



LAKE SHASTINA PROPERTY OWNERS ASSOCIATION

AGENDA

Regular Meeting

Wednesday, February 14, 2024– 5:00 p.m. (Closed Session 4:00 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___
Staff: GM GROSS___ AA RISTUCCIA___

CLOSED SESSION.:

- A. Approval of Special Session Minutes: August 9, 2023
- B. Approval of Closed Session Minutes: January 17, 2024
- C. Approval of Special Executive Session Minutes: February 2, 2024
- D. Rules for hearing
- E. 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 17, 2024
- C. Cash Flow Report: January 2024 and February 2024
- D. Budget Comparison: FY 2023/24 YTD
- E. Balance Sheet: Quarterly Report FY 2023/24
- F. ECC Minutes –January 2024
- G. Maintenance Report

DISCUSSION / ACTION ITEMS

- 2. General Manager Report (GM GROSS)
- 3. Compliance Officer Report (GM GROSS)
- 4. Community Center Siding and BBQ Remodel Bid (GM GROSS)
- 5. Sale of Equipment (GM GROSS)
- 6. 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
- 7. Reserve Study Bid (GM GROSS)
- 8. Pickle ball/ basketball courts for Hoy Park (DIR. PURSELL)
- 9. Development of the green paths (DIR. PURSELL)
- 10. Electronic signs replacing the two green boards (DIR. PURSELL)

STAFF COMMENTS:

BOARD MEMBER COMMENTS:

ADJOURNMENT: The next LSPOA Regular Meeting is to be held on March 13, 2024, Closed Session at 4:00 p.m. and Open Session at 5:00 p.m. at the Administration Building.

- 1C. Cash Flow Report : January 2024 and February 2024
- 1D. Budget Comparison: FY 2023/24 YTD
- 1E. Balance Sheet: Quarterly Report FY 2023-24

The above reports were not available for packet delivery.

If provided, it will be forwarded to the Board, via email, prior to the meeting.



LAKE SHASTINA PROPERTY OWNERS ASSOCIATION

APPROVED MINUTES

Regular Meeting

Wednesday, January 17th 2024 – 5:00 p.m. (Closed Session 3:00 p.m.)

Administration Building

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

CALL TO ORDER: 5:00pm

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

LSPOA Staff: (GM) GROSS X (AA) RISTUCCIA X (CO) LYNN X

CLOSED SESSION call to order: 3:00 p.m

- A. Delinquent Assessments Discussion – **Discussed ideas for collection.**
- B. Approval of Closed Session Minutes: December 13, 2023 - **Approved**
- C. Approval of Special Emergency Executive Session Minutes: December 19, 2023 – **Approved**
- D. Violations/Compliance Update – **Discussion and direction given regarding mill fire.**
- E. Holiday Pay Policy Discussion - **Discussed**
- F. Legal Issues – **Discussion and direction given regarding encroachment permit.**
- G. Personnel Matters – **Discussion, direction given to GM.**

REGULAR MEETING:

There were approximately 6 people present.

PLEDGE OF ALLEGIANCE: **Carried out.**

MEMBER COMMENTS: **Taken.**

CONSENT CALENDAR:

1.
 - A. Approval of Minutes: Regular Meeting December 13, 2023
 - B. Balance Sheet – December 2023/24
 - C. Cash Flow Report: December 2023/24
 - D. Budget Comparison: FY 2023/24 YTD
 - E. ECC Minutes: October and December 2023
 - F. Community Group Renewals for 2023:
 1. Quilters by the Lake
 2. Siskiyou Artists Association
 3. Ballroom Dancers
 4. High Desert Gardeners
 - G. Approval to transfer funds from Tri Co. and Edward Jones to HOA Accounting Services
 - H. Maintenance Report

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

Ayes: Directors Chandler, Green, and Pursell

Noes: None

Absent: Director MacIntosh

Abstain: Director Tucker

DISCUSSION / ACTION ITEMS:

2. General Managers Report - **Reported**
3. Compliance Officer Report - **Reported**
 - A. Open ECC Seats
 - B. Stop Work Order Implementation
4. Consideration to Amend, Community Center Rental Agreement

Motion by Dir. Chandler 2nd by Dir. Pursell to approve adding a sentence about putting grease down the CCB drains in the Rental Agreement, added sentence must be bolded.

Ayes: Directors Chandler, Green, Pursell, and Tucker

Noes: None

Absent: MacIntosh

5. Holiday Decorating Contest Winners – **Reported**

6. Consideration to Amend, Holiday Pay Policy

Motion by Dir. Tucker 2nd by Dir. Green to approve amending the Holiday Pay Policy to clarify what holidays employees working four ten hour shifts will get.

Ayes: Directors Chandler, Green, Pursell, and Tucker

Noes: None

Absent: MacIntosh

STAFF COMMENTS: **Taken.**

BOARD MEMBER COMMENTS: **Taken.**

ADJOURNMENT: **at 5:50pm.** Next Regular Meeting on February 14, 2024, Closed Session at 4:00 p.m. and Open Session at 5:00 p.m. at the Administration Building.

Approved Date: _____

Alan Pursell, Secretary

**ENVIRONMENTAL CONTROL COMMITTEE
Administrative Building-Conference Room
16320 Everhard Drive, Weed, CA 96094**

Meeting Minutes for January 17, 2024

Approved Minutes

CALL TO ORDER: 9:34 AM

1. ROLL CALL

Committee Members Present: Green, Chandler, Mohlbane, O'Connor, CCR CO Lynn
Committee Members Absent: Stafford

2. APPROVAL OF AGENDA

January 17, 2024

ACTION: On a motion by Committee Member Green; Second by O'Connor to approve the January 17, 2024 Agenda. Approved by roll call vote (4-0).

3. APPROVAL OF MINUTES

December 13, 2023

ACTION: Motion by Chandler; Second by Green to approve the 13, 2023 meeting minutes. Approved by roll call vote (3-0) (Mohlbane Abstained)

4. WRITTEN COMMUNICATION

Staff noted there was no written communication.

5. CONSENT ITEMS / OLD BUSINESS

5.a 17224 Douglas Court- Final on back fence extension.

ACTION: Motion by O'Connor; Second by Mohlbane to approve final on back fence extension at 17224 Douglas Court. Approved by roll call vote (4-0).

5. b 17737 Mount Blanche Drive- Final on Paint.

ACTION: Motion by O'Connor; Second by Mohlbane to approve final on Paint on 17737 Douglas Court. Approved by roll call vote (4-0).

5.c 17704 Mount Blanche Dr- Final on detached garage, home remodel, and second driveway.

ACTION: Motion by Chandler; Second by O'Connor to approve final for 17704 mount Blanche Dr. Approved by roll call vote (4-0).

5.d 5737 Condor Road- Final on windows, siding, and door removal. The final for this project is substantially complete. However, due to the weather, the stair railing has only been primed. The Property Owner will submit another Notice of Completion for the final punch list item on a final inspection of railing paint in order to close out the project pending weather.

