19, 2023, at 3 p.m. in the Rotunda.

11. ADJOURNMENT: 4:37 p.m.

Respectfully submitted by Cindy Ihrig, CMCA, CCAM



Lloyd Lamb, Secretary



Date



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BOARD OF DIRECTORS - OPEN MEETING MINUTES

Tuesday, July 18, 2023

3 p.m. in the Rotunda (office)

100 Sequoia Drive, Vacaville, CA 95687

1. CALL TO ORDER AND PLEDGE OF ALLEGIENCE – The meeting was called to order at 3:00 p.m. by 1st Vice President, Ken Stockton.

2. ROLL CALL

Board Members Present:	Ken Stockton	1 st Vice President
	Chris Winther	2 nd Vice President
	Marj Kelly	Treasurer
	Lloyd Lamb	Secretary
Not in Attendance:	Kathy Marchesseault	President

Also in Attendance: Cindy Ihrig, Community Association Manager, CMCA, CCAM

3. CONSENT AGENDA: M/S/C to approve

- Meeting Minutes of June 20, 2023 as written
- Ratification of proposal for cart path asphalt repairs by Black Diamond Paving for \$16,350.

4. OPEN FORUM (3 minutes per person; one turn per person): Member in attendance shared a flier and information for large battery energy power storage being proposed near the community. Information will be shared in the newsletter.

5. OLD BUSINESS

- Assessment Amendment Update: 2nd Attempt – M/S/C to approve verbiage on ballot as written.
- Draft Garden Plot Rules & Regulations for Membership Review – M/S/C to present back to Policies and Procedures for further discussion.
- Fitness Center Rules; showers – This proposed rule has been rejected by the Board with the recommendation by Policies & Procedures.
- Parking Lot Discussion; Consult with City – Marj is waiting to hear back from the City Planner.
- Architectural Approval; paint schematics – tabled. Will give deadline for the end of the week.
- Town Hall Upgrade Update – A committee is being formed to gather information and

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ideas for funding, cost reductions, and scope of work to be presented to the Board.

6. NEW BUSINESS

- a. Echo Subscription Renewal for Directors – M/S/C to approve renewal of \$675 for professional education for the Board of Directors.
- b. Association Website Maintenance – M/S/C to approve maintenance by local Web Designs by Brandon for approximately \$30/month.

7. FINANCIALS

- a. Finance Committee Report – Kathy Spiteri reported the committee met and reviewed investment options and forming a Town Hall Remodel Committee.
- b. Review & Ratify Financials for June 2023 – M/S/C to ratify the June financials as presented.
- c. Investment Decisions: M/S/C to roll \$150,000 maturing on July 28th and use \$50,000 from the money market funds to purchase a \$200,000 3-month CD.

9. COMMITTEE REPORTS AND APPOINTMENTS

- a. Community Manager's Reports – Management reported on tasks completed since last meeting, work order reports, and the architectural report.
- b. Appoint New Committee Members; none
- c. Committee Reports:
 1. Landscape Committee (Chris Winther) – watering is taking place 4 days per week from 8:30 p.m. to 2 a.m. Landscapers are repairing several reported leaks.
 2. Fitness Committee (Kathy Marchesseault) – Diane Blais reported Linda Pedigo has resigned from the Committee. They discussed the pool shades, shower rules, Cybex bike, adding more cameras, and purchasing Firesticks for the TV's.
 3. Policies & Procedures (Kathy Marchesseault) – Ken Stockton reported that they discussed Garden Plots Rules and Regulations, Town Hall Rental Agreement, and Fitness Center shower rules.
 4. Welcome/Communications (Marj Kelly) – Kathy Gaebler reported that reusable tote bags are being purchased for new residents, the office will be making postcard inserts for the welcome bags, and the committee discussed planning a Halloween event.
 5. Garden Plot Committee (Ken Stockton) – Ken reported that Management and the committee will be meeting on Friday and will further discuss the rule revisions.
 6. RV Lot Committee (Ken Stockton) – Annual compliance has been completed and thanked Robert Wilson for assisting when the gate was not working.
 7. Architectural Committee (Lloyd Lamb) - applications must be resubmitted when they expire or have design changes.
 8. 197 Rainier (Kathy Marchesseault) – Kathy Spiteri reported that communication with



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HUD has been limited and difficult. Management will submit a Notice to File with the county for any updates.

9. Reports & Updates from Clubs – Lynn Upchurch reported that Golf Course Estates group is discussing with the fire department what can be done to be safe from wildfires and educating neighbors. Information will be provided to the Landscape Committee to consider for future landscape renovation discussions.

8. EXECUTIVE SESSION REPORT (Lloyd)

Executive Session of June 5 and June 16th, 2023:

Compliance: Six hearings for non-compliance with two residents in attendance.

Contracts Discussions: Conference Room Repairs, Solar Repairs, Asphalt Repairs, irrigation repairs, phase 2 tree trimming.

Assessments: Fee waive request, lien approval, payment plan request

Legal: Policy & Procedures for Town Hall, Assessment Amendments, 197 Rainier, key cards, glass top tables in pool area.

9. ANNOUNCEMENTS

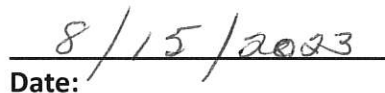
- a. Nominations are taking place for Director Elections.
- b. National Night Out is August 1st.

10. NEXT BOARD MEETING DATE: July 18th, 2023, at 3 p.m. in the Rotunda.

11. ADJOURNMENT: 4:18 p.m.

Respectfully submitted by Cindy Ihrig, CMCA, CCAM


Secretary, Lloyd Lamb


Date:



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BOARD OF DIRECTORS - OPEN MEETING MINUTES

Tuesday, June 20, 2023

3 p.m. in the Rotunda (office)

100 Sequoia Drive, Vacaville, CA 95687

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE** – The meeting was called to order at 3:00 p.m. by President Kathy Marchesseault.

