

# WOOD RANCH OWNERS ASSOCIATION REGULAR BOARD MEETING MINUTES

January 9, 2012

1) CALL TO ORDER:

The regular meeting of the Wood Ranch Board of Directors was held on January 9, 2012 at the Wood Ranch Clubhouse. The meeting was called to order at 7:08 P.M. by President, Peter Williams.

Board Members Present: President, Peter Williams; Vice President, Jody Blessum; Treasurer, Jeff Schroeder; Secretary, Kent Grubaugh and Director, Greg Yonko

Board Members Absent: NONE

Management Present: Tim Morgan, Lindy Johnson and Anita Aragon

Others Present: NONE

2) MINUTES:

*A MOTION WAS MADE BY PETER AND SECONDED BY JODY TO ACCEPT THE MINUTES OF THE ANNUAL AND REGULAR BOARD MEETING DATED OCTOBER 3, 2011 AS SUBMITTED. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.*

3) HOMEOWNERS COMMENTS:

Rita Youngblood, 110 Summerfield: wants to discuss two issues –

1. Ornamental vineyards in open space. *This has been discussed by the board of directors before in conjunction with Wente Livermore Winery. After extensive soils testing, costs of watering and engineering reports, it was determined this type of project was not economically feasible for the HOA.*
2. Their application for gate(s) was denied due to fact it is non conforming to existing standards within the HOA.
  - They have other examples of “out of the ordinary” style gates in the Association
  - Stefan stated the application was submitted twice and denied due to inconsistent design of the gates; a couple of the examples were non-conforming designs and no record of being approved by the HOA. *Goal of ARC and existing rules and*

*regulations is to keep a consistent design between homes as the fences and gates are the site line connecting homes.*

*- Mgmt asked if ARC would approve the application if standards allowed. Different materials would break up the contiguous line of site as you could potentially end up with several homes using different designs i.e. brick, stone, stucco, wood etc. It's hard to cross the line and allow one design slightly different which would be precedent setting for future applications.*

*- Jeff – the board relies on the ARC to keep consistency w/styles and designs within the architectural rules and regulations. Perhaps the ARC could review the current policy on fences and gates and bring any changes to the board for review. Board would like to move on with homeowner comments and take up further discussion on this issue later on the agenda.*

Judith Timmerman, 100 Creighton Way: are chickens/hens allowed. *This would fall under the purview of the Town of Danville.* She did not know exact address but it is on Ashland Ct.

Jon Brooks, 105 Cimarron Ct.: he has gophers/moles encroaching his yard from the open space behind them. Would like to know if there is any way to control and abate them. He would like to see a barrier installed on open space along the fence line of the homes along this area. He does not want to put out bait in his yard as he has pets. *The expense to put down a barrier along fence lines would be cost prohibitive for the HOA. In addition, this type of barrier could affect drainage. HOs can contact ADM (Animal Damage Management) to treat their yards; they offer a reduced fee to homeowners within the development. Management will give him the contact information. Same information will be put in the upcoming newsletter; same can be posted on website.*

#### 4) COMMITTEE REPORTS

##### Architectural Committee:

What is the process they should follow when non-conforming issues are brought to their attention.

- *Homeowner assumes the risk for improvements without approval*
- *Before writing to the homeowners, ARC needs to determine if the improvement would be approved or not approved.*
- *Write to homeowners, stating the improvement has been brought to our attention and our records do not show an approved application on file. If they have one, please provide a copy for our files; if not an application needs to be submitted and processed per the Association's rules and regulations.*

Currently, the committee is reviewing an application for an addition. The roof line has an egress window w/landing that raises concerns regarding safety as well as aesthetics. The improvement does not have an approved permit from the Town of Danville yet. The ARC will send the design for the board's review through Management.

The ARC has reached an agreement with a homeowner over a recently denied paint palette. Homeowner painted first then submitted application which was denied. ARC and homeowner have reached an agreement on changes that are needed to fit with design and style of the HOA. Homeowner will be submitting revised application for painting. *The Board thanked them for their efforts to bring this to a successful conclusion.*

Community Events Committee: Three homeowners have stepped forward as co-chairs for the WR Social Committee. They are Kristina Buskirk, Sahar Bergis and Kara Casey. Kristina and Sahar are present this evening to meet the board and present ideas for upcoming events.

- Kristina would like to talk to previous chair, Don Colman. *Management will forward his contact information to her.*
- Kids fun run and 5K within the development. *WRHOA is public streets so any event held on the streets would need prior approval from the Town of Danville.*
- Easter Egg Hunt/Event will be the first upcoming event they will plan.
- Would like to survey community. *Committee can send text to Peter and he will add it to the newsletter. Management can add same to website.*
- Does the association have Facebook. *No, but HOA does have a website [www.woodranchhoa.com](http://www.woodranchhoa.com). One of the committee members may want to set up and administer a Facebook page for WRHOA.*
- Is the committee covered under HOA insurance. *Yes.*
- Is there a limitation on the number of events they host every year? Does every event have to target all homeowners? *Limited only by time, energy and effort the committee wants to put in. Events should be such that any and all homeowners could participate if they chose to.*
- What is their annual budget? *No specific budget set aside for community events. In the past the HOA has made approximately \$3,000/year available.*
- Upcoming event for Easter will take place before the next board meeting. *Any needs, questions, concerns can be handled through management and the board via email. Future events can be presented at the board meetings prior to the event date.*
- The Board thanked these three women for volunteering to take over this committee.

