

**Board of Directors Regular Session Meeting Minutes**  
**January 28, 2015**  
**6 PM – Meeting Room**

I. Preliminary

- a. The Meeting was called to Order at 6 pm by President, Bernida Childers
- b. Roll Call was taken by Secretary, Red Straub:
  - i. Directors present: Ms. Childers, President; Paul Ogden, Vice President; Red Straub, Secretary; Bob Loose, Treasurer; Richard Ashby; Sherry Firehock and Bill Kingman.
  - ii. Staff Members present: Paul Schorno & Debbie Cha.
  - iii. HOA Members present: Gordon Wolfe, Neighborhood Watch Committee Chair; Jeanne Cervantes; Gordon Hamilton; Rollie Morshead; Rudy Di Massa; Vicki Cole and Debbie Nordine.
- c. Members Forum
  - i. Jeanne Cervantes – 6329 Monteverde Lane. Distributed several photos of her neighbor's pick-up truck parked on the neighbor's driveway but appearing very close to Ms. Cervantes' home which she alleged violates the rules of the HOA. She also advised of other incidents of harassment which is beyond the scope of HOA authority. The Board advised that the Manager will attempt to convince the neighbor to park the pick-up on the other side of the driveway.
  - ii. Rudy Di Massa – 6914 Navarro Court. After expressing his concerns about drainage issues at the rear of his home on Navarro Court, Mr. Di Massa was informed that the F&I Committee discussed this situation during their most recent meeting agreed to accept Mike Pendleton advice that he will develop plans to improve the drainage which will be reviewed during their next meeting on February 18<sup>th</sup>.

II. Consent Calendar

**The following recommendations were approved as part of the Consent Calendar with no objections.**

- a. Acceptance of Landscape Committee recommendations to approve Applications 1611, 1612, 1613, and 1614.

III Minutes

- a. Approval of December 4, 2014 Board of Directors Organizational Minutes  
**Motion #1 by Dr. Ashby to approve the December 4, 2014 Board Organizational Meeting Minutes as submitted. The Motion was seconded by Ms. Childers and approved unanimously.**
- b. Review of Draft November 3, 2014 Architectural Control Committee Minutes
- c. Review of Draft January 13, 2015 Landscape Committee Minutes
- d. Review of Draft January 21, 2015 Finance and Insurance Committee Minutes

#### IV Financials/Reports

- a. Treasurer, Bob Loose, briefly reviewed the previous month's and year's Financials ending December 31, 2014.
- b. General Manager's Report – Mr. Schorno provided brief updates of items including current Landscape and Facilities maintenance activities as well as the F&I Committee opinion that deteriorated Vera Cruz driveways which are currently asphalt, be replaced with concrete. Other notable items included the stalled retaining wall replacement on Monticello Court.
- c. Work Order Report – The packet contained no work order report due to failings of the desktop software that has been in place since 2009. As replacement, an on-line version is being used which will automatically be updated. The monthly cost to the HOA is \$15.

#### V Old Business

- a. 6931 Vera Cruz: Appeal – The Board considered the appeal presented by the owner, Taylor Wick to permit the Creeping Fig that currently covers the brick wall of the courtyard to remain in place rather than be removed. The rule (Article 17.9) stipulates that “Climbing plants will not be allowed to grow on any structure”.

**Motion #2 by Dr. Ashby to deny the appeal by the owner of 6931 Vera Cruz Court of the Board's original decision and continue to require that the Creeping Fig which currently covers the brick courtyard wall be removed. The motion was seconded by Mr. Loose and carried unanimously.**

#### VI New Business

- a) Dog Waste Bags – A discussion was held on positioning stations along the walking paths whereby dog owners may obtain plastic bags for disposing pet waste. After a brief discussion however, this item was tabled until further information is gathered.
- b. Ad Hoc Committee for Cooking on Decks – After another brief discussion, the Board concluded that since it involves insurance, the topic will be forwarded to the Finance & Insurance Committee for a recommendation.
- c. Members Forum - The Board briefly discussed the prospect of increasing the time limit allotted for each speaker from three to five minutes.

**Motion #4 by Ms. Firehock to increase the time limit whereby each owner may address the Board from 3 to 5 minutes. The motion was seconded by Dr. Ashby and carried 6-1 (Mr. Straub opposed).**

- d. 2014 Year-End Financial Review Proposal (Propp, Christensen, Caniglia)

**Motion #5 by Mr. Ogden to approve the proposal of Propp, Christensen, Caniglia to prepare the 2014 year-end Financial Review at a cost \$9,000. The motion was Seconded by Dr. Ashby and carried unanimously.**

- e. Expense Checks and Balances – The Board discussed the formulation of suggested that the General Manager should implement and adopt a written list of administrative policies for processing Payables and Receivables and work orders.

**Motion #6 by Ms. Firehock to draft for diligent implementation an administrative procedures manual to draft within 60 days. The motion was Seconded by Mr. Straub and carried unanimously.**

- f. Vera Cruz Report – Ms. Firehock presented and detailed the Bike Trail report received from the Citrus Heights.
- g. Lien Recordation – Accounts 234, 262 & 395.

**Motion #7 by Mr. Ogden to approve the forwarding of accounts and processing liens on delinquent accounts 234, 262 and 395. The motion was seconded by Dr. Ashby and carried unanimously.**

With no further business to come before the Board, the meeting adjourned to Executive Session without objection at 7:10 pm.

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Red Straub, Secretary

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Date of Approval

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Bernida Childers, Board President

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Date of Approval

DRAFT