

**WOOD RANCH OWNERS ASSOCIATION
REGULAR BOARD MEETING MINUTES
October 2, 2017**

1) CALL TO ORDER:

The Regular Meeting of the Wood Ranch Board of Directors was held on October 2, 2017 at the Wood Ranch Clubhouse. The meeting was called to order at 7:04 PM by Vice President, Kent Grubaugh

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

Board Members Absent: President, Jody Blessum

Management Present: Tim Morgan and Mark Morgan

Others Present: NONE

2) MINUTES:

A MOTION WAS MADE BY KENT AND SECONDED BY LIZ TO ACCEPT THE MINUTES OF THE REGULAR BOARD MEETING DATED AUGUST 14, 2017. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

3) HOMEOWNER COMMENTS:

- Judith Timmermans, 100 Creighton Way
 - Reiterated her previous concerns regarding neighbors' lighting and fencing. *Management advised her that this was a private civil matter between neighbors and was not within the association's purview.*
 - Reported that there were wood pallets and other wood scraps adjacent to a fence near Wood Ranch Circle and Fairview Street. *Liz volunteered to go by the property and report back to management.*
- Dana Highlands Homeowners
 - Three owners from this street expressed concern about the abandoned residence at 103 Dana Highlands, the condition of the landscaping and the pool which has not been maintained and has mosquitos. *This property will be the subject of a Board hearing later in the meeting, and Contra Costa County Vector Control was contacted RE the mosquitos. If fines do not work, the Board will consider other remedies.*
- Therese Viegas, 70 Country Hills Court
 - New owner: inquired about architectural process for fences, etc.

- Asked about condition of neighbor's landscaping and neighbor yelling profanities outside. *This residence was the subject of a recent Board hearing and fines were imposed. The police should be contacted if necessary.*

4) HEARINGS: LANDSCAPE VIOLATIONS

- Account 441-05 -- Owners were present at the hearing.
A MOTION WAS MADE BY KENT AND SECONDED BY LIZ TO IMPOSE A FINE OF \$50.00 PER DAY EFFECTIVE OCTOBER 3, 2017 UNTIL THE LANDSCAPING IS BROUGHT INTO COMPLIANCE WITH THE CC&Rs AND ARCHITECTURAL GUIDELINES. IF THE VIOLATION IS CORRECTED BY NOVEMBER 1, 2017 THE FINE WILL BE WAIVED. IF THE VIOLATION IS NOT CORRECTED BY THIS DATE, A FINE OF \$50 PER DAY WILL BE IMPOSED BEGINNING OCTOBER 3, 2017 UNTIL THE DATE THE VIOLATION IS CORRECTED. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.
- Account 398-05 -- Owners were not present at the hearing, but requested an extension due to health issues.
A MOTION WAS MADE BY KENT AND SECONDED BY LIZ TO IMPOSE A FINE OF \$50.00 PER DAY EFFECTIVE OCTOBER 3, 2017 UNTIL THE LANDSCAPING IS BROUGHT INTO COMPLIANCE WITH THE CC&Rs AND ARCHITECTURAL GUIDELINES. IF THE VIOLATION IS CORRECTED BY NOVEMBER 6, 2017 THE FINE WILL BE WAIVED. IF THE VIOLATION IS NOT CORRECTED BY THIS DATE, A FINE OF \$50 PER DAY WILL BE IMPOSED BEGINNING OCTOBER 3, 2017 UNTIL THE DATE THE VIOLATION IS CORRECTED. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.
- Account 398-05 -- Owners were not present at the hearing.
A MOTION WAS MADE BY KENT AND SECONDED BY LIZ TO IMPOSE A FINE OF \$50.00 PER DAY EFFECTIVE OCTOBER 3, 2017 UNTIL THE LANDSCAPING IS BROUGHT INTO COMPLIANCE WITH THE CC&Rs AND ARCHITECTURAL GUIDELINES. IF THE VIOLATION IS CORRECTED BY NOVEMBER 1, 2017 THE FINE WILL BE WAIVED. IF THE VIOLATION IS NOT CORRECTED BY THIS DATE, A FINE OF \$50 PER DAY WILL BE IMPOSED BEGINNING OCTOBER 3, 2017 UNTIL THE DATE THE VIOLATION IS CORRECTED. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

5) COMMUNITY EVENTS

- Floria Hakimi reported on the volunteer efforts and the community event planned for Halloween. The Clubhouse will be a gathering place for trick-or-treaters and pizza will be served later in the evening. A banner will be posted on the Clubhouse and flyers distributed. An egg hunt is planned for the Spring.

6) 2018 RESERVE STUDY & BUDGET

A MOTION WAS MADE BY LIZ AND SECONDED BY FLORIA TO APPROVE THE 2018 RESERVE STUDY AND THE "OPTION A" BUDGET AS SUBMITTED TO INCREASED DUES TO \$260 PER LOT PER QUARTER TO HELP REPLENISH RESERVE FUNDS WHICH WERE USED FOR THE UNBUDGETED LANDSLIDE REPAIRS COMPLETED IN SEPTEMBER. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

Discussion Points:

- Repair costs for the two landslides (behind Jennifers Meadows Court and adjacent to 47 Woodranch Circle) were \$105,000.
- Reserves are 55 percent funded compared to historical levels of 80-100 percent.

7) 2017 FINANCIAL REVIEW/AUDIT & TAX PREPARATION

A MOTION WAS MADE BY KENT AND SECONDED BY LIZ TO APPROVE THE PROPOSAL FROM BHL&F TO CONDUCT A 2017 FINANCIAL AUDIT AND PREPARE 2017 TAX RETURNS AT A COST OF \$3,270 FOR THE AUDIT AND \$600 FOR THE TAX PREPARATION. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

8) ADJOURNMENT:

A MOTION WAS MADE BY KENT AND SECONDED BY FLORIA TO ADJOURN THE MEETING AT 8:10 PM. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

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

