# Sierra Park Services News and Updates

Phone 209-586-3098

June/July 2013

#### Board of Directors 2013-2014

President
Vice President
Secretary
Treasurer

Directors at Large

Michael Lechner
Heidi Ordwein
Wanda Lenhardt
Ray Coyle
Yvonne Peter
Bill Ordwein

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# President's Message

### Great things are happening at the Park!

On June 15th summer arrived at Sierra Park with hot dogs, homemade ice cream, and a pick-up baseball game. The view from the stands provided an inviting look of the peaceful lake and meadow beyond. It's hard to say which season is most beautiful up here, but summer may be at the top of my list.

If you've been here lately you'll notice a big change along the evacuation routes. Using a grant of \$90,000 obtained by Gloria Harvey, excess trees and brush have been cleared at no cost to property owners, providing safer alternate routes out in case of fire. A big "thank you, Gloria" from all of us!

More good news: the new basketball court, jointly funded as a gift from the Rebekahs and the Recreation Association, is now a reality. Everyone is invited to help celebrate at a community get-together August 31st - see the Rebekahs' Corner for details, along with plans for upcoming events.

Share sales in the Services Corporation and assessment payments have been brisk - thanks to all who've signed up. If you haven't yet responded, a reminder that payment in full is due August 31st unless the Board has agreed to an alternate payment schedule.

And finally -- to paraphrase an old Johnny Carson routine, "If appendectomy is the answer, what is the question?" And the Question is: why is this month's newsletter a joint June/July edition? Our secretary was on her way to the printer for the June issue when she had a very unexpected detour to the hospital. All is well now, but we felt it important to lighten her load and speed recovery by combining both into one later mailing.

Hope to see you at the Rebekahs' Wine and Food Tasting and the basketball court celebration on Labor Day Weekend,



August events - see page 3 for all the details!



-- Michael Lechner



# A "heads up" notice to all owners:

Cal Fire was in the in the Park in June and issued Fire Safety Inspection Legal Notices to property owners who felt short of regulations for a "DEFENSIBLE SPACE ZONE" for fire safety. This Notice was not a ticket or citation. They will be back sometime after July 1, to re-inspect. This time we understand it if you haven't complied you may be cited and fined - up to \$475 per violation.

Don't let this happen to you - the needle dump is open!

Also see our website for more detailed information from Cal Fire.

## Park Services Contact Information

For questions or information about water, please call water company president Kirk Knudsen at 408-269-8653

# **Upcoming Events**

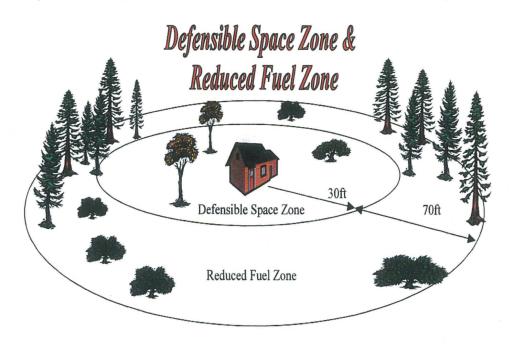
Mark your calendar for these get-togethers coming soon.

August 10<sup>th</sup>, 10:30 amSierra Park Services Co. Board Meeting

August 24<sup>th</sup>, 5 pm -- Rebekahs' Annual Wine Tasting and Food Pairing at the lodge. Last year's inaugural event was a huge success with fine wine, great food and great fun!

August 31<sup>st</sup>, 10:00 am -- Basketball court dedication/celebration and picnic lunch, complete with games for kids of all ages.

September 21st, 10:30 am Sierra Park Services Co. Board Meeting



Website -- <u>WWW.sierraparkservices.com</u>

Click on *Contact Us* to send an email

Telephone -- 209-586-3098

Gate Questions -- Bill Ordwein, 209-586-1618

Tree Concerns -- Ray Coyle, 209-309-6015

Health and Safety -- Yvonne Peter, 209-586-5950

Roads -- Heidi Ordwein, 209-586-1618

Buildings/Grounds -- Yvonne Peter, 209-586-5950

Recreation -- Michael Lechner, 408-309-6015

Human Resources -- Heidi Ordwein, 209-586-1618

## Rebekahs' Corner

We did it! The Park has a new basketball court and it looks great! The Rebekahs would. We would also like to thank the Recreation Board for their generous donation that allowed this court to happen.

