

**Revision (2)**  
**MINUTES OF THE BOARD OF DIRECTORS MEETING**  
**October 3, 2006**

**Board Members Present:** Lacy Procopenko, Steve Walker and Shari Adams

**Also Present:** Lori Burger, CPM®, PCAM®, CCAM®, Senior Vice President  
Eugene Burger Management Corporation

A quorum was established and the meeting was called to order at 5:30 pm.

Lori introduced herself and explained that the property manager assigned to this account was let go and that she would be filling in during the meeting. Lori expressed her apologies that the Manager was no longer with EBMC. Lori assured the Board that they had provided educational training, mentoring and support unfortunately it was evident that the Manager did not meet up EBMC's standards. There was some discussion about the prior manager's ability to track deadlines and follow through on items. Lori asked that in the future if the Board had any concerns at all they were to be brought to Carra Clampitt, EBMC's District Manager for resolution. Lori requested that if resolution is not forthcoming that they may contact her.

**HOMEOWNERS CONCERNS:**

Homeowner at 1784 Marlow Road submitted two letters to the Board various issues. First complaint is that the homeowners at 1712, 1728 and 1732 not storing garbage and recycling containers after trash pick up. Shari Adams noted that 1712 had since complied and was no longer an issue. The Board requested that EBMC notify the owners and their tenants at 1728 and 1732 that they were in violation of the Association's rules and regulations. Second, the owner advised that there was a garage light out between 1704-1712 which appeared to be a photo-cell problem as the light did work during the day time. The Board directed EBMC to have Dave repair the lights and also a light pole that is out at 1778/1780. Lastly, the owner complained about landscape maintenance that the Board took under consideration. EBMC is to notify the owner of the Board's decisions in these matters.

Homeowner at 1881 Shelley Drive submitted a letter requesting temporary removal of a fence so that they may bring topsoil into the back yard. The Board asked EBMC's opinion, Lori advised that the owner would be coming across common area and this would present a potential liability to the Association if an accident were to happen. After discussion the Board approved the homeowners request. The Board directed Shari Adams to notify the homeowner verbally of the Board's approval.

Homeowner at 1788 reported that the back fence had dry rot, a back light was not working and that an attic fan was not working. The Board and Lori reviewed the CCRs at that Meeting, it was determined that the back light and attic fan were the owners responsibility. EBMC is to notify the owner that it will be their responsibility to make necessary repairs to the light and attic fan. Also, EBMC is to inform the

homeowner that the Board will have Dave Kiner, General Contractor to inspect the fence. The Board unanimously gave approval that if the fence repairs were under \$500 that EBMC could authorize the repairs to be made.

## **MINUTES:**

The minutes of the meeting of the June 19<sup>th</sup> Board Meeting and the August 3<sup>rd</sup>. Board Meeting were reviewed and unanimously approved. The Annual Meeting Minutes of the June 19<sup>th</sup> Meeting had not been included in the Board package. The Board would like to review these minutes, EBMC is to forward a copy to the Board.

## **OLD BUSINESS:**

The following items were pending as old business and were discussed at the meeting:

**Landscaping Proposals** – The Board reviewed proposal from Marizco Landscaping dated August 17, 2006, which outlined 7 items totaling \$1,680.00. The Board unanimously authorized item #4 in the amount of \$280.00 for concrete grinding. No other approvals from this proposal were approved. However, the Board noted that there was one additional concrete area to be ground and wanted Marizco to also make this repair. The Board estimated that the cost would be an additional \$140.00 and authorized this repair. Steve Walker agreed to show Marizco where this additional place is if they are unable to locate it. EBMC is to notify Marizco of the Board's approval.

**Gutter Screens-** The Board discussed the pending installation of gutter screens. Lori advised the Board that Carra Clampitt, EBMC District Manager had ordered the screens. The Board directed the screens to be installed by Dave Kiner at 1740, 1774 and 1792. Additionally, the Board discussed cleaning of all gutters. Due to budget constraints the Board unanimously approved postponing all gutter cleaning until after January 1, 2007 to coincide with the 2007 budget year. At the next Board Meeting the Board will consider whether to request bids on this.

**Siding-** The Board reviewed the siding repair and painting proposals from John Levering Construction of \$40 per hour not to exceed \$800 plus materials and E.G.I. painting bid of \$5,500 to Tom Olson Construction's bid of \$ 14,750. To be noted that John Levering is a homeowner. Due to the great spread in dollar value of the two proposals the Board asked that Mr. Levering more clearly describe the work that he intends and also estimate materials since Tom Olson's proposal more thoroughly described the work that he was to do and included materials. Lastly, EBMC is to determine if Mr. Levering is able to comply with the Board and EBMC's requirement of naming the Association and EBMC as additional insured on his liability policy. Sheri advised Lori the Mr. Levering was a sole proprietor had no employees and was exempt from workers comp.

