

**COUNTRY CLUB VISTA HOA**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**THURSDAY, NOVEMBER 11, 2010**

Board of Directors Present: President Karry Wang, Treasurer Yolanda Aquino,  
and Director Jane Fry  
Absent: Vice President Ellie White, Secretary Michelle  
Marshall  
Management Present: Caroline McCormick, CCAM, CMCA, from Association  
Communications, Inc., Homeowner Association  
Management.  
Homeowners Present: 2 homeowners signed in.  
Committee Chairs: Linda Hoffer, LC  
Guests Present: No guests were present

**CALL TO ORDER**

President Karry Wang called the meeting to order at 7:10 pm, in the meeting room at the YMCA, Richmond, CA.

Stats at a glance as of October 31, 2010:

# of owner occupied homes: **577** which is excellent for lending  
#of offsite mailing addresses: **68**  
# of homes on the market: **14 active listings of which four are bank owned**  
# of delinquent accounts: **57** or **9 %** in collections  
Total delinquent **\$ 78,480**  
# of violations: 70 , #8 hearings:  
Total fines billed **\$ 8200** YTD  
Total unpaid fines **\$ 6200**  
Net Income    12/31/07    12/31/08                      12/31/09                      9/30/10  
                         **\$181,971   \$260,313                      \$237,855                      \$145,000**

**COMMITTEE REPORTS**

**Architectural (ARC):** Tim Herring, Chair  
The chair submitted a written report.

**Hilltop Advisory Committee:** Michelle Marshall, Chair

Outstanding issues:

1. What have the CCV assessments from years 2000 - 2009 been used for? Anna Cortez provided the information via email and the Treasurer will review and report to her findings to the Board. The Treasurer reported that the majority of the funds were in salaries and benefits. The City also transferred monies into the bond which is comingling. Management is directed to have Ann Rankin draft a demand letter requesting more detail including the salaries and benefits and request an audited financial statement.

Management was directed to ask for an update on the status of:

Soccer Park fence – we've been told "next fiscal year" – Does that mean 2011?

Faded stop and no parking signs – they're working on them

Painting of red curbs – in process

**Landscape** - Linda Hofer, Chair

The committee met in October to review the trees. **A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the Fall Beautification program for 6 homes totaling \$1,080.**

It was determined that in November, Tree Care will review 25% of the community and mark all trees for removal that are not thriving, Trimacs will then replace the trees upon removal. **A motion is made and duly seconded and it is, therefore, unanimously resolved to approve replacing 11 -15 gallon trees for \$1,080.** Cost is \$125 for a 15 gallon tree.

Management to request that Trimacs begin hard pruning and reduce size over the winter.

**Neighborhood Council** – Sheryl Palmieri

Meetings set for the 1<sup>st</sup> Monday of even months.

Next Meeting is January.

Security reports were forwarded separately. Management to email the Board and get a roster and ask for info for the next mailing.

**Yahoo Group** – Joseph Narvaez, Chair

#### APPROVAL OF THE MINUTES

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the minutes of September 2010, as written.**

#### TREASURER'S REPORT

The Treasurer would like to have the invoices and checks emailed to her and to have the checks issued through ACI.

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve forwarding all accounts 90 days past due, in accordance with the collections policy, to ASAP Collections for further action: 003CY, 014CY, 015, 018AS, 020CR, 025, 029AG, 030TS, 031AS, 038, 051CY, 056AS, 075AG, 110TS, 167.**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve personal obligation on the following account(s): 054**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve small claims on account 076ag, Loan balance \$865,000 and account 103, Loan balance \$450,000 (rental).**

#### HOMEOWNERS CONCERNS

New Owners:

Jaime Trujillo – 421 Fieldstone Drive  
My Thach & Bie Le – 735 Rock Rose Way  
3926 Selmi Grove – Aaron & Regina Turner  
816 Meadow View – John Shim

864 Mulberry – Boenig, red stained fence and plants, owner submitted a request for a continuance on the issue due to an accident disabling him. Doctor's note provided, suggest you offer a 60 day extension.

The golf course is complaining about ground water seepage from the OSR to their property. I have inspected the area. There is a natural berm that directs the water to a riparian area. Maria ordered a title report to determine who owns the property and will advise on next steps.



314 HawkRidge – the original sale resulted in an estoppels hold of \$5,000. The title company now wants to release the funds to the HOA.

Stolen Plaque's – One was stolen from the Wildflower wall and one from Atlas rd. I replaced the Wildflower plaque, should I order one or two more? It was suggested that we install motion lights on the signs. Please direct. Order more lights for the sound wall. Email Cost for additional lights to the Board.

Management is requested to have Security alternate their hours and route daily.

Management is requested to find out if the pipeline is active and what safety measures are in force.

### New Business

11-10-1: **2011 Budget – A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the 2011 increase to \$93 per lot per month. CLOSED ITEM.**

- 11-10-2: Insurance Renewal – **A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the proposal from West Callaway Stotka for \$23,000 including the pollution policy at \$19,690. Management to Ask for a quote for \$3 million in coverage and a larger deductible. OPEN ITEM.**
- 11-10-3: Landscape Contract Renewal – **A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the proposal from Trimacs to renew their contract with no increase. CLOSED ITEM.**
- 11-10-4: CPA – **A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the proposal from John Bellito to perform the Review and prepare the tax returns for the FYE 12/31/10. OPEN ITEM.**
- 11-10-5: OSR Handrails – **A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the proposal from Urban Brothers Painting for \$1,325. CLOSED ITEM.**
- 11-10-6: Natural Gopher abatement – **A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the proposal from Wilsons Workshop to install one owl box at Parcel D on Woodglen for about \$1,000. CLOSED ITEM.**
- 11-10-7: Goal Planning – TABLED ITEM.

