

**LAKE MISSION VIEJO ASSOCIATION  
BOARD OF DIRECTORS MEETING  
September 8, 2009**

**MEETING:** Upon notice duly given and received, this meeting of the Lake Mission Viejo Association Board of Directors was held at the lake offices. The meeting was called to order by Fred Mellenbruch at 7:04 PM. Mr. Mellenbruch stated that Board President Diane Lincoln would be participating by teleconference.

**Board Members Present:**

Diane Lincoln, President (via teleconference)  
Fred Mellenbruch, Vice President  
Jane Chadburn, Secretary  
Sid Wittenberg, Treasurer  
Alan Viridinis, Board Member

**Staff Members Present:**

Kevin Frabotta, General Manager  
Dave Kerr, Administrative Manager  
Norma Risher Billing Clerk

**Others Present:** M. Ziegler, K. Kriz, , A. Kotnik, J. Sperber, N. Schmidt, M. Terusa, W. Halagarda, R. Simenz, S. Byron, M. Wilkie T. Hoadwonic, A. Cook, A. Waugh, M. Bender, P. Krinett, E. Rodriguez, K Abele, W Broadhag, S Krinett .

**Minutes:** Motion duly made by Jane Chadburn and seconded by Alan Viridinis to approve the minutes of the August 2009 Board Meeting. Vote carried: 4-0-1 Diane Lincoln was not present at the August meeting.

**Special Presentations:**

**Amphitheater Project:** Karel Kriz presented information regarding the proposed Amphitheater project. Mr. Kriz reported that the soils engineers are rewriting their report and the results will make the amphitheater a viable project. He stated that the original cost estimates were \$220,00 and have been revised to between \$250,000 and \$300,000.

**Members Forum: None**

**Delegates Forum:**

Delegate Walt Halagarda complimented the Board and staff regarding the great concert season of 2009.

**Director's Report:** Director Alan Viridinis stated that the landscape work on the property looks very nice.

**Treasurer's Report:** Treasurer Sid Wittenberg provided the following report.

The Lake Mission Viejo Association financial statement through August 31, 2009 shows:

Actual revenue of	\$ 4,330,437	2
Gross Income of	4,274,522	3
Actual Operating Expenses of	3,843,176	5
Capital Expenditures	449	5
Net Income	430,897	5
Budgeted Net Income	(134,800)	5
Total Investments	7,887,133	1
Total Operating Cash on Hand	162,530	1
Interest Income	119,338	2

**Committee Report:** None

**Manager's Reports**

### **GENERAL MANAGER'S REPORT**

#### **FINANCIAL (Revenue · Cost · Reserve · Audit)**

- Our 2010 Budget has been completed with presentation and review to the Board of Directors on September 8<sup>th</sup>.
- The 2010 Reserve Analysis Report has been completed by Steve Jackson of Advanced Reserve Solutions, Inc. The analysis calls for a contribution of \$497,000 in 2010 at a funding level of 102%.

#### **HR/LABOR**

- We have filled our part time Membership counselor position.
- Interviews are completed and an offer extended to fill our fulltime Membership Counselor position.
- We have one remaining open position, which is the Full time Aquascape Technician.

#### **COMMUNITY RELATIONS**

- We donated an old kayak to the city for their September 12, the Mission Viejo Reader's Festival, "Bringing Books to Life." It will be at the Norman P. Murray Center and Oso Viejo Park from 10 a.m. to 6:00 p.m. Some of the authors who will participate in the event are: Dean Koontz, Henry Winkler

#### **Special events / Clubhouse**

- Facilities usage fees, which include our Clubhouse bookings, are up 22% for the year at \$46,765 against a budget of \$38,300.
- Taste of the Lake / Paint the Lake / Jazziest 9/19/09  
10 Restaurants are signed for Taste of the Lake so we are fully committed, and contacts have begun regarding the Paint the Lake event. We have a very exciting Talent lineup booked for the

Jazziest, which includes vocalist Oleta Adams, violinist Antonio Pontarelli and saxophonist Candy Dulfer.