2. **ROLL CALL**

Board Members Present:	Kathy Marchesseault	President
	Ken Stockton	1 st Vice President
	Chris Winther	2 nd Vice President
	Marj Kelly	Treasurer
Not in Attendance:	Lloyd Lamb	Secretary

Also in Attendance: Cindy Ihrig, Community Association Manager, CMCA, CCAM

3. **CONSENT AGENDA:** M/S/C to approve as written

- a. Meeting Minutes of May 16, 2023

4. **OPEN FORUM (3 minutes per person; one turn per person):** no comments from Membership

5. **OLD BUSINESS**

- a. Assessment Amendment Update: 2nd Attempt – Board reviewed draft from Legal and made recommendations for changes.
- b. Solar Proposal for Legacy Upgrade – M/S/C to ratify approved labor proposal by Ambrose Solar for \$30,000.
- c. Garden Plot Rules & Regulations for Adoption – Board will have this go back to Policies & Procedures for further discussion following membership & committee feedback.
- d. Fitness Center Rules; showers – Board will have this go to Policies & Procedures for review.
- e. Parking Lot Discussion; Consult with City – Board reviewed the proposal to have Phillippi Engineering meet with two Directors and the City to discuss the option of installing a parking lot near the fitness center. Chris and Marj with meet with City first and then determine if a follow up meeting will be necessary with an engineer.
- f. Architectural Approval; paint schematics – tabled due to Kristen Fuller’s crashed computer.
- g. Conference Room Ceiling Repair Updates – Golden State Electrical will begin work this



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weekend.

- h. Town Hall Upgrade Update – Board reviewed A2R’s proposal and conceptual design. Board will discuss priority projects and budget. M/2/C to form a Committee to help with budget planning and priority upgrades, Marj has volunteered to Chair the committee.

6. NEW BUSINESS

- a. Legal Services Renewal Agreement – M/S/C to renew the agreement with Baydaline and Jacobsen LLP for \$3,000.
- b. Cagwin & Dorward Spring Audit Repairs Proposals for the Green Strips - M/S/C to approve 17 proposal for green strip irrigation repairs totaling the amount of \$27,733.21.

7. FINANCIALS

- a. Finance Committee Report – Management reported on the Committee meeting.
- b. Review & Ratify Financials for March 2023 and April 2023 – M/S/C to ratify April and May financials as presented.
- c. Investment Decisions: Marj provided recommendations for investments from Operating and Reserves. M/S/C to make the following transactions:
 - i. Transfer \$350,000 from Alliance operating account to Edward Jones operating account.
 - ii. Purchase one \$200,000 CD for 3 months and one \$200,000 CD for 6 months from Edward Jones operating account.
 - iii. Purchase one \$225,000 CD for one year at 5.3% for Reserves
 - iv. Purchase one \$25,000 CD for one year at 5.3% for Reserves
- d. Authorization to Send Delinquent Accounts to Collections – M/S/C

9. COMMITTEE REPORTS AND APPOINTMENTS

- a. Community Manager’s Reports – Management reported on tasks completed since last meeting, work order reports, and the architectural report.
- b. Appoint New Committee Members; none
- c. Committee Reports:
 - 1. Landscape Committee (Chris Winther) – leaks over the weekend, someone is turning off controllers. All non-emergency tree care needs will go to SavATree.
 - 2. Fitness Committee (Kathy Marchesseault) – nothing to report.
 - 3. Policies & Procedures (Kathy Marchesseault) – Met on May 26th and discussed Town Hall Agreement and Garden Plot Rules.
 - 4. Welcome/Communications (Marj Kelly) – Karen Stockton and Kathy Amich have resigned.
 - 5. Garden Plot Committee (Ken Stockton) – Charlotte reported on the recommendations for the rules and requests for open plot care. Andy Anderson has resigned.



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6. RV Lot Committee (Ken Stockton) – Ken reported that annual compliance inspections have been completed and letters are being sent out from the office.
7. Architectural Committee (Lloyd Lamb) - Chris and Kathy reported that there have been about 25 applications in the last month. All have been addressed.
8. Reports & Updates from Clubs – Chris reported that the Bocce Wine and Cheese event had about 30 guests and new people attended and learned the game.

8. EXECUTIVE SESSION REPORT

Executive Session of June 5 and June 16th, 2023:

Compliance: Six hearings for non-compliance with two residents in attendance.

Contracts Discussions: Conference Room Repairs, Solar Repairs, Asphalt Repairs, irrigation repairs, phase 2 tree trimming.

Assessments: Fee waive request, lien approval, payment plan request

Legal: Policy & Procedures for Town Hall, Assessment Amendments, 197 Rainier, key cards, glass top tables in pool area.

9. ANNOUNCEMENTS

- a. 2023-2024 Assessments are due July 1st; payment plans MUST be signed and submitted to the office annually with one-time \$25 fee.
- b. The Office is not accepting Assessment payments. Please mail in.
- c. No Trespassing Signs on 197 Rainier
- d. Nominations are taking place for Director Elections
- e. Architectural Applications needed for any exterior changes
- f. Office closed on July 4th
- g. Phase 2 Tree Trimming will begin on July 10th

10. NEXT BOARD MEETING DATE: July 18th, 2023, at 3 p.m. in the Rotunda.

11. ADJOURNMENT: 4:58 p.m.

Respectfully submitted by Cindy Ihrig, CMCA, CCAM

Secretary, Lloyd Lamb

Date:

100 Sequoia Drive, Vacaville, CA 95687
Phone: 707-448-8042

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BOARD OF DIRECTORS - OPEN MEETING MINUTES
Tuesday, May 16, 2023
3 p.m. in the Rotunda (office)
100 Sequoia Drive, Vacaville, CA 95687

An Open Board Meeting is conducted in a business-like manner. The Board is required to make business decisions at these meetings. An Open Meeting is also an opportunity for the Members to be heard during the Open Forum on items that are not on the Agenda. *Per the Open Meetings Act: The board shall permit any member to speak at any meeting of the association or the board, except for meetings of the board held in executive session. A reasonable time limit for all members of the association to speak to the board or before a meeting of the association shall be established by the board. At their discretion, the Board may invite a Member to speak outside of the Open Forum.* Thank you, in advance, for being respectful of this process.

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE** – The meeting was called to order at 3:00 p.m. by 1st Vice President Ken Stockton.

