

Dollar Point Association
Board of Director's Meeting
April 8, 2011
Dollar Hill Professional Building
3000 North Lake Blvd., Suite 4, Tahoe City, CA 96145
Final Minutes

Call Meeting to Order

President Anita Ormsby called the meeting to order at 2:37 p.m. A quorum was established. Board members present were Anita Ormsby, Lud Spolyar, Bard Wilmar, Steve Snow, and Andy Schaefer. Board members absent were Lynn Thompson and Harry Dolden. Others present were Debbie Wolf, DPA Office Manager and Dean Headley, Legal Counsel. Debbie will take the minutes.

Ratification of Email Actions

1. Reserve Study – Final draft was sent to all board members via e-mail. No e-mail action was taken. This item will be reviewed later in the agenda.
2. McClintock Financial Reports – Board approved 2010 year-end financial reports.
3. Worker's Comp quote from State Fund – Board approved.
4. Security Contract – Board approved 2011 High Sierra Patrol, Inc. security contract.
5. Request for Beach Party on July 8th by member, Susan Schmidt – Board denied request due to high usage of the facilities during that week.

Approval of Draft Minutes dated February 10, 2011

It was moved by Bard Wilmar and seconded by Andy Schaefer to approve the February 10, 2011 minutes as corrected. Motion carried unanimously.

President's Report

1. Official Lines of Communication – Anita discussed that a lot of e-mails had been circulating, and it is important to keep the lines of communication open between all board members. Lud explained that the President of the Board should be informed of all action items so there are no surprises. If a vote is required, the office manager needs to keep track of all action items to be ratified at next board meeting.
2. Employment Documents – Lud reported that he, Anita, Bard, Debbie, and Dean Headley met with Craig Hollingsworth from the State of California Dept. of Human Resources yesterday. It was free advice about putting together a business plan and other helpful information about DPA becoming an employer. Dean explained that an employment law specialist advised that certain documents are needed such as employee handbook, job descriptions, offer letter of employment, etc. He suggested that an attorney familiar with California labor laws be hired to prepare the documents or review drafts of documents prepared by the Board. The Board agreed that these documents are necessary and agreed to hire a labor law attorney to review the proposed documents. Dean will coordinate this. Jeff Rau will be consulted regarding the job descriptions for the recreation staff.

3. Payroll – Discussion was had regarding payroll services to be prepared by Linda Sutter who is a local bookkeeper vs. ADP (automated data processing) payroll services. A payroll cost comparison summary was distributed and discussed. Electronic time clocks were also reviewed and discussed.
It was moved by Andy Schaefer and seconded by Bard Wilmar to go with Linda Sutter's payroll services and to have Linda and Debbie recommend the appropriate time clocks that are suitable to DPA's needs. Motion carried unanimously.
4. DPA Insurance Policies – Larry Lapkin will be finalizing the DPA Insurance Policies next week. The Board reviewed the renewal policies to date.
5. Pool Bathroom Cleaning – The proposal from Mountain Home Cleaning to clean the pool bathrooms for the 2011 season was reviewed. Lud expressed concern that it was a high cost. Discussion followed and it was the consensus of the Board to have the lifeguards be responsible for the cleaning of the pool bathrooms and showers.
It was moved by Andy Schaefer and seconded by Lud Spolyar to reject the outside proposal at this time and to have the lifeguards clean the pool bathrooms and showers. Motion carried with 5 yes votes and 1 opposed.
6. Reserve Study – The final draft of the Reserve Study prepared by Browning Reserve Group was discussed and adopted. This Study will be reviewed every five (5) years.
It was moved by Bard Wilmar and seconded by Andy Schaefer to approve the Reserve Study. Motion carried unanimously.

Maintenance Committee Report

The draft maintenance contract for William Poulton was distributed by Dean Headley. Anita reported that the maintenance committee met with Bill and he agreed to obtain a business license. The contract was reviewed and discussed by the board. Liability insurance was also recommended and Anita will discuss with Larry Lapkin the possibility of Bill being covered under a DPA liability policy. Dean will modify the contract to add the Board's input and it will be approved by an e-mail vote.

Management Report

1. 2011 Dues Payments/Late Fees – Debbie reported that 15 members are delinquent in payment of their dues payments and all have been sent statements with a \$250.00 late fee assessed. It was noted that if a member requests a written waiver of the late fee, it has to be approved by the President and the Treasurer and they will exercise their discretion. A member is only granted one waiver in a five-year period.
2. Buoy Lottery – The buoy lottery was held March 31st. All applicants received their first and second choices except one member. A waiting list is in place, and late applications will be added to it as well. The first buoy session begins Monday, May 16, 2011.
3. Kayak Storage – There have been 95 kayak applications received to date. It was noted that over half of the members have two (2) kayaks per application. Paddle boards are also being applied for storage on the racks this year. The Board agreed to allow this.

4. Pool Service and Leak Status – Two pool service proposals for new heaters and maintenance of the pool were reviewed and discussed. Steve recommended contacting an additional pool service in the Reno area. No decision was made at this time. Lud will contact a pool service located in Reno that has been recommended by Nathan Forrest and an e-mail vote will be needed.

Debbie explained that there was no need to put an insurance claim in for the leak at the pump house. The area is completely dry and the broken valve will be replaced by a plumber in the near future.

Attorney's Report

1. Office Lease Update – Dean reported that there is no signed lease at this time. There are a lot of unresolved insurance issues regarding the office lease.
2. Tennis Pro Contract – There was no contract for the board to review at this meeting. This item is tabled to the May meeting.

Other Business

1. Jake Naillon's request to provide a table off to the side at the Annual General Meeting for the Bear League was discussed. The Board agreed to have the table at the AGM.
2. A request by member, Austin Andruss, to hold a wedding ceremony on the beach June 3rd at 5:00 p.m. was discussed.
It was moved by Bard Wilmar and seconded by Lud Spolyar to approve the wedding ceremony on the beach in June. Motion carried unanimously.
3. A request by Chris Wilson Photography to hold a vehicle photo shoot on the pier within the next week was discussed. They are requesting to have a bon fire on the beach. The company is offering to pay the Association a location fee in the amount of \$2,500.00. The Board agreed to the request. Debbie will inform them that no fires are allowed on the beach and they cannot leave the vehicle on the beach overnight. [Subsequent event: the company cancelled the photo shoot the next day.]

Set Date for Next Meeting

The next scheduled meeting date will be Friday, May 20, 2011 at 2:00 p.m. at the Dollar Hill Professional Building, Suite 4, in Tahoe City.

Adjournment

It was moved by Lud Spolyar and seconded by Andy Schaefer to adjourn the meeting at 5:30 p.m. Motion carried unanimously.