

# Sierra Park Services News and Updates

Phone 209-533-7909

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May 2016

## Board of Directors 2015-2016

President	Michael Lechner
Vice President	Heidi Ordwein
Secretary	Wanda Lenhardt
Treasurer	Mark Logan
Director at Large	Bill Ordwein

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PO Box 293, MiWuk Village, CA 95346

## President's Message

### Important Announcement!

Spring has suddenly sprung in the Sierra. This year's good snow and recent rains in early May should bring out lots of wildflowers – a beautiful time to visit the Park. The warm weather also means it is time for property pine-needle cleanup, and the needle dump will be open. CALFIRE property inspections are always a possibility - don't risk a citation and penalty, or put your own and your neighbor's houses at risk. Thanks in advance for your cooperation.

Sadly, there will be no Father's Day Fishing Derby this year. Even with last winter's snow, local commercial trout farming operations have yet to recover from the drought, and there are no fish available for stocking of private ponds.

And last but not least, the Board is looking forward to seeing you at the Annual Meeting of shareholders on May 29th. We'll be celebrating our third birthday - bring your own party hat and noisemaker - but more important, we'll be discussing some issues key to the Park's ongoing operation. You and your vote can help determine our future direction.

Be seeing you soon -- *Michael Lechner*

*No meeting in June or July. Next SPSC Board Meeting will be at 10:30 am on August 6<sup>th</sup>, 2016.*

## Annual Meeting May 29th



Registration from 7:30-8:45, meeting starts at 10:30 am. Come and make your voice heard, or send your proxy vote.



# Sierra Park Services Company Board of Directors Meeting Minutes for May 7<sup>th</sup>, 2016

Meeting called to order at 10:30 by Michael Lechner.

**Board Members Present:** Michael Lechner, Heidi Ordwein, Mark Logan, Wanda Lenhardt and Bill Ordwein.

**Shareholders Present:** Phil Barthman, Darin Jewell, Chuck Walker, Susie Lechner.

**Others Present:** Mike Van Gundy

#### **Attendees' Comments/Questions:**

- Chuck Walker brought a disk with sequential photos of the pedestrian bridge during construction. They will be shown at the annual meeting.
- Phil Barthman requested that the Board consider extending the bridge supplement charge for a year to replace the condemned pedestrian bridge over the creek tributary near Jordan East. The Board will look at feasibility, and Phil volunteered his expertise to investigate the pipes/conduit suspended by the bridge.
- Mike Van Gundy asked how the CPUC will view having a single caretaker working for both the Services and Water Companies. Since neither company requires a full-time employee, the CPUC has approved sharing of the caretaker's time. The Services Company reimburses the Water Company for all hours John spends on service-related tasks.

**Approval of the Minutes:** Mark Logan moved to approve the minutes of the December 5, 2015 board meeting. Heidi Lenhardt seconded, and the motion passed unanimously.

#### **Communications:** Wanda Lenhardt, secretary

- One inquiry about date of next board meeting.
- One communication regarding tree removal between neighbors
- One inquiry as to when the needle dump be open for pine needle cleanup
- One email address update, and offer to receive newsletters via email only
- One request to be removed from the email list
- One question about annual bill for 2016/2017
- An inquiry about how to contact the OFSRA
- Multiple contacts regarding the gate
- One contact from a realtor requesting assistance in conducting an open house on a cabin in the Park that she has listed for sale

#### **Directors' Reports:**

- **President** - Michael Lechner - Nothing to report
- **Vice President** - Heidi Ordwein - Nothing to report.
- **Secretary** - Wanda Lenhardt - Notices for the annual meeting will go out in early May. Current mailing addresses have been difficult to verify. The Services Company will consider contracting with an online service that provides up-to-date owners' names and mailing addresses for all properties. Final end-of-business-year documents will be filed with the State.
- **Treasurer** - Mark Logan - The Services Company has been conservative in its expenses through the winter, and we are running to budget. However, cash reserves for unexpected expenses are small. There is still about \$90,000 outstanding in unpaid annual bills; pending the outcome of current litigation, collection of this money could be used to replenish the reserve fund.
- **Roads** - Heidi Ordwein - More road repair is scheduled for this year, probably in early autumn. Requests for Proposals have been sent to three vendors for resurfacing the final quadrant on the southwest side, and crack-sealing roads throughout the Park. Owners will be notified in writing in advance of the work.