ACTION: Motion by O'Connor; Second by Green to approve final for 5737 Condor Road with the exception of stair railing paint pending weather. Approved by roll call vote (4-0).

6. NEW BUSINESS

6.a 5624 Palmer Drive- Modification-proposed plan change from concrete entry pad to Trek material, and size increase for additional steps.

ACTION: Motion by Mohlbane; Second by Chandler to approve modification of proposed plan change for entry pad for 5624 Palmer drive. Approved by roll call vote (4-0).

6.b 5916 Shastina Place- New 1,745 sq ft. single family dwelling and 633 sq ft garage. The proposed new home would have three bedrooms and three bathrooms, solar panels, and include a front porch and rear porch. The structure would feature a contemporary design with sloped shingle rooflines. The residence would be finished in a combination of siding, rock face lower perimeter, and painted in neutral colors consisting of sage green exterior, brown trim, and eggshell accents. The project would also include one tree removal that is within the building footprint.

The proposed residence is within the boundary lines and required setbacks. This project does not require an Easement Use Agreement. Staff recommended approval for application No. 2023-010h- 5916 Shastina Place.

ACTION: Motion by Mohlbane; Second by Green to approve the new 1,745 sq ft. single family dwelling and 633 sq ft garage located at 5916 Shastina Place. Approved by roll call vote (4-0).

7. COMPLAINTS – NONE

8. OTHER

8.a Discussion on temporary mesh landscaping material

Staff provided an overview of mesh landscaping material and that it is not listed in the Architectural Rules and is different from fences, garden fences and good neighbor fencing. After further review, staff recommend the Committee discuss the option of having Standards and Conditions for property owners who wish to use landscaping material to beautify their property with new landscaping, to protect new growth/young growth of good neighbor natural barriers. Committee members concurred to table the item and bring it to the February 7th ECC meeting to discuss further, and review any draft Standards and Conditions.

ACTION: Motion by Green; Second by Stafford to Table this item and bring it to the February 7th ECC meeting. Approved by roll call vote (4-0).

8.b Compliance Report- Staff provided the Compliance Report of December with a chart of all violations.

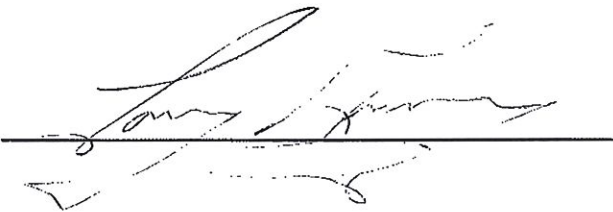
8.c ECC appointments- Staff updated the Committee members on outreach to the community for open ECC seats via website, green board and kiosks, and informed the Committee to submit a letter of intent if they had not done so. Staff noted the application deadline is January 31st.

8.d ECC Inspections- Staff discussed distribution of project inspections and teaming up with one another for specific inspections.

8.e Compliance Officer Administrative Update- Staff provided information regarding other activities including creation of a grading permit that will be used moving forward for grading activities, and website updates as time permits.

NEXT REGULAR MEETING: February 7, 2024 at 9:30 am

ADJOURNMENT: 10:52 AM

Respectfully Submitted By: 

02/07/2024
Date:

LSPOA MONTHLY MAINTENANCE REPORT

February 2024

Daily Tasks

Daily tasks include checking the Community Center 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	Cleaned up dog feces left around lawn and completed regular maintenance and upkeep on play equipment.
Roads	Plowed, cleared trees and debris in roadways from storms, cleared ditches, added road base to low spots to keep up flow good. Swept and cold patched potholes.
Work Orders	Waiting for pine needles to dry before they can use the Scag to pick them up, have one chipping order left to complete.
Green Spaces / Belts	Removed dead trees and marked property pins in prep for mowing project.
Community Center	Outdoor bathrooms demolition and water pipe repair. Put the boat ramp back into the lake and completed repairs. Working on getting grass seed to spread over the part of the lawn that was dug up.
Burn Scar	Removed trees that fell in the roadways.

Other: Maintenance on plow and truck, replaced Skid Steer tire, got the John Deere up and in running condition in preparation for mowing season.



Lake Shastina Property Owners Association

TO: Lake Shastina Property Owners Association Board

FROM: Coral Gross, General Manager

DATE: February 14, 2024

SUBJECT: General Managers Report

Mill Fire Update:

We still have homes that have not responded to clearing and cleaning up their lots. The board has agreed to start the violation process. This starts with a non-compliance violation letter and then goes to a hearing notice, which at that time the board can assess fines. In light of 3 trees falling in the last few storms the association feels strongly that new options need to be implemented. In addition, it was decided that the POA would offer to have the dead and burnt trees cut by a contractor at the base to protect the members from falling trees in the roadway as well as on neighboring properties. This would be at significant reduction in cost since the trees would not be hauled away. This is thought to be a step in the right direction. Eventually the trees would need to be removed as well. The member would be responsible for the costs and would be billed. We are working on a letter of authorization from the homeowners to cut these trees.

CCB Update:

We have some good news, the CCB is going to be able to finish the last 4 projects that remain. These projects would be the BBQ area, the cabana window area, the siding on the south side of the building/door replacement and the new exterior bathrooms. I have more to report on this topic tonight under agenda # 4.

Hoy Park Update:

Not much to report at the park this time of year. Most of the maintenance is dormant this time of year. The crew is mainly working on greenways, paths, and drainages. This will take all of winter and spring to get most of it done. Starting in a few weeks we will begin fertilizing.

New Accounting Service Update:

As many of you know we have had some hiccups with the data coming over from our old accounting services. We are working hard with our members and HOA Accounting services and our old Account System Caselle to correct some of the data that came over. This is a process will take time. I want to let our members know that we feel it's only fair and reasonable to allow a

Item #2

60-day grace period during this time of transition. If you are experiencing difficulty with your account, please give us a call so we can assist in directing you through this process.

Just a reminder, POA payments need to go to HOA Accounting Services not the administration office. If someone did not get the welcome letter see Heidi after the meeting for the information. Please see our website for more information as it becomes available as well as mailers you may receive.

Thank you for your patience while we maneuver through this process.



STAFF REPORT

Agency: Lake Shastina POA- Environmental Control Committee
Staff Contact: Compliance Officer
Agenda Title: CC&R Compliance Report- January 2024
Agenda Action: Receive Report

Summary

January inspections consisted of follow-ups from December and new violation reports. They included mailing courtesy notices, working with residents to come into compliance, and new complaint inspections.

Of the January inspections report, with inclusions for December follow-ups, 11 property owners reached out to work with staff to remedy the violations or inform staff they were cleared. A summary breakdown of inspection totals, actions taken, and violation types are as follows:

Compliance:

Monthly Inspections:

Violation Sites: **18**

Violation Inspections: **22**

Of the properties inspected, three (3) properties had multiple violations.

