

**LAKE MISSION VIEJO ASSOCIATION  
BOARD OF DIRECTORS MEETING  
APRIL 11, 2017**

**MEETING:** Upon notice duly given and received, this meeting of the Lake Mission Viejo Association Board of Directors was held at the Lake Administration building. The meeting was called to order by Bill Ernise at 7:00 PM.

**Board Members Present:** Bill Ernise, President  
Diane Hufstedler, Vice President  
Fred Mellenbruch, Secretary  
Dale Tarkington, Treasurer

**Staff Members Present:** Kevin Frabotta, General Manager  
Dave Kerr, Administrative Manager  
Bryant Watilo, Operations Manager  
Jim Turner, Aquatics Manager  
Kevin Iverson, Controller

**Others Present:** P. Coyle, W. Broadhag, F. Fossati, C. Fossati, M. Glackin, B. Ollery, G. Newkirk, D. Tayenaka, A. Hultman, S. McClure, A. Edwards, R. Beckman, T. Hoadwonic and H. Weiler.

**Minutes:** Diane Hufstedler made a motion to approve the 03/14/17 regular meeting minutes Second, Dale Tarkington. Vote Carried 4-0-0. (Kevin Pennington not present at the meeting.)

**Executive Session of the Board:** None

**Members Forum:** Member Horst Weiler addressed the Board.

**Delegates Forum:** Delegate Randy Beckman addressed the Board.

**Special Presentations: 2016 / Ardavan Keyhan**

LMVA Audit Consultant, Ardavan Keyhan, presented the 2016 Audit report to the Board of Directors. Mr. Keyhan presented a brief recap of the 2016 financial activities of LMVA and stated that he found no discrepancies in his audit. Fred Mellenbruch asked about a Forensic Audit. Mr. Keyhan provided details of the mechanics of his audit procedures.

**Tony's Sea Landing Concessions/ Mike Khamis**

Mike Khamis, owner of Tony's Sea Landing, addressed the Board and presented his plan for his 22<sup>nd</sup> year of operating the Snack Bar concession at LMVA. Mr. Khamis stated that his veteran staff enjoys serving the LMV members. A general discussion took place about the Snack Bar operations. Mr. Khamis stated that his insurance was in place for the upcoming season.

**Directors Report:** None

**Treasurer's Report:** Treasurer Dale Tarkington stated that the monthly Treasurer's report was available to the members in print at the meeting and that the Controller would be reporting financial highlights in the Manager's Reports.

### **Committee Reports:**

**Landscape Committee** - Bill Ernise stated that the Boat Launch area landscape project has been completed. Mr. Ernise stated that the committee has met with RJM Designs in regard to the Landscape Master Plan. He stated that the goal of the Master Plan is to lay out what types of landscape is in place across the property and to break out areas into landscape zones for reference and to work with the Long Range Master Plan going forward.

**Election Reform Committee** - Administrative Manager Dave Kerr stated he has received notification of one new delegate who will be representing the Ridgemont Sub-Association going forward.

**Long Range Planning Committee** - Diane Hufstedler stated LRPC was gathering information in regard to the new online reservation system for Party Boats and Picnic Tables.

### **Manager's Reports:**

General Manager, Controller, Administrative Manager, Operations Manager, Aquatics Manager, reports were presented to the Board.

### **Old Business: None**

### **New Business: Review Preliminary Facility Checklist**

General Manager Kevin Frabotta presented a summary of the Facility Checklist project that he, Operations Manager Bryant Watilo and Maintenance Supervisor Buddy Dughi have been working on. Dale Tarkington asked to change the Category Name "Emergency Maintenance" to "Reactive Maintenance". Fred Mellenbruch asked about a Reserve Checklist. Mr. Frabotta explained our annual Reserve Study process already in place. Mr. Tarkington asked staff to consider using an electronic application to track the checklists in the program. Fred Mellenbruch stated that there are already several programs available that may be useful in an electronic format. Bill Ernise stated that it looks like staff is off to a great start on this project.

### **2017 Election Dates**

Administrative Manager Dave Kerr presented the following dates for the 2017 Delegate and Board election meetings:

Tuesday, October 03, 7:00 PM Delegate District Meetings/Elections

Tuesday, October 10, 7:00 PM Reconvene Delegate District Elections

Tuesday, October 24, 7:00 PM Annual Meeting of Delegates/Board Elections

Bill Ernisse made a motion to approve the election dates as presented. Second, Fred Mellenbruch. Vote Carried 4-0-0.

**Tony's Sea Landing 2017 Concessions Contract**

General Manager Kevin Frabotta presented the Snack Bar contract for the 2017 summer season. Mr. Frabotta stated that staff recommended awarding the contract to Tony's Sea Landing. Diane Hufstedler made a motion to approve the contract as presented. Second, Fred Mellenbruch. Vote Carried 4-0-0.

**2017 Triathlon Contract**

General Manager Kevin Frabotta presented the contract for the 2017 Orange County International Triathlon. Mr. Frabotta stated that the event was scheduled for Sunday, June 04<sup>th</sup> with an Expo event and setup scheduled for Saturday, June 03<sup>rd</sup> and that the contract was the same as the previous year. Diane Hufstedler made a motion to approve the contract as presented. Second, Dale Tarkington. Ms. Hufstedler asked about the fees LMVA charged for rental of the facility. Mr. Frabotta stated that the fee structure was the same as in 2016. A brief discussion took place regarding the size of the event and the cost of staff supporting the event. Mr. Frabotta stated that LMVA recoups all of the additional labor costs associated with the event from Pelican Coast Events. Vote Carried 4-0-0.

**Adjournment:** There being no further business, this meeting of the Lake Mission Viejo Association was adjourned at 8:55 PM.

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