

January 25, 2023

Happy New Year to members of the Lake Tahoe Park Association,

As the Board composes this letter, we are between two active seasons for the Park. Last year was close to a return to a normal year after the pandemic, while many improvements were made. It was also the introduction of our new website and member portal, which will continue to be enhanced over the next several years and will be a key piece of our communication process. The coming year will remain active based on continued Park improvements, as well as the further evolution of our member portal. The continued risk of fire once the snow melts will be an overlay to every season going forward and the hope is that we will have a safe and enjoyable 2023. The goal is to anticipate risks and move forward to preserve the Park as a shared treasure.

### **Outcomes from the last Annual Meeting**

---

The Annual Meeting was held on July 2<sup>nd</sup> at the Park, where we managed to avoid any heavy smoke or weather. During the meeting, many questions arose regarding the future handling of the Park, and we will address many of those in this Letter.

#### **New and returning Board members**

Four Board members were up for election and the results are as follows:

- Jacque Daniels, New Member
- Will Rompf, New Member
- Cat Pfister, Re-elected Incumbent
- John Taylor, Re-elected Incumbent
- Raif Anderson, Incumbent
- Scott Zumwalt, Incumbent
- Dave Williams, Incumbent

#### **Election of Officers**

The election of officers was made at the July 2<sup>nd</sup> meeting with the following results:

- John Taylor, President
- Scott Zumwalt, Vice President
- Dave Williams, Treasurer
- Cat Pfister, Secretary

## Acknowledgements

---

The Board would like to acknowledge and appreciate Ben Leech for his role as General Manager over the past year. Ben sets the tone for the Park in hiring and directing the staff who interacts with us during the season. This year was no exception where the Park operated smoothly under Ben's watchful management. Ben continues to work closely with the Board in recommending physical improvements to the Park (like the kayak rack) and policy changes. The Board relies on the wit and wisdom of Ben, and we are fortunate to have him as General Manager.

Our Accountant, Barb Malm, continues to play a central role in managing our finances along with our Treasurer, Dave Williams. Barb and Dave have led initiatives to update our banking and insurance vendors which has improved our financial standing over the year. She is dedicated to the success of the Park, and we are lucky to have her as our accountant.

Lastly, Susan Gray and Doug Williams have retired from the Board. Both have been active Board members during the pandemic, which was a challenging time to be on the Board. Susan served 6 years and Doug for 12 years for which the Association is grateful and better for their contributions.

## 2023 Assessments and Fees

---

At the January Board Meeting, the decision was made to increase the annual assessment to \$425 (from \$375) for 2023. The decision was made based on two primary expenses for the Park: staffing and insurance. For anyone owning a business, both are highly variable elements of any budget. We continue to attract and employ qualified people at our Park as well as ensure we have our assets fully protected. While we hope that this rate increase will last for multiple years, we need to make sure our expenses are fully covered by the annual assessments and that we maintain adequate reserves.

Buoy rental has been increased to \$1,000 (from \$800) for each half season. Our goal is to entirely fund any buoy related expenses from the collected rentals and not burden the general membership. We are still working on gaining final approval for nine additional buoys, but that will entail significant expense in order to expand our buoy field into deeper water. Our plan is to recover that capital expense through buoy fees over a multiple-year period. In the meantime, we were successful in relocating the seven shallow-water buoys to deeper water such that they can be in use for 2023.

Kayak storage rental will continue at \$150 for the season. The increase last year came from the major project to construct a larger kayak storage area to handle over 200 kayaks, paddleboards, and canoes. Again, the intent of the rate is to cover construction costs and not burden the general membership.

## **Park Policies in 2023 and Beyond**

---

Anyone who visited the Park in 2022 was aware of how the Staff and Board updated policies to try to create a safe and enjoyable environment. With the risk of fire or other possibilities, we will continue to be vigilant to maintain a safe and enjoyable environment.

A new project was initiated in 2022 to update our card entry system. Beginning May 1<sup>st</sup>, we are initiating the new system for two primary reasons.

- To gain better access controls at the point of entry and a better overall understanding of Park utilization (in particular during heavy usage periods).
- To use that information in order to guide informed policy decisions relative to continued Park enjoyment and / or cost of Park operations.

