

**LAKE TAHOE PARK ASSOCIATION**  
**Board of Directors' Meeting**  
**September 20, 2023**  
**Minutes**

## 1. Call to order, General Business

John

President John Taylor called the meeting to order at 6:09 PM. In addition to Taylor, Board members participating were Dave Williams, Catherine Pfitzer, Will [Rompf](#), and Rocky Gunderson. Scott Zumwalt joined the meeting at 6:18 PM. Board member Jacqueline Daniels was not present.

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

### a) Establish that we have a quorum

A quorum was established.

### b) Accept minutes from prior meeting

The minutes of the previous meetings on July 6<sup>th</sup> and 8<sup>th</sup> were approved electronically and have been posted on the website. Also recorded and posted were the minutes from the Annual Meeting of July 8<sup>th</sup> and the Amendment to the Bylaws based on acceptance by the membership.

### c) Any revisions/additions to the agenda

Taylor reviewed tonight's agenda with no additions or deletions from the Board.

## 2. LTPA Finances and Budget

Dave/Barb

### a) Procuring of insurance for Park

### b) YTD Budget vs Actuals

### c) Financial Report to Members

Williams began the session by stating that most expenses for the current year are closely tracking to the 2023 budget and will be useful for developing the 2024 budget. He focused on those areas where significant variation is already in play or where he believes we have risk going into the next year.

With respect to income, the Park has a positive variance in home transfer fees based on strength in the local real estate market. Annual assessments, buoy fees and kayak space rentals are running over or true to budget. Ben mentioned that he continues to get short term buoy and kayak income at the end of the season, which is above what was budgeted.

Expenses are higher based primarily on payroll and insurance. In total, Williams anticipates a surplus of \$40,000 - \$60,000 based on home transfer fees and lower capital expenditures (north end terracing deferral).

Looking ahead, costs for capital expenditures will be balanced between 2023 end of season and 2024. Expected 2024 operating expenses will be higher based on increases in insurance and potential increases in payroll. Williams has factored in a 7% increase for wages and payroll. The bigger unknown is fire insurance in our high-risk area. In 2023 we obtained fire coverage with a higher deductible, less coverage and at a higher premium expense. Concern going forward is that our only option is to go to CA Fair, where it is believed the premium will be significantly higher yet in 2024 and with less coverage.

Williams reiterated the goal of maintaining \$200,000 in Reserves to handle unexpected expenses. He posed to the Board consideration for self-funding for fire insurance. Conversation centered on how much (proposed

\$1.5 million), how it would be funded (a single assessment of \$2,000 or multiple smaller assessment over a number of years) and how new homeowners would buy into the funding (proposed a specific fee of \$2,000 at close of escrow). Consideration was made for the rebuilding of the 3 primary structures along with the cleanup and removal of damaged trees. It was also felt that the Park would be challenged to get construction personnel to replace the structures given that other residential areas would be the first consideration.

There was agreement to advise the membership of the issue and solicit members with specific expertise to form a working group to consider it in more detail. Gunderson and Rompf will draft an email for the Board's review. They will both serve on the working group. In the meantime, Williams and Malm will continue to complete insurance obtained in August 2023 and explore options for 2024.

Williams continued to review the financials. He will present a final draft budget for consideration in January and will likely recommend an increase in membership dues to cover increased operating costs and continue to maintain Reserves.

Malm reported the change has been made from QuickBooks Desktop to QuickBooks Online to better integrate with the portal. This will help move to online payments, which is an upcoming portal expansion. Williams thanked Malm for making the transition which involved extensive testing to ensure the new system has full functionality.

### 3. Park Operations

Ben

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Taylor acknowledged Leech for providing another outstanding year for the Park. Leech and his staff have done an excellent job and it is much appreciated.

#### a) End of Season activities

Leech reported the end-of-season activities as he starts preparing to close the Park. One focus has been to improve the Wi-Fi for Park operations and use by the membership. Ben has worked with technical vendors to ensure our system is efficient and delivers adequate bandwidth for our needs. Work will be completed by the end of this season. Tree and landscaping maintenance was necessitated by last winter and ongoing maintenance. This year a number of dead trees and limbs required removal throughout the Park. Work was completed in September on this. Further consideration and implementation of manzanita removal was initiated and completed in the south end of the Park. The intent is to open new areas of our Park and avoid overcrowding. Beyond that, removal of manzanita increases the fire safety of our area.

#### b) Buoy Expansion Project and current placement of buoys

Leech explained LTPA applied for nine new buoys, but the TRPA regulations changed regarding putting buoys in deeper water. That said, he hopes to get three new ones that will be placed on the inside row. Taylor described the changing regulations that stop the Park from adding new buoys in deeper water. It is our understanding that our current buoys will be allowed as they stand. Williams added there are now 50 buoys available for next summer and, given the blocks are already in the water, there should not be substantial cost to install the three new ones.

#### c) Terracing in north end

Leech reported there is a three-year window to complete this project from TRPA approval in January of 2023. The bids were higher than anticipated, but he hopes to get it done next year if it fits into the capital expense budget.

Williams reported about \$46,000 of the \$70,000 budgeted for capital improvements was spent this summer. Some of the projects scheduled for next spring are going to be done this fall, including landscaping, increased IT infrastructure and cameras, along with continued work on the member portal.

That will total approximately \$68,800 and part of the funds will come from the anticipated budget surplus. The bid for the north end terracing was almost \$50,000, so more bids will be secured.

d) Policy considerations based on July incident

Extensive consideration was done at the Board meetings in July relevant to ensuring the Park is kept safe and in order at all times. From those discussions Leech in instituting appropriate measures to be taken in the future.

#### 4. Status of website and Portal

John

a) Statistics on signup process and gate use

b) Policy changes considered relative to new gate system

c) Next steps for system

Taylor reminded the group of the new entry system, which has been in place since May. It has worked well this summer, although there is still some fine-tuning needed. Work will continue to fine-tune the gate entry system and ensure we have good statistics on Park use by the various groups. Statistics will be provided for future Board meetings once improvements are made.

Portal development continues with Robert Bousquet to complete the original plan of the new portal, which was to allow online payments and have most Park transactions completed electronically. Williams said those will be the last pieces moving into the final phase. The final expenditures may be close to \$20,000 in 2024, but he does not anticipate large costs beyond that.

#### 5. Firewise initiative meeting with Fire Department and next steps

Scott

Zumwalt thanked all involved in getting the new gate entry system installed. It worked well.

Zumwalt reported on the meeting at the Park with April Shackleford, the NTFPD Forest Fuels Manager. There is good momentum towards getting the Firewise Community designation. The next step is to develop a Work Action Plan. Zumwalt is reaching out to some neighbors who have been through this process to be on the Committee. A dumpster day may be scheduled for next spring. Neighbors will be asked to keep track of the hours and dollars they have put out for defensible space as all that will be important on the application.

Taylor noted the need to get others involved in organizing the spring program. A brief discussion followed regarding what is required for certification. Zumwalt will follow up on getting the Committee formed and informing the membership of the initiative.

#### 6. Board Business

John

a) Current Issues

b) Review of Assigned Tasks

Taylor reviewed the action items from tonight's meeting.

The next meeting was scheduled for Tuesday January 9, 2024 at 6:00 PM via Zoom.

Adjourn

There being no further business to come before the Board, the meeting adjourned at 7:44 PM

Respectfully submitted,

Judy Friedman

Recording Secretary

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