

**WOOD RANCH OWNERS ASSOCIATION  
REGULAR BOARD MEETING MINUTES  
August 14, 2017**

1) CALL TO ORDER:

The Regular Meeting of the Wood Ranch Board of Directors was held on August 14, 2017 at the Wood Ranch Clubhouse. The meeting was called to order at 7:03 PM by President, Jody Blessum.

Board Members Present: President, Jody Blessum; Vice President, Kent Grubaugh; Treasurer, Liz Talley; and Director, Floria Hakimi

Board Members Absent: NONE

Management Present: Tim Morgan, Mark Morgan and Delice Ferguson

Others Present: NONE

2) MINUTES:

*A MOTION WAS MADE BY KENT AND SECONDED BY FLORIA TO ACCEPT BOTH THE MINUTES OF THE REGULAR AND ANNUAL BOARD MEETINGS DATED JANUARY 30, 2017. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.*

3) HOMEOWNERS COMMENTS:

• Mickey McCann, 8 Ashland Way

- Reported brick wall on Woodranch Circle (West) is missing pieces of brick. *Not a priority due to landslide, but management will begin process for replacement.*
- Landscaping concerns about neighbors not watering yards per association standards. *Management is doing regular site inspections, sending violation letters when applicable and sends hearing notices when not resolved.*

• Dana Chavarria, 106 Dana Highlands Court

- Asked about the process when a home is not in compliance. *Same process as above landscape concerns. In accelerated situations collections and/or small claims court may be necessary.*
- Asked about park benches that were removed. *2 benches were removed as they were rusted and a safety hazard- awaiting out of state delivery of new benches and then installation.*

- Mr. Cassvan, 52 Woodranch Circle
  - Reported a dip in the road turning into Woodranch Circle. *All streets maintained by Town of Danville, contact Steve Lake*
  - Common area bark replaced before, will it be considered again? *We are in about year three of a five year cycle for replacement.*
  - Reported a difficult summer at the pool in regards to teenager incidents. *Association pays for part time security during the summer in the late evening hours.*
- David Orr, 1019 Barrenger Drive
  - New Homeowner, received introductions with Board and Management.
  - Inquired about the park benches. *New park benches will be arriving at end of August, then installation will be scheduled.*

4) FINANCIALS

- 2018 Reserve Study
  - Raised dues last year from \$235 to \$245, at 61% reserve fund level. Added items were wood tables, iron fence and roof. Next year will be at \$300,000 (after landslides) – fully funded is \$533,000. Association acting cautiously, no large expenditures for 2018: 3 years to bring reserves back.

*A MOTION WAS MADE BY KENT AND SECONDED BY FLORIA STATING THE BOARD HAS REVIEWED THE JUNE 30, 2017 FINANCIALS AND RELATED BANK STATEMENTS. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.*

- Standard Motion for Collections:

*A MOTION WAS MADE BY KENT AND SECONDED BY LIZ STATING THAT ALL OWNERS WITH DELINQUENT ASSESSMENT BALANCES THAT ARE 181 DAYS DELINQUENT ON THE DELINQUENT ACCOUNTS REPORT ARE TO BE SENT TO COLLECTION IN ACCORDANCE WITH THE TIMELINES OF THE COLLECTION POLICY, INCLUDING BUT NOT LIMITED TO RECORDING A LIEN AGAINST THE PROPERTY. MOTION CARRIED WITH ALL BOARD MEMBERS IN FAVOR.*

5) OLD BUSINESS:

- Community Events
  - Board member Liz Talley had recruited a replacement for the Events Coordinator position, then later declined position.

*A MOTION WAS MADE BY KENT AND SECONDED BY LIZ TO APPOINT FLORIA AS THE COMMUNITY EVENTS COORDINATOR. THIS POSITION WILL HAVE A LIMITED TERM, AND RENEW BASED ON A BOARD VOTE ANNUALLY. THE EVENTS COMMITTEE WILL HAVE AN ANNUAL BUDGET OF \$2000.00. MOTION CARRIED WITH ALL BOARD MEMBERS IN FAVOR.*

- Floria will recruit committee members and future coordinator.

6) NEW BUSINESS

- 47 Woodranch Circle – Landslide/Mudflow Repairs

- 3 bids obtained for repair: Engineered Soil Repairs, Inc. for \$94,218.00, Ned Clyde Construction, Inc. for \$59,040.00 (did not reflect Engineer's Report), and Jim Freethy Excavating, Inc. for \$62,147.00.
- Stevens, Ferrone & Bailey – To provide geotechnical engineering and geological services during the hillside repair.