Please mark your calendars August 24, the Rebekahs will be having a wine tasting and food pairing starting at 5pm. Please plan to join us for a great evening. A donation of \$20 per

person is requested.

On August 31st we will be hosting the dedication of the basketball court, starting at 10am with fun activities on the court. At 11am join us for a hot dog lunch! Look forward to seeing you there.

Thank you again for your support! We look forward to continuing our community service. Just a reminder of some of the things that the Rebekahs have been able to accomplish: new benches, painting the lodge, children at play signs, basketball court, pruning and fertilizing the apple orchard, supporting the Mi Wuk Library, supporting the Mi Wuk Fire Station, and assorted other projects to improve our park.

Thank you all -- Dogwood Rebekahs Lodge #200



# Sierra Park Services Company Board of Directors

Meeting Minutes for June 15, 2013

The meeting was called to order at 1:00 p.m. by President Michael Lechner. Board members present: Ray Coyle, Yvonne Peter, Michael Lechner, Heidi Ordwein, and Wanda Lenhardt. Absent was Larry Cowles.

INVOCATION: By Ray Coyle

**PRESENT:** Ed Lesnowicz, Gerald Thiemann, Richard Barrett, Friedhelm Peter, John Morgenroth, Steve Thiemann, Mark Higgins, Virginia Thiemann, John Wohler, and Dawn Wholer.

#### **CORRESPONDENCE:**

- Mail: one correspondence from a homeowner requesting to have her husband's name removed from the list of owners, and a change of address.
- There were a few requests for bylaws and the organizational meeting minutes.
- Email: two emails were received indicating updates to email addresses.

MINUTES OF BOARD MEETING: Minutes from the Organizational meeting are not available for distribution as the board has not been able to review them.

CARETAKER'S REPORT: Mark has been working on fire prevention. He has cut the brush back on the meadow side of Jordan Way East. He has mowed and tilled it as well. The pine needles have been removed. A dead tree needs to be removed on Esther, cost not to exceed \$1500. One bid was obtained from Dave Warren. He is licensed and has removed trees from the park in the past. He will keep the wood from the tree. Yvonne Peter made the motion to have Dave Warren remove the tree, not to exceed \$1500 to include cleaning up the debris. Heidi Ordwein seconded the motion that was then unanimously carried.

#### **BOARD OF DIRECTORS' REPORTS:**

Michael Lechner - Responsibilities of board members: Michael said the board will now cover the same responsibilities as the RA board did in the past. The RA board has provided a detailed list of their jobs and what duties they entailed. The board will be determining who will have which positions.

Heidi Ordwein - The Park has one full time and one half time employee, who are employed by the Water Company; it pays all of the employees' wages, benefits, and mandatory employment costs. When the caretaker's services are needed by the Services Corporation, the caretaker will assist us and then we will reimburse the Water Company for his services. All structure needed to manage employees in the new corporations is being created. Heidi presented Policies and Procedures that she has prepared to date.

Ray Coyle reported there are 58 shares of stock sold and 22 assessments paid.

Wanda Lenhardt - The mailing for stock certifications has been sent to all property owners. Two separate spreadsheets have been developed: one for shareholders and one for non-shareholders. The initial stock certificates should be ready for signatures next month.

#### **OTHER BUSINESS:**

The board will establish regularly scheduled monthly meetings. Yvonne Peter made the motion that the Sierra Park Services Corporation monthly board meetings be held on the 3<sup>rd</sup> Saturday of the month starting at 10:30 in the morning. Ray Coyle seconded the motion, which was then approved unanimously. Michael stated that if changes need to occur in that schedule those changes will be announced in advance.

Yvonne Peter said the new basketball court is to be installed very soon. The Rebekahs have been fundraising
to help pay for the new court. The money has come from donations, the Rebekahs and the Recreation Board<sub>4</sub>.

morning. Ray Coyle seconded the motion, which was then approved unanimously. Michael stated that if changes need to occur in that schedule those changes will be announced in advance.

Yvonne Peter said the new basketball court is to be installed very soon. The Rebekahs have been fundraising
to help pay for the new court. The money has come from donations, the Rebekahs and the Recreation Board
(Timber Fund). The Homeowners did not pay for this amenity. It is hoped that the new Basketball Court
will be done in July.

