



# LAKE SHASTINA PROPERTY OWNERS ASSOCIATION

## AGENDA

Regular Meeting

Wednesday, February 8, 2023 – 5:00 p.m. (Closed Session 4:00 p.m.)

Administration Building

16320 Everhart Drive ▪ Weed, California 96094 ▪ (530) 938-3281

### CALL TO ORDER:

LSPOA Board Roll Call: CHANDLER \_\_\_ MACINTOSH \_\_\_ MOSER \_\_\_ PURSELL \_\_\_ TUCKER \_\_\_

### CLOSED SESSION:

- A. Approval of Closed Session Minutes: January 11, 2023
- B. Current Violations
- C. ECC Committee
- D. Burnt Trees
- E. Cascade Custom Cutting Tree Amendments
- F. Personnel Matters

REGULAR MEETING call to order 5:00 p.m.:

### PLEDGE OF ALLEGIANCE:

MEMBER COMMENTS: This is an opportunity for members of the Association to address the Board on subjects within its jurisdiction, whether or not on the agenda for this meeting. The Board reserves the right to reasonably limit the length of individual comments, and/or the total amount of time allotted to member comments. Each individual comment will be limited to three minutes. The member comments portion of the meeting will be limited to thirty minutes (total time). For items which are on this agenda, speakers may request that their comments be heard at the time the item is to be acted upon by the Board. The Board may ask questions but may take no action during the member comments portion of the meeting, except to direct staff to prepare a report, or to place the item on a future agenda.

### PUBLIC COMMENT:

CONSENT CALENDAR: Items on the consent calendar are considered routine, not requiring separate discussion. However, if discussion is wanted, the item may be removed from the consent calendar and considered separately. Board members may ask questions to clarify without removing an item from the consent calendar. Individual items are approved by the vote that approves the consent calendar, unless an item is pulled for separate consideration.

1.
  - A. Approval of Minutes: Regular Meeting January 11, 2023
  - B. Approval of Minutes: Special Session Meeting January 18, 2023
  - C. Cash Flow Report: January 2023 and February 2023
  - D. Budget Comparison: FY 2022/23 YTD
  - E. Balance Sheet: Quarterly Report FY 2022/23
  - F. ECC Minutes – January 2023
  - G. Maintenance Crew Report
  - H. Boundary Line Adjustment Review- Unit - 1, Lots – 212 & 213

### DISCUSSION / ACTION ITEMS

2. General Manager Report (GM Gross)
3. Compliance Officer Report (CO Moreno)
4. LSPOA Annual Meeting / Election of Directors (GM Gross)
  - A. Set Date, Time, and Place for Annual Meeting
  - B. Set Record Date
  - C. Approval of Notice to Potential Candidates
  - D. Set Date, Time, and Place for Candidates Forum
  - E. Set Date, Time, and Place for Special Board Meeting – Election of Directors
5. Rule No. 4 RV and Storage (GM Gross)
6. GM on Committees (Pres. Chandler)

### STAFF COMMENTS:

### BOARD MEMBER COMMENTS:

### ADJOURN TO CONTINUE CLOSED SESSION:

ADJOURNMENT: The next LSPOA Regular Meeting is to be held on March 8, 2023, Closed Session at 4:00 p.m. and Open Session at 5:00 p.m. at the Administration Building.



Item #1A

**LAKE SHASTINA PROPERTY OWNERS ASSOCIATION**

Regular Meeting  
Wednesday, January 11, 2023 – 4:00 p.m.  
Administration Building  
16320 Everhart Drive ▪ Weed, California 96094 ▪ (530) 938-3281  
**UNAPPROVED MINUTES**

CALL TO ORDER: 5:04 pm.

LSPOA Board Roll Call: CHANDLER X MACINTOSH X PURSELL X MOSER X TUCKER X  
ALSO PRESENT: (GM) GROSS, (AA) MORENO

CLOSED SESSION call to order 4:00 p.m.:

- A. Approval of Closed Session Minutes: December 14, 2022 - Approved
- B. Personnel Matters – Discussed

REGULAR MEETING: There were approximately 14 people present.

PLEDGE OF ALLEGIANCE: Carried out

MEMBER COMMENTS: Taken

PUBLIC COMMENT: Taken

CONSENT CALENDAR

1. A. Approval of Minutes: Regular Meeting December 14, 2022
- B. Cash Flow Report: December 2022
- C. Budget Comparison: FY 2021/22 YTD
- D. Balance Sheet: Quarterly Report FY 2021/22
- E. ECC Minutes –December 2022
- F. Boundary Line Adjustment Review- Unit - 53, Lots –131 & 132
- G. ECC Member Recommendations
- H. Approval of Tax Returns: FY 2021/2022 forms 990 and 199

**Motion by Dir. Moser, 2<sup>nd</sup> by Pursell to approve Consent Calendar as presented.**

**Ayes: Directors Chandler, MacIntosh, Pursell, Moser, and Tucker.**

**Noes: None**

DISCUSSION / ACTION ITEMS

2. General Manager Report – GM Gross reported
3. Winner of Holiday Decorating Contest – CO Moreno reported

STAFF COMMENTS: Taken

BOARD MEMBER COMMENTS: Taken

ADJOURNMENT: With no objection by the board, Pres. Chandler adjourned the meeting at 6:00pm. The next LSPOA Regular Meeting is to be held on February 8, 2023, Closed Session at 4:00 p.m. and Open Session at 5:00 p.m. at the Administration Building.

Approved Date: \_\_\_\_\_

\_\_\_\_\_  
Alan Pursell, LSPOA Secretary



Item # 1B

**LAKE SHASTINA PROPERTY OWNERS ASSOCIATION**

Special Session Meeting

**Unapproved Minutes**

Wednesday, January 18, 2023 – 3:00 p.m.

