

LAKE DON PEDRO OWNERS' ASSOCIATION
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(209) 852-2312 or info@LDPOA.com

SPECIAL ORGANIZATIONAL MEETING MINUTES
OF THE BOARD OF DIRECTORS
Monday, April 28, 2025 at 5:00 pm
At the LDPOA Hacienda (address above)

Note to attending Members: While our members are welcome to observe this Special Organizational Meeting, This is a training and informational meeting only. Therefore, only a limited open forum for member Comments are included at this meeting.

No Board actions on items will be made at this time. Any potential Board actions will be duly listed on the May 14, 2025 Board Meeting Agenda to be discussed and/or decided then, and member comments will, of course, be welcomed at the meeting during the Open Forum segment.

Directors present: President Kim Cheatham, Vice President Andrea Walker, Secretary Renee Burritt, Treasurer Laura Diesman, Chris Adams and Mike Guenther

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE: 5:00 pm. - Kim Cheatham-President

This is a special meeting called to order to review standard policies, meeting procedures, communications, Committee types and purposes, documentation using forms and applications, and the Lake Don Pedro Owners' Association Board of Directors' objectives. This meeting was called to address current Board functionality, operations and to initiate improvements. In addition, the board's conduct, member interaction and understanding documentation policies and identifying projects will be explored.

President Kim Cheatham handed the meeting over to Director Mike Guenther for a breakdown and analysis of the items to be covered.

Director Mike Guenther opened the meeting by explaining the LDPOA administrative and staff organization. A chart was shown illustrating the hierarchy. The order indicated was The Association Membership. Next the Board of Directors, elected by the Membership. Next in order was the Executive Committee and Association Committees followed by the LDPOA Office Staff Supervisor, Office Staff Assistant, Accounting/Bookkeeping and Maintenance.

The Board of Directors' job is essentially to act on behalf of the Association Membership by responsible fiduciary oversight, maintaining LDPOA assets and responding to membership requests, suggestions and questions. Executive Committee considers sensitive and private matters within strict guidelines dictated by law. Business conducted is confidential. Current standard Committees are listed on the agenda each meeting. Reports are given by each committee head. LDPOA Staff consists of Staff Supervisor, Office Staff Assistant, Maintenance and Bookkeeper, all performing jobs within their areas of responsibility

BUSINESS-

Meeting Procedures

It was discussed that some of the meeting procedures have been relaxed over time and board inexperience has created gaps and miscues. Ways to improve and conduct better meetings were covered. Currently the Association doesn't have rules of order. Establishment of adopted rules of order and incorporating them into future Bylaws revisions would be a substantial improvement. Robert's Rule of Order or Rosenberg's Rules of Order are the current standard. Discourse followed on the advantages and improvements in this plan.

Floor Control

Every Board or committee elects a President or Chair to facilitate meetings and follow agendas, control discussions and maintain order. Without this oversight the results are chaos, a lack of productive action and ultimately poor relationships and ineffective administration. Again, it was determined that inexperience and lapses in procedure need to improve.

Votes and Motions

Clearly there was agreement on the proper protocols on these procedures. They clarify action, provide insight into Board Director opinions and position, and provide the Association with a record and planned undertaking. Future meeting will improve this process.

At this point a question was asked if notes were being taken. Renee Burritt, as Secretary, responded and explained the recording process. A moment was taken by Director Mike Guenther to introduce the Board of Directors present and their positions. In addition, he asked members present to introduce themselves as well. Mike and Carol Russell, forty-year members of the Association and community, Shelley Cummings, Eva Banuelos and Katie Guenther responded.

Code of Ethics

It was noted and sadly acknowledged by the Board that there was no established code and absent in the Bylaws. Conversation noted its importance and the adverse effects of its omission. The Board indicated that it will be a priority in the future revisions of Association governing documents.

General Decorum

Ground was covered here on the general concepts of how we treat each other on the Board and our interaction with the membership. Improvement here would hopefully build better relationships with everyone involved with the LDPOA.

Communication-Board-Staff-Community

The Methods of Communication were explained. Email is a primary tool used by the Board, Office Staff and membership. Discussion ensued on improvements to the current communication situation. Compartmentalizing threads, streamlining messaging, establishing a designated point of contact to filter board messaging and reduce the message numbers and also for member to board contact were possible solutions. More timely dispersal of information noting the thirty-day period between meetings. Community assistance in putting out information was a suggestion. You can find information or updates with LDPOA actions, meetings and events on their Facebook page, **Lake Don Pedro Owners Association**. Also, various other community pages contain useful input. People loved the meetings online. President Kim Cheatham has been working with the Office Staff on getting this format operational in the near future. Posting a YouTube meeting was a problem. Loading the meeting proved too large. President Kim Cheatham is currently verified to post there. Zoom is also a challenge considering the number of people who wish to participate.

Committees

Establishment, purpose and procedures

There are currently five Standing Committees. These are constant and established indefinitely. They are the Facility and Maintenance Committee, the Architectural Code Compliance Committee, Parks Committee (Trails), Activities/Events Committee and the Budget Committee. In addition, one Ad Hoc committee, the Gregoris Dam Committee.

Each committee has a Board Director seated as Chair. The difficulty here is personnel. We have virtually no membership participation with the exception of the Budget Committee and the Architectural Code Compliance Committee with one to two association members participating. Most committees ideally could do with five members, but three could perform assigned purposes and meet quorum requirements. Once established, written reports should be recorded and presented at regular board meetings to keep the board and membership informed, appraised of committee present and future projects, costs, their status and completion schedules and any relevant information concerning that particular committee. Currently Committee chairs give reports verbally.