Del Wallis presented a check to the Services BOD for money that was previously earmarked for the Fish Derby.

Virginia Thiemann had questions about stock purchasing. She wanted to know what buying stock accomplishes and what a share of stock costs. The cost of the stock is \$10 per share. Owning stock allows a shareholder to have a say and vote on the assessments and the board of directors.

It was discussed that we need to be able to assist property owners in the event of an emergency. Property owners are encouraged to be sure the Board has their current phone numbers.

Cal Fire was called by a property owner to evaluate the neighbors' lot as it had not been raked. Cal Fire drove around the park and noticed there were more than a few properties that needed to be cleaned up. They issued notices against those who had lots that needed to be raked. Cal Fire will be back after July 1<sup>st</sup>. If the cited lots are not cleaned penalties will apply; if you received a notice please act promptly to remove debris.

Mark provided information regarding Cal Fire and how to achieve defensible space. It was questioned as to whether any of the notices were sent to undeveloped lots. Yvonne Peter stated that cleanup cannot be required on an undeveloped lot. Michael will contact Cal Fire to determine what recourse there is for those who have property next to undeveloped lots.

An inquiry was made as to how long the pine needle dump will be open. It will remain open throughout the season.

The subject of off road vehicles was brought up and discussed, regarding what types of vehicles can be run on the roads in the park. The current policy is for no unlicensed vehicles to be on the roads. Yvonne Peter suggested that if an owner wants to propose a change they should write a letter to the board. We will need to check our insurance coverage as well.

#### **RESULTS OF EXECUTIVE SESSION:**

A motion was made by Ray Coyle to accept the policies and procedures presented by Heidi Ordwein. Heidi Ordwein seconded the motion and it was then approved unanimously.

Larry Cowles has resigned from the board, as he is selling his property and will no longer meet the property ownership requirements. His resignation was regretfully accepted. A replacement will be appointed in the near future.

The board discussed the distribution of its park responsibilities. After much discussion a motion was made, seconded and moved unanimously for the distribution of work to be shared as follows:

- The President and Vice President will be responsible for legal issues and creating agendas for the BODs.
- Heidi Ordwein will be the director of Roads, Gate and Human Resources.
- Yvonne Peter will be the director of Buildings, Community Grounds, Equipment, Health and Safety.
- Ray Coyle will be in charge of collecting and disbursing money as needed in his position as treasurer.
- Wanda Lenhardt will be in charge of correspondences, stock sale/issuance, and the monthly meeting minutes.
- Once Director Larry Cowles is replaced some of these duties will be reassigned.

The meeting was adjourned at 2:30 pm. Respectfully Submitted



## Sierra Park Services Company Board of Directors Meeting Minutes for July 20, 2013

The meeting was called to order at 10:30 p.m. by President Michael Lechner. Board members present: Michael Lechner, Heidi Ordwein, Ray Coyle, Yvonne Peter, and Wanda Lenhardt.

#### PLEDGE OF ALLEGANCE

**INVOCATION:** By Ray Coyle The meeting was called to order at 10:30 p.m. by President Michael Lechner. Board members present: Michael Lechner, Heidi Ordwein, Ray Coyle, Yvonne Peter, and Wanda Lenhardt.

#### PLEDGE OF ALLEGANCE

INVOCATION: By Ray Coyle

PRESENT: Bill Ordwein

APPROVAL OF BOARD MEETING MINUTES: The minutes from the June 15, 2013 meeting have been prepared and distributed to the Board of Directors for their review. Ray Coyle made the motion for those minutes to be approved. Yvonne Peter seconded the motion and which was then unanimously approved. Wanda Lenhardt then stated that the minutes from the Organizational meeting have been completed and have been distributed to the Board of Directors for their review. Ray Coyle made the motion for those minutes to be approved. Yvonne Peter seconded the motion, which was then carried by a unanimous vote.

**CORRESPONDENCE:** Michael Lechner stated that Joyce Aston contacted him and shared her appreciation for the way Mark Higgins handled the last water break as she felt he had conducted himself in a very professional manner. She further commented that she enjoyed the dog park and wanted to encourage people to pick up after their dogs when they leave. Mrs. Aston also expressed concern about the rising costs of the assessments due to the impact they have on those with fixed income.