2. **ROLL CALL**

Board Members Present:	Ken Stockton	1 st Vice President
	Chris Winther	2 nd Vice President
	Lloyd Lamb	Secretary
	Marj Kelly	Treasurer
Not in Attendance:	Kathy Marchesseault	President

Also in Attendance: Cindy Ihrig, Community Association Manager, CMCA, CCAM

3. **CONSENT AGENDA:** M/S/C to approve as written

- Approval of Assessment Amendment Town Hall Meeting Minutes from March 4, 2023
- Approval of Assessment Amendment Election Meeting from April 18, 2023
- Approval of Open Meeting Minutes from April 18, 2023

4. **OPEN FORUM (3 minutes per person; one turn per person):** no comments from Membership

5. **OLD BUSINESS**

- Assessment Amendment Update: 2nd Attempt – M/S/C to attempt the amendment for the second time with authority for the Board to review and improve the language of the documents as needed.
- Draft Delinquent Assessment & Collection Policy: update – an amendment will be required for the governing documents; no action will be taken.
- Spring Clean Up Event – Management provided an update on the event that will be



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taking place on May 20th from 9 a.m. to 4 p.m.

- d. Solar Proposal for Legacy Upgrade – M/S/C to approve the proposal by Enphase for \$24,559.13 to provide parts to Ambrose Solar for the necessary microinverter upgrades. Proposals for the labor and switches will be provided by Ambrose.
- e. Draft Garden Plot Rules & Regulations for Adoption – tabled for June.
- f. Conference Room Ceiling Repair Updates – CJB will be meeting with Management, waiting for a confirmed date.
- g. Town Hall Upgrade Update; if any – A2R has been short staffed and will have information to us within the week. They are also reviewing the flooring issues in the Fitness Center.

6. NEW BUSINESS

- a. Appoint Pro Elections for 2023 Inspector of Elections – M/S/C
- b. Fitness Center Rules: Consider Adding Shower Rules – M/S/C to have the Policies & Procedures Committee to review rules and draft changes.
- c. Architectural Process: Paint Schemes – Management informed the Membership that the Board is working with Kristin Fuller at PacNorth West to provide paint schematics to be considered for adoption in the Architectural Guidelines. Membership will have input prior to adoption.
- d. Landscaping Renovation Discussion: Parking Lot Proposal – The Board reviewed a proposal by Peabody Engineering to draw plans for a new parking lot between the office and Fitness Center. Management will be obtaining additional bids, no action available.
- e. Fitness Center Proposals for Cybex Bike – M/S/C to approve the purchase of Series R50L for \$4,309 to be paid from Reserves in the new fiscal year.
- f. Cagwin & Dorward Spring Audit Repairs Proposals for the Green Strips – not available

7. FINANCIALS

- a. Finance Committee Report – Kathy Spiteri reported that the Finance Committee met to review the March financials. A committee for 197 Rainier and investment decisions were discussed. Casey Jones has agreed to join the committee.
- b. Review & Ratify Financials for March 2023 and April 2023 – M/S/C to ratify March financials. April financials were delayed due to changes to March financials.
- c. Investment Decisions: Edward Jones Operating Reserve Account: M/S/C to invest based on the investors recommendations closer to the maturity date.
 - i. 1 CD for \$63,000 maturing on 6/15/23
 - ii. 1 CD for \$63,000 maturing on 6/20/23
- d. Authorization to Approve Notice of Delinquent Assessments: M/S/C
 - i. AT# 22-12528

100 Sequoia Drive, Vacaville, CA 95687

Phone: 707-448-8042

Fax: 707-448-4339

Website: <http://www.ltha.org>

Order: 6NQFHLWD8

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- ii. AT# 22-12559

9. COMMITTEE REPORTS AND APPOINTMENTS

- a. Community Manager's Reports – Management reported on tasks completed since last meeting, work order reports, and the architectural report.
- b. Appoint New Committee Members; 197 Rainier Committee – M/S/C to appoint the following:
 - i. 197 Rainier Committee – Kathy Spiteri
 - ii. Architectural Committee – tabled
 - iii. Garden Plots – Charlotte Kristof, Vincent Gomes, Gregg Richardson, Andy Anderson
- c. Committee Reports:
 - 1. Landscape Committee (Chris Winther) – watering is taking place 4 days/week and leaks are being repaired.
 - 2. Fitness Committee (Kathy Marchesseault) – Diane Blais reported the committee met on May 10th. Pool furniture refurbishment has been delayed and waiting for straps to arrive, the preacher bench was being moved but is no longer an issue, residents are donating funds for new equipment.
 - 3. Policies & Procedures (Kathy Marchesseault) – Ken reported that they are working on the Town Hall Rental Agreement.
 - 4. Welcome/Communications (Marj Kelly) – seeking website maintenance. Newsletters will no longer be hand delivered to doors but will be available at designated locations throughout the community.
 - 5. Garden Plot Committee (Ken Stockton) – Andy Anderson reported that a new committee has been formed.
 - 6. RV Lot Committee (Ken Stockton) – Ken reported that annual compliance inspections will be starting in June.
 - 7. Architectural Committee (Lloyd Lamb) - trucks have been driving on the green strips without approval.
 - 8. Reports & Updates from Clubs – Diane Blais reported on upcoming events for the Travel Club.

8. EXECUTIVE SESSION REPORT

Executive Session of May 1, 2023:

Compliance: April Compliance Audit Review and Discussion

Personnel: Discussion for Strategic Planning Meeting with Rolf Crocker at OMNI, Clean Up Day Planning,

Contracts Discussions: Conference Room Repairs, Tree Removal for 197 Rainier, Inspector of Elections for Director Elections, Solar Repairs, Asphalt Repairs

Assessments: Fee waive requests

100 Sequoia Drive, Vacaville, CA 95687

Phone: 707-448-8042

Fax: 707-448-4339

Website: <http://www.ltha.org>

Order: 6NQFHLWD8

Address: 100 Sequoia Drive, Vacaville, CA 95687

Order Date: 11-20-2023

Document not for resale

HomeWiseDocs



Home Association

Legal: Policy & Procedures for Town Hall, Assessment Amendment, Architectural Application Process for Painting

9. ANNOUNCEMENTS

- a. Spring Clean Up Event
- b. Memorial Day – Flag Lowering Ceremony at 8 am
- c. Annual Disclosures Made Available via e-mail and mail
- d. 2023-2024 Assessments are due July 1st; payment plans MUST be signed and submitted to the office annually with one-time \$25 fee.
- e. Committee Members are needed.