### **Register your Mobile Device as of May 1<sup>st</sup>**

To ensure success with this initiative, we need your cooperation. Our season will begin on / around May 1<sup>st</sup> when the gate lock is scheduled to be reinstalled, and staff will be present (subject to weather / late season snow conditions). In order to transition our membership to the new gate entry system, we need to register new access credentials. Our goal is to have as many members as possible enter using their phones while guests will continue to use cards for general purpose entry. Members who do not want to use their phone can be issued cards by our staff. Beginning in early May, we request that you please register your mobile device for continued Park entry. This should be done for any / all authorized users listed within your Member Account (accessible via the LTPA Member Portal). An attachment to this letter has instructions on how to use the member portal to register your mobile phone as an access card for Park entry. Remember, this will begin on / around May 1<sup>st</sup>.

### **Get Guest Cards and Provide Primary Property Usage**

Each property owner is entitled to two guest cards. To get those cards, we are asking that you go to our office at the Park. You will be asked to declare the current primary usage of your property. To best understand Park utilization going forward, we are simultaneously beginning a process of Account categorization based on primary property usage. We've created the following categories of usage and would ask that you please help us understand which best fits your property(s).

- Primary Residence
- Second Home (non-rental property)
- Short Term Rental
- Long Term Rental

As a convenience to our members, the existing cards can be used up until the end of

June 2023. Our hope is that gives you time to sign into the member portal, register mobile access for all authorized users within your member account and pick up your guest cards. We will continue to issue new cards and allow registration of your mobile device throughout the year. If you need help or are unable to pick up your new guest cards in person, please communicate directly with our staff by calling the Park office at (530) 583-3820 between May 1 – June 30, 2023.

Please note that our intention is not to restrict access or Park privileges for any category of user. Rather, we're mainly interested in better understanding Park utilization so that we can continue to preserve the overall Park experience for everyone. For example, we'd like to be able to intelligently understand what days are most impacted by crowds and what does the utilization look like on those days. We'd also like to understand any impact to the cost of operation during heavy utilization periods. Up until now, we've been essentially "flying blind" as every Park entry has been treated the same. Going forward, our intent is to gain a better understanding such that we can make better, more informed policy decisions.

As a reminder, the following is a list of Park policies that were specifically implemented in 2020 and modified in 2021 and 2022 (related to the pandemic and fire risk).

- Capacity of the Park was limited to 350 on the high-volume days of the summer (weekends of July and August and Fridays on holiday weekends)
- Admittance was limited to six people per party on the high-capacity days
- Admittance was limited to members-only on the Annual Meeting day until 2:00pm

As we look toward the summer of 2023, it is the general belief of the Board that similar policies maybe be needed to preserve the overall Park experience. The Board remains committed to making decisions that are appropriate given the current climate. That said, all members and guests should be prepared for similar policies this coming summer.

## **Completed Park Projects**

---

### **Kayak Storage**

The new racks with over 200-kayak capacity were in place at the beginning of the season. This replaced our older A-frame racks with a 135-kayak capacity. All slots were in use during the season.

### **Shallow water Buoys moved**

At the end of the season, seven unusable buoys in shallow water were moved to deeper water for full use in 2023. This will help ensure access to our entire buoy field regardless of water level from one season to another.

## Ongoing projects and announcements

---

### **Website update ([www.laketahoe.com](http://www.laketahoe.com))**

A major multi-year project was initiated in May 2022. Our new website and member portal has been operational since then to enable members to register and reserve picnic tables during the season. Future enhancements are coming, as well, so that our members will have more online means of doing business with the Park and staying informed about what's new. More options will be announced as they become available.

Because of this change, we have not attached a Contact Update Form. If you have not already signed into our website/portal, please initiate your account and password so you can be part of our Association and keep us apprised of your contact information. During the season our staff can assist you in doing this.

### **New Card/Device Gate Entrance**

At the end of the 2022 season, a new card reader was installed. This card reader will operate with your current card until June 30, 2023. Before that, we are asking members to go into their account within the member portal and register a mobile device (phone) for all authorized users within your account. It is our intention that mobile (phone) access will replace your normal access card. More details are available in an attachment to this letter.

### **Terracing at North End of Park**

As of June of 2022, we were given permission to complete the terracing and it will be completed before the 2023 season. This will also result in less manzanita and slightly more useable space at that end of the Park. With the replacement picnic tables, we hope it will add another enjoyable space for our members.

### **Full conversion of barbeques**

Over the past two years, we converted from charcoal barbeques (as mandated by local agencies) to either propane barbeques or metal tables to hold personal barbeques. Our members have shown their preferences and, as such, we will be converting all to propane barbeques. Members will still need to provide their own propane tank for these barbeques.