Action taken on violations:

Courtesy/Non-compliance letters (30-day): 6

Violation letters (15-day): 0

Number of resolved violations: 8

Number of violations in progress of cleanup: 3

Number of Hearing Notices: 1

Number of Complaints: 6 (Dead trees on lots, blight, semi)

PROPERTY VIOLATIONS

Association Rule	Violation Type	Violations
8	Placement of Recreational equipment and play structures	1
5	Outbuildings and storage sheds	1

Article	Violation Type	Violations
4.4	Maintenance to lot/fire hazard (dead trees)	3
5.1	ECC approval of improvements	1
5.9	Expired construction permit/no permit	1
6.1	Improvements on unimproved lot and don't follow min. construction standards	1
6.4	No temporary structures on unapproved lot (shed)	1
7.2	Failure to maintain residence	6
8.3	Prohibition of noxious activities	1
8.4	Temporary structures	1
8.8	(Blight) Storage of garbage, debris, noxious material	6
8.9	Storage of personal property	5
8.11	Fire hazard (debris)	4
8.14(a)	Parking and vehicle restrictions	4
8.14(d)	Vehicle parking violations	4
	TOTAL VIOLATIONS	40



Lake Shastina Property Owners Association

TO: Lake Shastina Property Owners Association Board

FROM: Coral Gross, General Manager

DATE: February 14, 2024

SUBJECT: Community Center Siding and BBQ

A few months back I reported we have finally found someone who will give us a bid on a few small projects left at the Community Center. I reported that we have 4 projects, cabana window area upgrade, siding repair on main buildings south side, the strengthening and update of the BBQ area and the remodel of the exterior bathrooms. My plan is to get this completed by summer.

A local contractor, Greg Lindsey, has taken on these projects. We are starting with two of them currently, the siding and the BBQ area. Submitted to the board is 2 bids.

- 1- The Rebuild of the BBQ area- includes:
 - a. Removal of weathered and rotted framing, siding and trim.
 - b. Replace with all new pressure treated framing.
 - c. Reside with 7/16" CCX plywood, overlaid with Hardie-Panel siding and trim.
Total cost \$ 7,100
(this bid does not include painting and electrical)

- 2- Repair of Siding and Doors, south side includes:
 - a. Reside with Hardi-Panel Siding
 - b. Retrim with Hardie Trim
 - c. Install new 2' LH Fiberglass Door
 - d. Install galvanized Z Bar Flashing on the top and bottom of the wall.
Total cost \$ 3,970

These are much needed repairs on the main building. As far as the BBQ area, I am happy to report we don't have to tear it down and that we only have to do a mini makeover.

RECEIVED
JAN 25 2024

BY:

GT Construction
Greg Lindsey
Ca. Lic. 607549
530-925-0683
gtconstruction426@gmail.com

January 25, 2024

Lake Shastina Community Center- BBQ Rebuild

- Remove weathered and rotted framing, siding, and trim.
- Replace with all new pressure treated framing.
- Reside with 7/16" CCX plywood, overlaid with Hardie-Panel siding and trim.

This bid does not include painting and electrical.

Total Cost: \$7,100.00

RECEIVED
JAN 25 2024

BY:

GT Construction
Greg Lindsey
Ca. Lic. 607549
530-925-0683
gtconstruction426@gmail.com

January 25, 2024

Lake Shastina Community Center

- Reside with Hardi-Panel Siding
- Retrim with Hardie Trim
- Install new 2' LH Fiberglass Door
- Install galvanized Z Bar Flashing on the top and bottom of the wall.

This bid does not include painting.

Total Cost: \$3970.00



LAKE SHASTINA PROPERTY OWNERS ASSOCIATION

To: **Lake Shastina Property Owners Association Board**
From: **Coral Gross, General Manager**
Meeting Date: **February 14, 2024**
Subject: **Equipment Sale**

As some of you may know we have completed a year of maintenance on all our equipment. Our crew is getting very familiar with what equipment works for what situation. Lately the crew has been spending most of their time re-establishing our drainage system. This takes time and the right equipment. We have many areas that need small equipment to get the job done in a timely and cost-effective way. We have been renting a small Excavator from Solanos at \$ 900 per day. We are looking for a piece of equipment that would fit this type of work.

To help with the cost of possibly buying a new piece of equipment we have a Crack Fill machine and router that we don't use. This crack fill machine requires 4 people to run it due to safety standards. The router is used to make clean cuts for the crack fill machine. They are both in good condition and just had a service. Since we have our roads on a rotating schedule with our road project, we have not been using these two pieces of equipment, therefore, we want to sell the pair. They are Crafcro Bear Cat machines, the crack fill machine is a Bear Cat BK - 250D, and the router is a Bear Cat model 200. I reached out to see if anyone was interested in purchasing the pair and I was posed with 2 options.

- | | |
|----------------------------|------------------------------------|
| 1- Auction at Richie Bros. | Auction Price minus commission 15% |
| 2- Advantage Paving Bid | \$ 7,500 |

These machines are very specialized and hard to sell. Since the Advantage Paving bid is a set price and the Richie Bros.is not, I would like the board to consider selling our Crafcro Bear Cat machines pair to Advantage Paving to help fund future equipment purchases.



LAKE SHASTINA PROPERTY OWNERS ASSOCIATION

From: Coral Gross, General Manager

Meeting Date: February 14, 2024

Subject: Annual Election 2024

The terms of Directors Green and Pursell expire in **August 2024**. **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.

Director Pursell has served 3 terms and Director Green has served 1 term. Although the Bylaws disqualify Director Pursell 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, Director Pursell is eligible to seek another term if he wishes.

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 24, 2024 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 25, 2024***

C: Approval of Notice to Potential Candidates:

Per **Civil Code §5103** Election by Acclamation the date for the notice is **February 14, 2023**, based on above staff recommendation A.

The notice is attached for your review and approval.

By **June 1 (5:00 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 **March 1, 2024 (5:00 p.m.) Civil Code §5103**

By **July 1st** 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 24, 2023: Candidates Forum can be held between: **July 16 – August 13, 2024, specific date to be determined by Board.**

Staff recommendation: **Thursday, July 25 or Tuesday, July 30, 2024, 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 24, 2024:***

Bylaws 4.6 (b), 4.6 (d) state ballots can be dropped off at annual meeting. August 24, 2024, 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

NOTICE OF ELECTION 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.
- This year, two of the five director positions are up for election. To become a candidate, a Member must be eligible pursuant to the LSPOA Election Operating Rules on June 1 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 June 1, 2024, 5:00 p.m.
- All Members who respond by June 1, and who are eligible, shall become candidates. Candidates may also provide the Board with a Candidate's Statement on or before June 1. Each candidate's statement is limited to one side of a single 8-1/2 x 11 inch page. Do not sign this statement.
- Candidates appearing on the ballot must be eligible on August 1, 2024.
- The written ballot will list the names of all eligible candidates who notified the Board by June 1. 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 1.
- The Election of Directors is required to be by secret ballot.