***A MOTION WAS MADE BY PETER AND SECONDED BY KENT TO APPOINT KRISTINA BUSKIRK, SAHAR BERGIS AND KARA CASEY AS CO-CHAIRS FOR THE WOOD RANCH HOA SOCIAL COMMITTEE. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.***

## 5) FINANCIALS

***A MOTION WAS MADE BY JEFF AND SECONDED BY KENT STATING THE BOARD HAS REVIEWED THE DECEMBER 31, 2011 FINANCIALS AND RELATED BANK STATEMENTS. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.***

Discussion Points:

- Some December 2011 bills remain to be posted including PM&A's nonrecurring billing related to tennis court rehabilitation and any bills yet to be received for December 2011. PM&A's fee is a flat rate and may bill half in 2011 and the remaining half in 2012.
- Reserve ending balance in reserve study reflects \$25,000 from operating account on 12/31/2011.
- Check with Aragon about their recommendations for watering the slopes given the excessive dry spell, in an effort to alleviate any potential problems when rains do come.
- There seems to be more outstanding accounts receivables than before. Number of homes in arrears in higher but dollar amount is still relatively small given the annual budget. Mgmt continues to monitor delinquent accounts.
- Holiday lights next year will include more lights at a reduced cost. Jeff would like all three trees in front to have lights.

6) OLD/TABLED/NEW BUSINESS AND INFORMATION:

Old Business:

- a) 2012 Budget & Reserve Study – *mailed to HOs November 2011*
- b) 2011 Audit – *will be scheduled for completion in February 2012*
- c) Holiday Lights – *Installed and operational November 25<sup>th</sup>*
- d) A-frame meeting sign – *ordered and set up at entrance weekend before meeting*

New/Tabled Business:

- a) Clubhouse Flooring – *Tabled to October meeting; proposals for replacing w/carpet are \$2,665-\$2,860; carpet tiles \$3,341-\$5,031 and all tile \$6,292. In the interim put down a rubber mat at the entrance; keep in mind we do not want a tripping hazard.*
- b) Governing Document revisions – *documents are stale dated; association is still working within legal guidelines of the State of California and recorded documents. The current documents need to be revised/updated to reflect the many changes for associations; this can be done at any time and estimated costs are \$6,000 at this time.*
- c) AA Lock proposal – *at some point in the near future, replacement will be needed on the common area facilities. The current Miwa system is no longer available. Proposal provided is for a system w/non-duplicable key system similar to one we have for \$7,060 plus cost of keys. Mgmt would like to explore other options and related costs i.e. combination locks/key cards/systems with duplicable keys, etc.*
- d) Block Wall Repairs – *materials have been ordered in conjunction with materials needed at NR in order to cut down on costs; materials are no longer available and a mason had to make a new form to match existing walls. Labor costs are reflected at a NTE amount. Total project is \$3,600. Areas that need repairs are due to settling not vandalism. A MOTION WAS MADE BY PETER AND SECONDED BY JEFF TO APPROVE PURCHASE AND REPAIR OF THE*

*BLOCK WALL. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.*

- e) Greg wanted to know if the HOA has registered the clubhouse alarm with the City. *Management will look into this and see what, if any, permits or registrations need to be completed.*
- f) Continued discussion regarding fence gate posts:
  - Peter would like to ask the ARC to come up with a blueprint specifically for gate pillars only and present it to the Board. Board comments:
  - Evaluate criteria for gate pillars:
    - must match existing stone/brick work on front of the house
    - pillars for gates only – does NOT apply to fence posts
    - applies to gates adjacent to front of house only; not entire perimeter
    - allowing for natural fence materials only; consistent with current standards
    - no painted wood fence/gate material allowed

*A MOTION WAS MADE BY JODY AND SECONDED BY PETER TO ENCOURAGE THE ARCHITECTURAL COMMITTEE TO ENHANCE THE CURRENT RULES AND REGULATIONS REGARDING GATE POSTS USING THE CRITERIA LISTED ABOVE. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.*

Information:  
NONE

7) ADJOURNMENT:

*A MOTION WAS MADE BY JODY AND SECONDED BY JEFF TO ADJOURN THE REGULAR MEETING AT 8:37 P.M. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.*

THE UNDERSIGNED APPROVES THE ABOVE MINUTES FROM THE REGULAR BOARD MEETING.

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