10. NEXT BOARD MEETING DATE: June 20th, 2023, at 3 p.m. in the Rotunda.

11. ADJOURNMENT: 4:33 p.m.

Lloyd Lamb
7/3/2023



Home Association

BOARD OF DIRECTORS - OPEN MEETING MINUTES

Tuesday, April 18, 2023

5 p.m. in the Rotunda (office)

100 Sequoia Drive, Vacaville, CA 95687

An Open Board Meeting is conducted in a business-like manner. The Board is required to make business decisions at these meetings. An Open Meeting is also an opportunity for the Members to be heard during the Open Forum on items that are not on the Agenda. *Per the Open Meetings Act: The board shall permit any member to speak at any meeting of the association or the board, except for meetings of the board held in executive session. A reasonable time limit for all members of the association to speak to the board or before a meeting of the association shall be established by the board.* At their discretion, the Board may invite a Member to speak outside of the Open Forum. Thank you, in advance, for being respectful of this process.

1. **CALL TO ORDER AND PLEDGE OF ALLEGIENCE** – The meeting was called to order at 5:00 p.m. by President Kathy Marchesseault.

2. **ROLL CALL**

Board Members Present:	Kathy Marchesseault	President
	Ken Stockton	1 st Vice President
	Chris Winther	2 nd Vice President
	Lloyd Lamb	Secretary
Not in Attendance:	Marj Kelly	Treasurer

Also in Attendance: Cindy Ihrig, Community Association Manager, CMCA, CCAM

3. **CONSENT AGENDA: Item A was pulled for further discussion. M/S/C to approve the Consent Agenda items as presented.**

- a. Approval of Open Meeting Minutes from March 21, 2023 – **Pulled for Discussion**
- b. Approval of Open Budget Meeting Minutes from March 28, 2023
- c. Approval of Open Reserve Study Meeting Minutes from April 11, 2023
- d. Ratify Cagwin & Dorward Spring Audit Proposals for Garden Homes
- e. Ratify Cagwin & Dorward RV Lot Gravel
- f. Ratify ServPro Mold Abatement Proposal for Conference Room

4. **PULLED FROM CONSENT AGENDA - OPEN MEETING MINUTES FROM MARCH 21, 2023: M/S/C to approve as amended.**



Home Association

5. **OPEN FORUM (3 minutes per person; one turn per person):** Membership in Attendance discussed Minutes and access to green strips.
6. **OLD BUSINESS**
 - a. Assessment Amendment Update; Election Results – Announcement that Amendment was short by 28 affirmative votes and did not pass.
 - b. Draft RV Lot Rules & Regulations for Adoption – M/S/C to adopt
 - c. 2023-2024 Draft Reserve Study Discussion and Adoption – M/S/C to adopt
 - d. 2023-2024 Draft Budget Discussion for Adoption – M/S/C to adopt
 - e. Draft Delinquent Assessment & Collection Policy for 28 Day Review – M/S/C to approve for 28-day Membership review.
 - f. Spring Clean Up Event – tabled for further planning when Marj returns.
 - g. Town Hall Upgrade Update – Management announced that A2R Architecture should have information for conceptual design sometime this week.
 - h. Solar Updates – nothing to report
7. **NEW BUSINESS**
 - a. Draft Garden Plot Rules & Regulations for 28 Day Review – M/S/C to approve for 28-day Membership review.
 - b. Confirm Annual Meeting and Director Election Date in November – M/S/C to set Annual Meeting Date and Director Elections for November 14th.
 - c. Discuss Future Meeting Times – M/S/C to hold meetings at 3 p.m. beginning in May.
8. **FINANCIALS**
 - a. Finance Committee Report – Kathy Spiteri reported that the Finance Committee had been meeting to review the draft budget and reserve studies. She recommends that the Association makes another attempt for the Assessment Amendment.
 - b. Review & Ratify Financials for March 2023 – tabled for further review
 - c. Investment Decisions: Edward Jones Operating Account CD for \$150,000 maturing on 4/26/23 – M/S/C to purchase 1 3-month CD for \$150,000 at 4.85% interest.
9. **COMMITTEE REPORTS AND APPOINTMENTS**
 - a. Community Manager's Reports – Management reported on tasks completed since last meeting, work order reports, and the architectural report.
 - b. Appoint New Committee Members; tabled
 - c. Committee Reports:
 1. Landscape Committee (Chris Winther) – the irrigation is back on and mowing will be increasing soon.



Home Association

2. Fitness Committee (Kathy Marchesseault) – Diane Blais reported that the Fitness Center now has timers for the TVs and air purifiers, the preacher bench is set up and the stretch cage will be ordered as soon as the check arrives from accounting.
3. Policies & Procedures (Kathy Marchesseault) – There will be a meeting on April 24th, the Town Hall Rental Agreement will be discussed.
4. Welcome/Communications (Marj Kelly) – nothing to report
5. Garden Plot Committee (Ken Stockton) – planting is taking place and a compliance walkthrough was completed last week.
6. RV Lot Committee (Ken Stockton) – 15 yards of rock has been delivered and spread in the RV lot and a sign has been posted inside for emergency exit procedures if gate does not open.
7. Architectural Committee (Lloyd Lamb) - 1 application is currently in process and exterior paint colors will be discussed for possible adoption to the rules.
8. Reports & Updates from Clubs – Diane Blais reported the Travel Club is holding their shredding event this Saturday from 10 a.m. to 2 p.m. and is \$9/bankers box.

9. EXECUTIVE SESSION REPORT

Executive Session of April 3, 2023:

Compliance: hearing for garbage cans, compliance review, and variance request.

Personnel: Staff Reviews and Payroll Discussion for budget planning

Contracts Discussions: Spring Audit Repair Proposals for Garden Homes, RV Lot Gravel, ServPro Abatement for Conference Room

Assessments: Fee waive requests

Legal: Architectural Guidelines, Garden Plots Rules

10. ANNOUNCEMENTS

- a. President Recap – plumbing lines have been repaired for buildings A & B, pool and spa are not heated, and media is set up in the office for meetings. Ken announced that 5 curbs in the Garden Homes have been updated for ADA by the City.
- b. Kathy out during May meeting

11. NEXT BOARD MEETING DATE: May 16, 2023 at 3 p.m. in the Rotunda.

12. ADJOURNMENT

**Leisure Town Home Association
Board of Directors
Regular Board Meeting
Tuesday, March 21, 2023 in the Rotunda**

1. CALL TO ORDER AND PLEDGE OF ALLEGIENCE: Kathy Marchesseault called the meeting to order at 5:03 p.m.

2. ROLL CALL:

Board Members Present

Kathy Marchesseault	President
Chris Winther	2 nd Vice President
Ken Stockton	1 st Vice President
Marj Kelly	Treasurer
Lloyd Lamb	Secretary

