



# LAKE SHASTINA PROPERTY OWNERS ASSOCIATION

## AGENDA

Regular Meeting

Wednesday, November 8th, 2023 – 5:00 p.m. (Closed Session 3:30 p.m.)

Administration Building

16320 Everhart Drive ▪ Weed, California 96094 ▪ (530) 471 - 2020

### CALL TO ORDER:

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

LSPOA Staff: (GM) GROSS \_\_\_ (AA) RISTUCCIA \_\_\_ (CO) LYNN \_\_\_

### CLOSED SESSION call to order 3:30 p.m.:

- A. Approval of Closed Session Minutes: October 11, 2023
- B. Approval of Special Executive Session Minutes: October 18, 2023
- C. Compliance Update
- D. Roseburg Mill Fire Contract
- E. New Accounting Services Contract
- F. Easement Encroachment
- G. Green Paths, Pickle Ball/Basketball courts, electronic green boards
- H. Personnel Matters

### REGULAR MEETING:

### 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.

**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 October 11, 2023
  - B. Approval of Minutes: Special Session Meeting October 20, 2023
  - C. Balance Sheet – October 2023/24
  - D. Cash Flow Report: October 2023/24
  - E. Budget Comparison: FY 2023/24 YTD
  - F. Maintenance Report
  - G. Boundary Line Adjustment Review- Unit – 71, Lots – 143 and 144
  - H. Boundary Line Adjustment Review- Unit - 81, Lots – 203 and 204
  - I. Boundary Line Adjustment Review- Unit - 81, Lots – 208, 209 and 210

### DISCUSSION / ACTION ITEMS:

2. General Managers Report (GM GROSS)
3. Holiday Decorating Contest Winners (AA RISTUCCIA)

### STAFF COMMENTS:

### BOARD MEMBER COMMENTS:

**ADJOURNMENT:** Next Regular Meeting on December 13, 2023, Closed Session at 4:00 p.m. and Open Session at 5:00 p.m. at the Administration Building.



# LAKE SHASTINA PROPERTY OWNERS ASSOCIATION

## Unapproved minutes

Regular Meeting

Wednesday, October 11, 2023 – 5:00 p.m. (Closed Session 3:30 p.m.)

Administration Building

16320 Everhart Drive ▪ Weed, California 96094 ▪ (530) 471 - 2020

### CALL TO ORDER: 5:04pm

LSPOA Board Roll Call: CHANDLER  GREEN  MACINTOSH  absent PURSELL  TUCKER

LSPOA Staff: (GM) GROSS  (AA) RISTUCCIA

### CLOSED SESSION call to order 3:32pm

- A. Approval of Closed Session Minutes: September 13, 2023 – **Approved.**
- B. Comp Time – **Direction given.**
- C. Delinquent Assessment – **Direction given.**
- D. Geology Proposal – **Direction given.**
- E. Personnel Matters – **Updated.**

### REGULAR MEETING:

**There was approximately 11 people present.**

PLEDGE OF ALLEGIANCE: **Carried out.**

MEMBER COMMENTS: **Taken.**

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 September 13, 2023
- B. Balance Sheet – September 2023/24
- C. Cash Flow Report: September 2023/24
- D. Budget Comparison: FY 2023/24 YTD
- E. ECC Minutes: September 2023
- F. Maintenance Report
- G. Boundary Line Adjustment Review- Unit - 4, Lots – 125, 126, and 128.
- H. Boundary Line Adjustment Review- Unit - 5, Lots – 162 and 163

**Motion by Dir. Pursell, 2nd by Dir. Green to approve the Consent Calendar as presented.**

**Ayes: Directors Chandler, Green, Pursell, and Tucker**

**Noes: None**

**Absent: MacIntosh**

### DISCUSSION / ACTION ITEMS:

2. General Managers Report - **Reported** (GM GROSS)
3. Appointment of Committees - **PULLED** (GM GROSS)

BOARD MEMBER COMMENTS: **None.**

STAFF COMMENTS: **None.**

ADJOURNMENT: at 5:31pm. Next Regular Meeting on November 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**



**LSPOA Special Session**

**Unapproved Minutes**

Friday October 20th, 2023  
Administration Building  
16320 Everhart Drive ▪ Weed, California 96094 ▪ (530) 471 - 2020

**CALL TO ORDER:** 3:31pm  
LSPOA Board Roll Call:

CHANDLER \_\_x\_\_ GREEN \_\_x\_\_ MACINTOSH \_\_x\_\_ PURSELL \_\_x\_\_ TUCKER \_\_x\_\_  
GM GROSS \_\_x\_\_

**Discussion Items:**

- 1. New POA Accounting System to replace CSD. – **Direction given to get questions answered and get a new contract.**

**ADJOURNMENT: 4:28pm.** The next LSPOA Regular Meeting is to be held on November 8th, 2023, Closed Session at 4:00p.m. and Open Session at 5:00p.m. at the Administration Building.