Administration Building

16320 Everhart Drive ▪ Weed, California 96094 ▪ (530) 938-3281

**CALL TO ORDER: 3:02 pm**

LSPOA Board Roll Call: CHANDLER   X   MACINTOSH   X   MOSER   X   PURSELL   X   TUCKER   X  

LSPOA Staff: (GM) GROSS   X   (CO) MORENO   ABSENT   (AA) RISTUCCIA   X  

**DISCUSSION / ACTION ITEMS:**

1. Consideration of Cascade Custom Tree Removal Contract

**Motion by Dir. Moser 2nd by Dir. Chandler to approve Cascade Custom Cutting Tree Removal Contact in the amount of \$189,565.00.**

**Ayes: Directors Chandler, MacIntosh, Pursell, Moser and Tucker**

**Noes: None**

2. Dog Park Next Step

**Directions given, to write a letter stating that there is no viable location. Direct them to pursue the county to find a viable location.**

3. Funds Transfer from Edward Jones reserves to Tri Co. Bank Checking Account

**Motion by Dir. Chandler 2nd by Dir. Pursell to approve Funds Transfer from Edward Jones reserves to Tri Co. Bank Checking Account in the amount of \$30,669.25 and possible associated liquidations.**

**Ayes: Directors Chandler, MacIntosh, Pursell, Moser and Tucker**

**Noes: None**

**ADJOURNMENT:** With no objection by the board, Pres. Chandler adjourned the meeting at 3:40 pm. Next Regular Meeting on February 8, 2023, Closed Session at 4:00 p.m. and Open Session at 5:00 p.m. at the Administration Building.

Approved Date: \_\_\_\_\_

\_\_\_\_\_  
Alan Pursell, Secretary

LAKE SHASTINA PROPERTY OWNERS ASSOCIATION

CASH FLOW REPORT

Item #1C  
January 2023

BEGINNING CASH INVESTMENTS January 1,2023		BALANCE 4,025,630.67
ADD CASH RECEIPTS:		
Assessments & Misc Income Deposited	281,495.69	
Interest	4,874.83	
	CASH RECEIPTS ADDED	286,370.52
LESS DISBURSEMENTS:		
Tri Counties Bank Ckg (Checks)	(121,817.72)	
Returned Items (Cks & ACH)		
	LESS TOTAL CASH DISBURSEMENTS	(121,817.72)
ENDING CASH INVESTMENTS January 31,2022		4,190,183.47

New Accounts

OPERATIONAL FUNDS BANK/INVESTMENT	ACCOUNT NO.	INTEREST RATE	ACCOUNT TYPE	MATURITY DATE	BALANCE
0060.000 Tri Counties Bank	278005094	0.000%	Checking OPS		549,833.79
0061.000 Tri Counties Bank	275017395	0.080%	Savings OPS		52,042.24
0053.000 Edward Jones MM - OPS	538-15586-1-7	1.250%	MM OPS		6,327.05
0053.016 Edward Jones CD - OPS	Capital One Natl Assn McLean	1.450%	36 Mo CD	04/03/23	80,000.00
0053.017 Edward Jones CD	Wells fargo Bk N A Sioux Falls	3.750%	24 Mo CD	09/23/24	226,000.00
0053.018 Edward Jones CD	UBS Bk USA Salt Lake City UT	3.300%	36 Mo CD	06/30/25	107,000.00
		Subtotal	Ops CDs & MM	419,327.05	
RESERVE FUNDS BANK/INVESTMENT	ACCOUNT NO./BANK				Prin. At Maturity
0054.000 Edward Jones MM- RSV	459-06977-1-2	1.250%	MM Reserves	(Ins'd to \$500k)	33,980.39
0054.121 Edward Jones CD	State Bank of India	2.900%	36 Mo CD	03/29/23	170,000.00
0054.117 Edward Jones CD	American Express Natl Bk	1.450%	36 Mo CD	03/31/23	225,000.00
0054.118 Edward Jones CD	Discover Bk Greenwood Del	1.450%	36 Mo CD	04/03/23	240,000.00
0054.129 Edward Jones CD	Goldman Sachs BK	3.000%	108 Mo CD	08/01/23	47,000.00
0054.126 Edward Jones CD	Compass Bank	2.950%	128 Mo CD	08/14/23	50,000.00
0054.119 Edward Jones CD	Nicolet Natl Bk Greenbay	0.950%	36 Mo CD	09/27/23	205,000.00
0054.127 Edward Jones CD	Citibank Natl Assn Siox Falls SD	3.550%	60 Mo CD	12/21/23	221,000.00
0054.124 Edward Jones CD	State Bk of India	3.050%	36 Mo CD	02/28/24	32,000.00
0054.122 Edward Jones CD	Capital One Bk USA Natl Assn McLean VA	2.650%	24 Mo CD	05/30/24	200,000.00
0054.134 Edward Jones CD	GE Capital Retail Bank	3.300%	120 Mo CD	05/30/24	115,000.00
0054.133 Edward Jones CD	Morgan Stanley BK N A Salt	2.650%	60 Mo CD	06/13/24	93,000.00
0054.123 Edward Jones CD	Capital One Natl Assn McLean VA	2.500%	24 Mo CD	06/19/24	100,000.00
0054.132 Edward Jones CD	CIT BK Salt lake City Utah	3.250%	120 Mo CD	08/06/24	35,000.00
0054.128 Edward Jones CD	Capital One Bk USA Natl Assn Glen Allen	2.250%	60 Mo CD	08/07/24	40,000.00
0054.135 Edward Jones CD	Bank Hapoalim B M	2.700%	120 Mo CD	02/20/25	150,000.00
0054.130 Edward Jones CD	Capital One Natl Assn McLn VA	1.450%	60 Mo CD	04/22/25	40,000.00
0054.131 Edward Jones CD	Flagstar BK Fsb Troy MI	1.050%	60 Mo CD	04/30/25	147,000.00
0054.138 Edward Jones CD	Barclays Bk Del Retail	3.050%	18 Mo CD	05/19/25	240,000.00
0054.139 Edward Jones CD	Goldman Sachs Bk USA	3.050%	25 Mo CD	05/27/25	240,000.00
0054.141 Edward Jones CD	Sallie Mae BK Salt Lake City UT	5.000%	36 Mo CD	11/15/25	240,000.00
0054.136 Edward Jones CD	Citibank Natl Assn Siox Falls SD	3.150%	84 Mo CD	03/09/26	23,000.00
0054.140 Edward Jones CD	Ally BK Sandy Utah	3.150%	48 Mo CD	07/21/26	240,000.00
0054.137 Edward Jones CD	State Bk India	1.150%	60 Mo CD	09/28/26	42,000.00
		Subtotal	RSV CDs & MM	3,168,980.39	

ENDING CASH INVESTMENTS January 31,2023 4,190,183.47

2021/2022	2022/2023	More (less)
OPERATIONAL FUNDS 791,339.30	OPERATIONAL FUNDS 1,021,203.08	\$229,863.78
*RESERVE FUNDS 3,425,485.28	*RESERVE FUNDS 3,168,980.39	(\$256,504.89)
TOTAL 4,216,824.58	TOTAL 4,190,183.47	(\$26,641.11)