*A MOTION WAS MADE BY KENT AND SECONDED BY JODY TO AWARD THE 47 WOODRANCH CIRCLE LANDSLIDE CONTRACT TO JIM FREETHY EXCAVATING, INC. (\$62,147.00) FOR TEMPORARY EROSION CONTROL, EXCAVATION, SUPPLY & INSTALL UP TO 250' OF 4" DIAMETER SUB-DRAIN, MOISTURE CONDITION, COMPACT SOIL. ADDITIONALLY, TO SUPPLY & INSTALL PERMANENT SEED AND STRAW MATTING EROSION CONTROL. PROJECT SERVICES AND MANAGEMENT CONTRACT AWARDED TO STEVENS, FERRONE & BAILEY (\$5,000.00-\$8,000.00). MOTION CARRIED WITH ALL BOARD MEMBERS IN FAVOR.*

- 1008 Jennifers Meadows – Landslide/Mudflow Repairs

- There is mudflow into V-ditches; if the drain inlets into storm drain system is clogged, there could be an additional charge of \$3,600.00 for vacuum jetter truck cleaning.
- 2 bids obtained for repair: Engineered Soil Repairs, Inc. for \$66,462.00 and Jim Freethy Excavating, Inc. for \$19,664.00.

*A MOTION WAS MADE BY KENT AND SECONDED BY FLORIA TO UNANIMOUSLY AWARD THE 1008 JENNIFERS MEADOWS LANDSLIDE CONTRACT TO JIM FREETHY EXCAVATING, INC. (\$19,664.00) TO EXCAVATE SOIL IN EXISTING CONCRETE V-DITCH, RIP RAP SWALE & AREA IN FRONT OF CATCH BASIN. ADDITIONALLY, DOUBLE-STRAW EROSION CONTROL NETTING TO BE INSTALLED ON FILL AREA, NATIVE SEED TO BE HAND BROADCAST UNDER STRAW MATTING, ALL EXCESS SOIL WILL BE SPREAD ON SITE AS WELL AS POSSIBLE ADDITIONAL COST OF \$3600.00 FOR DRAINS IF REQUIRED. MOTION CARRIED WITH ALL BOARD MEMBERS IN FAVOR.*

- 2017 Annual Tree Trimming

- Skyline Proposal \$9,490.00 for Annual Tree Work according to the Tree Tagging Program.

*A MOTION WAS MADE BY FLORIA AND SECONDED BY JODY TO ACCEPT THE PROPOSAL FROM SKYLINE TREE SURGEONS OF \$9,490.00 FOR THE 2017 ANNUAL TREE WORK ACCORDING TO THE TREE TAGGING PROGRAM. MOTION CARRIED WITH ALL BOARD MEMBERS IN FAVOR.*

7) COMMITTEE REPORTS

- Architectural Committee

- Stephan Rubendall provided a summary of the Committee’s activities for 2017 so far.
- 59 Architectural Applications reviewed, 8 denied and 4 resubmitted & approved. Each application has a review period of 30 days, which starts as soon as a ‘completed’ application is on file with the Architectural Committee (which may not be the date it is received by PM&A).
- Homeowners must acknowledge that design reviews may take up to (30) days after the receipt of a *completed* application and in some cases multiple reviews may be required. *A MOTION WAS MADE BY JODY AND SECONDED BY LIZ TO PROVIDE EACH ARCHITECTURAL COMMITTEE MEMBER A \$250 GIFT CERTIFICATE TO PIATTI IN APPRECIATION OF THEIR EFFORTS. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.*

8) HEARINGS – CC&R VIOLATIONS

- ACCOUNT 250-05

*A MOTION WAS MADE BY JODY AND SECONDED BY FLORIA TO IMPOSE A FINE OF \$50.00 PER DAY EFFECTIVE AUGUST 15, 2017 UNTIL THE LANDSCAPING IS BROUGHT INTO COMPLIANCE WITH THE CC&Rs AND ARCHITECTURAL GUIDELINES. IF THE VIOLATION IS CORRECTED WITHIN 30 DAYS (BY SEPTEMBER 13, 2017), THE FINE WILL BE WAIVED. IF THE VIOLATION IS NOT CORRECTED WITHIN 30 DAYS, A FINE OF \$50 PER DAY WILL BE IMPOSED BEGINNING AUGUST 15, 2017 UNTIL THE DATE THE VIOLATION IS CORRECTED. MOTION CARRIED WITH ALL BOARD MEMBERS IN FAVOR.*

