

**TAHOE SANDS TIME SHARE OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
Tahoe Sands Resort, 6610 North Lake Blvd., Tahoe Vista  
June 2, 2018**

**CALL TO ORDER**

**Roll Call – Establish Quorum**

The Tahoe Sands Time Share Owner’s Board of Directors meeting was held on Saturday June 2, 2018 at the Tahoe Sands Resort in Tahoe Vista California. President Robert Wemheuer called the meeting to order at 9:17 AM. A quorum was established.

**Board Members Present**

President	Robert Wemheuer
Vice President	Gary Duignan
CFO	Doug Thompson
Secretary	Norm Allen
Member at Large	Jean Thompson

Others present were Jeff Rose, Maggie Schumacher, Mike Hansen, Joanna Bailey, Ernie Baumberger, Christa Leech, Dominic Chiricosta, and Kay Buty. Jeff & Jennifer Pudewell joined the meeting after lunch.

**Pledge of Allegiance**

**R. Wemheuer, President**

**GENERAL SESSION**

**Review and approval of agenda**

**R. Wemheuer, President**

A discussion regarding bank accounts will be added to the Financial Report. It was agreed items may be taken out of order.

**M/S/C to approve today’s agenda as amended.**

**Introductions**

**All**

**Review and approval of Board Meeting Minutes – March 10, 2018**      **N. Allen, Secretary**

**M/S/Carried with abstention from Duignan to approve the March 10, 2018 Board meeting minutes, noting the date correction.**

**Control sheet sign-off**

**Board of Directors**

The Board reviewed, clarified, and signed off on the Control Sheet. Schumacher will follow up on securing bids for the window replacement project to be done in the fall. Picnic tables have been ordered and should arrive next week. Soft packs units for hearing impaired guests have been received and are available at the front desk. Staff will be trained on their use and policies for checking them out.

**Public Comment**

Kay Buty donated 24 wall hooks to the Association and has identified appropriate locations for them to be installed. She said a friend has felled some trees in the area and the wood is available to the Association. Buty was thanked for her generous contributions.

Duignan and Wemheuer commented on how nice the property looks.

**COMMITTEE REPORTS**

**Finance Committee**

**D. Thompson, CFO**

• **2018 Financial Review**

D. Thompson presented the financial reports, including a comparison to last year’s revenues and expenditures.

He and Schumacher explained the variances. Schumacher noted expenses will be a bit higher given salary increases on July 1. She described some of the staffing challenges. Discussion followed as specific line items were clarified.

Schumacher reported significantly fewer accounts were turned over to collections this year. Accounts that have not paid for over 12 months were canceled from collections. Bailey has called every delinquent owner, which has made a big difference. Most accounts in collections pay after the first contact. The delinquency numbers are historically consistent.

**AGENDA ADDITION: Bank accounts**

Rose asked the Board to consider bank signatories after Schumacher leaves in September. Discussion followed. **M/S/C to allow for one signature on checks as long as at least two people have reviewed and approved all payments.**

- **2017 Audit**

D. Thompson reported the audit has not been completed. Schumacher has provided all information requested and she described some of the issues being addressed.

Schumacher reported the Capital One Spark Account needs one name listed as “primary” in order to open the account. Other names can then be added to the account. **ACTION: Schumacher will work with Allen to open the account.**

**Capital Improvement Projects**

**M. Schumacher, Management**

- **Report on 2018 Expenses**
- **New requests**

Schumacher distributed the Capital Improvement Project report as of the end of May. The report shows the item addressed, budget, total expenditure as of the end of May, and anticipated completion date. Schumacher said when the flooring was addressed in some units, a foundation issue was discovered that resulted in work also done on the subflooring. In two units in Lanai, the water table was so high, it damaged the bamboo flooring. Rose described the work done to protect the flooring even when the water table is high.

Schumacher said flooring still needs to be done in 10 units. The status of items identified in the report continued to be reviewed, including decks, railings, windows and sliders, sofa sleepers, furniture, and televisions.

**ACTION: Schumacher will confirm the aspect ratio on the new televisions.** Inventorying continues to identify needs for the above items, lighting, and appliances. All information will be included in a database. Pool towels and outdoor furniture has been purchased.

A quote has been received to slurry the driveway and fill potholes and cracks. The work should begin soon. Although not included in the report, a lot of painting and refinishing of wood tables and chairs has been done this spring.

**Facilities, Safety and Maintenance Committee**

**J. Pudewell, Committee Chair**

- **Safety issues**
- **Maintenance issues**
- **Follow-up from previous reports**

Pudewell presented the report of inspections done this spring of the 200s, 300s, and 400s. North Tahoe Fire Protection District conducted an inspection and the Resort was rated “above average.” Pudewell’s inspection reports are used by housekeeping and maintenance for training and as reminders of what to check in units.

Pudewell’s report included observations of exterior areas. He asked about replacing the monument sign. Schumacher noted it was painted last summer and the landscape architect did suggest replacing it. However

given the proposed utility work to be done this summer, it was agreed not to include the sign in the current request to TRPA for BMPs and landscape upgrades. The front aesthetics can be considered as a separate project. D. Thompson suggested using Contingency Funds identified in the budget to address some items now instead of waiting to include the projects in next year's budget. There was consensus to agree, particularly if there is a safety issue.

**Renovation & Improvement Committee**

**D. Chiricosta, Committee Chair**

- **BMP/Landscape Plan**
- **Resort Improvement Spreadsheet**
- **3-5 Year Plan**

In response to a question from Chiricosta, Schumacher clarified how the "rain gardens" identified in the landscape plan enhance drainage and address run-off. Wemheuer reported he, Schumacher, and Rose considered options for continued upgrades to the Resort. The choices were 1) go back to the idea of a complete tear-down and rebuild, which is not a viable option; 2) continue with the BMPs and pursue the two-story building; or 3) do the BMPs and continue unit by unit renovations. The bottom line is that BMPs need to be done before permits can be secured for interior work. The three bids for landscaping and engineering to get BMPs done, including construction plans for County and TRPA approval, were included in the packets. The bids do not include implementation or permit fees.