LAKE SHASTINA PROPERTY OWNERS ASSOCIATION

To: **Lake Shastina Property Owners Association Board**
From: **Coral Gross, General Manager**
Meeting Date: **February 14, 2024**
Subject: **Reserve Study**

Reserve funds are assessments that are collected to defray the expense of ongoing maintenance and replacement of major components the Association is required to maintain. The reserve funds are held in accounts that are separate from the operating funds.

In *Civ. Code § 5550(a)*, Davis-Stirling requires that: ***“At least once every three years, the board shall cause to be conducted a reasonably competent and diligent visual inspection of the accessible areas of the major components that the association is obligated to repair, replace, restore, or maintain as part of a study of the reserve account requirements of the common interest development... The board shall review this study, or cause it to be reviewed, annually and shall consider and implement necessary adjustments to the board’s analysis of the reserve account requirements as a result of that review.”***

The LSPOA meets this requirement by retaining a professional firm to perform this inspection and review. Each engagement is for a three-year term that includes one on-site inspection and two off-site reviews.

Davis-Stirling has five minimum requirements for a study:

- 1) Identification of the major components the association is obligated to repair, replace, restore, or maintain that have a remaining life of less than 30 years.
- 2) An estimate of the probable remaining useful life of these components.
- 3) An estimate of the cost of repair, replacement, restoration, or maintenance of these components.
- 4) An estimate of the total annual contribution necessary to pay for this.
- 5) A plan to fund the necessary annual contribution.

Attached is the Executive Summary of the 2023/2024 Reserve Study. Our Reserve Fund is funded at 81.3%. This places the Association at a low risk of needing a special assessment. This is considered low risk for a Special Assessment and strong in our Reserve Funding. It means that we are on track to maintain the funding necessary to maintain, repair and replace components as they age.

This percentage is lower than it has been due to all the upgrades on the Community Center and the major renovation that was needed. As you know, we are now underway in the process of renovating the Main Entrance. Our funding percentage will go down as that money is spent. Fortunately, we have the funds to do this work.

There are 3 options for the schedule, Term & Fees.

- A. Site-Visit Reserve Study \$3,840
- B. Update, No Site- Visit \$1,190
- C. Loyalty Updated Plan, Discount Price \$5,600, which is a \$600 savings at today's rates.

These rates will go up in time and the savings will be more. A 50% deposit is required on signing the contract.



LAKE SHASTINA PROPERTY OWNERS ASSOCIATION

RESOLUTION 1-21

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE SHASTINA PROPERTY OWNERS ASSOCIATION (LSPOA) REGARDING THE RESERVE STUDY.

WHEREAS, Section 12.6 of the LSPOA ByLaws reads: *At least once every three years, the Board shall cause to be conducted a reasonably competent and diligent visual inspection of the accessible areas of the major components which the Association is obligated to repair, replace, restore or maintain as part of a study of the reserve account requirements of the Properties if the current replacement value of such major components is equal to or greater than one-half of the gross budget of the Association which excludes the Association's reserve account for that period. The Board shall review the reserve study annually and shall consider and implement necessary adjustments to the Board's analysis of the reserve account requirements as a result of that review. The reserve study required by this section shall include the minimum requirements specified in California Civil Code Section 1365.5 or comparable successor statute; and*

WHEREAS, the Update Reserve Study, for period July 1, 2021 – June 30, 2022 has been completed and reviewed by LSPOA Board Members and found adequate.

NOW THEREFORE BE IT RESOLVED: The Board of Directors approves the FY 2021/22 Reserve Study, prepared by Association Reserves, Inc., dated January 19, 2021.

I hereby certify that the forgoing is a full, true and correct copy of resolution duly passed and adopted by the Board of Directors of the Lake Shastina Property Owners Association, Siskiyou County, California, at a meeting thereof duly held on the 10th day of February, 2021, by the following vote:

AYES: Directors Chandler, MacIntosh, Pursell, Tucker and Uttech
NOES: None
ABSENT: None

Dwayne Chandler, President

ATTEST: _____
John Uttech, Secretary

Serving Northern California
2339 Jones Street, Suite #2
San Francisco, CA 94133

Tel: (415) 694-8931
Fax: (415) 762-3662
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January 23, 2024

19948 - 14a

Lake Shastina Property Owners Assoc.

c/o Coral Gross
General Manager
16320 Everhart Drive
Weed CA 96094

Subject: Bid Options for 3,107 units in Weed, CA

Dear Ms. Gross,



Thank you for requesting a Reserve Study proposal from Association Reserves. We recognize that you have a choice of Reserve Study providers and want to make sure you understand the many benefits of working with our company:

- Your Reserve Study will be prepared in accordance with National Reserve Study Standards™ by a credentialed Reserve Specialist™
- Your Report (and other files) will be posted online for easy, anytime access
- Your free Funding Analysis Software will allow you to compare various “what-if” scenarios
- We are a third party consultant and do not have any affiliations with Property Management nor do we do Property Management

When you're ready for the next step, simply sign and return the Agreement along with a 50% deposit. Our office will then contact you regarding the next steps in the process, such as scheduling the site inspection and collecting any documents needed. Please don't hesitate to contact us if you have any questions, or would like any additional information. We hope to hear from you soon!

Sincerely,

Derek Eckert, RS, PRA
deckert@reservestudy.com
President, San Francisco Office
Serving Northern California

Frequently Asked Questions

What is a Reserve Study?

A Reserve Study is best described as a document used by community associations to help plan financially for major repair, replacement, or restoration projects over a long period of time. There are two main sections in a Reserve Study: the **Physical Analysis** and the **Financial Analysis**.

Are Reserve Studies really that important?

Absolutely! It's fairly easy to plan and prepare for recurring costs like management fees, insurance premiums and utilities, but what about the projects and expenses that DON'T happen every year? That's our specialty...identifying and forecasting those projects that are *certain* to occur, but are often overlooked or underestimated. A current, reliable Reserve Study is the first step toward long-term financial strength for every association.

What components are included in a Reserve Study?

Our Reserve Studies are prepared in accordance with National Reserve Study Standards which specify the following criteria for a Reserve Component:

- (1) Must be the association's responsibility
- (2) Must have a limited Useful Life
- (3) Must have a predictable Remaining Useful Life
- (4) Must be above a certain threshold cost



What will we gain from completing a Reserve Study?

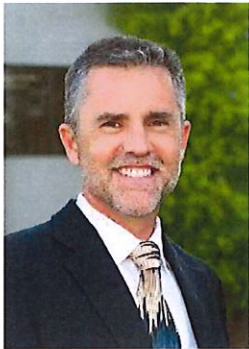
All of our complete, accurate, and user-friendly 30-yr Reserve Studies contain three key results:

- (1) Component list detailing the scope and schedule of all Reserve Projects
- (2) Calculation of current Reserve Fund Strength (% Funded)
- (3) Customized Funding Plan going forward that allows for timely repairs & replacements, with an emphasis on avoiding special assessments.

Why should we choose Association Reserves?