	2021/2022	2022/2023
REFUNDABLE DEPOSITS - January		63,832.51

	2021/2022	2022/2023
Assessments Received/Deposited -January(latest billing 1/1/2023)	229,664.95	286,655.39
Assessments Received/Deposited - Fiscal Year through January	755,993.38	812,686.69
Assessments Received From Allied Trustee Services for January	0.00	0.00
Assessments Received From Allied Trustee Services through January	0.00	0.00
<b>Total Assessments Received/Deposited Fiscal Year through January</b>	<b>755,993.38</b>	<b>812,686.69</b>

	2021/2022	2022/2023
Accounts Receivable Assessments - January (latest billing 1/2023)	1,954,966.58	1,975,112.54
Unpaid Non-Assessments Receivable - January (includes Violations, Transfer Fees, Other Non-Assessment Fees)	29,699.96	28,060.67
Allied Trustee Services - Accounts Receivable - January	49,934.84	49,934.84
Less Prior Year Allowance for Doubtful Accounts (includes Assessments, Unpaid Services & ATS Receivables)	-1,619,982.96	-1,725,054.32
<b>Total Net Accounts Receivable - Fiscal Year to Date</b>	<b>414,618.42</b>	<b>328,053.73</b>

Lake Shastina Property Owners Association  
Profit & Loss Budget vs. Actual  
July 2022 through January 2023

Item # 10

	TOTAL			
	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Revenues - Operating				
Assessment Revenues				
4001100 · Assessment Revenue-Residential	1,035,104.00	1,038,089.55	-2,985.55	99.71%
4003000 · Late Payment Revenue				
4003001 · Returned Check Charges	100.00	100.00	0.00	100.0%
4003000 · Late Payment Revenue - Other	96,706.57	118,743.96	-22,037.39	81.44%
Total 4003000 · Late Payment Revenue	96,806.57	118,843.96	-22,037.39	81.46%
Assessment Revenues - Other	0.00	553.99	-553.99	0.0%
Total Assessment Revenues	1,131,910.57	1,157,487.50	-25,576.93	97.79%
Other Revenues				
4055000 · Misc Operational Income	994.50	150.00	844.50	663.0%
4060000 · Chipping/Pine Needle Income	1,530.00	980.00	550.00	156.12%
5001000 · Inspection/Processing Fee	2,055.00	1,365.00	690.00	150.55%
5002000 · Mailbox Revenue	440.00	660.00	-220.00	66.67%
5003000 · Recordation Fee	0.00	-14.00	14.00	0.0%
5008000 · Use Permit Fee	0.00	200.00	-200.00	0.0%
5025000 · Mod-Variance	0.00	200.00	-200.00	0.0%
5026000 · Fines/Violations	-150.00	3,250.00	-3,400.00	-4.62%
5050000 · Transfer Fees	4,125.00	7,375.00	-3,250.00	55.93%
5059000 · Boat Ramp Key (non refundable)	100.00	50.00	50.00	200.0%
5060000 · HOA Packet	2,925.00	3,525.00	-600.00	82.98%
5075000 · Grant Income	0.00	375.00	-375.00	0.0%
5080000 · Interest Earned (Operating)	4,493.78	1,079.67	3,414.11	416.22%
Total Other Revenues	16,513.28	19,195.67	-2,682.39	86.03%
Total Revenues - Operating	1,148,423.85	1,176,683.17	-28,259.32	97.6%
Revenues - Reserves				
5081000 · Interest Earned Reserves	37,500.62	32,260.45	5,240.17	116.24%
Total Revenues - Reserves	37,500.62	32,260.45	5,240.17	116.24%
Total Income	1,185,924.47	1,208,943.62	-23,019.15	98.1%
Gross Profit	1,185,924.47	1,208,943.62	-23,019.15	98.1%
Expense				
Expenditures - Operating				
Office Expenses				
7050100 · Office Expense - Supplies	4,336.71	3,943.62	393.09	109.97%
7050200 · Office Expense - Postage	2,874.85	4,290.30	-1,415.45	67.01%
7050400 · Office Expense - Maintenance	487.64	1,420.11	-932.47	34.34%
Total Office Expenses	7,699.20	9,654.03	-1,954.83	79.75%
Payroll Expenses				
7501000 · Payroll Expense - Admin	74,300.40	84,752.35	-10,451.95	87.67%
7501100 · COVID-19 Payroll Expense	0.00	0.00	0.00	0.0%
7502000 · Payroll Expense - CCRCO	20,647.00	17,874.00	2,773.00	115.51%
7503000 · Payroll Expense - Maintenance	41,003.25	44,186.50	-3,183.25	92.8%
7513000 · Payroll Taxes	12,637.48	13,024.35	-386.87	97.03%
7514000 · Payroll Benefits - Admin	18,221.94	16,295.04	1,926.90	111.83%
7514300 · Payroll Benefits - Maintenance	12,302.96	22,570.39	-10,267.43	54.51%
7518000 · Workers Comp Ins	8,666.00	15,665.00	-6,999.00	55.32%
7530100 · PR Reimbursement CSD Admin	25,606.54	29,577.58	-3,971.04	86.57%
7530400 · PR Reimbursement CSD Maint	0.00	0.00	0.00	0.0%
7550000 · Travel & Training	2,781.54	1,636.23	1,145.31	170.0%
7551000 · Meals Expense	0.00	32.38	-32.38	0.0%
7556000 · Uniform Expense	1,329.96	495.52	834.44	268.4%
Payroll Expenses - Other	70.00	1,181.28	-1,111.28	5.93%
Total Payroll Expenses	217,567.07	247,290.62	-29,723.55	87.98%
Utility Expenses				



Lake Shastina Property Owners Association  
Profit & Loss Budget vs. Actual  
July 2022 through January 2023