- ACCOUNT 270-05

*A MOTION WAS MADE BY KENT AND SECONDED BY FLORIA TO PROVIDE UNTIL DECEMBER 31, 2017 FOR THE OWNER TO COMPLETE ALL WORK INCLUDED IN AN APPROVED LANDSCAPE APPLICATION AND BRING HIS LANDSCAPING INTO COMPLIANCE WITH THE CC&RS AND ARCHITECTURAL GUIDELINES. IF THE FOREGOING DOESN'T OCCUR BY DECEMBER 31, 2017, A \$50.00 PER DAY FINE WILL BE IMPOSED EFFECTIVE JANUARY 1, 2018 UNTIL COMPLETED. MOTION CARRIED WITH ALL BOARD MEMBERS IN FAVOR.*

- ACCOUNT 283-05

*A MOTION WAS MADE BY JODY AND SECONDED BY FLORIA TO IMPOSE A FINE OF \$50.00 PER DAY EFFECTIVE AUGUST 15, 2017 UNTIL THE LANDSCAPING IS BROUGHT INTO COMPLIANCE WITH THE CC&Rs AND ARCHITECTURAL GUIDELINES. IF THE VIOLATION IS CORRECTED WITHIN 30 DAYS (BY SEPTEMBER 13, 2017), THE FINE WILL BE WAIVED. IF THE VIOLATION IS NOT CORRECTED WITHIN 30 DAYS, A FINE OF \$50 PER DAY WILL BE IMPOSED BEGINNING AUGUST 15, 2017 UNTIL THE DATE THE VIOLATION IS CORRECTED. MOTION CARRIED WITH ALL BOARD MEMBERS IN FAVOR.*

- ACCOUNT 295-05

*A MOTION WAS MADE BY JODY AND SECONDED BY FLORIA TO IMPOSE A FINE OF \$50.00 PER DAY EFFECTIVE AUGUST 15, 2017 UNTIL THE LANDSCAPING IS BROUGHT INTO COMPLIANCE WITH THE CC&RS AND ARCHITECTURAL GUIDELINES. IF THE VIOLATION IS CORRECTED WITHIN 30 DAYS (BY SEPTEMBER 13, 2017), THE FINE WILL BE WAIVED. IF THE VIOLATION IS NOT CORRECTED WITHIN 30 DAYS, A FINE OF \$50 PER DAY WILL BE IMPOSED BEGINNING AUGUST 15, 2017 UNTIL THE DATE THE VIOLATION IS CORRECTED. MOTION CARRIED WITH ALL BOARD MEMBERS IN FAVOR.*

- ACCOUNT 433-05

*A MOTION WAS MADE BY KENT AND SECONDED BY LIZ TO IMPOSE A FINE OF \$50.00 PER DAY EFFECTIVE AUGUST 15, 2017 UNTIL THE LANDSCAPING IS BROUGHT INTO COMPLIANCE WITH THE CC&RS AND ARCHITECTURAL GUIDELINES. IF THE VIOLATION IS CORRECTED WITHIN 30 DAYS (BY SEPTEMBER 13, 2017), THE FINES WILL BE WAIVED. IF THE VIOLATION IS NOT CORRECTED WITHIN 30 DAYS, A FINE OF \$50 PER DAY WILL BE IMPOSED BEGINNING AUGUST 15, 2017 UNTIL THE DATE THE VIOLATION IS CORRECTED. MOTION CARRIED WITH ALL BOARD MEMBERS IN FAVOR.*

- ACCOUNT 434-05

*A MOTION WAS MADE BY JODY AND SECONDED BY FLORIA TO IMPOSE A FINE OF \$50.00 PER DAY EFFECTIVE AUGUST 15, 2017 UNTIL THE LANDSCAPING IS BROUGHT INTO COMPLIANCE WITH THE CC&RS AND ARCHITECTURAL GUIDELINES. IF THE VIOLATION IS CORRECTED WITHIN 30 DAYS (BY SEPTEMBER 13, 2017), THE FINES WILL BE WAIVED. IF THE VIOLATION IS NOT CORRECTED WITHIN 30 DAYS, A FINE OF \$50 PER DAY WILL BE IMPOSED BEGINNING AUGUST 15, 2017 UNTIL THE DATE THE VIOLATION IS CORRECTED. MOTION CARRIED WITH ALL BOARD MEMBERS IN FAVOR.*

9) ADJOURNMENT:

*A MOTION WAS MADE BY KENT AND SECONDED BY JODY TO ADJOURN THE MEETING AT 8:50 PM. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.*

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

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