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

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

# LSPOA MONTHLY MAINTENANCE REPORT

November 2023

## Daily Tasks

Daily tasks include checking the Community Center Boat ramp, bathrooms, lawns, and trash. Checking on Hoy parks bathrooms, trashcans, and lawn. While working during the day checking the roads for any trash.

## Weekly Tasks

Weekly tasks consist of cleaning the Community Center and Hoy Park bathrooms. The crew also makes sure to do any needed maintenance on equipment and trucks.

## Monthly Tasks

Every month the crew makes sure to deep clean the bathroom at the Community Center and Hoy Park.

Hoy Park	Trimmed trees and plants, added bark, blew out sprinkler lines, fixed heater in bathrooms, removed the cages from around the trees. Trying to keep the bathrooms open later into winter.
Roads	Mowed road edges, worked on ditches and recut drainages, installed street signs, fixed Floyd court, Antelope, Condor, and Fisher drainages.
Work Orders	Finished all work orders and added more woodchips in the community pile.
Green Spaces / Belts	Mowed green spaces, removed dead trees, and started re-establishing walking trails.
Community Center	Trimmed trees and blew out sprinklers for winter.
Main Entrance	Hauled dirt. Removed rock wall, weeds, stumps, and dead trees.



*LAKE SHASTINA PROPERTY OWNERS ASSOCIATION*

TO: Lake Shastina Property Owners Association Board  
FROM: Coral Gross, General Manager  
DATE: November 8, 2023  
SUBJECT: Boundary Line Adjustment – Unit 71, Lots 144 & 143

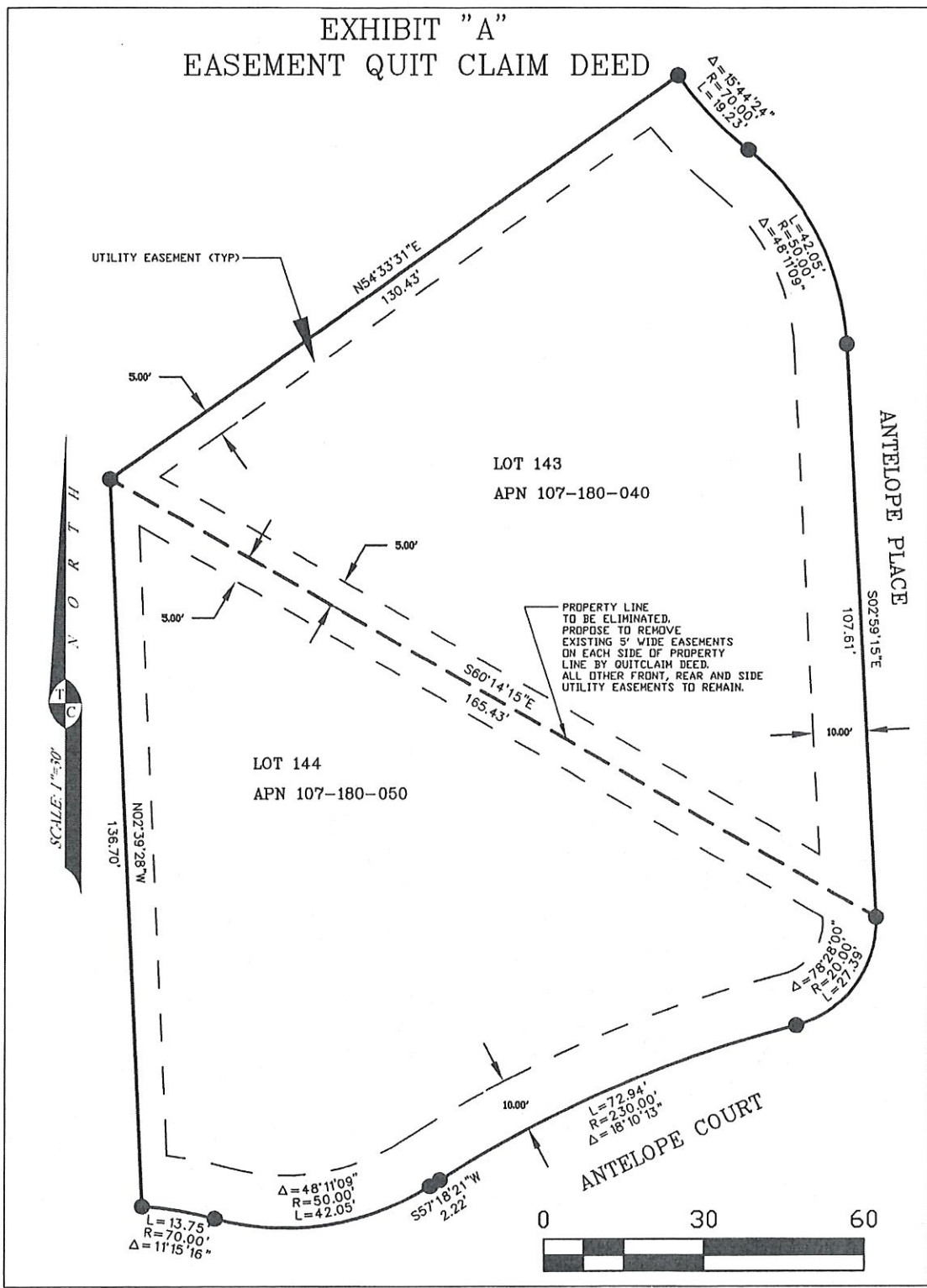
The owners Lots 144 & 143 in Unit 71 are requesting permission to eliminate the boundary line between the two lots. Based on staff field review, there are no issues with this adjustment.