	TOTAL			
	Jul '22 - Jan 23	Budget	\$ Over Budget	% of Budget
7105000 · Utilities - LSCSD	6,103.31	10,109.60	-4,006.29	60.37%
7105100 · Utilities - Telephone	928.58	2,357.81	-1,429.23	39.38%
7105200 · Utilities - Electric	2,672.10	4,784.94	-2,112.84	55.84%
7105300 · Utilities - Waste	1,137.60	675.00	462.60	168.53%
7105400 · Utilities - Propane	0.00	87.50	-87.50	0.0%
7105600 · Utilities-Internet	498.16	738.39	-240.23	67.47%
<b>Total Utility Expenses</b>	<b>11,339.75</b>	<b>18,753.24</b>	<b>-7,413.49</b>	<b>60.47%</b>
7001000 · Accounting Review	0.00	11,400.00	-11,400.00	0.0%
7003000 · Bad Debt	50,544.29	58,226.13	-7,681.84	86.81%
7003100 · Bad Debt Recover	-5,364.15	-1,345.04	-4,019.11	398.81%
7026000 · Contract Services	28,891.87	13,597.73	15,294.14	212.48%
7033000 · Licenses, Permits, Fees	6,226.19	7,835.57	-1,609.38	79.46%
7034000 · Dues & Subscriptions	1,911.86	1,738.04	173.82	110.0%
7040000 · Insurance (Liability)	29,269.61	26,608.00	2,661.61	110.0%
7040100 · Insurance Claims	0.00	0.00	0.00	0.0%
7041000 · Legal	8,274.50	12,969.50	-4,695.00	63.8%
7062000 · Repair & Maintenance	5,686.84	5,322.85	363.99	106.84%
7063000 · Fuel Expense	4,151.71	5,437.19	-1,285.48	76.36%
7064000 · Materials/Supplies/Small Tools	6,398.85	9,778.88	-3,380.03	65.44%
7065000 · Vehicle/Equip Repair/Maint	6,580.47	932.57	5,647.90	705.63%
7070000 · ATS Property Expenses	2,099.66			
7101000 · Property Taxes	5,755.63	5,861.99	-106.36	98.19%
7200000 · POA Newsletter	0.00	0.00	0.00	0.0%
7202000 · POA ECC Committee Expense	-42.59	650.00	-692.59	-6.55%
7204000 · Events	0.00	350.00	-350.00	0.0%
7208000 · POA Annual Meeting Expense	390.51	239.10	151.41	163.33%
7245000 · POA Election Expense	-91.83	0.00	-91.83	100.0%
7250000 · Misc	0.00			
<b>Total Expenditures - Operating</b>	<b>387,289.44</b>	<b>435,300.40</b>	<b>-48,010.96</b>	<b>88.97%</b>
<b>Expenditures - Reserves</b>				
7033075 · License, Permits, Fees Rsv	0.00	240.00	-240.00	0.0%
<b>Total Expenditures - Reserves</b>	<b>0.00</b>	<b>240.00</b>	<b>-240.00</b>	<b>0.0%</b>
66900 · Reconciliation Discrepancies	-0.29	0.00	-0.29	100.0%
<b>Total Expense</b>	<b>387,289.15</b>	<b>435,540.40</b>	<b>-48,251.25</b>	<b>88.92%</b>
<b>Net Ordinary Income</b>	<b>798,635.32</b>	<b>773,403.22</b>	<b>25,232.10</b>	<b>103.26%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
Ask My Accountant	0.00			
<b>Total Other Expense</b>	<b>0.00</b>			
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>798,635.32</b>	<b>773,403.22</b>	<b>25,232.10</b>	<b>103.26%</b>

Lake Shastina Property Owners Association  
**Balance Sheet**  
As of January 31, 2023

*Item # 1E*

Jan 31, 23

**ASSETS**

Current Assets

Checking/Savings

Assets - Operating Banks

0053000 · EJ Ops Money Market	6,327.05
0053016 · Capital One Natl Assn McLean	80,000.00
0053017 · Wels Fargo BK N A Sionx Falls	226,000.00
0053018 · UBS Bk USA Salt Lake City UT	
53018.1 · Premium Discount	-624.89
0053018 · UBS Bk USA Salt Lake City UT - Other	<u>107,000.00</u>
Total 0053018 · UBS Bk USA Salt Lake City UT	106,375.11
0060000 · TCB Checking	549,833.79
0061000 · TCB Savings	<u>52,051.72</u>
Total Assets - Operating Banks	1,020,587.67

Assets - Reserve Banks & Bonds

0054000 · EJ Reserve Money Market	33,980.39
0054109 · EJ Reserve CD Goldman Sachs Bk4	431.78
0054117 · American Express Natl Bk	225,000.00
0054118 · Discover Bk Greenwood Del	240,000.00
0054119 · Nicolet Natl Bk Greenbay	200,642.13
0054121 · State Bank of India	
54121.1 · Premium Discount	3,327.66
0054121 · State Bank of India - Other	<u>170,000.00</u>
Total 0054121 · State Bank of India	173,327.66
0054122 · Capital One Bk USA Natl Assn VA	
54122.1 · Premium Discount	8,318.67
0054122 · Capital One Bk USA Natl Assn VA - Other	<u>200,000.00</u>
Total 0054122 · Capital One Bk USA Natl Assn VA	208,318.67
0054123 · Capital One Natl Assn McLean VA	
54123.1 · Premium Discount	4,715.09
0054123 · Capital One Natl Assn McLean VA - Other	<u>100,000.00</u>
Total 0054123 · Capital One Natl Assn McLean VA	104,715.09
0054124 · State Bk of India	
54124.1 · Premium Discount	1,614.29
0054124 · State Bk of India - Other	<u>32,000.00</u>
Total 0054124 · State Bk of India	33,614.29
0054125 · Capital One, Mclean, Virginia	
54125.1 · Premium Discount	<u>61.74</u>
Total 0054125 · Capital One, Mclean, Virginia	61.74
0054126 · EJ Reserves Compass Bank	
54126.1 · Premium Discount	1,524.08
0054126 · EJ Reserves Compass Bank - Other	<u>50,000.00</u>
Total 0054126 · EJ Reserves Compass Bank	51,524.08
0054127 · Citibank Ntl Assn Siox Falls SD	
54127.1 · Premium Discount	11,893.62