Also in Attendance: Cindy Ihrig, Community Association Manager, CMCA, CCAM

3. CONSENT AGENDA: M/S/C to Approve

A. Approval of Meeting Minutes from February 21, 2023 as written.

4. OPEN FORUM: Members in attendance had no comments.

5. OLD BUSINESS:

- A. Assessment Amendment Election Update – Quorum was not met for the elections. The election meeting was extended to April 18, 2023 at 3 p.m. in the Rotunda.
- B. Draft RV Lot Rules & Regulations for Membership Review – M/S/C to accept for membership review as presented.
- C. Sewing Room Update – Management has reached out to Brazelton and GB Group for additional bids.
- D. Town Hall Upgrade – No updates to report.
- E. Solar Updates – Chris reported that Ambrose inspected the system and discovered wires on two panels at Building B that were damaged by rodents. They will provide a proposal for repairs.
- F. 2023-2024 Budget – A special Open Meeting will be held on March 28th at 5 p.m. in the Rotunda. The draft budget will be sent to Membership before the meeting.
- G. Draft Reserve Study – Finance Committee has been reviewing the draft study for accuracy and updates in preparation for the budget.
- H. Spring Clean Up Event – planning for May 20th. Greg Ritchie is considering involvement for the dumpsters. The social event will follow and will include music by the Tuneriders.
- I. Update on Building A & B Plumbing Repairs – repairs are close to completion but delayed by poor weather.
- J. Tree Trimming Update – Phase 1 was completed around Town Center. Phase 2 will take place in late summer or early fall to include green strips and Garden Homes’

common area.

6. NEW BUSINESS:

- A. Landscape Watering/Improvement Discussion – The Board discusses the need to change landscaping to improve services, repairs, and water costs. Considering starting in Town Center to see what changes are best before moving to more significant areas was discussed. Further discussion is to take place.
- B. Fitness Center Equipment Purchases – Diane presented information on a stretch cage (approximately \$2500 to \$3000) and curl bench (approximately \$250) as requested by residents. M/S/C to purchase both with a NTE of \$4000.
- C. Draft Delinquent Assessment & Collection Policy – This policy must be updated if the Assessment Amendment passes. The Board will review for necessary changes to be prepared for 28-day review after the election.
- D. Town Hall Magazine Donations – Board was presented with a letter explaining donated items to the Library including a computer, printer, and keyboard. A donation of \$447.79 was made to Leisure Town towards the Town Hall ADA upgrade to the stage.
- E. Website Discussion – Discussion took place to review membership renewal with GoDaddy or reopen the old website through Wix. M/S/C (Ken abstained) to approve the renewal for the GoDaddy platform only and no additions. A local professional will be considered for maintaining website.

7. FINANCIALS

- A. Finance Committee Report – Kathleen Spiteri reported that the committee met last week and reviewed updates to the draft budget and draft Reserve Study.
- B. Review & Ratify Financials for February 2023 – M/S/C to approve as presented.
- C. Investment Decisions – there are currently no investment decisions to be made. Kathy M. reported that last month's investment decision for a 6-month CD of \$300,00 was over the FDIC limit and instead purchased the following:
 - i. One 6-month CD for \$225,000 at 4.9% and
 - ii. One 6-month CD for \$75,000 at 4.8%

8. COMMITTEE REPORTS AND APPOINTMENTS

- A. Community Manager's Report & Compliance Update – Management reported on tasks and projects completed last month, and 56 compliance letters were mailed out following the March 17th compliance run. Reports were provided to the Board to include work orders and standard area inspections.
- B. Appoint New Committee Members - M/S/C to appoint the following members
 - i. Welcome Communications – Kathleen Gaehler, Karen Stockton, and Kathy Amick
 - ii. Policies and Procedures – Ken Stockton
- C. Accept Resignation of Committee Members – Marty Merschatt from Architectural Committee and George Flook from Architectural and Garden Plot Committees.

D. Committee Reports:

- i. Landscape Committee (Chris Winther) – water remains off until rain settles, landscapers fertilize and mow when weather permits.
- ii. Fitness Committee (Kathy Marchesseault) – Diane Blaise reported that Kathy M. is the new Chair.
- iii. Policies and Procedures Committee (Kathy Marchesseault) – they had their first meeting, and Dena Rothmann is now the Chair. They discussed e-mail usage and copy requests from the office. The Garden Plot Committee joined them and reviewed the Rules, plot fee increase, and draft ballot for the increase.
- iv. Welcome/Communications (Marj Kelly) – committee discussed purchasing bags with LT logos for new residents. The website and newsletter delivery and future pick-up locations were discussed.
- v. Garden Plot Committee (Ken Stockton) – Al Taggart is Chair, and Committee includes Andy Andersen and Ken Stockton. Rules are being reviewed by Policies & Procedures.
- vi. RV Lot Committee (Ken Stockton) – trimming was completed and locks on man gate were welded. Two catalytic converters were stolen.
- vii. Architectural Committee (Lloyd Lamb) – the committee needs volunteers. Management will briefly describe the application, what to expect, and approval timing.
- viii. Reports & Updates from Clubs – Andy Andersen reported that the Lawn Bowling opening day was postponed due to rain. They welcome new participants with no experience and are willing to teach them; no commitment required. Diane Blais for Travel Club reported that the Sacramento Underground trip was successful. They have an event coming up on April 25th to Filoli Gardens. April 22nd is the shredding day.

EXECUTIVE SESSION REPORT – Lloyd Lamb

Executive Session of March 6, 2023:

Personnel: Board Orientation with Rolf Crocker of OMNI Community Management

Contracts Discussions: Town Hall Upgrade

Legal: RV Lot Rules & B Regulations & Contract Review, Collection Policy

9. ANNOUNCEMENTS

- A. Special Open Meeting to Discuss Budget – March 28th at 5 p.m. in Rotunda
- B. Chris Winther – Action Asphalt met with Chris and Ken to review trip hazards and the health of parking lots. Proposals will be provided.
- C. Ken Stockton – City of Vacaville reached out and informed Ken that curbs at the crosswalks in Garden Homes area have been approved to be upgraded for ADA at the City's expense. They will keep us updated on planning.
- D. President's Recap – 17 people attended the assessment amendment meeting. A FAQ handout was provided and hand-delivered by volunteers to each home the following week. Water aerobics starts in June. The warm pool will be available only

to the class during that time. A strategic planning meeting is scheduled with Rolf Crocker for May 8th.