OPTIONS:

- A) For the Board to approve the Boundary Line Adjustment and approve the relinquishment of the two 5-foot utility easements between Lots 144 and 143 Unit 71, subject to the utility companies' consent, copies of consent to be forwarded to the LSPOA. Approval to expire in 6 months from the date of this meeting if map has not been recorded.

# EXHIBIT "A"

## EASEMENT QUIT CLAIM DEED





*LAKE SHASTINA PROPERTY OWNERS ASSOCIATION*

TO: Lake Shastina Property Owners Association Board  
FROM: Coral Gross, General Manager  
DATE: November 8, 2023  
SUBJECT: Boundary Line Adjustment – Unit 81 Lots 204 & 203

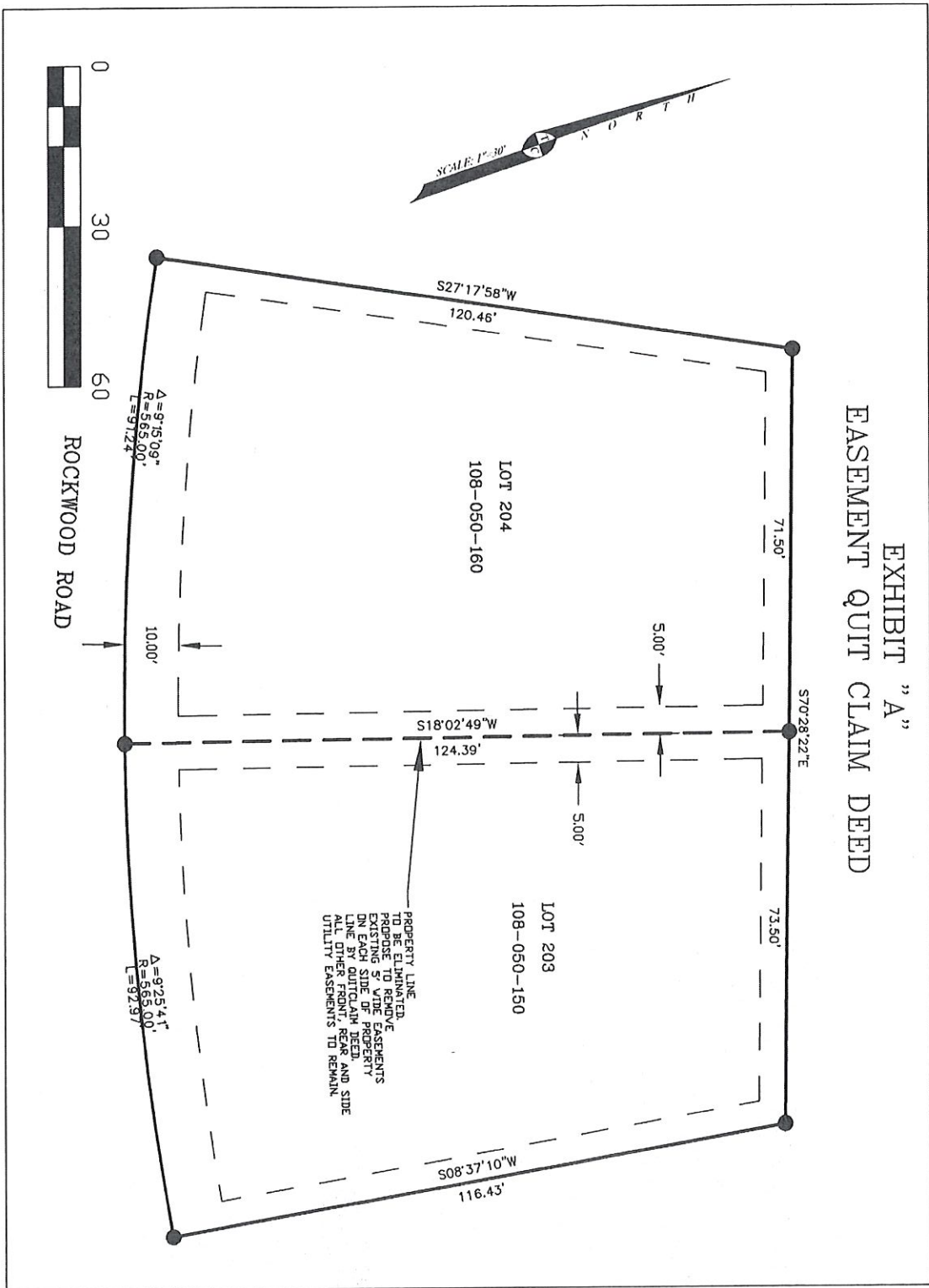
The owners Lots 204 & 203 in Unit 81 are requesting permission to eliminate the boundary line between the two lots. Based on staff field review, there are no issues with this adjustment.

OPTIONS:

- A) For the Board to approve the Boundary Line Adjustment and approve the relinquishment of the two 5-foot utility easements between Lots 204 and 203 Unit 81, subject to the utility companies' consent, copies of consent to be forwarded to the LSPOA. Approval to expire in 6 months from the date of this meeting if map has not been recorded.

