

WOOD RANCH OWNERS ASSOCIATION REGULAR BOARD MEETING MINUTES

October 5, 2009

1) CALL TO ORDER:

The regular meeting of the Wood Ranch Board of Directors was held on October 5, 2009 at the Wood Ranch Clubhouse. The meeting was called to order at 7:31 P.M. by President, Peter Williams.

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

Board Members Absent: Director, Joe Hackman

Management Present: Lindy Johnson and Anita Aragon

Others Present: NONE

2) MINUTES:

A MOTION WAS MADE BY JEFF AND SECONDED BY JODY TO ACCEPT THE MINUTES OF THE REGULAR BOARD MEETING DATED JULY 13, 2009 AS SUBMITTED. MOTION CARRIED WITH BOARD MEMBERS IN FAVOR. KENT ABSTAINED.

3) HOMEOWNERS COMMENTS:

Judith Timmerman, 100 Creighton Way – shared the information that if anybody would like to move their mailbox to inform the post office to make sure it meets the standards otherwise, the post office will not deliver.

4) COMMITTEE REPORTS

Architectural Committee:

- Roofing Materials: Architectural committee brought samples of composite roofing material from GAF/ELK from their Grand Canyon and Camelot series along with a sample of CertainTeed's Presidential TL. A homeowner applied to use GAF/ELK Grand Canyon or Camelot instead of Presidential TL. Inspection and Discussion points:
 - Overall look is not the same, especially with the Camelot series

- Material is not as thick as the tri laminate of Presidential TL series
- Manufacturer's literature does not spell out the exact weight of either style
- The application from the homeowner will be rejected due to the fact the products she has applied for does not meet the current minimum specifications
- Board and Committee would like to review the rules and regulations given it appears they are excluding other manufacturers under the current specifications.
- The Committee asked management to find a sample board of Owens Corning Woodmoor series. All the samples will be left in the clubhouse furnace room for the committee and board's perusal.
- Once everyone has had a chance to look at the samples, they will put their comments in writing via email.
- After review, the board and committee will determine if the rules and regulations need to be re-written so as not to exclude other manufacturers.

This has been tabled to the next board meeting.

- 47 Wood Ranch Circle: the shed has been moved but the homeowner has not resubmitted the application. Plans should be submitted as well as the information on the door. The placement of the door is a safety issue and permit from the Town of Danville is needed. The movement of the shed was a compromise to leave the fence. *We can make note in our database that this is an unapproved improvement and make sure this is corrected and/or inspected before it sells. The Board recommends sending a letter reminding the homeowner that it has been more than 30 days and we are still anticipating their application for the relocation of the shed.*
- Artificial Turf: Keith has nothing to present as of yet.
- Architectural Application Process: purpose is to try and expedite applications or the need for an application when a homeowner intends to make repairs/changes that are "like and kind" or exactly the same.

Discussion points:

- Is there a need to have homeowners send in an application if the work they are doing is "like for like"
- When the homeowners state they are doing work that is "like for like," it is difficult to know for sure if it is really like & kind.
- Sending a picture of the proposed work as it exists in the present would probably not work given pictures can present with fading or shadowing, especially when it comes to paint colors.
- Neighbor's signatures are asked for so there is proper notification of upcoming work and presence of work crews - not for approval by the neighbors.
- May entertain the idea that if a homeowner is applying to do work that is in keeping with the rules and regulations as written, that it can be signed off by the architectural committee chair only.
- The board asked Lindy to work with the Arch Committee and come up with some suggestions to streamline the architectural process and bring them to the next meeting.

A MOTION WAS MADE BY PETER AND SECONDED BY KENT TO HAVE LINDY WORK WITH THE ARCHITECTURAL COMMITTEE TO STREAMLINE THE ARCHITECTURAL APPLICATION PROCESS AND BRING THOSE SUGGESTIONS TO

THE NEXT BOARD MEETING. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

Community Events Committee: No report.