Discussion followed regarding strategies to implement priorities and amenities identified in the recent Landscape/Amenities Survey. The pool, beach area, and barbecues were priorities. It was noted that although not all owners use all the amenities available, including volleyball and basketball, they appreciated the value to the overall Resort.

Schumacher asked for more discussion of the landscape plan in order to give direction to the architects and engineers as the final plans are developed for TRPA approval. It was agreed that gathering areas, with and without barbecues and firepits, enhance the area. It was agreed that volleyball should be moved to the lake side and other amenities should remain, although not necessarily in their current locations.

Wemheuer noted additional funds are needed for engineering because the mountain side landscaping and BMPs have been added.

**M/S/C to increase the allocation for BMPs and landscaping to include the mountain side by \$5,000.**

**ADA Committee**

- **Hearing Impaired update**
- **Committee update**

Schumacher reiterated the hearing impaired units have been received and will be available for checkout at the front desk.

**Strategic Planning Committee**

**R. Wemheuer, President**

- **Landscape/Amenities Survey**
- **Committee update**

This item was discussed during Renovation and Improvement Committee report above.

**Nomination Committee**

**N. Allen, Secretary**

- **Committee update**

Allen has spoken with some potential candidates.

**Insurance and Legal Issues Committee**

**E. Baumberger, Committee Chair**

- **Property Insurance 2018**

- **Law update - Correspondence**
- **Committee update**

Baumberger investigated what is required for ADA signage and found the three areas to be addressed are rest rooms, guest rooms, and parking. The Resort is compliant with state and federal requirements for restrooms. There are companies that specialize in the size, location, and height of exterior signage for guest rooms and parking.

Baumberger also looked into Board election requirements. Because TSTSOA is a corporation, even if there are the same number of candidates as available seats, an election needs to be held. That said, there may be changes to the Bylaws that would allow for a written vote that does not have to be tallied at the Annual meeting. A brief discussion followed and the option of electronic voting was raised. **ACTION: Baumberger will investigate options for electronic voting and a potential Bylaw change.**

Baumberger will continue to work with Schumacher regarding liability issues and ADA requirements for a workout room.

### **Policy and Rules Committee**

### **Committee Chair**

- **Committee update**

A chair need to be identified for this Committee.

### **Member Relations Committee**

### **K. Buty, Committee Chair**

- **Work Party Weekend**
- **Committee Update**

Buty reported 33 people participated. Projects done included planting, staining decks, and weeding the volleyball court. Buty will compile a Work Party Weekend description outlining logistics and projects. She suggested putting pictures of the event in the Bear Paw. A brief discussion followed regarding the Weekend and lessons learned from past events. The next Work Party Weekend was scheduled for May 18, 2019.

## **NEW BUSINESS**

### **Management Report**

### **M. Schumacher/J. Bailey, Management**

- **Occupancy report**

Schumacher reported it was a slow winter given the lack of snow. She is developing relationships with third-party rental companies including Red Awning, which has produced good results, and Vacation Condos. There's also been an uptick with II, which offers an opportunity to convert guests to new owners. Summer bookings are almost full already. Schumacher will continue to look for opportunities to increase revenues and encourage owners to use their bonus time.

- **Collection report**

Schumacher presented the Collection Report. There is usually a small uptick in revenues when the default and foreclosure process begins as owners pay past dues to keep their weeks. A brief discussion followed as the process was clarified.

As of the May 10, 2018 report, there is approximately \$90,000 in unpaid dues, but monies continue to come in. A better picture will be available in June as some of the 59 accounts submitted to collection start to pay.

- **Owner/Customer service report (Internal & External)**
- **Operational Update**

Bailey reported the front desk is fully staffed. She described who is on staff and when. Bailey continues to train Customer Service and housekeeping personnel. Schumacher is still considering having a Kindle at the front desk so people can complete comment cards electronically when checking out. The Board noted the positive comments guests have been leaving and discussed how the Board can recognize staff. **ACTION: Wemheuer**

**will draft a letter to staff commending them for their fine work.**

- **Website Update**

Schumacher reported staff continues to make the website as user friendly as possible. All owner's emails have been entered so members can now get a password. Schumacher hopes to use the eblast option to get information out and documents such as the landscaping plan, minutes, and agendas will be posted.

**Sales Report**

**J. Rose, Management**

- **Sales and upgrade update**

Rose reported there is already a lot of activity. He discussed increasing the sales team. There have been 50 sales since September, including 45 from Hello Vaca.

Rose attended ARDA and had some good meetings. An issue in the industry is how to sell to "millennials" who do not make traditional commitments. They purchase spontaneously and online. Rose is considering a new strategy of offering 5 year, 10 year, and lifetime ownership options. Discussion followed regarding the idea and what it would mean to the Association.

**CLOSED SESSION**

The Board went into Closed Session at 2:44 PM to discuss:

**Correspondence**

**N. Allen, Secretary**

- **Response letters enclosed**
- **Review of any pending correspondence**

Open Session was reconvened at 3:25 PM. There was no reportable action.

**Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 3:27 PM. The next regularly scheduled Board meeting will be October 13, 2018 at 9:00 AM

Respectfully submitted,  
Judy Friedman  
Recording Secretary  
THE PAPER TRAIL SECRETARIAL & BUSINESS SOLUTIONS

AS APPROVED,

NORM ALLEN  
SECRETARY  
TAHOE SANDS TIME SHARE OWNERS ASSOCIATION