

**Dollar Point Association**  
Board of Director's Meeting  
February 10, 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 2:10 p.m. A quorum was established. Board members present were Anita Ormsby, Lud Spolyar, Lynn Thompson, Harry Dolden, Bard Wilmar, and Andy Schaefer. Board member absent was Steve Snow. Others present were Debbie Wolf, DPA Office Manager and Dean Headley, Legal Counsel. Guests present were Nathan Conrad-Forrest, recreation supervisor candidate, and Larry Lapkin, Aegis Insurance Markets. Debbie will take the minutes.

**Ratification of Email Actions**

There were no email actions to ratify.

**Approval of Draft Minutes dated November 11, 2010**

**It was moved by Lud Spolyar and seconded by Andy Schaefer to approve the November 11, 2010 minutes as presented. Motion carried unanimously.**

**Approval of Draft Minutes dated January 13, 2011**

**It was moved by Lud Spolyar and seconded by Andy Schaefer to approve the January 13, 2011 minutes with one correction noted. Motion carried unanimously.**

**President's Report**

1. Recreation – Lud introduced Nathan Conrad-Forrest. Nathan is being considered for the Recreation Supervisor position. The Board expressed concern of his availability due to his college schedule. He is going back to school at the end of August/early September. Lud explained that there is a candidate being considered for the Assistant Supervisor position who worked at the pool last year, and she could possibly fill in for Nathan when he goes back to school at the end of the summer. The hiring of the recreation staff would need to begin by mid-April. Nathan asked if the Board would consider reimbursing him for obtaining the needed certifications. The Board agreed to consider this request if he were hired. Nathan left the meeting at 2:45 p.m. and the Board discussed his qualifications. Lud will check the references he provided and further consideration will follow. Lud mentioned that he has talked to Jeff Rau, and Jeff has offered his services as a consultant to help get the pool up and running for Memorial Day weekend.
  
2. Maintenance – Anita suggested forming a maintenance committee to further discuss maintenance candidates. Bill Poulton attended last meeting, and she explained that she has checked his references and they were all positive. Debbie reported that Bill has currently performed small maintenance tasks at the beach and pool and has been very reliable. Another potential candidate, Jacob Dick, was discussed. The maintenance committee will meet with Jacob at an agreed upon date. The maintenance committee will consist of Anita Ormsby, Lud Spolyar, Bard Wilmar, and Dean Headley. Peak Landscaping's proposal to include additional maintenance items to their list of responsibilities was reviewed. In the interim, the Board authorized Debbie to use Bill Poulton's services as needed.

3. TCPUD Report of Leak at Pool Meter – Debbie reported that the TCPUD noted a potential water leak on its last billing statement. A plumber located the leak and found a broken/burst water valve going into the pool maintenance room. Water was then shut off at the outside main meter. In inspecting the pool office, in one corner the carpet was damp and the sheetrock damp on both sides of the wall. Further repair of the broken valve is needed. A heater will be placed in the pool office. Also, insulation is needed in a hole found in the mechanical room. Discussion was held and it was determined that an insurance claim may be required. Debbie will follow-up with Larry Lapkin regarding filing the insurance claim.

### **DPA Bookkeeping**

1. Letter of Engagement (revised) from McClintock Accountancy – Debbie reported that she, Bard and Anita met with McClintock Accountancy to further discuss their role with DPA bookkeeping. A revised Letter of Engagement was presented and it was agreed that accounts payable, accounts receivable, bank reconciliations and preparation of 1099's at the end of the year will be performed in-house by Debbie with Linda Sutter, bookkeeper, as a QuickBooks consultant as needed. McClintock Accountancy will review quarterly financials, provide a yearly financial review and prepare and file tax returns. They will also be available for consultation upon request.

**It was moved by Andy Schaefer and seconded by Lud Spolyar to approve the revised Letter of Engagement by McClintock Accountancy. Motion carried unanimously.**

2. Recreation Payroll – A payroll proposal by Linda Sutter was distributed and reviewed. She is a local bookkeeper and would prepare payroll through QuickBooks. Andy asked if she had the capability to file payroll taxes electronically. Debbie will discuss this with Linda and report back. A proposal from ADP (Automatic Data Processing) also was discussed. Linda Sutter's services would be less expensive compared to ADP. It was noted that McClintock Accountancy recommends using an outside payroll service such as ADP. Further research is needed regarding time clocks, etc. Further discussion will be held at next board meeting.
3. 2011 Dues Payments Status – Debbie reported that approximately 300 members have paid their dues to date.

### **Buoy Lottery**

1. Approval of 2011 Buoy Lottery Application – Bard and Dean Headley provided some minor changes to the application packet, and Debbie will prepare and mail the application packet to the members. The deadline for return of the applications will be March 15<sup>th</sup> and the buoy lottery drawings will be held on March 31<sup>st</sup>.
2. Kayak Rack Storage – Discussion was held about the kayak rack spaces. The Board agreed that only two applications for kayak spaces on the racks are allowed per member lot. If more applications are submitted than spaces available, there will be a lottery.

**Reserve Study** – Bard noted that Bob McClintock gave Browning Reserve Group a high rating. The Study was reviewed and it was noted that some numbers being used may not be appropriate. Bard asked the Board to take a good look at this Study and note any questions they may have. This Study will be adopted at next meeting.

### **Attorney's Report**

1. Office Lease and Insurance Requirements – Larry Lapkin gave an update on the insurance quotes and renewals. His firm is the broker of record for the general liability policy. Yearly payroll hours were discussed. He recommends getting worker's compensation coverage through State Fund. He was given a copy of the draft Reserve Study for his review. The insurance carrier has agreed to review the office lease insurance requirements. Larry will follow-up with additional insurance quotes and coverage and report back to the Board via email.
2. Community Ink Contract – Dean Headley reported that he, Anita, Lud and Debbie met with Harry and Allison Jones from Community Ink. All were in agreement at the meeting to amend the existing contract for mailing of a newsletter on April 1<sup>st</sup> and July 1<sup>st</sup>. The Jones's agreed to produce a newsletter within 15 days of receiving "copy" from DPA.

**It was moved by Lynn Thompson and seconded by Lud Spolyar for Dean Headley to move forward with Community Ink to prepare an amendment to the existing publishing contract. Motion carried unanimously.**

3. Tennis Contract with Greg Felich – Dean reported that Greg is working on the 2011 Tennis Contract and it will be available for review and approval at a future meeting.
4. Leydecker License Agreement – The Board reviewed the proposed license agreement, and it was agreed that Ms. Leydecker is not allowed to put anything more on the Association's land. Dean Headley will send out the finalized Agreement.
5. Kelsey Ferris Tennis Request – Dean presented a letter of request from Kelsey Ferris to use the DPA courts on Saturday, July 23, 2011 for a Round Robin sponsored by the Tahoe Yacht Club. Dean explained that this request has been approved for many years.

**It was moved by Bard Wilmar and seconded by Lud Spolyar to approve this request. Motion carried unanimously.**

### **Set Date for Next Meeting**

The next scheduled meeting date will be Friday, April 8<sup>th</sup> at 2:30 p.m. at the Dollar Hill Professional Building, Suite 4, in Tahoe City.

### **Adjournment**

**It was moved by Andy Schaefer and seconded by Lud Spolyar to adjourn the meeting at 5:15 p.m. Motion passed unanimously.**