10. NEXT BOARD MEETING: March 28, 2023 at 5p.m. in the Rotunda

11. ADJOURNMENT – There being no further business to discuss, the Board of Directors adjourned the meeting at 6:54 p.m.

Respectfully Submitted by Cindy Ihrig, CMCA, CCAM

Lloyd Lamb, Secretary

Date

**Leisure Town Home Association
Board of Directors
Regular Board Meeting
Tuesday, February 21, 2023, in the Rotunda**

1. **CALL TO ORDER AND PLEDGE OF ALLEGIANCE:** Kathy Marchesseault called the meeting to order at 5:00 p.m.

2. **ROLL CALL:**

Board Members Present

Kathy Marchesseault	President
Chris Winther	2 nd Vice President
Ken Stockton	1 st Vice President
Marj Kelly	Treasurer
Lloyd Lamb	Secretary

Also in Attendance: Cindy Ihrig, Community Association Manager, CMCA, CCAM

3. **CONSENT AGENDA:** M/S/C to Approve

- A. Approval of Meeting Minutes from January 17, 2023
- B. Baker & Taylor Library Contract for \$2,226

4. **OPEN FORUM:** Members in attendance inquired about repairs to Building A roof and reopening the hot tub.

5. **OLD BUSINESS:**

- A. Draft Rules & Regulations to be adopted – M/S/C to adopt as presented
- B. Draft RV Lot Rules & Regulations to be Adopted – tabled for further review
- C. Rental Restriction Amendment to be Adopted – M/S/C to adopt as presented
- D. Sewing Room Update – Management informed the membership that they are considering swapping the conference room with the sewing room to reduce the scope of work needed and save money.
- E. Assessment Amendment Update – Ballots have been mailed.
- F. Town Hall Upgrade Discussion – The Board met with Rob Henley of A2R Architects, and it will take about four weeks for consultations to start conceptual designs.
- G. Approved Contracts from ES Meeting:
 - 1. Building A & B Plumbing Repairs – M/S/C to ratify the approved proposal for a mainline replacement for \$35,207.19 with the Plumbing Doctors.
 - 2. Pool Furniture Contract – M/S/C to ratify an approved proposal to refurbish pool furniture by Dean's Upholstery for \$6,747.
 - 3. Tree Trimming Contract – M/S/C to ratify approved proposal for a two-year phased \$34,278 contract with SavATree.

6. **NEW BUSINESS:**

Order: 6NQHFLWD8
Address: 111 Glacier Cir
Order Date: 11-20-2023
Document not for resale
HomeWiseDocs

- A. Solar Repair Proposal following Modem Installation – Chris reported that two modems were installed to allow for monitoring. It was discovered that some panels are not producing power, and Ambrose is providing a proposal for inspection and repairs.
- B. 2023-2024 Budget – Finance Committee has been meeting and reviewing the budget in preparation for the upcoming Special Open Meeting on March 26th at 5 p.m.
- C. Draft Reserve Study Discussion – Finance Committee is reviewing the draft study and following up with additional questions for Browning.
- D. Spring Community Clean-Up Event – Marj announced plans for a community spring cleanup near the end of April, with dumpsters being made available. She is contacting City Council and the Boy Scouts to see if they are interested in assisting.

7. FINANCIALS

- A. Finance Committee Report – Kathleen Spiteri reported that the Committee met last week and reviewed the draft budget.
- B. Review & Ratify Financials for January 2023 – M/S/C to approve as presented.
- C. Investment Decisions:
 - 1. Reserves Acct: M/S/C to purchase one 6-month CD for \$300,000 at 4.7% interest.
- D. Authorize Notice of Delinquent Assessments – M/S/C to authorize ATS File Numbers: 22-12524, 22-12529, 22-12530, and 22-12558

8. COMMITTEE REPORTS AND APPOINTMENTS

- A. Community Manager's Report & Compliance Update – Management reported on tasks and projects completed last month, and 47 compliance letters were mailed out following the February 3rd compliance run.
- B. Appoint New Committee Members - M/S/C to appoint the following members.
 - 1. RV Lot Committee – Marty Merschat
 - 2. Fitness Center Committee – Diane Blais, Jim Nork, Linda Pedigo, and Michael Perez
 - 3. Policies & Procedures – Dena Rothmann
 - 4. Finance Committee – Lloyd Lamb
- C. Accept Resignation of Committee Members – M/S/C to accept the resignation of Whit Smith from the RV Committee.
- D. Committee Reports:
 - 1. Landscape Committee (Chris Winther) – committee needs more members, and Landscapers are starting the spring irrigation audit.
 - 2. Fitness Committee (Kathy Marchesseault) – Diane Blaise reported that the gates are not working and are scheduled for repairs on February 28th. Fitness Center closes at 6 p.m. until repairs are completed.
 - 3. Policies and Procedures Committee (Kathy Marchesseault) – A new committee is now formed. Ken Stockton volunteered to be appointed at the next meeting.

4. Welcome,/Communications (Marj Kelly) – next meeting will be March 14th at 2 p.m.
5. Garden Plot Committee (Ken Stockton) – Andy Anderson reported that the shed has dry rot. A meeting will be scheduled soon, and a new liaison is needed.
6. RV Lot Committee (Ken Stockton) – trimming is needed; the lock is being welded for the man gate, and a new sign for the emergency exit inside the lot.
7. Architectural Committee (Lloyd Lamb) – printed reports will be provided for updates.
8. Reports & Updates from Clubs – Bob Beksel reported that Lawn Bowling has 44 members, greens need repairs, and structural repairs are needed for the shade structures and baseboards.

EXECUTIVE SESSION REPORT – MARJ KELLY

Executive Session of February 6, 2023:

Personnel: emergency calls procedures

Assessments: accounts pending collections and collection policy review

Contracts Discussions: Building A & B Plumbing, Town Hall upgrade, sewing room remodel, solar, pool furniture, tree trimming contract

Legal: RV lot keys

d. ANNOUNCEMENTS

- a. Board Orientation with Rolf Crocker of OMNI Community Management – March 6th
- b. Assessment Amendment Town Hall Meeting – March 4th at 10 a.m.
- c. Special Open Meeting to Discuss Budget – March 28th at 5 p.m.

e. NEXT BOARD MEETING: March 21, 2023, at 5 p.m.

f. ADJOURNMENT – With no further business to discuss, the Board of Directors adjourned the meeting at 6:45 p.m.