Association Reserves was established in 1986 and has completed over **80,000** Reserve Studies for properties of all types. Each Reserve Study we provide is conducted with special consideration for the unique characteristics of the client property, especially age, regional weather patterns, local pricing factors, and input from the Board of Directors. We pride ourselves on delivering a first-rate product, because we know you're putting your trust in our hands.

Qualifications and Key Staff Members



Robert M. Nordlund, PE, RS / Founder/Owner/CEO

Robert is a Professional Engineer, Reserve Specialist, and former board president of his own homeowners association. In addition, he is a past Chairman of CAI's Reserve Professionals Committee, past Chairman of the Association of Professional Reserve Analysts, past President of CAI's Greater Los Angeles Chapter, and a frequent speaker in industry-sponsored seminars and presentations throughout the United States. He obtained his Bachelor's degree from the University of Washington in Mechanical Engineering, and is a member of the prestigious engineering honors society Tau Beta Pi.



Derek Eckert, RS, PRA / President

Derek joined Association Reserves in 2004 with a degree in Business Management from California State University, Northridge. During his tenure with our firm, Derek has traveled extensively to serve residential, resort, and business clients throughout the United States. Derek comes with a valuable background in theme park operations and management. This combination of physical, financial, and staffing expertise has honed Derek's ability to work with teams of decision-makers, within budget limitations, to accomplish significant repair & replacement projects. Derek enjoys traveling, each off-season he picks and travels to a new remote destination.



Charles Martin / Territory Manager

Charles joined the Association Reserves - San Francisco team in 2015 as an intern in his last semester before graduating from San Francisco State University with a bachelor's degree in Economics. While in school, his primary academic focus was on econometric modeling and thus developed a predilection for extracting meaningful and practical information from large data sets. As a Project Manager for Association Reserves, he brings his strengths of data evaluation and financial analysis to the team. In his free time, Charles enjoys reading, playing music, and hiking.



Lorena Valladares / Client Relations Manager

Lorena joined the San Francisco team in 2017, but she is no stranger to Reserve Studies. She worked at our corporate office in Los Angeles for 7 years before transitioning into Community Association Management. Her prior work experience in Property Management further developed her customer service skill set and is essential in developing strategic recommendations while keeping the clients' needs a number one priority. Lorena is able to assist current & prospective clients in making well-informed decisions. She serves as the initial contact for our office & focuses on creating ongoing relationships with our clientele to ensure a successful experience throughout the Reserve Study process. Lorena married her high school sweetheart and together they have a daughter.

What can I expect to see in my Reserve Study?

A simple, concise summary of recommendations.

A clear, organized listing of Reserve components.

Reserve Study Executive Summary With-Site-Visit

SAMPLE HOA Report #: 27517-4
 Anywhere, CA, CA # of Units: 102
 Level of Service: Update "With-Site-Visit" January 1, 2023 through December 31, 2023

Findings & Recommendations as of January 1, 2023

Projected Starting Reserve Balance	\$854,179
Current Fully Funded Reserve Balance	\$1,772,914
Average Reserve Deficit (Surplus) Per Unit	\$9,007
Percent Funded	48.2%
Recommended 2023 "Monthly Fully Funding Contributions"	\$22,277
Recommended 2023 Special Assessments for Reserves	\$0
2023 Monthly Contribution Rate	\$21,420

Reserve Fund Strength: 48.2%

Weak < 30% Fair 30% - 70% Strong > 70%

Risk of Special Assessment: High Medium Low

Economic Assumptions:

Net Annual "After Tax" Interest Earnings Accruing to Reserves: 0.50%
 Annual Inflation Rate: 4.00%

- This is an Update "With-Site-Visit" Reserve Study.
- This Reserve Study was prepared by or under the supervision of a credentialed Reserve Specialist (RS).
- Because your Reserve fund is at 48.2% funded, this means the association's special assessment & deferred maintenance risk is currently Medium.
- Your multi-year funding plan is designed to gradually bring you to the 100% level or "Fully funded".
- Based on this starting point, your anticipated future expenses, and your historical Reserve contribution rate, our recommendation is for you to increase your Reserve contributions to \$22,277/Monthly.
- No assets appropriate for Reserve designation were excluded.
- We recommend that this Reserve Study be updated annually, with an on-site inspection update every three years.

Association Reserves, #27517-4 4 3/23/2022

Executive Summary Table Report # 27517-4 With-Site-Visit


#	Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
Interiors				
323	Stairwell Lights - Replace	50	16	\$14,659
326	Emergency Fixtures - Replace	20	6	\$18,550
327	Exit Signs - Replace	20	6	\$33,250
328	Garage Flood Lights - Replace	25	18	\$50,150
403	Mulchboxes - Replace	30	15	\$31,050
691	Walkway Carpet - Replace	10	3	\$143,000
692	Garage Floor Floor - Rescoat	15	3	\$4,000
693	Tile Floor - Replace	40	24	\$95,250
695	Gym Rubber Flooring - Replace	15	3	\$22,700
901	Elevator Lobby Furniture - Replace	15	1	\$1,800
903	Lobby - Remodel	15	1	\$39,659
905	Business Ctr Room - Refurbish	10	1	\$5,070
909	Bathroom - Refurbish	15	1	\$12,300
916	Exercise Equipment - Refurbish	10	1	\$43,850
944	Ceiling Panels - Replace	40	25	\$129,500
1102	Garage - Coating	5	0	\$8,100
1107	Int. Metal Rails/Stairs - Repair	20	6	\$8,900
1110	Int. Surfaces - Repair (Common)	10	3	\$23,950
1110	Int. Surfaces - Repair (Walkways)	10	3	\$63,250
Exteriors				
321	Landscape Lights - Replace	20	6	\$8,110
324	Exterior Wall Lights - Replace	24	10	\$18,700
401	Awnings - Replace	15	1	\$14,050
504	Metal Screens/Vents - Repair/Repl	24	10	\$15,200
701	Glass Entry Doors - Replace	40	28	\$77,400
702	Garage Gate - Replace	12	10	\$34,150
1115	Ext. Bldg Surfaces - Repair	15	12	\$423,000
1128	Window Washing Equipment - Replace	10	2	\$5,445
1139	Chemical Wash - Hot Water Cleaning	5	0	\$9,500
1208	Flat Roof - Replace	20	6	\$593,000
1213	Roof & Courtyard Drain Maint	3	0	\$8,100
1319	Roof Cranes - Replace	50	16	\$17,050
Equipment				
120	On-Gravel Dog Park - Replenish	10	9	\$9,000
207	Courtyard Pavers - Repair/Replace	20	16	\$28,600
208	Courtyard Pavers - Repair	25	11	\$38,600
209	Courtyard Pavers - Membrane Replace	25	11	\$118,500
Association Reserves, #27517-4		5		3/23/2022

Here's a sample of our Inventory Appendix. Full-color photographs, easy to find details, descriptive and thorough observations.

