

**Saint Joseph Community Land Trust**  
**Meeting of the Board of Directors - Minutes**  
**July 19, 2023**

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**Meeting called to order: 5:38**

**Board Members Present:** Lyn Barnett, Alan Bisbee, Francie Alling, John Dalton. Virtual: Kristina Hill, Michael Fronk, Fr. Joseph Sebastain CMT.

**Staff Present:** Jean Diaz, Charlotte Rosburg, Jim Meiers

1. **Topic:** Opening Prayer led by Barnett

2. **Topic:** Call to Order/Approval of Agenda

**Action Taken:** Motion was made to approve the agenda with an additional item (15) Office Space Opportunity.

**Moved by:** Alling    **Seconded by:** Bisbee    **Approved:** Unanimously

3. **Topic:** Roll call of Board Members and Determination of Board and Membership Quorums

**Discussion:** Alling confirmed quorum present.

4. **Topic:** Open floor (*members and guests may comment on any item not listed on the agenda*)

**Discussion:** Hearing no comments Barnett closed the floor.

5. **Topic:** Approval of the 05/17/23 BOD Meeting Minutes.

**Action Taken:** Motion was made to approve the minutes.

**Moved by:** Alling    **Seconded by:** Bisbee    **Approved:** Unanimously

6. **Topic:** Resolution of Appreciation for Stephen Yarrow

**Discussion:** Barnett wanted to be sure to thank Steve for all of the work he has done for SJCLT in the past. Alling read the resolution aloud.

**Action Taken:** Motion was made to approve the resolution.

**Moved by:** Hill    **Seconded by:** Fronk    **Approved:** Unanimously

7. **Topic:** Appointment of Officers, Committee Members & Chaplain

**Discussion:** Diaz reviewed the officers and committees discussed at the retreat.

**Action Taken:** Motion to approve the Board of Directors and Committees.

**Moved by:** Hill    **Seconded by:** Dalton    **Approved:** Unanimously

8. **Topic:** Financial Report

    a. Current Financials & Fund Balances

    b. Fiscal Year 2022/23 Summary

**Discussion:** Diaz stated that we have agreed to a hold the line budget. Fronk proposed advertising the 3-bedroom house availability.

**Action Taken:** A motion was made to accept the financial statements

**Moved by:** Bisbee    **Seconded by:** Dalton    **Approved:** Unanimously

9. **Topic:** Status of Projects: Riverside Avenue Ownership Project & Sugar Pine Village Workforce Rental Project

**Discussion:** Diaz shared that the Riverside 3-bedroom home remains unsold despite continued marketing efforts. The Sugar Pine workforce project has gone vertical on the east side of Tata Lane. Phase I is expected to complete next summer or fall. Phase II is expected to close financing mid-August.

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**10. Topic:** Project Opportunities

- a. TRPA Deed Restriction Monitoring
- b. Dollar Creek Crossing

**Discussion:** a. Diaz discussed TRPA looking for someone to help monitor their low, and moderate deed restrictions and how our name came up as a possible organization that could assist with this. TRPA would have to do the enforcement. b. Dollar Creek Crossing: Diaz indicated that we haven't received answers to questions regarding the design, restrictions, and land.

**11. Topic:** Adopt 2023/24 Work Plan

**Discussion:** The work plan was discussed, and additional items were suggested including changing the Radio Commercial and setting a date for the Sierra Garden Apartments partners' meeting.

**Action Taken:** Motion to approve the Work Plan as proposed.

**Moved by:** Alling    **Seconded by:** Fronk    **Approved:** Unanimously

**12. Topic:** Allocation of Donations above \$250.00, if any, in accordance with adopted policy

**Discussion:** \$1900.00 Soroptimist donation: \$500 to Endowment and balance \$1,400 to General Fund. Sierra Garden Apartments funds of \$46,658 allocated to the General Fund

**Action Taken:** Motion to approve the Work Plan as proposed.

**Moved by:** Bisbee    **Seconded by:** Dalton    **Approved:** Unanimously

**13. Topic:** Determine dates/venues for remaining bi-monthly 2023/24 Board Meetings

**Discussion:** Meetings scheduled on the 3<sup>rd</sup> Wednesday of odd months.

Next meetings will be:

Wednesday, September 20<sup>th</sup> at Saint Francis of Assisi,

Thursday, November 16<sup>th</sup> at Saint Theresa Church, (Spaghetti Dinner – Semi-Annual Meeting)

Wednesday, January 17<sup>th</sup> at the Dorla Court office Conference Room

Wednesday, March 20<sup>th</sup> at Corpus Christi (potentially)

Wednesday, May 15<sup>th</sup> at Our Lady of Tahoe – Annual Meeting

Set a July board retreat and search for venue on West Lake Tahoe (Possible: Granlibakken, Kings Beach Event Center, The Sierra Garden Apartments Community Center if nothing found on West Shore)

**14. Topic:** Board Member Updates and Comments

**Discussion:** Dalton commented that he had taken a tour of the Sierra Garden Apartments with Meiers and met some of the management staff and that he thought the grounds looked nice.

**15. Topic:** Opportunity to add Office Space.

**Discussion:** Office availability next to current Dorla Court office could be used as conference meeting room.

**16. Topic:** Adjournment and Closing Prayer. The meeting was adjourned at 7:05 p.m. and Alling offered to lead the group in a closing prayer.