Respectfully Submitted by Cindy Ihrig, CMCA, CCAM


Lloyd Lamb, Secretary

Date

3/21/23

**Leisure Town Home Association
Board of Directors
Regular Board Meeting
Tuesday, January 17, 2023, in the Rotunda**

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE: Kathy Marchesseault called the meeting to order at 5:00 p.m.

2. ROLL CALL:

Board Members Present

Kathy Marchesseault	President
Chris Winther	2 nd Vice President
Marj Kelly	Secretary
Ken Stockton	1 st Vice President
Lloyd Lamb	Treasurer

Also in Attendance: Cindy Ihrig, Community Association Manager, CMCA, CCAM

3. CONSENT AGENDA: M/S/C to Approve

- A. Approval of Meeting Minutes from December 20, 2023
- B. Levy, Erlanger & Co. Engagement Letter for Year-End Financials

4. OPEN FORUM: Members in attendance inquired about the Draft RV Lot Rules & Regulations, Building A roof repairs, and the assessment amendments.

5. OLD BUSINESS:

- A. Draft Rules & Regulations for Membership Review – M/S/C to send out for 28-day Membership review.
- B. Draft RV Lot Rules & Regulations to be Adopted – will be adopted at the February 21st meeting.
- C. Rental Restriction Amendment to be Adopted – will be adopted at the February 21st meeting.
- D. Sewing Room Update – The scope of work and proposal has been received by CalPro. Management will be obtaining additional bids and discussing options to reduce costs.
- E. Assessment Amendment Update – Management informed the Board that the Election Notice went out and explained the purpose and process of the amendment.
- F. Town Hall Upgrade Discussion; if any – Management did not hear from the Architect and is following up.
- G. Solar Updates; if any – M/S/C to approve Ambrose to install a monitoring system for \$1,275.

6. NEW BUSINESS:

- A. 2023 OMNI Professional Disclosure Letter – Management informed the Board of the

Order: 6NQHFLWD8

Address: 111 Glacier Cir

Order Date: 11-20-2022

Document not for resale

HomeWiseDocs

certifications held by Management and OMNI Community Management staff as required on an annual basis.

- B. Common Area COVID Rules to be Dissolved – Governor Newsom has announced that the end of the COVID-19 State of Emergency will end on February 28, 2023. M/S/C to ~~rescind~~ ^{rescind} the adopted Common Area COVID Rules.

7. FINANCIALS

- A. Finance Committee Report – Kathleen Spiteri reported the Association has been able to save in multiple areas and received a refund of \$6715.20 from the Green Tree EIR retainer that was not used. The Committee has discussed the need to update the Collection Policy.
- B. Review & Ratify Financials for December 2022 – M/S/C to approve as presented.
- C. Investment Decisions:
 - I. Operating Acct: 2 CDs maturing on 1/26/23 – M/S/C to purchase a 3-month CD for \$150,000 at 4.20% interest.
- D. Authorize Notice of Delinquent Assessments – M/S/C to table for further review.

8. COMMITTEE REPORTS AND APPOINTMENTS

- A. Community Manager's Report & Compliance Update – Management reported on tasks and projects completed since the last month including interviewing and hiring two new admins, collecting and processing semiannual assessment payments, preparing assessment amendments, and Reserve Study projects.
- B. Appoint New Committee Members; if any – M/S/C to appoint Kathleen Spiteri to the Finance Committee and George Flook and Marty Merschat to the Architectural Committee.
- C. Finance Committee – Marj reported that she is in communication with HUD for 197 Rainier and met with Frank from Browning for the current Reserve Study to discuss Town Hall renovations.
- D. Policies & Procedures – Kathy Marchesseault announced that volunteers are needed.
- E. Welcome/Communications – Dawn Perez reported that she is updating the contacts for activities and encourages everyone to reach out and get involved in the activities available. Kathy Gaehler reported that she has reached out to 10 new escrow closures for the Welcome Committee.
- F. Garden Plot Committee – George Flook reported that the gardeners are eager to work on the plots now that the rain is subsiding and plan on rototilling soon. There is currently no Chair for the Committee.
- G. RV Lot Committee – Ken Stockton reported that they need one more volunteer for the committee. They will soon have the landscapers trim the hedges/trees even with the fence line.
- H. Fitness Center – Diane met with her committee on the 11th. She provided a quote for new pool furniture and is getting a 2nd quote for refurbishing the existing furniture. She would like to see quotes for shade structure stabilization and paint.

I. Reports & Updates from Clubs; If any – nothing to report.

9. EXECUTIVE SESSION REPORT – MARJ KELLY

Executive Session of January 9, 2023:

Compliance: 2 hearings for reimbursement assessments

Personnel: office admin

Assessments: payment plans

Contracts Discussions: Building A & B Plumbing, Town Hall upgrade, sewing room remodel; solar

Legal: Green Tree EIR Refund Request

10. ANNOUNCEMENTS

- A. Two new admins beginning part-time positions in the office.
- B. Committee Appreciation party of January 20th at noon.

11. NEXT BOARD MEETING: February 21, 2023, at 5 p.m.

12. ADJOURNMENT – There being no further business to discuss, the Board of Directors adjourned the meeting at 6:15 p.m.

Respectfully Submitted by Cindy Ihrig, CMCA, CCAM

Marjorie Kelly Treasurer 2-21-23
Lloyd Lamb Secretary 2-21-23

Board of Directors
Regular Board Meeting
Tuesday, December 20, 2022

1. Kathy Marchesseault called the meeting called to order at 3:00 p.m.
2. All Directors were present. Cindy Ihrig, Association Manager, was absent
3. The Consent Agenda was M/S/C with the correction that the minutes being approved were November 29, not November 15 as listed on the agenda.
4. Open Forum—George Flook asked questions related to the RV Rules and was informed they were on a later agenda item; on tree trimming and was informed that Chris and Marj were going to meet after the first of the year to figure out how to rank the trimming needs; and whether the roof on Bldg A was fixed and was informed it would be completed in 2-3 weeks.
--Kathy Gaehler commented on the need to clean out the upstairs area in Town Hall and requested that any groups storing material in the space should go through and dispose of it.
--Darlene Merschhat asked about 197 Rainier and was informed it was next on the agenda

5. Old Business:

- a. 197 Rainier—Property encumbrances include a \$429,000 HUD deed of trust, outstanding property taxes in the amount of \$695.54, and LTHA costs of about \$15,000 plus a substantial amount needed for property upgrade. It is not likely the property can be sold by LTHA, but it is in the interest of LTHA to have an owner paying assessments and performing property maintenance. M/S/C to authorize a negotiation with HUD to transfer the LT deed to HUD.
- b. M/S/C to table the draft Rules and Regulations.
- c. M/S/C to put out the RV Lot Rules and Regulations for 28-day member review.
- d. Kathy reported the total cost of the November 5 Taco event to be \$2,274.74
- e. Town Hall upgrade information that next step would be architect drawing.