#### UNFINISHED BUSINESS

- 11-09-6: Parcel B – Counsel has served the owners obstructing access with a notice to enter into alternative dispute resolution. OPEN ITEM.
- 3-10-1: Annual Meeting – Due to the receipt of only 70 ballots, the balloting extended to January 13, 2011. OPEN ITEM.
- 5-10-2: Doubtful Accounts – **A motion is made and duly seconded and it is, therefore, unanimously resolved to approve writing off doubtful accounts per the Treasurer's recommendation. CLOSED ITEM.**

#### ACTION ITEMS

**Next Schedule 2011:** 2<sup>nd</sup> Thursday 7 PM odd months– 7 meetings per year  
Thursday January 13  
Thursday March 10  
Thursday May 12  
Thursday June 9 - Annual Meeting  
Thursday July 14

Thursday September 8  
Thursday November 10 - Budget Meeting

**Newsletter:** Holiday edition: Election Results, VIP Security, (caulking, fire place cleaning, gutter cleaning), Include a quarterly statement of account.

ADJOURNMENT

**A motion is made, duly seconded, and unanimously carried, and it is, therefore, resolved to adjourn the meeting at 9:14 PM.**

Respectfully submitted,

Jane Fry, Acting Secretary for  
Country Club Vista Homeowners Association

**COUNTRY CLUB VISTA HOA**  
**2010 RESOLUTIONS**

January

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve joining Kasdan and Simonds suit against SCS on behalf of the HOA, subject to contract review and the absent Board members concurrence.**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the proposal to plant Atlas Road including the irrigation for \$2,150.**

**Flags – A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the purchase of flags for all the light poles on Rockrose, Monarch, Hilltop, Parkridge, Wildflower (management to make a final count). Banners to have just the graphic estimate for 15 – 30” x 60” double sided vinyl banner and the brackets: \$1,500. City of Richmond to install.**

**Hilltop Irrigation –Management to request a planting plan and proposal to irrigate from Landscape Committee/Trimacs.**

March

**Landscape - A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the landscape installation and irrigation repair on Hilltop inclusive of a 6% discount for a total expense of \$76,708. Management to apply for the funds from the escrow account.**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the proposal for \$2,900 for Tot Lot Mulch.**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the addition of boulders on the Wildflower path for \$1,000.**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve replacing various street trees for \$3,500.**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the contract from Gingrich Horticulture to provide gopher control for \$1,950 annually.**

May

Landscape Proposals:

New street trees - \$700

End of Wildflower - \$2,080

Tot Lots        - #6 (Wildflower) \$2,100  
                  - #5 (Spider Park) \$5,395  
                  - #4 (Ship Park) \$3,600  
                  - #3 (small park) \$1,770  
                  - #1 (Tanglewood) \$2,580  
                  Total \$15,445

Markovich Entry - \$2,900

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the landscape proposals as presented.**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve, pending final Treasurer review, the CPA reviewed the financial statements for the fiscal year end 12/31/09. Management to distribute it to the membership.**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve, under CC 1363.07, that the area where the Browns encroached into Parcel B is not of general use to the other owners and that the Browns will maintain it at their expense, if they sign a recordable agreement that they will be responsible for the area of the encroachment, do all the maintenance of the area, and indemnify and defend the HOA from any claims that the HOA should be maintaining it or that it is dangerous and someone gets hurt.**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve, having Ann Rankin draft two governing document amendments to lower the quorum requirements for voting of directors, and institute rental restriction limiting rentals to 15%.**

**A motion is made duly seconded and carried and it is therefore unanimously resolved to approve Treasurer Yolanda Aquino to purchase \$100 in mixed gift cards for raffle prizes.**

**A motion is made duly seconded and carried and it is therefore unanimously resolved to approve the Governing Document revision ballot to be sent out no later than August 6, 2010.**

**A motion is made duly seconded and carried and it is therefore unanimously resolved to approve the Annual meeting ballot to be sent out no later than August 6, 2010**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve forwarding all accounts 90 days past due, in accordance with the civil collections policy, to ASAP Collections for further action: 002CR, 010, 019AS, 025AG, 043AG, 045, 045CR, 093FP, 096AG, 120, 144, 003CY, 004, 006CR, 018AS, 022CY, 031AG, 041AG, 051, 051FP, 059AG, 060, 061CR, 062CR, 063CY, 079AG, 096FP, 118, 120, 131AG, 142AG, 157.**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to place a 90 day hold on account; 707**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve personal obligation on the following accounts; *RFAPO 07-07080, RFAPO 07-11069, RFAPO 08-09079, RFAPO 09-03055, RFAPO 09-08065, RFAPO 10-02215.***

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve renewal of the Tree Care of California contract.**

Nov

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the 2011 increase to \$93 per lot per month.**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the proposal from West Callaway Stotka for \$23,000 including the pollution policy at \$19,690.**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the proposal from Trimacs to renew their contract with no increase.**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the proposal from John Bellito to perform the Review and prepare the tax returns for the FYE 12/31/10.**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the proposal from Urban Brothers Painting for \$1,325.**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the proposal from Wilsons Workshop to install one owl box at Parcel D on Woodglen for about \$1,000.**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve writing off doubtful accounts per the Treasurer's recommendation.**