Comp #: 601 Boilers - Replace Quantity: (2) Boilers

Location: Boiler Room in Garage
 Funded?: Yes
 History: These are EVO boiler systems, (1) boiler is a main boiler and (1) boiler is a backup boiler. Boilers show minor corrosion and rusting. Informed that the boilers receive regular service and maintenance. Continuous regular service and maintenance by a licensed professional to ensure the boiler systems continue to age and function properly.

Useful Life: 20 years
 Remaining Life: 6 years



Best Case: \$44,000 Worst Case: \$71,500

Lower allowance to replace Higher allowance to replace


Cost Source: ARSF Cost Database

Comp #: 602 Water Holding Tank - Replace Quantity: (1) Tank

Location: Boiler Room in Garage
 Funded?: Yes
 History: Manufactured in 2008.

Comments: This is a Roy E. Hanson Jr. manufactured holding tank with serial #434487. No signs of active leaking or abnormal deterioration. Informed that the holding tank has not been drained or cleaned since installation. We recommend regular service and cleaning by a licensed professional to help ensure the holding tank continues to age properly and possibly extend the useful life.

Useful Life: 20 years
 Remaining Life: 11 years



Best Case: \$16,500 Worst Case: \$24,200

Lower allowance to replace Higher allowance to replace

Cost Source: ARSF Cost Database

Association Reserves, #27517-4 75 3/22/2022

Deliverables

Upon completion of the Reserve Study, the Client will receive the following:



Electronic Copy: A digital version of the entire Reserve Study document is delivered by email in PDF form. We also post the completed study to a complimentary, private (password-protected) account on the Client Center of our website, where Client representatives can view and download all relevant documents.



Free Software: Upon completion of the report, uPlanIt will be included complimentary for the first initial year; it provides you with input-ready data fields for adding, removing or adjusting component data, such as useful life, remaining useful life and replacement cost estimates. *Note: having this program does NOT enable you to create your own Reserve Study and is not intended to be used for the creation of new Reserve Study documents.* Rather, we provide this program so that our clients can test “what- if” scenarios, see how their funding plan might change given different interest or inflation rates, and review the “raw” data that went into preparing their report. uPlanIt can be renewed for future years for a fee. More information can be found on the following page.



Virtual Meetings/Presentations: We will gladly host a virtual meeting via Zoom to help explain the process, outcomes, and other key details found within a Reserve Study. The Reserve Study document is shown on-screen, and our staff will walk you through the document, explaining key terminology, reviewing the component list and explaining how we formulate our recommendations in a study.

Other Benefits:

- **Scope of Work:** Per the National Reserve Study Standards, a Reserve Study engagement generally consists of component inventory, condition assessment, life/valuation estimates, financial analysis, report preparation and delivery.
- **Disclosure Forms:** We will provide a complimentary disclosure form for our client to assist in complying with Civil Code 5570. To take advantage of this service, after approving your budget, fill out the Disclosure Questionnaire, return back to us and we will email you a completed Disclosure Form within two business days.
- **Complimentary revisions:** We will gladly revise the study once at no charge for a period of up to 60 days following delivery of the completed study (in the event that there is a material error or discrepancy identified within the study). Any additional revisions or revisions outside the 60 day period will be billed our consulting rate of \$100 per 30 minutes.
- **Additional services:** Association Reserves can also provide additional consulting work, attend association meetings, re-visit the property for follow-up inspections, etc. Additional labor charges will be billed at a rate of \$200/hour, with a one hour minimum. Travel to and from the property will be billed at the rate of \$50/hour. Please contact us directly for more specific information and requests for additional services.

Enjoy Free Access to our Online Software!



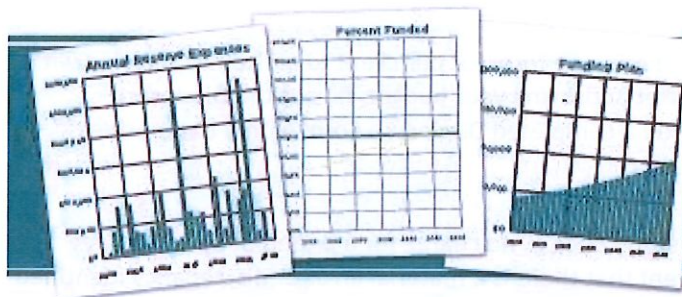
MORE ANSWERS, LESS HEADACHES



uPlanIt is a powerful interactive online tool that allows our Clients to run faster, jump higher, and leap tall buildings in a single bound!

Okay, maybe we're exaggerating a bit, but in the always stressful and often divisive Reserve budget process, uPlanIt can facilitate collaboration, build consensus and eliminate guesswork for Managers and Boardmembers.

Designed by experts and available FREE to our Clients with every professional Reserve Study engagement, uPlanIt gives instant answers to all your "what-if" Reserve funding scenarios. Whether you face "pushback" to funding Reserves, objections about the life expectancies or costs of certain projects, or outrage for a proposed special assessment, you'll be able to instantly foresee the outcome of alternative budget strategies.



Results are delivered in an assortment of insightful charts & tables. With uPlanIt, you can validate budget decisions, respond quickly and confidently to uncertainties, and prevent misunderstandings.

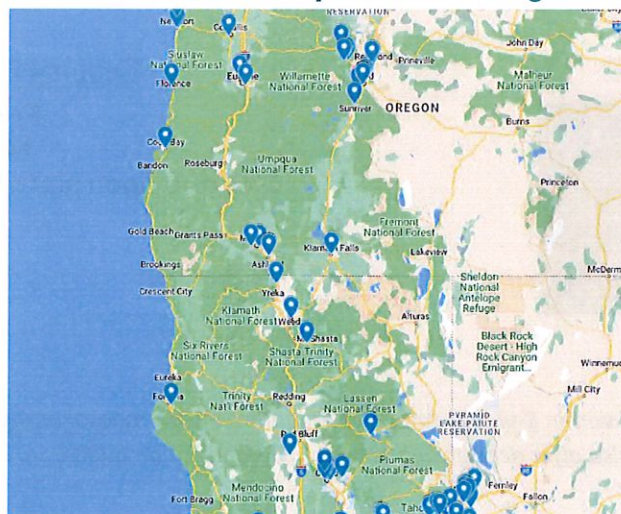
- Free for our professional Reserve Study clients during their budget season
- Year-to-Year (and Board-to-Board) continuity with one centralized data bank
- 24-7 access to play with the numbers during budget meetings!

