

SUMMARY OF MINUTES

December 6, 2017

MEMBER PARTICIPATION

An owner expressed some concerns about the bid documents for the relandscaping of the slopes.

FINANCIAL REPORT

- A. **Review Financial Statement** – We currently have about \$134,600 in the bank.
- B. **Delinquent Accounts** – There are still the two long term delinquent accounts. There are also about 11 owners who have not paid the last assessment and are getting a late fee.

MAINTENANCE REPORT

- A. **Landscape Report** – It was reported that Martinez Landscape has completed their clean-up of the slopes. They found 2 rattlesnake nests during this work.
- B. **Funding and Status of Slope Renovation Project Discussions with Owners** – It was reported that we got about 130 owners that were agreeable to a special assessment for the slope renovation work. The facilitators that met with the owners feel that there were some discrepancies between the plans that were presented to him and what they presented to the owners. The Board asked that he hold off on his concerns until after the Board receives back the bids.
- C. **Status of Tree Trimming Work at 1223 Santa Luisa** – It was reported that the work has been completed.
- D. **Status of Removal of Large Tree Stumps** – The stump grinding of about 13 stumps should be done next week.
- E. **Approve Bid Package for Slope Relandscaping Work** – The Board reviewed the bid package with the landscape architect, Tony Lawson of ADL. Their objective was to put together a package for a contractor to present bids on correcting the existing irrigation system, installing soil amendments and planting work based on the documents that were provided to them, along with their site review, aerial maps, etc.. Discussion on the irrigation specifications. Mr. Lawson will get more information on the “Smart” controllers and the on-going costs. Discussion on the plants that are being specified in the plans. The Board approved sending out the bid package to contractors with the bids due back by 1/8/18. Discussion on the time frame for planting work, which has been moved back.

COVENANTS/ARCHITECTURAL REPORT ... Mike Dunn

- A. **Front Yard Landscaping at 513 Santa Victoria** – Owner has until 1/15/18 to complete the work and is progressing in getting bids.

PRESIDENT'S REPORT

- A. The President attended a free legal symposium last Friday that was very informative and he obtained a lot of information that he put on the Association's One Drive account for the Board members. He also asked the attorney to prepare the ballot for the Special Assessment and discussed her response with the Board.

UNFINISHED BUSINESS

- A. **Development of Standards for Homeowner Landscape and Submittal Process** – The Board agreed to work with ADF to come up with some guidelines to give to owners so that we get more consistent submittals. This will be discussed next month. An owner objected to these guidelines and did not feel that the Board has the authority to regulate what is planted in the yards.

NEW BUSINESS

- A. **Appoint Board Secretary** – Paul Sagar was appointed as the new Board Secretary to replace Beckie Samuels.
- B. The Board approved have a Board member create a financial plan for the Association to track the finances. Discussion on funding the slope renovation project.

NEXT MEETING: Wednesday, January 24, 2018 at 6:30 p.m.