**Asphalt** – At the October 3, 2006 Board Meeting the Board had requested that EBMC pull old asphalt slurry and stripping bids and bring these to the Board for review. At this meeting the Board reviewed Valley Slurry dated March 6, 2000 in the amount of \$3,627.00, George Peterson Paving dated February 28, 2000 in the amount of \$3,700.00 and Stripe and Seal dated January 4, 2000 in the amount \$3,297.00. The Board reviewed and no actions were taken. Updated proposals will focus on needed repairs and any

areas that have been heaved up due to various reasons. The Board unanimously decided to postpone asphalt work until the Reserve Study could be updated in Spring of 2007.

**CD's-** The Board asked Lori for information regarding CD rates. Lori explained the EBMC was not licensed to give investment advice and suggested that the Treasurer investigate CD rates. The Board unanimously agreed.

**Satellite Dishes-** There was discussion regarding a number of homeowners that have installed satellite dishes on their Lots without the Board's approval of the location. The Board expressed concern that the dishes where currently placed detract from the Association beauty. Lori provided each of the Board Members with the Davis Stirling Act that included information on FCC regulations. Lori suggested that a Board Member meet with Direct TV to help determine acceptable installation locations as well as potentially do an Association wide installation which might help control where dishes are installed and provide service at lesser rates. Lacy agreed to take on this responsibility and report back to the Board.

#### **NEW BUSINESS:**

**Bulletin Board -** Shari advised the Board that she wanted to purchase a bulletin board to be placed in the common area so that information regarding the Association could be posted there. The Board unanimously authorized Shari to purchase.

**Reserve Study –** Steve expressed concern that he did not have a complete copy of the Reserve Study. Lori obtained and copies were given to each Board Member at the Meeting. Lori reminded the Board that if was a good business practice to update their reserve study annually additionally she reminded the Board that a new study would be required in 2007 and that they must budget for this expense in the upcoming budget year, 2007.

**Reserves –** Steve requested that EBMC provide to the Board a list of all of the reserve expenses for 2004, 2005 and 2006. Lori advised that may be obtainable via a general ledger reports. EBMC will investigate what is available.

**Landscaping -** The Board discussed a landscaping maintenance proposal from Greg Gill Landscape Maintenance, Inc. dated August 30, 2006. The Board accepted this proposal. Monthly Maintenance Fee is \$575.00 per month. Contract to commence on January 1, 2007. EBMC is to notify Greg Gill of the Board's unanimous approval and obtain the necessary insurance certificates, proof of workers compensation and other information.

Additionally, the Board also unanimously approved Mr. Gill's proposal of August 30, 2006 for landscape improvements in the amount of \$1,455.00. These improvements included street planter on Marlow, removal of a redwood tree at 1792 and removal of Manzanita at the BBQ area and replanting. EBMC is to notify Mr. Gill of the Board's approval.

EBMC is to notify Marizco Landscaping that the Board is terminating the contract effective December 31, 2006.

## **FINANCIAL:**

The Board reviewed the July and August 2006 Financial reports. The Report was approved as presented. One account is to be forwarded to collection. Lori did not have the authorization form at the Meeting and advised that Carra would forward to the Board the following day. The Board asked if Lori had new signature cards since there was a new Board. Lori did not have new cards and explained that since all of the Board Members existing had signed new Operating Account signature cards it was possible the that it was not necessary to have a new signature card for the Reserve Account, but would check into it. If required EBMC would advise the Board.

On the August financial there is a \$14,690 payable. Neither Board nor Lori was familiar with what the payable included and asked Lori to research and provide detail to the Board.

Board unanimously authorized moving its reserve funds from Union Bank to US Bank. The Board signed the authorization at the Board Meeting.

Due to the length of the Meeting the Board was unable to review the 2007 draft budget and postponed its review until October 19<sup>th</sup>.

## **NEXT MEETING DATE**

The next meeting will be held on October 19, 2006. The board will be reviewing the 2007 Draft Budget. EBMC is to notify the homeowners of this upcoming meeting.

There being no further business, the meeting adjourned at 8:15 p.m.

Respectfully submitted,

Lori Burger, CPM®, PCAM®, CCAM®,  
Eugene Burger Management