2:13 PM  
02/02/23  
Accrual Basis

**Lake Shastina Property Owners Association**  
**Balance Sheet**  
As of January 31, 2023

	Jan 31, 23
0054141 · Sallie Mae BK Salt Lake City UT	240,000.00
<b>Total Assets - Reserve Banks &amp; Bonds</b>	<b>3,212,734.71</b>
<b>Total Checking/Savings</b>	<b>4,233,322.38</b>
<b>Accounts Receivable</b>	
<b>Assets Receivables Operating</b>	
<b>Receivables</b>	
1100000 · Assessments Receivable	1,975,112.54
1100010 · Non-Assessments Receivable	28,060.67
1105000 · ATS Collections Receivable	49,934.84
<b>Total Receivables</b>	<b>2,053,108.05</b>
<b>Total Assets Receivables Operating</b>	<b>2,053,108.05</b>
<b>Total Accounts Receivable</b>	<b>2,053,108.05</b>
<b>Other Current Assets</b>	
<b>Assets - Others</b>	
<b>Foreclosed Properties</b>	
1120010 · ATS Property Costs 108-260-270	8,157.22
1120015 · ATS Property Costs 108-260-100	6,813.96
1120018 · ATS Property Costs 106-220-050	4,990.66
<b>Total Foreclosed Properties</b>	<b>19,961.84</b>
<b>Other Asset Accts</b>	
1001000 · Prepaid Items	47,116.68
<b>Total Other Asset Accts</b>	<b>47,116.68</b>
<b>Total Assets - Others</b>	<b>67,078.52</b>
1101002 · Allowance for Doubtful Accounts	-1,725,054.32
1102075 · Due from other Fund - Reserves	409,129.56
1102076 · Due from Operating	135,958.00
1204000 · Due from CSD	3,289.68
3500000 · Prior Period Adjustment	-0.49
<b>Total Other Current Assets</b>	<b>-1,109,599.05</b>
<b>Total Current Assets</b>	<b>5,176,831.38</b>
<b>Fixed Assets</b>	
<b>Assets</b>	
<b>Vehicle/Equipment Assets</b>	
1153000 · Vehicles & Equipment	874,514.50
1159000 · Accumulated Depreciation	-790,314.00
<b>Total Vehicle/Equipment Assets</b>	<b>84,200.50</b>
<b>Total Assets</b>	<b>84,200.50</b>
<b>Total Fixed Assets</b>	<b>84,200.50</b>
<b>TOTAL ASSETS</b>	<b>5,261,031.88</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable Operating	
Current Payables	



**LAKE SHASTINA PROPERTY OWNERS ASSOCIATION  
ENVIRONMENTAL CONTROL COMMITTEE (ECC)  
1/11/2023 - UNAPPROVED MEETING MINUTES**

**Regular Meeting - Administration Building**

Item 1. CALL TO ORDER  
9:30 AM

Members Present: Green, L O'Connor, K Stafford, M Absent: Mohlabane, N  
Staff Present: Gross, C Moreno, K

Item 2. APPROVAL OF AGENDA  
01/11/2023

**Motion:**

Motion by: Green; Second by: Stafford

**Votes:** Ayes: Green, L O'Connor, K Stafford, M  
Noes: None  
Absent: Mohlabane, N  
**Motion Carries**

Item 3. APPROVAL OF MINUTES  
12/21/2022

**Motion:**

Motion by: Stafford; Second by: Green

**Votes:** Ayes: Green, L O'Connor, K Stafford, M  
Noes: None  
Absent: Mohlabane, N  
**Motion Carries**

Item 4. WRITTEN COMMUNICATION  
None

Item 5. OLD BUSINESS  
A. ECC Action Requested

*Addi-Modis*

<i>Unit/Lot</i>	<i>Application</i>	<i>APN</i>	<i>Property</i>	<i>Owner at Filing</i>	<i>ECC Member</i>
5 / 231	2021-007m	107-020-010	5206 TONY LEMA DRIVE	Rodney and Barbara	Moreno
	Windows, Siding, Paint added 02/22/21				
	<b>Project Extension Request/Paint</b>				
	1/11/2023	Motion by O'Connor. 2nd by Stafford to approve 6 month extension in order for owners to finish painting.			
		Ayes: Green, O'Connor and Stafford.			
		Noes: None			
		Absent: Mohlabane			

**LAKE SHASTINA PROPERTY OWNERS ASSOCIATION  
ENVIRONMENTAL CONTROL COMMITTEE (ECC)  
1/11/2023 - Unapproved MEETING MINUTES**

Item 6. NEW BUSINESS

A. ECC Action Requested

*Addi-Modis*

<i>Unit/Lot</i>	<i>Application</i>	<i>APN</i>	<i>Property</i>	<i>Owner at Filing</i>	<i>ECC Member</i>
4 / 303	2022-066m DECK APPLICATION 1/11/2023	106-350-100	5069 INDIAN ISLAND	MULLEN, THOMAS & EMILY	O'Connor
			O'Connor to review and recommend. Motion by Stafford. 2nd by Green to approve deck project as presented. Suggestion to owner to follow up with the county regarding building permits. Ayes: Green, O'Connor and Stafford Noes: None Absent: Mohlabane		
5 / 211	2022-065m Fence/ Shed Application 1/11/2023	107-030-100	ROSSBURG COURT	Greg Lindsey	
			Motion by O'Connor. 2nd by Stafford to approve Fence and Shed project as presented. Any modifications or additions such as a lean to on the Shed will need ECC approval. Ayes: Green, O'Connor and Stafford Noes: None		

Item 7. COMPLAINTS  
None

Item 8. OTHER  
None

Item 9. NEXT REGULAR MEETING  
02/01/2023

Item 10. ADJOURNMENT  
10:04 AM

*Respectfully Submitted By:* \_\_\_\_\_

# LSPOA MONTHLY MAINTENANCE REPORT

January 2023

Hoy Park	<p>Tree rings have been repaired and filled with new wood chips          Needles/pinecones/leaves that are not frozen to ground have been cleaned up          Trimmed and cleaned up multiple trees around park edge          Cleaned and trimmed up native gardeners beds at north and south end          Weekly garbage and dog poop bags checked          Damage to the bulletin boards will be addressed and repaired in February 2023</p>
Roads	<p>Road edges and ditches have been cleaned and reestablished throughout the district          Multiple culverts have been checked and cleaned during and after winter weather/storms          Swept roads affected by storm water washing dirt across roadways          Repaired multiple road signs damaged from storm weather          Placed road markers and rocks along Rainbow Drive to help prevent hunters from trespassing and leaving behind trash          Cleaned up multiple areas where hunters left trash          Began work chipping trees along roads in the burn</p>
Work orders	<p>Works orders on hold due to dump truck needing repairs          Work orders will resume once our dump truck is back in working order</p>
Green Spaces/ Belts	<p>Mowed and cleaned up green spaces throughout the district</p>
Walking Trails	<p>Areas needing attention have been marked and noted. Will be addressed when the ground/needles are not frozen</p>
CCB	<p>Cleaning inside and grounds check completed weekly          Roof leak has been repaired above ovens in kitchen along with resealing of all roof vents          Winterization of outside bathrooms have been periodically checked throughout the month          Boat dock has been placed into water</p>
Fire Clean Up	<p>Started chipping orange marked trees          Damaged caused from fire dozers has been assessed and repaired where needed</p>
Shop/ Yard	<p>Repaired Backup dump truck/plow #23          Repaired backup chipper #154 and put into service for fire clean up          Light maintenance done on majority of equipment/attachments          Light maintenance done on saws and other power tools</p>