References and Testimonials

You don't get to be in business for 30 years and counting without building a great reputation. Here's what some of our clients have had to say about us recently:

- *"Office & project manager were very responsive. Jackie really took the time to customize the report to better match our common practices for scheduling work."* – Alexander Klaiber, Sierra Vista Estates Homeowners Association
- *"Very simple process, very good approach to understanding reserve needs."* – Erik Gilberg, Board Member
- *"The AR Reserve Study is easy to read and easy to understand. Jackie was professional, efficient, effective, communicative and helped us immensely. Thank you, Jackie!"* – Barbara Johnson, Montsalas Owners Association
- *"None of us have enough words to adequately describe our regard for Charles' professionalism, knowledge, ability, and kindness. We all think that the way he seems to care about his clients is unique. We all appreciate how he is able to explain things and come up with options that everyone can understand. I have been doing this work a long time and have never had the same confidence for any other Analyst."* – Christine Johnson, Normandy HOA
- *"What a pleasure it is to work with you and Association Reserves. You have been very efficient and provided us with excellent service. We were able to prepare our year-end disclosures and get them to the owners in timely manner with no additional stress."* – Vickie Boehm, I&I
- *"Derek is timely, professional, and very helpful! Thank you!"* – Ariel Wright, Terra Vista Management
- *"Derek and Carlos have made this process very pleasant and productive. This is an excellent learning experience as we work as a board to make the best of the future for the homeowners."* – Dennis Reker, Heritage Grove at Los Gatos HOA
- *"I just wanted to say thank you for all of your hard work and follow up this budget season. Your team has been extremely responsive and I appreciate you all for your help this year."* – Jason Smith, Common Interest Management Services

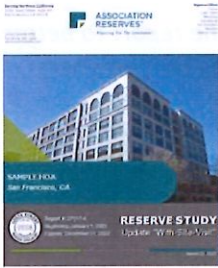
Reserve Studies we've completed in your area recently:



Single-Year Engagement

Option A: Site Visit Reserve Study

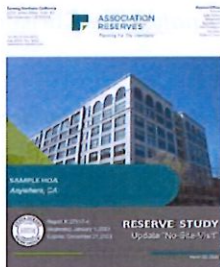
Fee: \$3,840



- Site inspection performed for your upcoming fiscal year
- Meet with a project manager and walk the property together or provide us with keys and/or gate codes
- Component list is developed from a full set of new measurements or updated from a prior professional Reserve Study, based on visual observations
- Report includes full-color photographic inventory

Option B: Update, No Site-Visit

Fee: \$1,190



- Reserve Study update, performed for your upcoming fiscal year
- Component list from a prior professional Reserve Study is updated, based on a series of interviews/discussions
- Report does not include a photographic inventory
- **May only be chosen if a professional site-visit Reserve Study has been performed in the last three years**

Option C: “Loyalty Update Plan” (3-year Agreement)

This option consists of one Site Visit and two No Site Visit Updates performed over three consecutive fiscal years. The updates are initiated automatically each year, saving you time!

Our Loyalty Update Plan allows you to have a set price for 3-years. Due to the high rate of inflation, our single-year engagement prices will continue to increase every year.

This option is our Best Value!



Option C: Discounted Price

Price includes a 10% discount.

Must be paid in the first year.

50% due upon start, 50% due upon completion.

Fee: \$ 5,600

*Completed report will be delivered within **8-weeks** from receiving the signed proposal or **4-weeks** for non-sites

We also offer accelerated turnaround times for an additional cost

Schedule, Terms & Fees

Proposal Date: January 23, 2024

Association Name: Lake Shastina Property Owners Assoc.
Proposal Number: 19948-14

Option Selected:

- A) Site-Visit Reserve Study \$3,840
- B) Update, No Site-Visit \$1,190
- C) Loyalty Update Plan, Option C: Discounted Price \$5,600
(50% to start/50% at completion)

* Completed report will be delivered within **8-weeks** from receiving the signed proposal or **4-weeks** for non-sites. We also offer accelerated turnaround times for an additional cost. Please contact our office for a revised proposal if you need your Reserve Study on an accelerated schedule.

We, the undersigned, understand that the Reserve Study being prepared will identify and address the normal deterioration of properly built and installed components with predictable life expectancies. Inspecting for construction defects, performing destructive testing to search for hidden issues (such as plumbing or electrical problems), environmental hazards (asbestos, radon, lead, etc.), or accounting for unpredictable acts of nature are all outside our scope of work. We understand that the above Fee is based on the accuracy of how the Association was described to Association Reserves in our Request for Proposal. If this is not found to be a true representation of our common area maintenance responsibilities, Association Reserves reserves the right to negotiate an adjusted fee for our services. Association Reserves liability in any matter involving this Reserve Study is limited to our Fee for services rendered.

Please select one option above, sign and date below, and submit to our office with your 50% deposit.

Name: _____ Title: _____

Signature: _____ Date: _____

Secondary Contact (Name & Email/Phone: _____

Reserve Study Checklist and Information Form

Please provide copies of the following to start production on your Reserve Study:

- Signed proposal with 50% deposit
- Most recent Budget
- Most recent Balance Sheet
- CC&R's
- Property Map (if available)
- Date completed study is needed: _____
- Vendors we may contact for research: _____

Recent Projects, Projects in Progress or Planned Future Projects:

Brief Description	Date (Mo/Yr)	Cost/Estimate

Would you or the board like to be present for the Site-Inspection?

Check one: Yes No

If No, please provide gate code or lock box location & combo: _____

If Yes, please provide 3 available dates/times for scheduling site-visit (M-F 9am-4pm):

Date/Time 1: _____

Date/Time 2: _____

Date/Time 3: _____



Lake Shastina

Weed, CA

Level of Service: Update "No-Site-Visit"

Report #: 19948-13

of Units: 3,107

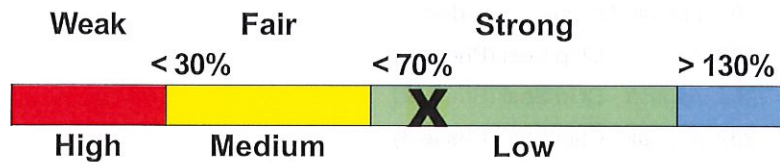
July 1, 2023 through June 30, 2024

Findings & Recommendations

as of July 1, 2023

Projected Starting Reserve Balance	\$3,410,721
Current Fully Funded Reserve Balance	\$4,197,029
Average Reserve Deficit (Surplus) Per Unit	\$253
Percent Funded	81.3 %
Recommended 2023/24 "Monthly Fully Funding Contributions"	\$53,250
Recommended 2023/24 Special Assessments for Reserves	\$0
2022/23 Monthly Contribution Rate	\$49,650

Reserve Fund Strength: 81.3%



Risk of Special Assessment:

Economic Assumptions:

Net Annual "After Tax" Interest Earnings Accruing to Reserves	1.50 %
Annual Inflation Rate	4.00 %

- This is an Update "No-Site-Visit" Reserve Study.
- This Reserve Study was prepared by or under the supervision of, a credentialed Reserve Specialist (RS).
- Because your Reserve Fund is at 81.3 % Funded, this means the association's special assessment & deferred maintenance risk is currently Low.
- Your multi-year Funding Plan is designed to gradually bring you to the 100% level, or "Fully Funded".
- Based on this starting point, your anticipated future expenses, and your historical Reserve contribution rate, our recommendation is for you to increase your Reserve contributions to \$53,250/Monthly.
- No assets appropriate for Reserve designation were excluded.
- We recommend that this Reserve Study be updated annually, with an on-site inspection update every three years.