5) FINANCIALS

A MOTION WAS MADE BY JEFF AND SECONDED BY PETER STATING THE BOARD HAS REVIEWED THE AUGUST 31, 2009 FINANCIALS AND RELATED BANK STATEMENTS. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

Discussion Points:

- Kent noted the water is high this period but under budget for YTD. It is not unusual for this time of the year as this is the highest expense quarter of the year.
- Jeff brought up the bank fees. *Lindy is working on this. This has also been added as a separate line item on the 2010 budget.*
- Peter inquired if the bank fees are competitive. *Management replied that it is extremely competitive.*
- Gas & electric will balance out at the end of the year; again this is the highest expense quarter of the year.
- Tree trimming maintenance has been updated. The amount reflected on the 2010 budget is a five (5) year average.
- Kent suggested moving the reserve account balance from Morgan Stanley back to the Citibank IMMA account, given the rates are higher; unless Morgan Stanley can meet the same rate.

A MOTION WAS MADE BY KENT AND SECONDED BY PETER TO MOVE THE RESERVE ACCOUNT BALANCE FROM MORGAN STANLEY TO THE CITIBANK ACCOUNT UNLESS THEY CAN MEET THE SAME RATES. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

6) REPORTS, INFORMATION AND ACTION:

2010 Budget :

A MOTION WAS MADE BY PETER AND SECONDED BY KENT TO APPROVE THE 2010 BUDGET AS PROPOSED. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

Discussion points:

- Peter asked if the \$630 proposed for contingency enough. The budget has to show homeowners exactly where the money is going - the purpose of the contingency line item is to balance the budget not as a “slush” fund.
- Reserve study for 2010 is higher because it is an inspection year.
- Water – reduced a little on 2010 budget based on actual usage over the last two years and taking into consideration anticipated 7% increase next year.

2010 Reserve Study:

A MOTION WAS MADE BY PETER AND SECONDED BY KENT TO APPROVE THE RESERVE STUDY AS SUBMITTED. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

Discussion points:

- Peter wanted to know how to raise the gap on reserves next year. *We always want to work on getting close to 100% . The gap right now is about \$58K.*
- We will work more closely with the landscapers this coming year to try and cut down on watering costs, however, it may result in some browning in some spots. Kent is not in favor of browning the grass.
- Jeff suggested we look back at previous reports and see where we can cut back.
- We may be able to extend the useful life some of the landscape repair line items or delete them altogether since we have a line item in the operating budget that covers some of these items.
- We can save \$6K if we cut security in the off season. It is easy enough to reinstate if we see a problem.
- Security cameras are a good deterrent. Board would like to make sure we have enough signage stating the premises are under surveillance.
- Consider consolidating the operating and reserve account to be in the same bank to see if that would lessen the monthly bank fees by increasing balances held at Fremont Bank.

2009 Y.E. Audit or Review

A MOTION WAS MADE BY PETER AND SECONDED BY KENT TO DO AN AUDIT FOR THE FISCAL YEAR END 12/31/09. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

7) ACTION ITEMS:

Old Business:

- A. EBMUD – Water Audit was completed and report issued by EBMUD.
- B. Solar Energy Rules & Regulations – mailed to homeowners July 17th
- C. Solar Energy Fair – held Monday, September 21st
- D. Tree Tagging Program – work has been completed

New/Tabled Business:

- Website – Tim and Joe Hackman are still working on this. *Board has asked Management to report back at the January meeting.*
- Clubhouse Solar – get some quotes. *Akeena is the only one that has gotten back to PM&A. They need a copy of the bills and history before they can provide a quote.*
- Ask Aragon to be at the next meeting to discuss any areas they see as needing improvement, how to cut watering costs and possible future plant selection that would be more drought tolerant.
- Architectural Application Process Streamline proposals.

Information:

- Pool Heater will be turned off October 15th; pool is chemically treated and safe for use year round, heater is off October 15th thru April 30th . Spa is heated year round.

7) ADJOURNMENT:

A MOTION WAS MADE BY PETER AND SECONDED BY JODY TO ADJOURN THE REGULAR MEETING AT 8:36 P.M. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

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

