

**COUNTRY CLUB VISTA HOA**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**THURSDAY, September 10, 2009**

Board of Directors Present: Vice President Ellie White, Secretary Michelle Marshall, Treasurer Yolanda Aquino, and Director Jane Fry.

Board of Directors absent: President Karry Wang

Management Present: Caroline McCormick, CCAM, CMCA, Trevor Milledge, CCAM and Licia Hoffman from Association Communications, Inc., Homeowner Association Management.

Homeowners Present: Four homeowners are present.

Committee Chairs: Linda Hoffer Landscape, Tim Herring Architectural

Guests: Jeff McAuliffe, Trimacs Landscaping

**CALL TO ORDER**

Vice President Ellie White called the meeting to order at 7:03 pm, in the meeting room at the YMCA, Richmond, CA.

**Stats at a glance as of August 2009:**

# of owner occupied homes: 538 or 83%, which is excellent for lending  
#of offsite mailing addresses: 107 (includes those owned by SCS) or 17%  
# of homes owned by SCS: 12  
# of delinquent accounts: 135 or 20% in collections  
Total delinquent \$151,000+  
# of violations: 81, 21 hearings  
Total fines billed \$2,800 YTD  
Emails in last thirty days: 100 +-  
Net Income YTD: \$ 60,024 net income

**HOMEOWNERS CONCERNS**

807 Poppy Court I request to waive late fees (letter enclosed). Denied.

One resident notes the following:

There are several commercial vehicles that frequent the streets around the community including a box van that has been painted but is still in dilapidated condition, a semi-truck and trailer and limo service vehicles. Management was directed to contact the City regarding further enforcement on these vehicles.

### COMMITTEE REPORTS

#### **Architectural (ARC):** Tim Herring, Chair

The Chair submitted a written report including 6 new applications since the previous report, 5 were approved and one was requested to obtain a city permit.

#### **Landscape** - Linda Hofer, Chair

Most recent committee meeting held 8/4. Chairwoman Hofer reported that phase 3 of the beatification is almost underway. The Trimacs proposal for meters at the corner of country Club and Hilltop was reviewed. **A motion is made, duly seconded and carried and it is therefore unanimously resolved to approve Trimacs 6 hours of investigative time to locate the sleeve for the irrigation lines to cross the road without the need for trenching.**

#### **Neighborhood Council** – Ana Cortez & Sarah Poshu

Neighborhood council to meet 9-10-2009.

NC received request to make Parkridge a dead end or add speed bumps.

Gus Kramer has accepted an invitation to attend the NC 9/10.

We got 2 volunteers for block captains: Pat Carey – Wood Glen and Linda Lucas - Park Ridge.

#### **Yahoo Group** - Joseph Narvaez

### APPROVAL OF THE MINUTES

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the minutes of July 2009, as amended.**

**Amendment to minutes of July-Addition of motion to set shrub height limit at 5ft.**

### VIOLATION HEARINGS

761 Rock Rose Way – The Board agreed to give the homeowner 90 days to address his concerns with the builder before having the fence repaired.

**A motion is made and duly seconded and it is, therefore, unanimously resolved to fine 23 lots for violations.**

Management to determine if the horsetail at 3321 Park Ridge is the original owner and take the issue under advisement.

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve having all hearing notices sent by certified mail.**

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### TREASURER'S REPORT

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the Treasurer purchasing the upgraded version of Peachtree.**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve forwarding any account in excess of ninety days overdue to collections and assign 3302 Parkridge debt to the collection agent.**

The Board reviewed four cases of request for meet and confer. One meeting has been completed and the Board voted not to waive any fees based on the deed of trust and county records. Management to schedule the remaining three meetings with the President.

### UNFINISHED BUSINESS

6-08-2: Painting Project – **A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the change order from Urban Brothers Painting for the Crossroads section of the wall for \$2,040.** Management confirmed that 9 residences have signed up but that 10 was required, the Board directed management to proceed with 9 if possible. OPEN ITEM.

1-09-1: Goal Planning – CLOSED ITEM.

1-09-4: Beautification project – See Committee reports. CLOSED ITEM.

2-09-1: Flags – Management request assistance from the Board with contacting the appropriate agency for the installation of flags on the city poles. Michelle Marshall volunteers to work this issue through the Hilltop Advisory Committee. OPEN ITEM.

3-09-1: Weed Abatement – Management is directed to call for the 3<sup>rd</sup> and final cut. OPEN ITEM.

3-09-2: Tot Lot Repairs – Management confirmed that the tot lot rehab will begin September 15<sup>th</sup> and should take approximately one week to complete. OPEN ITEM.