# EXHIBIT "A"

## EASEMENT QUIT CLAIM DEED







*LAKE SHASTINA PROPERTY OWNERS ASSOCIATION*

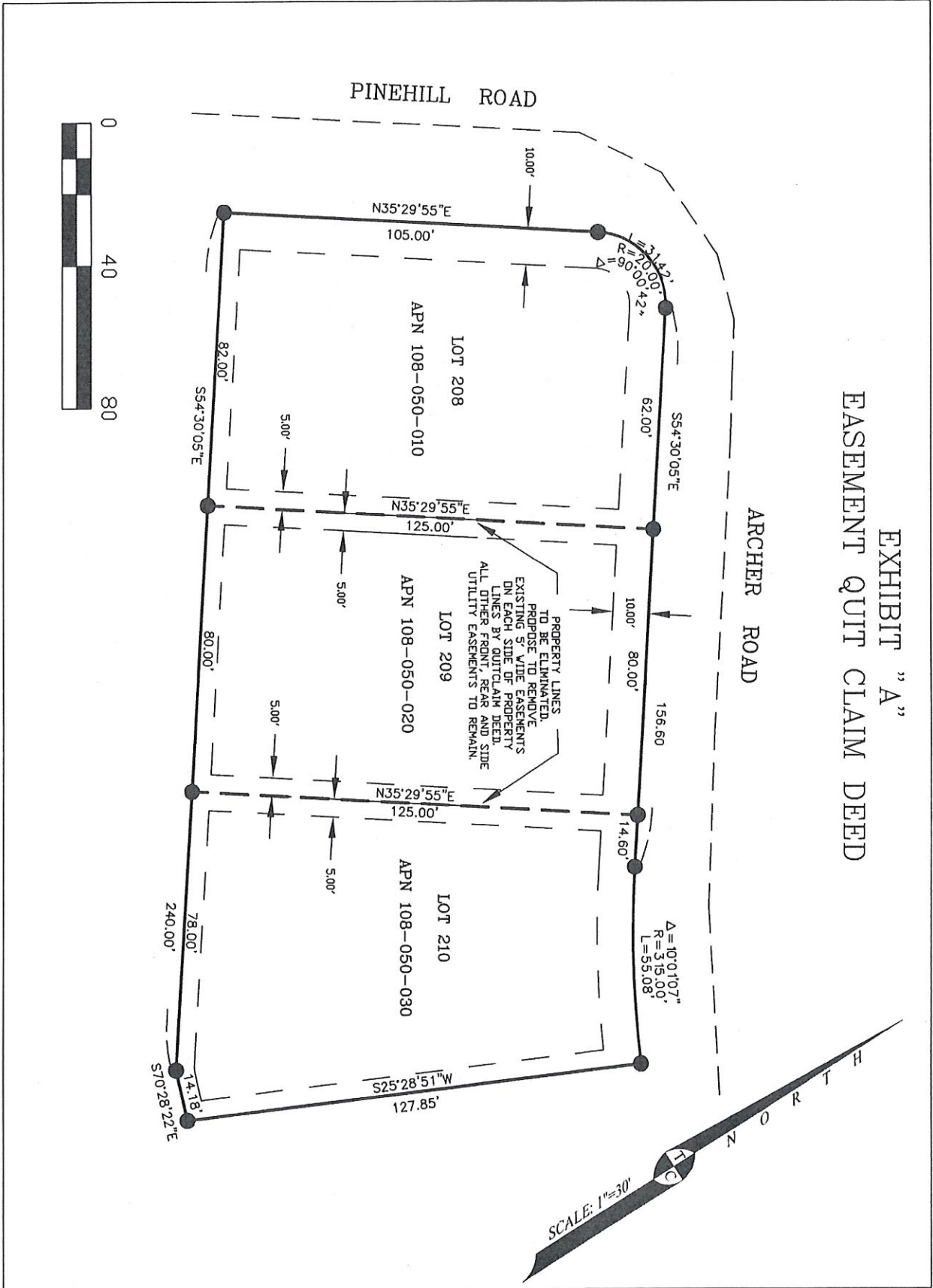
TO: Lake Shastina Property Owners Association Board  
FROM: Coral Gross, General Manager  
DATE: November 8, 2023  
SUBJECT: Boundary Line Adjustment – Unit 81, Lots 208, 209 & 210

The owners Lots 208, 209 and 210 in Unit 81 are requesting permission to eliminate the boundary line between the three lots. Based on staff field review, there are no issues with this adjustment.

OPTIONS:

- A) For the Board to approve the Boundary Line Adjustment and approve the relinquishment of the two 5-foot utility easements between Lots 208 & 209 and 210 Unit 81, subject to the utility companies' consent, copies of consent to be forwarded to the LSPOA. Approval to expire in 6 months from the date of this meeting if the map has not been recorded.

# EXHIBIT "A" EASEMENT QUIT CLAIM DEED





## Lake Shastina Property Owners Association

---

TO: Lake Shastina Property Owners Association Board

FROM: Coral Gross, General Manager

DATE: November 8, 2023

SUBJECT: Managers Report

We have a new compliance officer on board in the POA office. She started Monday, I want to introduce Diane Lynn. She comes with 18 years of experience in code enforcement and has a soft heart with goals to help our community learn the CCR's and the process for improvement projects. She also has experience in many other skills that will be an asset to the POA. Please welcome Diane Lynn.

Mill Fire Update –Since our last and final certified letter we have gotten a great response to the mailer. Heidi is getting multiple calls a day as well as myself from POA members wanting to update that they have cleared their lots or asking for help. We mailed 140 certified letters, return receipt. We have gotten 95 return receipts back, and 60 have called in to update us on the properties they own. This has been a big success. We need to give credit to Heidi for all her hard work and organizational skills. I could not have done this without her. Our next step will be to inspect the lots that have told us that they believe they are in compliance. Once we have done that, we will hopefully have a small list left. Until then we will be available on our Hot Line for members to call, which will provide step-by-step instructions to get everyone through this process and bring them into compliance. The Hot Line number is 530-471-2020, then just listen to the prompts.

