

Dollar Point Association
Board of Director's Meeting
January 13, 2011
71 Trinity Ct., Tahoe City, CA 96145
Final Minutes

Call Meeting To Order

President Anita Ormsby called the meeting to order at 3:30 p.m. A quorum was established. Board members present were Anita Ormsby, Lud Spolyar, Lynn Thompson, and Andy Schaefer. Director Bard Wilmar arrived later in the meeting. Board members absent were Harry Dolden and Steve Snow. Others present were Debbie Wolf, DPA Office Manager and Dean Headley, Legal Counsel. Guests present were Bill Poulton, maintenance candidate, and Larry Lapkin, Aegis Insurance Broker. Debbie Wolf will take the minutes.

Ratification of Email Actions

There were no email actions to ratify.

Approval of Draft Minutes dated November 11, 2010

The November 11, 2010 draft minutes prepared by Ponderosa Property Maintenance were reviewed as well as proposed changes by Bard Wilmar. Approval of these minutes was tabled to next meeting.

President's Report

1. Management Transition/New Office – Debbie Wolf reported on the status of the new business office. It is located at the Dollar Hill Professional Building, 3000 N. Lake Blvd., Suite 4. The entrance to the parking lot is on Lake Forest Drive. Start-up costs to date are approximately \$4,000 to include computer equipment and software, furniture and office supplies. A conference table and chairs still need to be purchased in order to set up a meeting room for future board meetings. It was discussed to purchase folding tables and folding chairs for this purpose. She also reported that a fax number has been established through E-fax and the cost will be \$17.00 per month for this service. The new fax number is: 530-452-2382. Winter office hours will be Monday through Friday, 10:00 a.m. to 4:00 p.m. and closed from Noon to 1:00 p.m. for lunch and office errands.
2. Maintenance and Recreation – Anita reported that she and Lud have met with a few candidates for the in-house maintenance and recreation positions. She distributed résumés for Bill Poulton, maintenance candidate and Nathan Conrad-Forrest, recreation supervisor candidate. The Board reviewed the résumés.

Guest Bill Poulton was introduced. He discussed his past experience and qualifications and expressed interest in the maintenance position for the Association. Dean Headley explained that the scope of work could change if Peak Landscaping were to take on additional maintenance responsibilities in their landscaping contract. Bill stated that he could handle the scope of responsibilities presented to him at an earlier meeting with Anita and Lud, and he would fine tune the job on an ongoing basis. The Board thanked him for his interest, and further discussion will be held at next meeting.

Anita and Lud discussed meeting with Nathan Conrad-Forrest as a potential candidate for the recreation supervisor position. They were both very impressed with him. The Board agreed he looks qualified on paper but expressed concern about his availability because of his college schedule. Lud will contact Nathan for further consideration, and Anita will talk to Sky Richardson regarding Peak's additional role with maintenance.

Banking/Bookkeeping

1. Letter of Engagement from McClintock Accountancy – Debbie distributed the proposed Letter of Engagement from McClintock Accountancy. The Board reviewed the letter and noted that no fees were included in the proposal. Debbie reported that McClintock's has already sent out the annual dues statements for 2011 and would continue to perform accounts receivable tasks under the proposed Letter of Engagement. She also reported that there was some additional bookkeeping needed to be completed in order to produce 1099s for subcontractors who performed work for Dollar Point in 2010, and to "clean up" the bookkeeping records for 2010 before the year-end audit could be performed by McClintock Accountancy. Discussion was held, and it was determined that the Board needs to assess the Association's bookkeeping/accounting needs further before signing the Letter of Engagement with McClintock Accountancy.

It was moved by Andy Schaefer and seconded by Lud Spolyar to delay response to the Letter of Engagement until the Board has taken more time to assess the bookkeeping needs of an outside entity at this time. Motion passed unanimously.

Debbie was directed to write a letter to McClintock's thanking them for their proposal, and instructing them to suspend any further work other than sending out the dues statements and preparing the 1099s at this time until the Board has had more time to assess the bookkeeping needs. The draft letter will be reviewed by Lynn, Andy and Dean prior to sending it to McClintock's. Debbie will continue to handle the A/P, A/R and bank reconciliations for the Association in-house.

2. Banking Signatory Forms – Debbie distributed the Plumas Bank signatory cards and forms to Lud, Anita and Lynn to sign. She will contact Harry Dolden also to coordinate obtaining his signature. Bard Wilmar will come off the accounts as a signer, and Lud Spolyar will be added in addition to Anita, Lynn and Harry.

Attorney's Report

1. Office Lease and Insurance Requirements – Dean Headley explained that the lease for the new office space will be wrapped up shortly once the insurance requirements are met. Larry Lapkin is working on obtaining the required insurance.
2. Debbie Wolf Agreement – this agenda item is deferred to Executive Session.

Contracts

1. Community Ink – Debbie distributed two proposals from Community Ink for the Board's review. The first one was a proposal for a new contract for The Point newsletter and the second proposal was for a contract to produce the member directory with member's contact information included as in past years. Discussion was held and it was the consensus of the Board to not sign these contracts at this time. Bard requested a quote

from Community Ink to produce a bound copy of the member directory like the sample directory that Harry Jones provided. Debbie will make this request from Community Ink. This agenda item was tabled to the next meeting.

2. Tennis Contract – Dean mentioned that Greg Felich is preparing a new proposed contract and it will be available for discussion and review at the next meeting.

Committee Reports

1. Communications Committee – Lud reported that we have received approximately 350 responses to the mailing requesting contact information from the members. Many have provided their email addresses and a system will be put in place within the next several months to be able to send communications via this email method.

Other/New Business

1. **DPA Insurance** – As noted earlier in the meeting, the office lease being negotiated with Randy Faccinto requires additional insurance to the existing coverage held by the Association. The current Association insurance policy with W. Callaway Stotka, Inc. expires 3/31/11. Larry Lapkin with Aegis Insurance in Truckee has been asked to work on the new insurance requirements by the Board. Larry explained that he has been researching insurance coverage and has requested a quote from the current insurance carrier, Philadelphia Indemnity Insurance Company, but they will not release information to him because he is not the current Broker of Record. He is asking the Board to sign the letter from Philadelphia appointing him as Broker of Record in order to move forward with the insurance requirements for the off-site rental property. The Board agreed.
It was moved by Lynn Thompson and seconded by Lud Spolyar to appoint Larry Lapkin of Aegis Insurance Markets as Broker of Record effective January 13, 2011. Motion passed unanimously.
2. Reserve Study – Debbie reported that Browning Reserve Group had additional questions that needed to be answered before the reserve study could be completed. Greg Brimm has deferred this item back to the Board. Bard agreed to take a look at the questions and respond back to Browning Reserve Group.
3. Kayak Racks – Larry Lapkin informed the Board that one of the kayak racks at the beach was on its side and has been for at least a month possibly due to high winds. Debbie was directed to contact Greg Brimm to obtain the master kayak key to get this problem taken care of immediately.

Set Date For Next Meeting

The next scheduled meeting date will be Thursday, February 10th at 2:00 p.m. at the new business office at 3000 N. Lake Blvd., Suite 4, Tahoe City.

Adjournment

The Board adjourned to Executive Session at 7:00 p.m. to discuss Independent Contractor Agreement for Debbie Wolf.