7-09-1: HOA BBQ – The event was held Sunday, August 30, 2009. It was reported that about 138 residents attended and that ACI's help with signing people in made a huge difference. The Board thanked all those involved in the event. Management to bill the no shows \$10 per person. CLOSED ITEM.

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## NEW BUSINESS

- 09-09-1: Trees: **A motion is made and duly seconded and it is, therefore, unanimously resolved to accept the proposal from Tree Care of California for \$1,500 per month provided the vendor will guarantee a flat 3 yr price with annual renewal. OPEN ITEM**
- 09-09-5 Small Claims Action: Management was directed to offer \$250 to settle the matter and reschedule the hearing. OPEN ITEM.
- 09-09-6 SCS: Management was directed to pursue the matter of the outstanding \$10,000 in assessments owed and plans that were never provided, in mediation or small claims through Ann Rankin. OPEN ITEM
- 09-09-7 Parking: Management was directed to ask counsel how to make the association rules supersede city regulations within the community streets. OPEN ITEM.

## ACTION ITEMS

**Newsletter:** We received two compliments from homeowners on the new newsletter format. Suggestions for the next issue?

**Meeting Schedule 2009 and Next Agenda:** 2<sup>nd</sup> Thursday 7 PM – 8 meetings per year  
Thursday, October 8 – 2010 Budget, Engage CPA, fall maintenance  
Thursday, November 12 – Insurance Renewal, Landscape Contract Renewal

## ADJOURNMENT

**A motion is made, duly seconded, and unanimously carried, and it is, therefore, resolved to adjourn the meeting at 9:00 PM.**

Respectfully submitted,

Michelle Marshall, Secretary for  
Country Club Vista Homeowners Association

## **COUNTRY CLUB VISTA HOA 2009 RESOLUTIONS**

January

**A motion is made and duly seconded and it is, therefore, unanimously resolved to accept the proposals from Trimacs: Parkridge at Richmond CC for \$10,000 to spread mulch; and renew the landscape contract effective December 1, 2008 for one year at no cost increase.**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to accept the proposals from Trimacs for \$20,000 to repair 9 valves on Hilltop Drive at the expense of the escrow account, provided the City of Richmond will allow the HOA to then access the irrigation and water the area.**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to engagement the CPA John Bellito for \$2,350.**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to renew the ACI contract at the same cost of \$5,500 per month for 2009 based on management attending 8 meetings annually.**

**February**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to accept the proposals from Trimacs to replace 4 lots with sod. To be paid from estoppels fees.**

**March**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the revised estimate from Bodhaine Disking and grading for \$15,700.**

**May**

**A motion is made, duly seconded, and unanimously carried, and it is, therefore, resolved to appoint Jane Fry to the open Board position.**

**July**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the following proposals:**

**Crossroads pathway - \$1,200**

**Replace street trees on 7 lots - \$1,400**

**5 yards almond bark a Parkridge at Wood glen (BB court lot) \$75**

**Install Lavatera at Parkridge at Markovitch entry \$420**

**1204 Primrose replace diseased shrubs \$175, 1707 Larkspur \$250, 1205 primrose \$250**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to have the contract reviewed and ask Urban to make an effort to get more homeowner to sign up for the painting project.**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to**

**accept the proposal from Playgrounds Unlimited for \$37,734 and request a contract to be reviewed by counsel and determine the warranty.**

**A motion is made, duly seconded, and unanimously carried, and it is, therefore, resolved to have legal review of all contracts over \$15,000 as a standard item.**

**A motion was made, duly seconded and carried and it is therefore unanimously resolved to approve the purchase of the software upgrade for the Treasurer's Peachtree.**

**A motion is made and duly seconded and it is therefore, unanimously resolved to approve the proposal to paint the crossroads wall for \$2,000.00**

**A motion is made, duly seconded and carried and it is therefore unanimously resolved to approve Trimacs 6 hours of investigative time to locate the sleeve for the irrigation lines to cross the road without the need for trenching.**

**September**

**A motion is made, duly seconded and carried and it is therefore unanimously resolved to approve Trimacs 6 hours of investigative time to locate the sleeve for the irrigation lines to cross the road without the need for trenching.**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to fine 23 lots for violations.**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve having all hearing notices sent by certified mail.**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the Treasurer purchasing the upgraded version of Peachtree.**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the change order from Urban Brothers Painting for the Crossroads section of the wall for \$2,410.**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to accept the proposal from Tree Care of California for \$1,500 per month provided the vendor will guarantee a flat 3 yr price with annual renewal.**