The ACC Committee performs on different level than other Standing Committees. It deals with sensitive and confidential information and documents. Investigations are conducted on properties that have a non-compliant complaint. Procedures are followed and violations have an opportunity to correct the problem. Mariposa County shares involvement and often this results in delays and enforcement issues. This particular committee is being scrutinized for review, reform and revision. Currently Office Staff is doing a tremendous job in support and assistance.

Projects and Objectives

Currently El Prado Park is work in progress to restore it to its former glory. Vice President Andrea Walker has taken on this major project. Also she, along with President Kim Cheatham are reviewing the current Gregoris Dam issues.

Planning Current/Future

We have a great group of Board members currently. A new Board forms in October when the Association members elect new Board Members. We want to invite them to join a committed group. This is the time to plan out and set the budget by February 28 each year.

Ad Hoc Committee

This is a short-term committee established for a specific task and generally ends with the completed task. As mentioned prior the Gregoris Dam project has an Ad Hoc committee established.

Community Inclusion

Here is where we really need community member support. Fundraisers, volunteers and those that want to be involved please get in touch with the board. We, the Board, are doing our best to become a strong team and earn your trust cooperation.

Documentation Forms Records

We have standard forms for various items but it has come to board attention that some need revision and there is a need to create new ones. In cooperation with the Office Staff there should be a review of standard forms and suggestions of corrections and new creations. The forms are filled out and often noted with corresponding actions. Sometimes wrong forms are used or at times information reverts to word-of-mouth communication. Recording documents and forms are extremely important in verifying past actions and responsibilities. A file cabinet has been suggested and orientation and understanding of the current filing system is being looked into.

Board Objectives

Bylaws need revision and updating. Dated 2000. No revisions indicated to the current Bylaws posted on the LDPOA website. It has been indicated that revisions were made and are currently in use but not posted for membership. CC&R dated 1969. CC&R'S (Covenants & Restriction) revision needed and updating to align with current county code. IT housekeeping needs to be improved and an evaluation on updating needs. LDPOA website improvements for easier navigation. All LDPOA documents need to be current. Mariposa and Tuolumne County code information appears to be reasonable current. It is a priority to update but there is considerable discussion on cost and where this can be budgeted for.

OPEN FORUM

Question was asked if the LDPOA follows under the Brown Act.

The LDPOA is a Non-profit and is subject to different rules. The Davis-Stirling act is our legal reference when our Bylaws need clarification or Association questions from the Board, Staff or membership need further illumination.

Question was asked on confidentiality within the Office Staff when a complaint is filed.

All complaints for Association violations are confidential. An example was provided. If an Architectural Code Compliance complaint was reported, it would be investigated and processed privately by the ACC Committee and if warranted passed on to the board for approved action. ACC Committee reports maintain confidentiality.

Question was asked how emailed information gets to the Board?

Most general email communication can be answered by the Office Staff. Specific Committee questions are directed to that committee. Sensitive or confidential material flows to the Executive Board or the ACC Committee depending on content and purview.

Question if information goes to the office about personnel, how is the Board made aware of it?

Items concerning Staff can be placed in a sealed envelope and addressed to the Board directly.

An example given was, a candidate, applying for the Board, placed his application in a sealed envelope addressed to the Board. The application was opened in an executive meeting.

Shelley Cummings thanked the Board for putting this together. She expressed there seems to be no good meeting time and 5 pm was too hard for people to attend. She suggested a later meeting time for better member attendance. She also suggested putting out a call to the community for help on projects. There are Attorneys, IT people, and equipment owners. The resources in the community are untapped. You, as the board, could use Don Pedro Facebook page for inquiries. High school seniors need community service hours for graduation.

A recommendation was made for a Davis-Stirling point of contact for the Board. Those present liked the engagement and being able to talk during this meeting. Treasurer Laura Diesman agreed with the recommendations. She stated rules are helpful and hopefully these items can be incorporated into the LDPOA. The Board will start working on these things.

Director Mike Guenther asked, how are we perceived by the Community?

Mike and Carol Russel felt welcomed tonight. They liked Roberts Rule of Orders being used. Past Boards had tried different versions of the rules and they actually lost the interest of the Community.

We are so far away from any other towns. We need more services available. Consider continuing to reach out to our supervisors. Consider that both our representative counties are spread out and we need more services. It was commented that both representative Supervisors care for our area communities.

President Kim Cheatham mentioned, she didn't know anyone when she first started coming to the meetings, she is now the President of the LDPOA Board of Directors and in addition is the Chair for Trailblazers.

Secretary Renee Burritt does the Craft Fair.

We have a new group in the community "I Love Don Pedro", their kick off was April 25, 2025.

Treasurer Laura Diesman stated in past meetings you would get the agenda emailed and you could fill out comment cards for each topic prior to the meeting and while not all comments may not be discussed due to volume and time, the board could do a review poll and prioritize discussion topics.

The Board invited Mike and Carol to attend the next Board meeting. They expressed their pleasure when dealing with the Office Staff and remembering the activities that used to be here and now the next generation trying to revive it. They realize the challenges ahead. Other attendees were encouraged to continue to participate as well.

Director Mike Guenther thanked the Community for coming to the meeting. He suggested the possibility of scheduling a future Town Hall Meeting inviting our Supervisors, Steve Griefer and Shannon Poe.

President Kim Cheatham thanked Director Mike Guenther for coming up with agenda and addressing long standing issues. At this point we need to get more Community members to join the Committees so we can achieve the objectives that they are designed to do and get the Community up and running again.

ADJOURNMENT/NEXT SCHEDULED MEETING DATE

Meeting Ended at 6:27 P.M.

Next Board Meeting at 6:30 P.M. on Wednesday, May 14, 2025 at the Hacienda

Respectfully Submitted

Renee Burritt
Renee Burritt-Secretary

Mike Guenther
Mike Guenther-Director

Board Approved Minutes on May 14, 2025