#	Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
General/Common				
103	Concrete Drive/Aprons - Repair	2	0	\$27,250
105	Drainage - Repair/Renovate	5	2	\$22,900
201	Elk Trail Asphalt - Resurface	30	0	\$129,000
201	Hogan Asphalt - Resurface	30	1	\$339,000
201	Lake Shastina Asphalt - Resurface	30	20	\$340,000
201	Lake Shore Asphalt - Resurface	30	7	\$351,000
201	Lake Shore II Asphalt - Resurface	30	8	\$424,000
201	Pinehill Asphalt - Resurface	30	24	\$217,500
202	Asphalt - Chip Seal (Phase 1)	5	1	\$284,000
202	Asphalt - Chip Seal (Phase 2)	5	2	\$322,500
202	Asphalt - Chip Seal (Phase 3)	5	3	\$275,500
202	Asphalt - Chip Seal (Phase 4)	5	0	\$307,500
202	Asphalt - Chip Seal (Phase 5)	5	0	\$336,000
203	Asphalt - Repair (1.5%)	5	0	\$276,500
350	Walking Trails - Maintain	3	0	\$3,640
351	Walking Trails - Resurface	25	4	\$125,000
402	Mailboxes - Replace (30%)	6	0	\$126,500
403	Wood Signs/Benches - Replace	10	0	\$21,650
409	Bus Shelter - Replace	30	14	\$7,515
903	Main Entry - Refurbish	10	0	\$17,000
904	Main Entry Landscape - Replenish	2	0	\$6,000
1401	Information Kiosks - Replace	12	1	\$6,010
1402	Community Boards - Replace	15	3	\$7,515
1402	Street Signs - Partial Replace	1	0	\$4,460
2280	Boat Ramp - Replace/Repair 10%	8	3	\$16,500
2281	Boat Dock - Replace	16	8	\$10,850
2281	Boat Dock Deck - Replace	8	0	\$4,780
Community Center				
104	Pathways - Repair	5	2	\$6,760
202	Asphalt - Seal/Repair	5	2	\$7,775
303	HVAC Unit - Replace	15	5	\$8,030
325	Interior Lights - Replace	25	23	\$1,038
404	Picnic Tables - Replace	20	9	\$20,350
405	Picnic Table Concrete Slab - Repl.	30	4	\$30,750
407	BBQ Structure - Replace	25	9	\$26,450
408	BBQ Pits - Repair	15	9	\$7,890
602	Linoleum Floor - Replace	25	24	\$14,900

#	Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
703	Utility Doors - Replace	30	4	\$9,080
901	Kitchen Appliances - Replace (50%)	5	4	\$10,380
903	Furniture (Chairs) - Partial Repl	5	0	\$6,765
903	Furniture (Tables) - Partial Replc	5	0	\$1,026
904	Cabinets/Countertops - Replace	20	19	\$24,450
1009	Landscaping - Replenish	5	1	\$11,750
1110	Interior Surfaces - Repaint	12	11	\$5,410
1116	Exterior Wood Surfaces - Repaint	5	0	\$6,365
1121	Exterior Wood Siding - Part. Repair	5	0	\$7,720
1122	Community Center - Renovation	30	29	\$34,300
1303	Comp Shingle Roof - Replace	25	7	\$10,590
1304	Tile Roof - Replace	25	2	\$42,700
1305	Cabana Roof - Replace	25	24	\$11,900
1401	Windows/Window Treatments - Replace	20	19	\$8,650
1402	Cabana Windows - Reframe/Repaint	20	0	\$12,000
Hoy Park				
201	Asphalt - Resurface	30	21	\$91,900
202	Asphalt - Seal/Repair	5	0	\$4,165
203	Asphalt Walkways - Resurface	30	24	\$28,000
204	Asphalt Walkways - Repair	5	0	\$2,580
205	Concrete Sidewalk - Repair	5	1	\$9,540
402	Picnic Tables - Partial Replace	4	0	\$8,120
403	Vinyl Benches - Replace	20	4	\$13,400
406	Play Equipment (I) - Replace	15	2	\$61,500
406	Play Equipment (II) - Replace	15	7	\$28,300
407	BBQs - Replace	10	1	\$2,690
409	Bus Shelter - Repair/Refurbish	25	5	\$22,500
410	Pet Stations - Replace	10	0	\$2,180
411	Drinking Fountain - Replace	15	5	\$520
412	Play Surface - Replenish	1	0	\$12,200
501	Chain Link Backstop - Replace	25	9	\$11,750
503	Metal Bleacher - Replace	25	9	\$12,000
909	Bathrooms - Refurbish	10	1	\$14,900
1004	Irrigation System - Repair	1	0	\$6,370
1009	Landscaping - Replenish	2	0	\$6,660
1303	Comp Shingle Roof - Replace	25	0	\$7,820
Maintenance Equipment				
2218	Rake Attachment - Replace #48	10	9	\$3,660
3012	Backhoe - Replace #152	15	6	\$168,000
3013	Crack Fill Machine - Replace #77	10	0	\$88,000
3016	Chipper - Replace #154	10	5	\$63,950
3016	Cinder Spreader - Replace A #57	7	1	\$10,850

#	Component	Useful Life (yrs)	Rem. Useful Life (yrs)	Current Average Cost
3017	Air Compressor - Replace #98	8	0	\$36,500
3021	John Deere Mower - Replace #153	10	3	\$37,600
3024	Router - Replace #78	9	0	\$15,450
3024	Snow Plow - Replace #159	10	3	\$9,200
3024	Snow Plows - Replace #15/16/61	10	4	\$25,000
3025	Scag Extreme Wheel Blower - Replace	7	1	\$2,210
3025	Scag Giant Vacuum - Replace #503	7	1	\$14,850
3026	Tractor - Replace #155	20	12	\$180,500
3026	Tractor - Replace #41	20	0	\$66,850
3027	Trailer - Replace #500	10	4	\$10,040
3027	Utility Trailer - Replace	10	0	\$2,300
3028	Landscape Trailer - Replace #71	12	6	\$7,125
3029	Lawnmower - Replace #144	6	0	\$1,170
3031	Brush Hog Deck - Replace #53	4	0	\$8,610
3032	Mower Back Deck - Replace #75	7	3	\$11,750
3035	Bobcat - Replace #502	10	4	\$89,550
3035	Bobcat - Replace #514	10	5	\$89,550
3035	Bobcat Extensions - Replace (33%)	4	0	\$26,800
3040	Dump Truck - Replace #156	15	7	\$114,000
3045	Welder - Replace #91	30	28	\$3,750
Vehicles				
2700	F-350 Truck (2016) - Replace #515	7	2	\$53,900
2700	F-350 Truck (2018) - Replace #157	7	0	\$54,050
2701	Honda HRV (2022) - Replace #6	7	6	\$29,700

99 Total Funded Components

Note 1: Yellow highlighted line items are expected to require attention in this initial year.