Wanda Lenhardt reported that there were seven address updates during the last month. One property owner misplaced his Shareholder Certificate and needed a new one. Kirk and Deanna Weston, who have a cabin on David, have had several trees die from beetle infestation. They requested contact information for their neighbors as they wanted to warn them regarding the beetle infestations and also inform them of their plans to remove the diseased trees. The board does not provide contact information for other property owners, but that information can be obtained through the county. One correspondence was received notifying the Sierra Park Services Corporation that the property had changed ownership. Another property owner notified the Services Corporation of their intent to not pay for their Services assessment. Note: Payment of the assessments is not optional and the amount of each assessment is not negotiable.

**VACANT BOARD POSITION:** There is a vacant position on the board as Larry Cowles resigned last month. Yvonne Peter made the motion to appoint Bill Ordwein to fill the vacancy on the board. Ray Coyle seconded the motion. The vote was unanimous in favor of appointing Bill Ordwein to the Board of Directors.

#### **BOARD OF DIRECTORS' REPORTS:**

SECRETARY - Wanda Lenhardt reported that initial stock certificates have been printed and are ready for signature.

TREASURER - Ray Coyle reported there are approximately 90 shares of stock sold. The Treasurers Report indicated that at the end of June the bank balance was \$39,891 and the Year to Date expenses were \$72,177. As of July 17, 2013 the bank balance was \$53,677. Deposits for the stock sales total \$450, deposits from the gate total \$130 and a deposit from an Insurance overpayment was \$558. The July bills come to \$8,114 leaving a balance of approximately \$46,702. A little over one third of the property owners have paid their annual services bill. Ray Coyle moved that the bills on hand be paid. Yvonne Peter seconded the motion. With no further discussion the vote was unanimous.

**ROADS** - Heidi Ordwein. Three bid requests have gone out for work to be done on the roads in accordance with the long-range plan for road maintenance in the park. The work is to be scheduled in late September or early October. Any time later than that could be a problem if we have an early winter.

**CARETAKER'S REPORT** - Heidi Ordwein. The caretaker is meeting with Heidi Ordwein on a weekly basis to review his schedule and to coordinate his work with the needs the board has identified. There is also daily communication to confirm that scheduled work has been completed and priorities are addressed.

The caretaker has been coordinating with the contractor on the new Basketball Court, ensuring that a berm was built to prevent drainage problems. Mark incorporated a bench into the design so that the players and spectators will have a place to sit to watch the games. Mark was also instrumental in saving additional expenses for the basketball court project, as he informed Simunaci that the Rebekahs had held fundraisers and the Recreation Association joined in their efforts by donating funds to provide the basketball court for the children in the park. Simunaci then provided additional services that were above and beyond the scope of the initial contract, free of charge, as his donation to the project.

Signage throughout the park is being reviewed and if necessary replaced. The Tank Farm road gate was built and signage was attached. Weeding, ditch clearing, mowing and all other grounds areas are being continuously worked on. Sprinklers around the apple orchard have been replaced. Yvonne Peter is working with Mark regarding additional areas that need to be addressed such as the Corporation Yard and matters relating to the buildings.

The pine needle dump is a problem because people have dumped logs or branches that are too large for the chipper. Mark is clearing those large items and any other debris that is left in the dump. It is very important for property owners using the dump to only dispose of pine needles and small branches, as the removal service can only handle this type of disposal. No logs, tree trunks, large branches or building materials can be dumped.

GATE - Heidi Ordwein. No new information.

**EQUIPMENT** - Yvonne Peter. Needed tire repair on the backhoe is complete. The backhoe also had a hydraulic leak that has been fixed. A new blower was purchased for work in the Park.

**BUILDINGS/COMMON AREAS:** The wells are now identified with a number on each building. Mark is addressing yearly cleanup of the Corp yard, shed area, and tank areas. This will include grading the roads to the well tanks. Sand is needed to use when winter comes and the roads are icy. Sand is also needed at the lake. Yvonne will coordinate the delivery of both. Mark is preparing a list of equipment work that needs to be in in preparation for winter. Chains will be repaired and prepared for the winter season by the end of September. Mark will also be flushing the fire hydrants at the end of July. This project should be completed by the beginning of August.