### **PROJECTS / INITIATIVES**

- At the last Board Meeting, Alan passed along Delegate's input regarding the view of the Lake along Olympiad. O'Connell Landscaping has cut back about half the area along Olympiad and it does dramatically improve the Lake view from the sidewalk.
- Our two new party boats have been received and prepped for launch. Our original plan was to remove the Bimini tops and retrofit with existing aluminum tops from the older boats. After reviewing both the actual look of the new boats and tops, and the work required (welding new brackets, etc.) we have decided to leave the new tops on the boats and monitor.
- The installation of our new Vapor Recovery System for the maintenance fuel tank has begun and will be completed this week. This had originally been scheduled to be completed in August, but we encountered some scheduling delays.
- Tom Buckowski is in contact with both of our sources for fish stocking. We have requested certification regarding the Quagga mussel issue from both locations.

## **ADMINISTRATIVE MANAGER'S REPORT**

### **BILLING/MEMBERSHIP DEPARTMENT**

- As of 9/01/09 staff has deposited \$2,352,000 in membership assessments for current period 07/01-12/31/09 assessment.
- As of 9/01/09, 370 files are at the collections attorney's office, with 140 accounts delinquent for the 7/01-12/31/08 assessment period and 230 owing for multiple periods.
- Proxies for the Delegate elections are returning at a steady pace.
- Membership counselors processed 7 new voluntary memberships during the month of August.

### **ACCOUNTING DEPARTMENT**

- CD and money market rates have remained stable during the last month. We purchased 4 CD's for one (1) year, 3 @ 1.51% and 1 @ 1.45%.
- Enclosed in your packet is a copy of the current investment portfolio at Comerica Securities.

### **FINANCIAL (Revenue · Cost · Reserve · Audit)**

- Financial reports for 8/31 are in your packets.

### **MEMBER / COMMUNITY RELATIONS**

- Production work on the 09/09 issue of the Noticia was completed early and mailed to member homes on or around 8/25.
- Clubhouse bookings for 2009 remain at 36 events with 17 being weddings and or receptions. Inquiries regarding holiday season event bookings are picking up as the clubhouse continues to be popular with the membership.
- Robert Cray concert on 8/08 was well attended. Gate count was 3107 members and 358 guests.
- Rock Under the Radar show on 8/22 had a gate count of 1099 members and 176 guests.
- The LMVYC Annual Regatta was held on 8/16 with a good turnout. The sailing was followed by a barbecue in the park.
- Plans are complete for the Family Fun Day/Concert along with Fireworks Spectacular on 9/05. Staff is ready for the largest crowd of the year. Additional security, law enforcement traffic

control personnel along with crowd control barriers, lighting and video screen equipment have been ordered and confirmed.

### **BIOLOGY / LAKE INFORMATION**

Subject: Current Lake Information

Lake Elevation 700.80 (ft, asl)

Surface Water Temp. 81 – 84 (F)

Secchi Visibility 27 (ft.)

The new price for an acre foot of water is \$893.00|

### **HR / LIFEGUARDS / SAFETY & HEALTH (Incidents · Inspections · Etc).**

- Lifeguard staffing levels reduced slightly with the conclusion of Junior Lifeguard program and completion of summer camps.

### **MAINTENANCE/BOAT RENTALS / LANDSCAPE**

- Stairway repairs to Board Room completed 8/26.

### **WEBSITE**

- Website statistics for 8/09 show 34,199 visits to the website; down 11% from 08'08.

### **OLD BUSINESS**

### **BREEZEWAY/CONCOURSE IMPROVEMENT PLAN**

Karel Kriz presented costs for the previously discussed Breezeway/Concourse project which includes: concrete, electrical, landscaping, a new storefront for the Beach Bag retail store, redesign of the stairway and balcony on the administration building and painting of the entire building. Landscape Architect Tabin Sabin provided an overview of a landscape plan for the area around and the administration building. Board member Alan Virdinis asked Mr. Kriz what we would be saving building the project during these tough economic times rather than pursuing the project during a good economy. Mr. Kriz stated that the project is quite substantial and would take care of several important issues that need attention including: Improved lighting around the administration building, rebuilding the administration deck and stairway, updated landscaping and fixing several ADA access issues to the administration building. A general discussion took place regarding the project. Fred Mellenburch asked what the construction timetable would be for the project. Mr. Kriz stated that pending Planning Commission approval the project would start in January 2010.