	Weekly yard/shop clean up
Mailbox Units	No work done/needed
Main Entrance	Removed hazard trees along road edge Cleaned up rocks/boulders from irrigation install Marked all sprinkler heads Cleaned and repaired all trench work left over from irrigation install



*Item #1H*

**LAKE SHASTINA PROPERTY OWNERS ASSOCIATION**

TO: Lake Shastina Property Owners Association Board

FROM: Coral Gross, General Manager

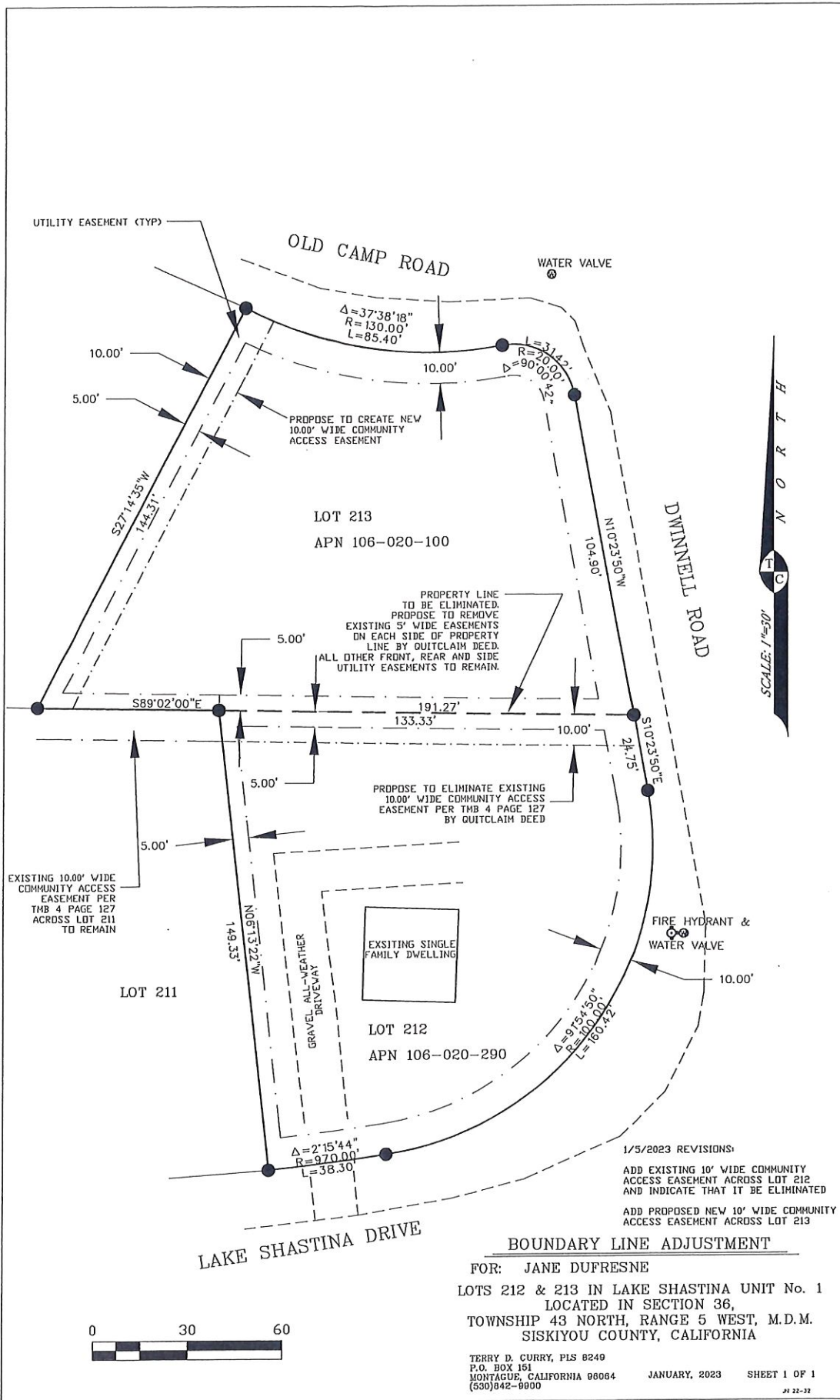
DATE: February 8, 2023

SUBJECT: Boundary Line Adjustment – Unit 1 Lots 212 and 213

The owners Lots 212 and 213 in Unit 1 are requesting permission to eliminate the boundary line between the two lots. Based on staff review, it is okay to release the lot line easement and community access easement, however the LSPOA community access easement is to be relocated on lot 213, adjacent to lot line with 214. The easement relocation will create a 10ft easement on the west side of lot 213. No permanent structures shall be constructed in this new community access easement on lot 213.

OPTIONS:

- A) For the Board to request the following conditions be placed on the applicant:
- 1) The LSPOA has no objection to the relinquishment of the 5-foot utility easements between Lots 212 and 213 Unit 1, subject to the utility companies' consent, copies of consent to be forwarded to the LSPOA.
  - 2) Dedicate new 10-foot utility and community access easement on the west side of Lot 213 and the east side of Lot 214.
  - 3) The applicant's exhibit map to include a designation of the easements to be relinquished and to also show the existing easements on the front and back of each lot.

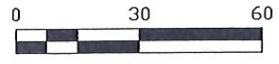


NORTH  
 SCALE 1"=50'  
 106-020-100

1/5/2023 REVISIONS:  
 ADD EXISTING 10' WIDE COMMUNITY ACCESS EASEMENT ACROSS LOT 212 AND INDICATE THAT IT BE ELIMINATED  
 ADD PROPOSED NEW 10' WIDE COMMUNITY ACCESS EASEMENT ACROSS LOT 213

**BOUNDARY LINE ADJUSTMENT**

FOR: JANE DUFRESNE  
 LOTS 212 & 213 IN LAKE SHASTINA UNIT No. 1  
 LOCATED IN SECTION 36,  
 TOWNSHIP 43 NORTH, RANGE 5 WEST, M.D.M.  
 SISKIYOU COUNTY, CALIFORNIA





# Lake Shastina Property Owners Association

## CC&R Compliance Officer Monthly Report – January 2023

### Compliance Monthly Log:

Number of days you were out in the field looking for violations: **5 dedicated to inspections.**

- How many new violations did you find? **25**
- Action taken on new and old violations:
  1. Number of courtesy letters: **20**
  2. Violation Letters: **1 for an expired NHC permit**
  3. Hearings: **0**
- Number of resolved violations: **7**
- Number of Complaints: **1**
  1. Action taken: Field inspection to validate complaint. Once verified, pics taken, notified property owner via telephone regarding violation and worked out a voluntary resolution.

