

**LAKE MISSION VIEJO ASSOCIATION
BOARD OF DIRECTORS MEETING
March 08, 2016**

MEETING: Upon notice duly given and received, this meeting of the Lake Mission Viejo Association Board of Directors was held at the Lake Clubhouse Building. The meeting was called to order by Kevin Pennington at 7:01 PM.

Board Members Present: Kevin Pennington, President
Dale Tarkington, Vice President
Diane Hufstedler, Vice President
Fred Mellenbruch, Secretary
Bill Ernisse, Treasurer

Staff Members Present: Kevin Frabotta, General Manager
Dave Kerr, Administrative Manager
Bryant Watilo, Operations Manager
Kevin Iverson, Controller
Norma Risher, Billing Specialist

Others Present: J. Chadburn, C. Kelly, B. Perches, R. Simenz, R. Heimann, T. Hoadwonic, C. Rochon, G. Coniglio, K Abele, A. Hultman, J. Stevens, and A. Waugh.

Minutes: Dale Tarkington made a motion to approve the minutes of the February 09, 2016 Board Meeting, the February 22 Special Board Meeting and the February 29 Special Meeting. Second, Diane Hufstedler. Bill Ernisse stated that he was not present at the February 09 Board meeting and would need to abstain from approval of minutes from that meeting. Mr. Tarkington amended his motion to approve only the February 09 Board meeting minutes. Ms. Hufstedler seconded the amendment. Vote Carried 4-0-1. Dale Tarkington made a motion to approve minutes of the February 22 and February 29 Special Meeting minutes. Second, Diane Hufstedler. Vote Carried 5-0-0.

Members Forum: LMVA member Rod Simenz addressed the Board regarding the accomplishments of the Jr. Sailors. Administrative Manager stated that Mr. Simenz was recognized by the LMVYC at the annual Installation Dinner with the Willi Hugelshofer Memorial Award for his outstanding dedication and service to the LMV Yacht Club. President Kevin Pennington recognized General Manager Kevin Frabotta for his Innovative Manager Award from Community Association Institute.

Delegates Forum: LMVA delegates Pat Coyle and Kathryn Abele addressed the Board.

Special Presentations: None

Directors Report: None

Treasurer's Report:

Treasurer Bill Ernise stated that the Lake Mission Viejo Association financial statement through February 29, 2016 were available for members in print form.

The Lake Mission Viejo Association financial statement through February 29, 2016 shows:

Actual revenue	\$ 1,134,524
Gross Income	1,130,133
Actual Operating Expenses	926,150
Net Income	203,982
Budgeted Net Income	57,484
Total Investments	7,398,159
Total Operating Cash on Hand	1,297,079
Interest Income	9,862

- Accruals (not including payroll) equal \$30,740 for the month.
- In the last 12 months we have written off \$10,303 in bad debts.

Committee Reports:

Election Reform Committee: Committee Chair Dave Kerr reported that after the changes to the Bylaws requiring Delegates to own property in the districts they represent, that there are now 43 vacant delegate districts (39 non sub-associations and 4 sub-associations). Mr. Kerr went on to detail a list of strategies to employ to attempt to fill these vacant districts. Mr. Tarkington asked about offering incentives for members to become delegates, providing members a list of responsibilities of delegates and about obtaining more email addresses of members to inform them of the need for delegates.

Landscape Committee: Bill Ernise stated that the committee had met concerning tree replacement in the North Beach Park. Operations Manager Bryant Watilo stated that the committee had settled on 36 inch box trees and would be planning a trip to the nursery to pick out trees in the near future. Mr. Ernise stated that staff had met with City of Mission Viejo staff regarding improvements to the Olympiad slope adjacent to North Beach.

Long Range Planning Committee: Committee Chair Diane Hufstedler moderated a power point presentation with renderings of the Elevator/Tackle Box project combined with the North Beach parking lot renovation project. Ms. Hufstedler stated that plans would be presented to the

City for plan check and approval this spring with plans for construction to be started in September and completion set for March/April Of 2017. Fred Mellenbruch asked about an outdoor flat screen monitor attached to the Tackle box promoting LMV activities and information. Bryant Watilo stated that there was a monitor planned for the building. A general discussion took place and Ms. Hufstedler and Mr. Watilo answered several questions from the audience about the project.

Manager's Reports: General Manager, Operations Manager, Administrative Manager, and Aquatics Manager reports were presented to the Board.