Jane Chadburn made a motion to approve the project as presented by Karel Kriz with a cost not to exceed \$375,807.00, second Diane Lincoln (via teleconference). Vote carried 4-0-1 with Sid Wittenberg abstaining.

## **NEW BUSINESS**

### **LMVA PROJECT PLAN**

Karel Kriz presented a master plan concept for capital expansion projects which included: The Extension to the Concert Bowl, ADA Ramp Reconfiguration/Amphitheater Project, Interactive Water Fountain and a Landscape Improvement Plan. Mr. Kriz stated that once the Planning permit for these projects was approved it is good indefinitely as long as it is renewed in one year increments. The Plan will need to go to a full Planning Commission hearing with notification to neighbors. Sid Wittenberg asked if the plan could be submitted without some of the items listed. Mr. Kriz stated that the plan can be modified at any time and that LMVA does not have to complete any of the specific items if approved by the Planning Commission. Jane Chadburn stated that there are economies of scale by doing some of the projects together. Diane Lincoln stated that the ADA Ramp needs to be fixed. At this time Karel Kriz asked Landscape Architect Tom Sabin to address the landscape plan for the Administration parking lot and entrance areas. Mr. Sabin gave a brief overview of his plan for re-landscaping. Jane Chadburn made a motion to approve the Project Plan as presented, second Diane Lincoln (via teleconference). Sid Wittenberg asked if there was any problem fixing the walkway on a separate agenda. Mr. Kriz stated \_\_\_\_\_. Vote carried 5-0-0.

### **RENTAL FLEET TROLLING MOTORS PURCHASE**

Dave Kerr presented 3 bids for replacement of the LMVA rental fleet trolling motors. The bids were for forty (40) 40 lb. thrust trolling motors. The motors are replaced every two years just prior to the trout fishing season. Mr. Kerr recommended purchase of the motors from Diversified Marine for a cost not to exceed \$7,400.00 including shipping and tax. The expense to come from Reserve Account 2045. The LMVA Reserve Analysis has \$9,000 set aside for this purchase. Jane Chadburn made a motion to approve the purchase as proposed, second Sid Wittenberg. Vote carried 5-0-0.

### **RENTAL FLEET SAILS PURCHASE**

Dave Kerr presented one bid to replace ten (10) sets of sails for the 14.3 Capri sailboats in the LMVA rental fleet. These sails are replaced every 3 years due to wear. Mr. Kerr recommend purchase of the sails from Catalina Yachts for a cost not to exceed \$9,300 including shipping and tax with the expense to come from Reserve Account 2045. The LMVA Reserve Analysis has \$9,600 allocated for this expense. Sid Wittenberg made a motion to approve the purchase as proposed, second Jane Chadburn. Vote Carried 5-0-0.

### **BEACH SHOWERS PURCHASE**

Kevin Frabotta presented two (2) bids for replacement purchase of the four (4) beach showers adjacent to the North and East beaches. The existing showers are at least 15 years old and parts are no longer available for repair of these units. The new showers come equipped with timed valve shutoff systems which will help to conserve water. Mr. Frabotta recommended purchase of the four (4) Bradley showers from Express Pipe and Supply Inc. for a cost not to exceed \$14,000 including tax with expense to come from Contingency Account 5093. These showers have not been included in the Reserve Analysis in the past but will be added to the Reserve Study in 2010. Alan Virdinis made a motion to approve the purchase as proposed, second Jane Chadburn. Vote Carried 5-0-0.

**Adjournment:** There being no further business, this meeting of the Lake Mission Viejo Association was adjourned at 7:50 PM.

**Attest:** \_\_\_\_\_, Secretary