Bar ditches and raking are in progress. Mark will make this a priority and the majority of ditches will be done in the next month. All common areas have been mowed. Repair of the apple orchard sprinklers has been completed, and watering of the trees at night will now begin. Fire extinguishers need to be serviced; Mark will coordinate and have this done by the end of July.

**HEALTH AND SAFETY:** The bridge on the south east side of the lake is not safe to walk on. The bridge on the west side of the lake is also not usable. Signs on both lakes have been posted to inform everyone that the bridges are closed. James Lenhardt will be taking pictures of the bridges and investigating what would be required to repair the bridges. However, this is not a budgeted item for this year and therefore will not occur until next year.

The piers at the lake have been repaired by Bill Ordwein and Friedhelm Peter. Thanks to both of them for their hard work. Porta Potties have been ordered and are being cleaned regularly. In the June meeting the BOD voted to have a dead tree removed on Esther; this work has been completed.

**RECREATION** - Michael Lechner. The Father's Day hot dog lunch went well. The basketball court is completed. There are loaner balls in a ball holder made and donated by Friedhelm Peter. Balls have been donated by the Rebekahs; please return balls when you have finishing using them. We would like the thank Friedhelm and the Rebekahs for their generous donations. Michael will be meeting with the Rebekahs to thank them for the contributions they make to the Park and to codify our ongoing relationship with them.

#### **NEW BUSINESS:**

Tree Cutting Plan with PG&E: PG&E has come through the park and identified trees that need to be trimmed or removed due to the needs of PG&E. Some of the trees are on park property and some are on private property. When PG&E cuts down trees they leave the wood in large sections. Ray Coyle will be in charge of contacting commercial loggers to determine if they would be willing to purchase the trees that PG&E cuts down on Park property. Property owners who have trees cut on their own property will be responsible for determining what they want to do with the trees once they are down.

**Dogwood Rebekah Lodge #200 Requests:** The Dogwood Rebekah Lodge requested permission to fertilize the apple orchard. They also request use of the Lodge on August 24<sup>th</sup> for a wine tasting and food pairing event which will begin at 5:00 pm. The Dogwood Rebekah Lodge is also planning a dedication and celebration of the new Basketball Court on August 31<sup>st</sup> which will include a hotdog lunch and basketball fun for all.

Rules and Regulations: Heidi Ordwein has been working on the draft of the Rules and Regulations for the park. This will be available in the near future.

New Owner Quick Start Guide: Realtors and title companies have contacted Ray Coyle requesting information about services provided and fees required by the Sierra Park Services Corporation. They inquired as to whether the sale of stock should be incorporated into the closing costs of property sales; Ray informed them that stock purchases were not mandatory and therefore should not be included in closing costs of property sales. He did request new owners be provided information about how to contact the Services Corporation for information regarding stock purchases. Michael Lechner provided a draft form of a document that will provide new property owners with information about the Park. This document will be reviewed by the board prior to release.

**OLD BUSINESS:** Board of Directors' meetings are currently set for the third weekend of each month. Bill Ordwein pointed out that the financial statements prepared by the accountant are created at the end of the month and are somewhat outdated by the third Saturday of the month. The third weekend of some months conflicts with some holidays as well. It was suggested that the meetings be moved to the second Saturday of each month. It was agreed that the Board of Directors' meeting in August will be the second Saturday of the month, which will be the 10<sup>th</sup> of August. The September meeting will be the third Saturday of the month, September 21<sup>st</sup>. All subsequent meetings will be scheduled for the second Saturday of the month.

#### **EXECUTIVE SESSION:**

There was no executive session. The meeting was adjourned at 12:00.