The Community Center Update – We have finally received 3 bids for the septic pump repair at the Community Center. The last bid was from Siskiyou Plumbing and Electric Services. This technician was the only one who actually put his hands in the water and tried to fix the plumbing issue on his initial visit. Between him and Justice they got the pump working but it appears we need a few things. The work will include an underground splice box, installed outside of the pump basin, which will allow access to the electrical connections in case the system overflows, four float switches and weights, waterproof connections, a removable steel access plate and extra wire that will allow for the removal of the flat switches. Justice and I felt this technician was very qualified and knew what was needed. This bid was significantly lower than the other two bids for \$27K and \$19K for a brand-new system. We feel that a repair rather than a replacement this year is the smartest choice. We have an appointment next week to have them do the repair. This is good education for replacement in the future.

Main Entrance Update – As you can see the brick walls are up. We had to alter the plans a bit when we found out that the brick wall on the Big Springs roadside was in the county easement by 10 feet. Bryan, with Shasta Landscape worked out all the details and was able to

## Item# 2

move a small section of the wall on that side before they got too far from building it. By the time I am reporting on this to you the brick wall should be complete for stage 1 of phase 1. That only leaves the plants and materials to support them in stage 2 of phase 1. This stage 2 will have to continue in the spring since we are getting such a cold freeze so early this year. The plants will not do good if we plant them now, since they go into a shock and freeze and most likely die. We do have a few change orders due to unforeseen issues, such as moving brick wall, moving sprinklers and heads and the purchase of a new concrete water box.

LSPOA Road Project Update – Due to the weather being so cold so quickly this year it looks like we will be looking at the Road Project starting in the spring. If Advantage Paving can see a good block of weather they can get a portion of the crack sealing done. They may haul in the chip seal aggregates and have them stockpiled and ready to go when that time comes, but for now it looks like spring.

The Hoy Park Update- It's that time of year with the temperatures dropping below freezing that the sprinklers at the park have been shut down. The crew has blown out the lines and the Hoy Park field is winterized at this point. We still have the water on in the bathrooms for a bit longer. We had to replace a heater in the women's bathroom a few weeks ago which allows us to keep the bathrooms open longer.

Other Maintenance going on, mowing of the road edges and greenways is a priority now that the risk of fire is over. The crew has been waiting for the weather to change so they can work on drainages. They need to clear the main water drainages first and then move to the smaller ones down line. This has been a challenge since many have not been done in years. Also, regarding personnel, sadly Alex Palmer, our newest crew hire has given his 2-week notice. We will miss him. He is going to be a new Daddy and is pursuing a different job opportunity closer to home. So, we will be replacing him and have ads up as well as on the website.

We have a new compliance officer on board. She started Monday, I want to introduce Diane Lynn. She comes with 18 years of experience in code enforcement and has a soft heart with goals to help our community learn the CCR's and the process for improvement projects. She also has experience in many other skills that will be an asset to the POA.

A bit of good news. The LSPOA is in the final process of recouping the expenses incurred by the Mill Fire from Roseburg for our damages and cleanup in the Common Areas here in Lake Shastina. We look forward to having that contract executed.

I want to remind everyone that our new phone number is 530-471-2020, and the best source of information is calling our office or looking on our website, [lakeshastina.org](http://lakeshastina.org). Heidi is always available to assist with questions and help getting issues resolved. Heidi has also stepped up to the plate to work on most of the ECC projects and to get them ready for our monthly meetings. She is cross trained now for this task so she will be able to support Diane until she takes this over completely. Thank you so much Heidi!



# LAKE SHASTINA PROPERTY OWNERS ASSOCIATION

TO: Lake Shastina Property Owners Association Board

FROM: Heidi Ristuccia

DATE: November 8<sup>th</sup>, 2023

SUBJECT: Fall Decorating Contest Winners

This years fall decorating contest was great! We had five entries and did the judging on October 30<sup>th</sup>. The ECC members did a great job judging the homes, all were present beside Mohlabane.

The ECC members determined the 3 winners for the Fall 2023 Contest:

- 1<sup>st</sup> Place: 5420 Hogan Drive - Bethany and Steve Fahrney
- 2<sup>nd</sup> Place: 15910 Archer Road – Sunday Bogart
- 3<sup>rd</sup> Place: 5711 Lake Shastina Drive – Jen Kephart

We look forward to our next contest, the Winter Holiday Decorating contest, ongoing now through the end of December.

Congratulations to all of you!



1<sup>st</sup> place



2<sup>nd</sup> place



3<sup>rd</sup> place