6. New Business:

- a. M/S/C to contract with Pro-Elections for the CCR member vote with the add-on of paid postage for ballot returns.
- b. M/S/C to proceed with Browning Reserve Site Visit Proposal. Treasurer will follow up on the “Scope of Report” section to determine if any action is needed.
- c. Rental Restrictions Amendment M/S/C to move to member review.
- d. Announcement of a Committee Appreciation Party in January. Date TBD.

7. Financials

- a. Finance Committee report by Lynn Upchurch noted the need to reduce Operating Cash to FDIC limits, to look at GH1 expenses and to review payment of fines. Income and Expenses were found in order. M/S/C to ratify November financials

b. Investment decisions included purchase of a 6-month CD for \$63,000 at 4.6% interest for Reserve Funds.

8. Committee Reports

a. Highlights from the Community Manager report were shared in her absence.

b. Lloyd Lamb was appointed to Liaison to Architecture Com. and Ken Stockton was appointed Liaison to Garden Com.

c. Committee Reports:

1. Green Tree—City Council has approved the plan and construction may begin as early as summer on the apartments at the north end of the property.

2. No Landscape Report

3. Finance report under Financial heading

4. Fitness Committee—no report. They now meet every other month.

5. Policies and Procedures—no report. Committee needs members.

6. Welcome/Communications—Kathy Gaehler reported on the development of the welcome process. They now receive notice of new residents and offer meet and greet. The police department liaison has provided much useful information to distribute and will provide crime information for the monthly newsletter.

7. Garden Plot – there are lots available

8. RV Lot—reported the area has been substantially cleaned up.

9. Executive Session items were reported as items that were brought to the Open Meeting along with the decision to cease heating the spa for the winter months and an update on interviews for office staff.

Ken reported on the gathering of estimates for plumbing work necessary to replace root-damaged pipes that caused the Bldg A bathroom issue.

10. Announcements:

Volunteers needed for Policy and Procedure Committee, Finance Committee and Newsletter Distribution. Rooms can now be reserved for 2023.

11. Next Board Meeting January 17, 2023 at 5 p.m.

Meeting adjourned at 4:30 p.m.

Secretary: Lloyd Lamb

Date:

**Leisure Town Home Association
Board of Directors
Regular Board Meeting
Tuesday, November 29, 2022 in Town Hall**

- 1. CALL TO ORDER:** Kathy Marchesseault called the meeting to order at 3:36 p.m. immediately following the Annual Meeting of the Members.

- 2. APPOINT DIRECTORS TO SEATS:** M/S/C to appoint the following seats with terms ending:
Kathy Marchesseault, President (2023)
Ken Stockton, 1st Vice President (2023)
Chris Winther, 2nd Vice President (2024)
Marj Kelly, Treasurer (2023)
Lloyd Lamb, Secretary (2024)

- 1. CONSENT AGENDA: CONSENT AGENDA** – Architectural Approval was pulled to request the addition of 148 Olympic for a patio cover with conditions. It M/S/C to approve the Architectural Application and the Consent Agenda as presented.
 - A. Approval of Board Meeting Minutes for October 18, 2022
 - B. Architectural Committee Approvals; 4 applications total
Fences: 107 Carlsbad, 129 Rainier
Construction/Roofing/Doors: 146 Glacier, 137 Carlsbad

- 3. OPEN FORUM:** Members in attendance shared their feedback and suggestions for the 28-day membership review of the draft Rules & Regulations.

- 4. OLD BUSINESS:**
 - A. 197 Rainier; Association Owned Property Update – Management informed the membership that the first interested buyer was declined by the Board and the second declined after reviewing the contract.
 - B. Draft Pool Rules to be adopted - M/S/C to adopt.
 - C. Draft Rules & Regulations to be adopted – tabled for further discussion following feedback.
 - D. Governing Documents Amendment update – To be discussed further in Executive Session as advised by legal counsel.

- 5. NEW BUSINESS:**
 - A. Resolution for Architectural Review Process – M/S/C to approve with Architectural Liaison and Board President/Designee as the “Architectural Committee of the Board”.
 - B. Draft RV Lot Rules & Regulations for Membership Review – tabled for further discussion about renter input involvement.

6. FINANCIALS

- A. Ratify Financials for October 2022 – M/S/C to approve as presented.
- B. Approval of Notice of Delinquent Assessment – It was M/S/C to approve the following accounts for liens: 41570, 41999, 42274, 41864, 42529, 42302
- C. Investment Decisions – M/S/C to purchase one 6-month CD for \$63000.

7. MANAGER'S REPORT – Management reported on tasks and projects completed since the last month including obtaining bids for tree trimming, roofing for Building A, training a new admin, and attending committee meetings.

8. EXECUTIVE SESSION REPORT – MARJ KELLY

Executive Session of November 7, 2022:

Compliance: 2 hearings for non-compliance

Personnel: office admin & professional education

Contracts Discussions: Insurance renewal, tree trimming, roofing, Town Hall upgrades

Legal: Rules & Regulations


9. ANNOUNCEMENTS

- A. Signups for committees will begin
- B. Start reserving rooms for 2023 at the office

10. NEXT BOARD MEETING: December 20, 2022 at 5 p.m.

11. ADJOURNMENT – There being no further business to discuss, the Board of Directors adjourned the meeting at 4:25 p.m. for the Town Hall Upgrade Discussion.

Respectfully Submitted by Cindy Ihrig, CMCA, CCAM


Lloyd Lamb, Secretary

DATE: 3/21/23