Respectfully Submitted

Wanda Lenhardt Secretary

#### SIERRA PARK SERVICES INC. BUDGET REPORT PERIOD ENDED JUNE 30, 2013

	ONE MONTH ENDED 06/30/13	2013-2014 BUDGET	VARIANCE	% OF BUDGET EXPENDED*
REVENUE				
MAINTENANCE INCOME EASEMENT LEASES GATE INCOME FISH DERBY DONATIONS INTEREST INCOME	\$ 51,026.00 410 1,865	\$ 196,920 46,100 4,000 2,000	\$ (145,894) (46,100) (3,590) (135)	25.91% 0.00% 10.25% .93.25%
		200	(200)	0.00%
TOTAL REVENUE	53,301	249,220	(195,919)	
MAINTAIN AND REPAIR ROADS				
ACCOUNTING CONTINGENCY CREDIT CARD CHARGES EMPLOYEE BENEFITS	2,480 214	2,369 3,193 1,500 4,397	111 (3,193) (1,286) (4,397)	104.69% 0.00% 14.27% 0.00%
EMPLOYEE PAYROLL EMPLOYER PAYROLL TAXES FRANCHISE TAX EXPENSE HEALTH & SAFETY	. 147	25,865 2,587 824 4,120	(25,865) (2,587) (824) (3,973)	0.00% 0.00% 0.00% 3.57%
INSURANCE LEGAL CONSULTING MEMBER COMMUNICATIONS MISCELLANEOUS	25,649 7,572 147	21,067 15,000 1,236 5,000	(5,57) 4,582 (7,428) (1,089) (5,000)	121.75% 50.48% 11.89% 0.00%
PROFESSIONAL CONSULTING PROPERTY TAXES TAXES AND LICENSE		12,875 3,399 412	(12,875) (3,399) (412)	0.00% 0.00% 0.00%
MAINTAIN ROADS AND SNOW				
MAINTENANCE REMOVAL ROAD EQUIPMENT RESERVES ROAD RESERVES ROADS FUEL ROADS SUPPLIES		15,000 36,050 5,000 5,000 7,416 773	(15,000) (36,050) (5,000) (5,000) (7,416) (773)	0.00% 0.00% 0.00% 0.00% 0.00% 0.00%
CLEAN UP WORK				
CLEAN BAR CULVERTS CLEAN DITCHES CLEAN DRIVE CULVERTS		8,400 8,235	(8,400) (8,235)	0.00% 0.00%
MAINTAIN GATE				
GATE EXPENSE TELEPHONE	250 167	3,989 1,236	(3,739) (1,069)	6.27% 13.51%
REFUSE COLLECTION AND DISPOSAL				
EMPLOYEE BENEFITS EMPLOYEE PAYROLL EMPLOYER PAYROLL TAXES GARBAGE	1,057	362 2,130 213 14,420	(362) (2,130) (213) (13,363)	0.00% 0.00% 0.00% 7.33%

#### SIERRA PARK SERVICES INC. BUDGET REPORT PERIOD ENDED JUNE 30, 2013

	ONE MONTH ENDED 06/30/13	2013-2014 BUDGET	VARIANCE	% OF BUDGET EXPENDED*
PINE NEEDLE MANAGEMENT				
EMPLOYEE BENEFITS		181	(181)	0.00%
EMPLOYEE PAYROLL		1,065	(1,065)	0.00%
EMPLOYER PAYROLL TAXES		107	(107)	0.00%
NEEDLE EXPENSE	24,560	19,000	5,560	129.26%
MAINTAIN COMMON AREAS				
EMPLOYEE BENEFITS		91	(91)	0.00%
EMPLOYEE PAYROLL		533	(533)	0.00%
EMPLOYER PAYROLL TAXES		53	(53)	0.00%
FISHING DERBY		2,000	(2,000)	0.00%
GENERAL MAINTENANCE	3,506		3,506	
LODGE SUPPLIES		103	(103)	0.00%
MAINTAIN LAKE		5,000	(5,000)	0.00%
MAINTAIN STRUCTURE		3,000	(3,000)	0.00%
GENERAL ADMINISTRATION				
BANK CHARGES		300	(300)	0.00%
EMPLOYEE BENEFITS		124	(124)	0.00%
EMPLOYEE PAYROLL		727	(727)	0.00%
EMPLOYER PAYROLL TAXES		73	(73)	0.00%
EQUIPMENT RENTAL	555		555	
FUEL		464	(464)	0.00%
INSURANCE				
OFFICE EXPENSE	494	1,545	(1,051)	31.97%
RECREATION	663	2,000	(1,337)	33.15%
UTILITIES	268	721	(453)	37.17%
TOTAL EXPENSES BEFORE DEPRECIATION	67,729	249,155	(181,426)	
DEPRECIATION	2,540			
TOTAL EXPENSES	70,269			
NET INCOME FROM OPERATIONS	\$ (16,968)			W-12

CHECKING ACCOUNT

\$26,850