- **Caretaker Report** - Heidi Ordwein - Ditch cleaning is in process, and John has been working on after-winter cleanup of common areas. His timecard has been modified, making it easier to track hours spent on service-related tasks.
- **Gate** - Bill Ordwein - Gate controls continue to malfunction in damp weather. Equipment has been checked and is all working, so it may be a grounding problem. Bill will continue to investigate. The gate is financially self-sustaining so this work is at no cost to property owners.
- **Equipment** - Heidi Ordwein - Fuel tanks have been topped off in preparation for summer work. The Board will consider purchase of a small tractor to facilitate mowing and ditch cleaning. This tractor would cost less to operate than the existing equipment, would allow cleaner mowing operations and would save on equipment maintenance.
- **Buildings/Common Areas** - Heidi Ordwein - Doors have been repaired and the buildings are in good shape. John is verifying the schedule for servicing/inspecting fire extinguishers at all buildings.
- **Health and Safety** - Heidi Ordwein - Porta-potties will be installed before the annual meeting. PortaPotties are in place. The beach sand and volleyball court have been rototilled in preparation for summer use.
- **Recreation** - Michael Lechner - Last year's drought has had a lasting impact on commercial trout farm operations. There are currently no viable sources selling fish to stock the pond, so the Fishing Derby will not take place this Father's Day.

#### **Old Business:**

- The Company's attorneys have sent a letter accepting the settlement offer of the management company for the rental property whose renters damaged newly-surfaced roads.
- Annual Meeting of the Services Company will be held on May 29<sup>th</sup>, 2016 at 10:30 am. Registration for shareholders will start at 7:30 am.

#### **New Business:**

- Deadline for returning Shareholder proxies to be voted at the annual meeting is May 20<sup>th</sup>, 2016. If you cannot attend, please make sure your proxy is assigned to another shareholder who will vote for you, whether a trusted friend or a board member.
- Chuck Walker asked the Board's permission to rebuild one of the picnic tables at the lake at his own expense. The Board accepted gladly, and welcomes other volunteers who are interested in refurbishing the splintered wood of our picnic tables. Although money for improvements is tight, if a property owner is willing to sponsor costs of wood for a table the caretaker can do the rebuilding.

The meeting temporarily adjourned to executive session at 11:52 pm to discuss issues relating to legal and financial matters.

The regular meeting reopened at 1:20 pm. Nothing to report from executive session.

The meeting ended at 1:21 pm. *Next meeting will be at 10:30 on August 6<sup>th</sup>, 2016.*

SIERRA PARK SERVICES, INC.  
BUDGET REPORT  
FOR THE PERIOD ENDED  
April 30, 2016

	<u>ELEVEN MONTHS ENDED 04/30/16</u>	<u>2015-2016 BUDGET</u>	<u>VARIANCE</u>	<u>% OF BUDGET EXPENDED*</u>
<b>REVENUE</b>				
BRIDGE RESERVES	\$ 50,168	\$57,440	(7,272)	87.34%
EASEMENT LEASES	-	44,600	(44,600)	0.00%
FISH DERBY DONATIONS	185	700	(515)	26.43%
MAINTENANCE INCOME	186,649	211,810	(25,161)	88.12%
MISCELLANEOUS INCOME	2,695	0	2,695	#DIV/0!
RENTAL INCOME	520	4,800.00	(4,280)	10.83%
<b>TOTAL REVENUE</b>	<u>240,217</u>	<u>319,350</u>	<u>(79,133)</u>	<u>75.22%</u>
<b>ROADS ADMINISTRATION</b>				
ACCOUNTING	12,222	16,000	(3,778)	76.39%
CREDIT CARD CHARGES	1,820	2,000	(180)	91.00%
INSURANCE	-	20,000	(20,000)	0.00%
LEGAL CONSULTING	17,212	15,000	2,212	114.75%
MEMBER COMMUNICATIONS	1,338	3,000	(1,662)	44.60%
PROFESSIONAL CONSULTING	-	1,200	(1,200)	0.00%
PROPERTY TAXES	4,627	3,400	1,227	136.09%
TAXES AND LICENSE	25	100	(75)	25.00%
INCOME TAXES	39,045	5500	33,545	709.91%
<b>ROADS ADMINISTRATION SUBTOTAL</b>	<u>76,289</u>	<u>66,200</u>	<u>10,089</u>	<u>115.24%</u>
<b>ROADS OPERATIONS AND MAINTENANCE</b>				
LABOR	11,131	4,100	7,031	271.49%
MAINTAIN ROADS AND SNOW REMOVAL	28,505	45,000	(16,495)	63.34%
ROAD EQUIPMENT MAINTENANCE	1,477	10,000	(8,523)	14.77%
ROADS BUILDING MAINTENANCE	1,661	20,000	(18,339)	8.31%
ROADS FUEL	1,203	3,500	(2,297)	34.37%
ROADS SUPPLIES	389	2,000	(1,611)	19.45%
UTILITIES	6,589	3,000	3,589	219.63%
RESERVES	-	21,000	(21,000)	0.00%
<b>MAINTAIN ROADS AND SNOW SUBTOTAL</b>	<u>50,955</u>	<u>108,600</u>	<u>(36,645)</u>	<u>46.92%</u>
<b>CLEAN UP WORK</b>				
CLEAN DITCHES	-	3,300	(3,300)	0.00%
CLEAN CULVERTS	-	2,200	(2,200)	0.00%
PINE NEEDLES FROM ROAD CLEANUP	-	4000	(4,000)	0.00%
<b>CLEAN UP WORK SUBTOTAL</b>	<u>-</u>	<u>9,500</u>	<u>(9,500)</u>	<u>0.00%</u>
<b>REFUSE COLLECTION AND DISPOSAL</b>				
LABOR	923	4,300	(3,377)	21.47%
GARBAGE	15,282	15,000	282	101.88%
<b>REFUSE COLLECTION AND DISPOSAL SUBTOTAL</b>	<u>16,205</u>	<u>19,300</u>	<u>(3,095)</u>	<u>83.96%</u>