### Below are additional activities handled by the CC&R CO in January

- *Purchased a new vehicle for Compliance.*
- *1 BLA request*
- *Working on building a new ECC Compliance/Project Computer Program Module w/Caselle*
- *Working independently in directing ECC meetings*
- *Meeting and communicating with all new home construction and project applicants.*
- *Updating all permit applications: NHC and Addition/Modification*
  - With a focus to resolve issues on projects that have not been closed (new homes/modifications)
  - Streamlining processes for accepting and approving applications.
- *CCR CO Policy and Procedures Manual*

Note: This is a work in process, as we change computer programs and processes are changed the manual will be updated.
- *Violation Enforcement:*
  - Created a schedule for conducting drive by inspections by unit, reviewing properties for compliance
  - Reinspection of open violations. Contacting Owners to attempt to bring them into compliance.
  - Re-establishing a consistent and methodical records keeping process

### ECC Monthly Log:

- The ECC met once on January 11th. The second meeting was cancelled due to staffing shortages.
- Approved 0 Deposit refunds.
- 0 New Home Construction applications were received, and 0 New Home Construction applications were "finalized" by the committee.
- A total of 3 Modification applications were received this month.
- The ECC heard home modification projects and "finalized" 0 modification projects.
- The ECC approved 0 New Home Construction time extension.



# Lake Shastina Property Owners Association

## CC&R Violations Overview: Total Open by Month

		Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
CC602	Trespassing on neighbor lot	0											
2.4(a)	Failure to notify Assoc. of tenants	0											
5.1(a)	Improvements without approval	2											
5.1(c.)	Modifications to approved plans w/out perm.	0											
5.9	Expired construction permit	8											
6.4	Temporary structure on lot	2											
6.15(a)	Fence does not meet MCS	0											
6.15(b)	Privacy Fence does not meet MCS	0											
7.1	Common Areas	0											
7.2	Failure to maintain residence or property	3											
7.3(a)	Assoc. Maint. Necessitated by Owner Neglect	0											
8.1	Violating single family occupancy	0											
8.2	Misuse of common area or use without perm.	7											
8.3	Noxious activities on lot: noise, traffic, etc.	0											
8.6(b)	Sign restrictions on lots	0											
8.7	Business use of unit	0											
8.8	Storage of garbage, debris, noxious material	2											
8.9	Storage of personal property	3											
8.11	Creating a fire hazard (brush, dead trees, etc.)	0											
8.14(b)	Storage on POA property without approval	1											
8.14(d)	Vehicle parking violations	1											
8.14(e)	Driveway maintained neat & orderly	1											
8.14(f)	Garage for vehicle storage / alter to living space	0											
Asso.	Rule Number 3, Section #6 Flags up for more than 90 Days.	0											
Assoc.	Rule Number 1, Section #6 No short-term Rentals	2											
	Siskiyou County Code Enforcement Referral	0											
	<b>Total Violations:</b>	<b>32</b>											

### Violation Activity

*(Focus on closing older violations while regularly inspecting the community for new violations throughout the month)*

**20** New Violation(s) for January 2023 (8 in December 2022)

**7** Resolved/Resolving Violation(s)

**6** Total Closed Violations to date (9 closed in December 2022)

**41** Total Open Violations (24 were open as of December 2022)





## LAKE SHASTINA PROPERTY OWNERS ASSOCIATION

From: Coral Gross, General Manager

Meeting Date: February 8, 2023

Subject: Annual Election 2023

The terms of Directors Chandler, MacIntosh and Tucker expire in *September 2023*. *Section 7.3* of the LSPOA Bylaws states:

*Term of Office. The directors of this Association shall serve for a term of two (2) years with three (3) directors elected in odd-numbered years and two (2) directors elected in even-numbered years. Each director, including a director elected to fill a vacancy or elected at a special membership meeting, shall hold office until the expiration of the term for which elected and until a successor has been elected and qualified. Directors shall be limited to two (2) two-year terms, a total of four (4) consecutive years. They may run again after a one-year absence from the Board.*

Directors Chandler and MacIntosh have each served 2 terms. Although the Bylaws disqualify them from serving another term before a one-year absence, Senate Bill 323 (effective 01/01/2020) specifies exclusive reasons for disqualification. These reasons do not include term limits as a legitimate disqualifying criterion. State law supersedes contradictions in the Bylaws and CCRs. Therefore, Directors Chandler and MacIntosh are eligible to seek another term if they wish.

### **Election requirement procedures and timing:**

#### **FEBRUARY Agenda:**

**A. Set Date, Time and Place for Annual Meeting / Election:** August or September *Bylaws Sec. 5.2*

Staff recommendation: *Saturday, August 12, 2023 10:00 a.m., Community Center Building*

**B: Set Record Date:** Not more than *60 days* before the Annual Meeting date: *Bylaws Sec. 5.8(a)*

Staff recommendation: *Tuesday, June 13, 2023*

**C: Approval of Notice to Potential Candidates:**

Per **Civil Code §5103** Election by Acclamation the date for the notice is *February 17, 2023*, based on above staff recommendation A.

The notice is attached for your review and approval.