## **Staffing for 2023**

---

Ben and our Board have been diligent in finding applicants to staff our Park in the coming year. We need your help if you have ideas on where to find qualified people or know of someone who would be interested in working at our Park. The following from Ben describes our situation more clearly:

*Tahoe Park has always been a family-first organization, and staff recruiting relies heavily on our own members for support. As many as 80% of our workers come from folks who live in the Tahoe Park neighborhood. While this is not a requirement, we would certainly like to continue this tradition. If you know of family and friends who are interested in working at the Park for the coming season or beyond, I encourage you to have them contact me: [info@laketahoe.com](mailto:info@laketahoe.com). We typically do recruitment in the spring months of April and May. Our operation runs from May 1 to November 1. As housing becomes more challenging in the Tahoe area, the positions that are the hardest to fill are those individuals who can work well past Labor Day and into the fall and wedding season. Thank you for personally considering someone you know to be part of our team.*

## **Proposal to Amend Bylaws**

---

Currently we must schedule the Annual Meeting between June 30<sup>th</sup> and July 8<sup>th</sup>, which can be inconvenient for many of our members. This proposed change would allow scheduling on a day in the first three weeks of July. No other changes are proposed. The Ballot is included with this mailing, along with envelopes to return it so that your vote remains confidential.

## **FireWise Initiative**

---

While the LTPA is not an HOA, we want to exert some guidance to the Tahoe Park area to be prepared for the possibility of fires. To this end, members of our Board have stepped forward to head a FireWise initiative. FireWise is a certificate issued by the North Tahoe Fire Protection District to a community that has done work to ensure they are as safe from fires as possible. Our hope is to earn that certificate for our area. Scott Zumwalt is heading this project and if you are interested in assisting, please contact him at (530) 383-1191.

## **Enclosed documents**

---

### **Instructions for Registering Mobile Phone for Park Entry**

This procedure will outline steps to recognize your mobile phone as a replacement for your entry card to the Park as of May 1<sup>st</sup> and is included in this Letter.

### **Proposed Amendment to the Bylaws for Scheduling of the Annual Meeting**

As mentioned earlier, currently we must schedule the Annual Meeting between June 30<sup>th</sup> and July 8<sup>th</sup>, which can be inconvenient for many of our members. This proposed change would allow scheduling on a day in the first three weeks of July. No other changes are proposed. Please vote on the Ballot, enclose in the "Ballot" envelope, seal and then place the "Ballot" envelope in the return envelope addressed to "LTPA Election Inspector". Remember to complete the return address information on the outer envelope so your vote can be counted.

### **Announcement of next Annual Meeting and Board Candidacy**

This page will describe the process to elect three Board members in 2023.

### **Annual Assessment invoice/envelope**

The 2023 Annual Assessment statement is enclosed. It is due upon receipt and a late fee of 10% will be applied to all unpaid assessments if payment is not received by April 1, 2023. Thereafter, unpaid assessments will accrue interest at the rate of 10% per annum on the balance of the unpaid assessment.

ACCOUNT MUST BE PAID IN FULL PRIOR TO SUBMISSION OF BUOY APPLICATION.

### **2023 Calendar for Park events and deadlines**

A comprehensive list of dates relevant to Park members is included in this Letter. This calendar is also available on the website/portal. ([www.laketahoe.com](http://www.laketahoe.com))

## **Instructions on Registration of a Mobile Device for Gate Entry for Authorized Users as of May 1, 2023**

---

As described earlier, we are updating our gate/entry system for entrance into the Park. The goal is to enable our members to use mobile phones or issued cards to unlock the gate. It also gives us a better insight in who, how many, and when the Park is used, so we can plan accordingly.

We need your cooperation to move to the new system. If you would like to use your phone as a key for entry, then you need to go to the website ([www.laketahoe.com](http://www.laketahoe.com)) and sign into your account on or after May 1. You will see a 'Gate Access' section toward the top of the page where you will initiate the process. Once started, you will receive an email with instructions on installing an application (OpenPath) on your mobile phone (either iOS or Android) which will act as the key for entry. At that point you are ready to go.

We are also issuing cards for those who want guest cards (up to two per property by going to the Park office. Members who do not want to use a mobile device for entry will also need to go to the office where the two cards, included with your membership, can be issued.

Important: Current cards can be used for now but will expire as of June 30, 2023

**First Notice of the 2023 Annual Meeting for Lake Tahoe Park Association  
Lake Tahoe Park, County of Placer, State of California**

---

On behalf of the Board of Directors of Lake Tahoe Park Association, Inc., (your “Association”), we are announcing the first Notice of the Annual Meeting of the Members of the Association as well as information for interested members to declare their candidacy for the Board.

