

**LAKE TAHOE PARK ASSOCIATION
BOARD OF DIRECTORS' MEETING
JANUARY 5, 2022
MINUTES**

1. Call to order, General Business

John

President John Taylor called the meeting to order at 6:05 PM via Zoom. In addition to Taylor, Board members participating were Doug Williams, Raif Anderson, Dave Williams, Catherine Pfitzer, and Susan Gray. Board member Scott Zumwalt was not present (updated after meeting and concurred with resolutions).

Also on the call were General Manager Ben Leech, Accountant Barbara Malm, and Recording Secretary Judy Friedman.

a) [Declare minutes from prior meeting posted](#)

Taylor reported the minutes from the prior meeting were approved and have been posted to the website.

b) [Establish that we have a quorum](#)

A quorum was established.

c) [Any revisions/additions to the agenda](#)

Tonight's agenda was approved by affirmation as presented.

2. Project Status

Ben

a) [Current projects and their status \(terracing, picnic tables, gate\)](#)

The terracing has been deferred to Spring 2022. The fees have been paid and engineering completed, but the contractor is short staffed. There are weddings booked every weekend in June, so hopefully construction will not impact those events.

Gate improvement has been pushed to later in 2022 based on its connection to the website/portal project and the selection of the vendor. The hope is to modify the gate hardware and software toward the end of the 2022 season.

b) [Off-season Park Projects \(Kayak rack, buoys, tree trimming\)](#)

Leech was hoping the kayak rack project would begin last November, but the only work done was to demolish the old racks. The contractor cited staffing issues. Given the amount of snow at the Park now, the racks will not be constructed until spring. Leech is concerned that 204 spaces can be completed by May 15.

A brief discussion followed regarding options to be considered given the delayed construction and recent heavy storms.

3. Technology Initiative

John/Dave/Ben/Barb

a) Review of Proposal for Portal Creation with recommended plan

Taylor reported on the meetings with Robert Bousquet of New Leaders to describe LTPA's requirements and goals for the new portal and website. Dave described the two-fold process to redesign the website and develop a more user-friendly owner portal, as well as being able to gather information on categories of users coming through the gate.

The latest quote for the project is approximately \$40,000. The Board agreed the \$15,000 previously approved for ADA improvements at the gate will be rolled into this project.

Dave and Taylor recommend doing the project over a two-year period. That will allow time to collect data and familiarize members with the new system. Discussion followed as the proposal was clarified.

It was moved by Doug Williams and seconded by Dave Williams to allocate \$40,000 over two years for the portal creation per the proposal from New Leaders. Motion carried unanimously.

4. Progress on Collecting Assessments from Delinquent Owners John/Barb/Dave

Taylor reported seven long-time delinquent accounts have been pursued. Malm noted the total debt came to approximately \$90,000 because of the cumulative late fees applied to the principal balance. At the last meeting, the Board gave direction to instigate whatever steps were necessary including imposition of liens.

Malm described arrangements made and the fees collected for each account. Five of the seven accounts have been resolved and 2 liens were imposed. There is still one property that was recently sold in a foreclosure sale. The new owner will be advised that to use the Park, the property's account needs to be made current.

There is one property coming up on four years delinquent and Malm suggested sending the pre-lien letter to the owner.

It was moved by Taylor and seconded by Dave Williams to initiate the pre-lien statement to an owner (APN # 083-300-046) who is four years delinquent. If the issue is not resolved, the lien process will be initiated. Motion carried unanimously.

5. Employee Recruiting for 2022 Ben

Leech said daily operations at the Park this summer is already giving him anxiety. Staffing is a major concern. LTPA's wages are competitive, but seasonal jobs are taking a hit in the area, and local businesses are short-staffed. Leech is not yet sure of the status of returning employees, but he is looking for people who can work the entire season. A discussion followed regarding qualifications and strategies for recruiting. Taylor will include a plea for employees in the Annual Letter.

6. LTPA Finances and Budget Dave/Barb

a) Budget vs Actuals

Dave presented the financial reports as of December 31, 2021, which were distributed prior to today's meeting. The cash position is good, given so many home sales and resulting first-year assessment fees paid in recent years.

Dave described how 2022 buoy and kayak fees were calculated and said those costs will be borne by the amenity's users.

b) Insurance policy changes

Dave explained the challenges in securing insurance. In an effort to reduce the premium, the general liability coverage has been reduced to \$15 million in overall risk (with \$5 million of a more limited nature), but the fees are significantly higher. Dave and Barb will continue to work with our insurance broker to try to get LTPA the best deal possible, but there are still challenges. Liability questions include whether there are lifeguards on duty and the increasing risk of wildfire in the greater Tahoe area.

c) Capital Projects (Decision on Kayak racks, Buoy expansion)

7. Board Business

John

a) Review of Assigned Tasks

Taylor will resend the draft of the Annual Letter to the Board for additional review. He is hoping to get it out mid-January. Dave suggested the assessment increase include a statement about increased costs for staffing and insurance. Also, there are considerable costs as the amenities continue to be improved.

Leech recommends extending the buoy season to the end of October in 2022. It worked well last year.

A letter of appreciation to staff and the Board was acknowledged.

Taylor reported the Board seats held by himself, Susan Gray, Doug Williams, and Cat Pfitzer will be on this year's ballot. Those planning to run for re-election should let him know.

b) Next Meeting (Propose April 2022)

Gray will send out a Doodle poll to set the date for the next meeting.

8. Adjourn

There being no further business to come before the Board, the meeting adjourned at 7:37 PM.

Respectfully submitted,

Judy Friedman

Recording Secretary

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