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BUDGET REPORT  
FOR THE PERIOD ENDED  
April 30, 2016

	ELEVEN MONTHS ENDED 04/30/16	2015-2016 BUDGET	VARIANCE	% OF BUDGET EXPENDED*
<b>PINE NEEDLE MANAGEMENT</b>				
LABOR	1,202	1,300	(98)	92.46%
NEEDLE EXPENSE	-	13,000	(13,000)	0.00%
PINE NEEDLE MANAGEMENT SUBTOTAL	<u>1,202</u>	<u>14,300</u>	<u>(13,098)</u>	<u>8.41%</u>
<b>MAINTAIN COMMON AREAS</b>				
OTHER LABOR	5,346	1,100	4,246	486.00%
FUEL	-	1,000	(1,000)	0.00%
GENERAL MAINTENANCE	8,506	11,000	(2,494)	77.33%
LODGE SUPPLIES	-	100	(100)	0.00%
MAINTAIN LAKE	-	1,100	(1,100)	0.00%
MAINTAIN STRUCTURE	4,685	2,500	2,185	187.40%
MAINTAIN COMMON AREAS SUBTOTAL	<u>18,537</u>	<u>16,800</u>	<u>1,737</u>	<u>110.34%</u>
<b>GENERAL ADMINISTRATION</b>				
BANK CHARGES	373	325	48	114.77%
EQUIPMENT PURCHASE/RENTAL	265	3,000	(2,735)	8.83%
FEES	-	500	(500)	0.00%
FISHING DERBY	-	2,000	(2,000)	0.00%
HEALTH AND SAFETY	2,263	5,000	(2,737)	45.26%
INSURANCE	-	10,000	(10,000)	0.00%
OFFICE EXPENSE	314	1,200	(886)	26.17%
RECREATION	1,480	1,500	(20)	98.67%
UTILITIES	-	1,000	(1,000)	0.00%
OUTSIDE SERVICES	507	-	507	#DIV/0!
RESERVES	-	2,685	(2,685)	0.00%
GENERAL ADMINISTRATION SUBTOTAL	<u>5,202</u>	<u>27,210</u>	<u>(22,008)</u>	<u>19.12%</u>
<b>BRIDGE</b>				
CAPITAL IMPROVEMENTS-BRIDGE	<u>57,557</u>	<u>57,440</u>	<u>117</u>	<u>100.20%</u>
TOTAL EXPENSES BEFORE DEPRECIATION	<u>225,947</u>	<u>319,350</u>	<u>(93,403)</u>	<u>70.75%</u>
DEPRECIATION	<u>-</u>	<u>-</u>	<u>-</u>	
TOTAL EXPENSES	<u>225,947</u>	<u>319,350</u>	<u>(93,403)</u>	
NET INCOME FROM OPERATIONS	<u>\$ 14,270</u>	<u>\$ -</u>	<u>\$ 14,270</u>	

CHECKING ACCOUNT      \$96,498  
BRIDGE ACCOUNT      10,818  
GENERAL RESERVES      10,000

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