By **May 18th (4:30 p.m.)** Members must submit a written notification to the Board indicating their desire to become a candidate. Director Election Statement, if desired by candidate, must be provided by **May 18th (4:30 p.m.) Civil Code §5103**

By **July 13th** Association to mail ballots **Civil Code §5103.**

- a. Listing all candidates
- b. With Candidate Statements
- c. Announcement of date, time and place of Candidate Forum – if required

**D. Set Date, Time and Place for Candidate Forum, if required:**

Candidates Forum is required to be held not less than **10 days** after the notification is mailed with ballots, and not less than **10 days** prior to the Annual Meeting **Bylaws Sec. 7.4(d)**

*If Annual Meeting is on August 12, 2023:* Candidates Forum can be held between: **July 13 – August 1, 2023, specific date to be determined by Board.**

Staff recommendation: **Thursday, July 20 or Tuesday, July 25, 2023, 6:00 p.m. Community Center.**

**E. Elections Committee: *Bylaws Sec. 7.5(c)* and *Civ. Code § 5110***

Appointment of Inspector of Elections

Staff recommendation: **To be determined, LSPOA Member**

The inspector may appoint and oversee additional persons to verify signatures and to count and tabulate votes per **Civ. Code § 5105 (a) (6)**

**F. Set Date, Time and Place for Special Board Meeting for the purpose of opening, counting and tabulating of votes**

Staff Recommendation: *If Annual Meeting is on August 12, 2023:*

***Bylaws 4.6 (b), 4.6 (d) state ballots can be dropped off at annual meeting. August 12, 2023, by close of Annual Meeting at Community Center Building. Usually counting of the ballots is the Tuesday after the annual meeting.***

**Other:**

**June Agenda:**

- 1) Approval of Mailing
- 2) Notice of Annual Meeting
- 3) Ballot with Candidate Statements
- 4) Notice of Candidates Forum
- 5) Appoint participants for Candidates Forum

**July Agenda:**

- 1) Approval to cancel Regular Meeting in August (due to Annual Meeting)



***LAKE SHASTINA PROPERTY OWNERS ASSOCIATION***

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**NOTICE  
TO POTENTIAL CANDIDATES FOR  
LAKE SHASTINA PROPERTY OWNERS ASSOCIATION  
BOARD OF DIRECTORS**

To all Members of the Lake Shastina Property Owners Association:

- Each year the seats of those directors who have served their term come up for election.
- Each director is elected to serve a two-year term and may not serve more than four consecutive years.
- This year, three of the five director positions are up for election. To become a candidate, a Member must be eligible on May 18<sup>th</sup> and notify the Board in writing with a signed letter of intent to become a candidate. The letter of intent must be received at the address below, no later than May 18<sup>th</sup>, 4:30 p.m.
- All Members who respond by May 18<sup>th</sup> and who are eligible will automatically become candidates. Candidates may, if they so desire, also provide the Board with a "candidate's statement" on or before May 18<sup>th</sup>. Each candidate's statement is limited to one side of a single 8-1/2 x 11 inch page. No signature on this statement.
- When the number of qualified candidates is not more than the number of vacancies to be elected, the qualified candidates will be elected by acclamation.
- The Election of Directors is required to be by secret ballot when the conditions for acclamation are not met.
- Candidates appearing on the ballot must be eligible on August 1, 2023.
- The written ballot will list the names of all eligible candidates who notified the Board by May 18<sup>th</sup>. The mailing will include all candidate's statements received by the Board, and will also include an announcement setting the date, time and location of a Candidates' Forum at which all candidates will have an opportunity to address, and respond to questions from interested Members.
- The date of the Candidates' Forum will be at least 10 days after the announcement is mailed, and at least 10 days before the voting deadline set by the Board.
- The Board will distribute written ballots to each Member by July 13<sup>th</sup>.



Item # 5

## Consideration for Proposed Association Rule Change No. 4

To be presented at the LSPOA Regular Meeting February 8, 2023, at 5:00pm

### **Residences Damaged and/or Destroyed by Natural or Unforeseen Disaster, or Casualty Owners Only**

#### **Guidelines for the ECC on New Home Construction, RVs, and Storage Containers**

The Association's CC&Rs prohibit living on a lot in an RV or having storage units on lots. However, due to residences destroyed or damaged by recent fires, new guidelines for New Home Construction will allow for RVs or other recreational vehicles, and storage containers if all the following criteria is met.

- As permitted by the Association's CC&Rs at Article VI, Section 6.4, and Article VIII, Sections 8.4 and 8.14(b), The Board and ECC will consider RVs, recreational vehicles, and storage containers on lots on a case-by-case basis by ECC request for those whose lots have been damaged or destroyed by natural or unforeseen disaster affecting a residence.
- This will not apply to vacant lots, only to lots that have had or have a home on them.
- Pursuant to Article XI, Section 11.2 of the CC&Rs, within 6 months of damage or destruction of a residence, the owner shall diligently commence to rebuild or clear and level the Lot.
- Storage containers may be no more than a maximum of 40ft.
- Containers must be able to be stored on property in an area that does not impede drainage or block an easement.
- Property owners must submit a completed NHC packet for approval (meeting all the current minimum construction standards including a county building permit) per standard procedure when ready to rebuild. As well as a clear detailed timeline for the building plan, (See Article VI of CC&Rs).
- If requesting to live on the lot while a home is being built, an owner shall submit the location of the RV or storage container on the NHC plot map along with the NHC application packet.
- Prior approval is mandatory for required water, sewer and electrical hookup if living on the lot. Not all lots will have accessibility for hook up. Applicant must obtain approval from LSCSD to hook up to the water and sewer system for the RV.
- Property owners must submit the exact type of RV, camper, and storage container size. (Owner shall also submit a photo of RV/Camper/Storage container, size, make and model, year).
- As permitted by Article V, Section 5.9 of the CC&Rs, the Board and/or the ECC will consider an extension up to two years to complete the reconstruction when reviewing applications.
- Full or partially constructed homes must follow county guidelines as well as current Governing Documents.
- Living in your RV must end and/or having a storage container on your lot must be removed within 60 days of New Home Construction completion. This would occur once Siskiyou County Building Department and the Lake Shastina Property Owners Association completes their final inspections and permit signoffs. Extensions may be available contingent on homeowner obtaining ECC approval.



*LAKE SHASTINA PROPERTY OWNERS ASSOCIATION*

TO: Lake Shastina Property Owners Association Board

FROM: Coral Gross, General Manager

MEETING DATE: February 8, 2023

SUBJECT: Manager on Committees

The following are the current committee the LSPOA has in place as of September 2022:

- Budget Committee - MacIntosh and Tucker
- CCB Committee – MacIntosh and Pursell
- Front Entrance Committee – Pursell and Chandler
- Investment Committee – Pursell and Tucker
- Executive Committee – Chandler and Tucker

The first 4 committees involved our General Manager, Coral Gross at many levels during these meetings and has insight that is valuable. I believe she should be on these committees as a member considering they are under her management. I am proposing to add Coral Gross, our general manager to the Budget Committee, CCB Committee, Front Entrance Committee, and Investment Committee.

The Executive Committee will remain as Chandler and Tucker since this could involve matters concerning GM Gross.