**Annual Meeting Details:**

---

When: Saturday July 8, 2023, at 11:00 am. Please note that this is the second Saturday of July and does not coincide with the July 4<sup>th</sup> holiday period.

Where: Lake Tahoe Park Tract (1700 Sequoia Avenue, Tahoe City, CA 96145) on the west side of Lake Tahoe, two (2) miles South of the Truckee River, on the beach property.

Note: If there are government regulations in effect prior to the Annual Meeting, the Board will switch to a Zoom webinar format and provide new details, similar to what was done for the 2020 Annual Meeting.

**Board Candidacy:**

---

Any Member who wishes to be a candidate for the Board of Directors of the Association must return the enclosed Notice of Candidacy form to the Association no later than 5:00 pm on April 1, 2023. There are three (3) positions open for election on the Board of Directors.

Lake Tahoe Park Association

Attention: General Manager

P.O. Box 5771, Tahoe City, California 96145

Such written notice shall be accomplished by personal delivery or regular U.S. mail to the aforesaid General Manager.

Upon receipt by the General Manager of written notice that a Member desires to be a candidate for the Board of Directors, the General Manager shall issue a written receipt acknowledging delivery of the written notice.

Each candidate also has the option to deliver with their written notice, a one-sided information sheet (no larger than 8 1/2 inches by 11 inches) describing the candidate’s background, education, qualifications, and any other factors deemed relevant by the candidate. The candidate may also insert a photo into the one-page sheet.

The Association shall mail or deliver the second notice of annual meeting to be mailed or delivered by the Association to all members no later than May 1, 2023. The second notice of




annual meeting will include a ballot to vote for the candidates for the Board, along with a copy of each candidate's information sheet. Other items to be voted on may also be on the ballot. Instructions for voting procedures will also be provided.

Voting rights are determined pursuant to the Bylaws of the Lake Tahoe Park Association.

Your Association, which is the governing body of The Lake Tahoe Park Association (LTPA) is a California not for profit corporation acting as trustee to administer properties located at 1700 Sequoia Avenue (known as the Park), and 1780 West Lake Blvd in Tahoe City (known as the Triangle Property) for the property owners of Tahoe Park, as more specifically defined in the Articles of Incorporation and the Bylaws of the Lake Tahoe Park Association. Accordingly, we would strongly urge you to make your selection of your directors with the utmost of care and consideration, as those directors will have the responsibility of running the affairs and business of the Lake Tahoe Park Association.

If you have any questions, please contact us using our Association email [info@laketahoe.com](mailto:info@laketahoe.com)

Sincerely,



John Taylor  
President, Board of Directors, Lake Tahoe Park Association

### 2023 Calendar of Important Dates

---

February 1	First day Buoy applications will be accepted for either the first half season or the second half season. Application will not be available on the website until this date.
March 31	Last day for buoy applications to be accepted for buoy lottery.  Note: Applications postmarked April 1 or later will not be eligible. Your LTPA annual assessment needs to be paid in full to be considered for a buoy.
March 31	Annual Assessment must be received to avoid a late fee
April 1	First day for kayak, canoe and paddleboard storage applications. Note: Applications will not be available on the website until this date.
April 1	Buoy application drawing at the Park at 10:00am.
May 1	Lock installed on gate (no dogs allowed in Park except morning beach hours). First day to begin provisioning of Mobile / Phone access for Members and Authorized Users within Member Account.
May 13	First day to submit weekly buoy applications
May 19	First day for Boats on the buoy field-first half opens
May 20	First day for kayak, canoes and paddleboards to be stored on the racks
June 1	Final date for receiving assessment and late fee before keys are deactivated
June 25	Last day for wedding and large parties until after Labor Day
June 30	Last day for legacy access card usage. Please plan on completing the necessary steps to transition to either mobile / phone access or assigned member card access. Also, new guest cards should be picked up by this date.
July 6	Board of Directors meeting at the Park
July 8	Annual Membership meeting. (note the change date change to avoid 4th of July weekend)
July 30	All first half boats must be removed by 11:00 AM
August 1	First day for second half season boats go on buoys
October 8	Buoy field closes. All boats must be removed.
November 1	Gate lock is removed, and dogs allowed (please clean up after your pet)
November 1	ALL small watercraft must be removed from storage area