Old Business: None

New Business

Approval of Parking Lot Slurry from Reserve

Operations Manager Bryant Watilo stated that staff had received 3 bids to slurry seal approximately 400,000 feet of existing asphalt along with restriping and painting of curbs. The areas include the Upper Parking Lot, Fisherman's Parking Lot, Administration Parking Lot including Entry area and East Beach Parking Lot. The bid also includes removal and replacement of approximately 3,000 sq. ft. of damaged asphalt in the kayak storage area. Staff recommends offering a contract for this project to JB Bostic Company for an amount not to exceed \$45,205 with expense to come from Reserve Account 2046, Category 050 Asphalt. Diane Hufstedler made a motion to approve the contract as presented. Second, Fred Mellenbruch. Kevin Pennington asked if the slurry in the administration lot would be necessary in lieu of the parking lot remodel project pending for next fall. Mr. Watilo stated that the administration lot had not been slurried since the last asphalt overlay and was in need of a slurry coat. Fred Mellenbruch asked about the possibility of using asphalt rejuvenation instead of slurry for the administration lot. A general discussion took place in regard to the availability and benefits of asphalt rejuvenation vs. slurry coating. Diane Hufstedler amended her motion to have Mr. Watilo investigate asphalt rejuvenation as an option for the administration lot with pricing and if feasible, get back to the Board by 03/14 to call for a Special Meeting of the Board to consider asphalt rejuvenation for the administration parking lot. Further, Ms. Hufstedler stated that if asphalt rejuvenation is not a viable option to move forward with the complete slurry project. Second, Fred Mellenbruch. Vote Carried, 5-0-0.

Approval/Purchase of New Rental Kayaks

Operations Manager Bryant Watilo stated that staff had received 3 bids to purchase 22 new single kayaks with 22 paddles and seats and 8 new tandem kayaks along with 16 seats and paddles to replace the 20 single seat and 12 tandem kayaks purchased in April of 2013. Staff recommends purchasing the kayaks from Hobie Kayak for a not to exceed amount of \$22,678.16 with expense to come from Reserve Account 2046, Category 060 Boats. Bill Ernisse made a motion to approve the purchase as presented. Second, Diane Hufstedler. Vote Carried 5-0-0.

Approval/Purchase of New Deep Fryer for Snack Bar

Operations Manager Bryant Watilo stated that staff had received 3 bids for purchase of a 2nd High Efficiency Electric Fryer, Frymaster Model # RE14-SD for use in the North Beach Snack Bar. This purchase will allow the vendor to double his production of fried items for customers of the Snack Bar. Staff recommends purchasing the fryer from Webstaurant Store for a not to exceed amount of \$4,477.02 with funds to come from Reserve Account #2046, Category – 040 Snack Bar equipment (\$3838.26) and Reserve Account #2046, Reserve Contingency (\$648.76). Dale Tarkington made a motion to approve the purchase of the fryer as proposed. Second, Diane Hufstedler. Vote Carried 5-0-0.

Approval/Purchase of Wireless PA System

Operations Manager Bryant Watilo stated that staff had received 2 bids for purchase of equipment to provide a new wireless PA system for the North Beach facility. The current system is 15 years old. Staff recommends purchasing the system from Visiplex Inc. for a not to exceed amount of \$8,268.40 with funds to come from Contingency Account 2047. Dale Tarkington made a motion to approve the purchase of the PA system as proposed. Second, Diane Hufstedler. Vote Carried 5-0-0.

Approval/Purchase of Website Redesign Contract

Controller Kevin Iverson presented two bids for redesign of our current website. Mr. Iverson gave a brief description of the RFP and bids from both contractors bidding on the project. Mr. Iverson stated that staff recommends enter into a contract with Media Blend Inc. to produce the new LMVA website for an amount not to exceed \$31,000 plus a 20% contingency (\$6,200) for a total amount of \$37,200 with expense to come from Contingency Account #2047. Diane Hufstedler made a motion to approve the contract as proposed. Second, Bill Ernisse. Ms. Hufstedler asked about the date of the contract and stated that items 4, 5 and 11 need to be reviewed by our attorney. Mr. Frabotta stated that the date would be adjusted and staff would consult with legal counsel regarding legal points of the contract. Ms. Hufstedler asked about Social Media on the new site. Mr. Frabotta stated that Media Blend was willing to develop our social media program. Rich Heimann asked about reserving boats and picnic tables on line. Mr. Frabotta stated that we would include boat and picnic table reservations on the revised site. Dale Tarkington asked about reference checks. Mr. Frabotta stated that both contractors had excellent references. Ms. Hufstedler asked about training of in house staff for updates to the site. Mr. Frabotta stated that the new program will be easy to update the site. Bill Ernisse asked about security for the site. Mr. Frabotta stated that both contractors would be providing a high level of security in the project. Vote Carried 5-0-0.

Adjournment: There being no further business, this meeting of the Lake Mission Viejo Association was adjourned at 9:01 PM.

Attest: _____, Secretary