

**COUNTRY CLUB VISTA HOA**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**THURSDAY, MAY 12, 2011**

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

Management Present: Caroline McCormick, CCAM CMCA, from Association Communications, Inc., Homeowner Association Management.

Homeowners Present: 3 homeowners were present.

**CALL TO ORDER**

President Ellie White called the meeting to order at 7:04 pm, in the meeting room at the YMCA, Richmond, CA.

Stats at a glance as of April 30, 2011:

# of owner occupied homes: 547      which is excellent for lending  
# of offsite mailing addresses: **98**  
# of delinquent accounts: 56  
Total delinquent \$ 101,258.22      in collections  
Total Delinquent Collected in March 2011 \$4,400  
# of violation hearings: 6  
Total fines billed **\$ 1,000**      YTD  
Net Income: 12/31/07    12/31/08    12/31/09    12/31/10    4/30/11  
                 **\$181,971**    **\$260,313**    **\$237,855**    **\$225,949**    \$ 89,843

**COMMITTEE REPORTS**

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

The Chair submits a written report noting that 10 applications have been received of which 6 were post construction, two preconstruction, and two fence replacements.

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

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the proposal from Dave Lanferman to review the records obtained from the City on the landscape assessment district for a not to exceed 3 hours or \$1,500. Management to request the report be completed by June 1, 2011.**

Management to survey the "no parking signs" and ask the City to complete replacement.

Update on the status of:

Soccer Park fence – Chris Chamberlain reports that the black chain link fencing at the soccer park has been installed.

The Signage plan for Hilltop has been postponed.

The Hilltop mall can't retain good retailers due to the lack of maintenance in the surrounding area.

**Landscape - Linda Hofer, Chair**

The Chair reports the spring beautification has started. 11 owners have participated all of whom ordered mulch. The Landscape committee has started reviewing individual lots for plant replacement.

The committee to discuss heavy pruning with the landscaper.

The committee to review Fairways and ask for proposals for re-landscaping the Crossroads.

The Board reviews the tree report for the year and the landscape committee's written report.

**Neighborhood Council – Joe Bako Chair**

The most recent meeting was held 5/2. The NC is working with management on parking sticker distribution. ADT has offered CCV residents reduced pricing on home security systems. Management to check with Unlimited Security for a quote 510 504 0558

**Neighborhood Watch - Sheryl Palmieri, Chair**

The meetings are well attended and the committee is pursuing vehicle registration.

**Yahoo Group – Joseph Narvaez moderator**

Management asked to be added to the list since so few issues are brought directly to management.

**Website**

It's up to date.

**APPROVAL OF THE MINUTES**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the minutes of March 2011, as written.**

**TREASURER'S REPORT**

Treasurer Yolanda Aquino reports that she will be paying off the due to due from of approximately \$18,000 to zero it out.

**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: 057CY, 147, 047, 051FP, 053FP, 001, 020CR, 026TS, 032, 033CR, 045CR, 054FP, 065AS, 069TS, 093FP, 109, 167, 176.**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve payment plans for two owners.**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve small claims on the following account(s): 053FP, 019AS, 063AS, 102TS, 120, 031CY, 002CR, 021CR, 009FP, 132AG, 026CY, 004FP, and 052AS.**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve personal obligation on the following account(s): 006CY, 138, 121, 127, and 022CR.**

#### HOMEOWNERS CONCERNS

New Owners:

Lee Family - Mulberry  
Washington Family - Coleman  
Villanueva Family - Rock Rose  
Xu/Ye Family - Wood Glen  
Worku/Mamo - Coleman Circle  
Lee Family - Deer Park Dr

One owner reports that the Richmond Parkway lighting continues to be vandalized and work intermittently. It is reported that the assessment district includes landscape but not lighting. It is a safety issue.

Linda Hofer's fence repair is actually the HOA's responsibility because it is the outer fence not the property fence. Management to contract for the repair.

Joe Bako reports that his neighbors have installed a block wall across the v-ditch across parcel B.

Owner received a notice regarding their fence and stained it red. We asked them to remove the red "paint" and they say its stain. **The Board to review colors and advise management.**

In January the Board agreed to allow the homeowners on Mulberry Court who painted the fence orange to repaint in a suitable color. **The Board to review colors and advise management.**

#### NEW BUSINESS

05\_11\_1: Kinder Morgan Pipeline – Management was approached by this company in regard to review of the eucalyptus trees along the pipeline. Management plans to meet with a representative on May 26<sup>th</sup>. OPEN ITEM.

05\_11\_2: Smoking Ban – **A motion is made and duly seconded and it is, therefore, unanimously resolved to purchase and install no smoking in the common signage.** CLOSED ITEM.

05\_11\_3: SCS Status Offer – **A motion is made and duly seconded and it is, therefore, unanimously resolved to accept a partial settlement in by unanimous written consent.** CLOSED ITEM.

05\_11\_4: Flags – Five have fallen and been reordered in vinyl with slits. The flags were shipped directly to Management in error. Management is making

arrangements with VIP and Ken Kirton to have them installed this Saturday. CLOSED ITEM.

- 05\_11\_5: Summer Picnic – Date set for Sunday, August 21. OPEN ITEM.
- 03\_11\_1: Annual Meeting 2010 – The election inspector extended the ballot deadline to April 29<sup>th</sup>. A quorum was not been achieved. CLOSED ITEM
- 03\_11\_1: Annual Meeting 2011 – Management reserved the Meeting room at the Hilltop mall. Cost is \$200. Send a reminder postcard with the guest speaker and corrected date. OPEN ITEM.
- 03\_11\_2: Security – Gates, Additional Patrols, and Cameras— TABLED ITEM.

#### UNFINISHED BUSINESS

- 03\_11\_3: Weed Abatement –Bodhaine Disking & Grading for \$17,000 to perform 3 cycles of weed abatement. 1<sup>st</sup> round completed 4/15. Next one scheduled for mid June followed by end of August. OPEN ITEM.
- 01\_11\_3: Goal Planning – TABLED ITEM.
- 01\_11\_1: Reserve Study – **A motion is made and duly seconded and it is, therefore, unanimously resolved to accept the draft reserve study performed by the Helsing Group as presented.** CLOSED ITEM.
- 01\_11\_4: Plaques – 4- 23x30 metal plaques were received on 5/5. Management to order two more to keep on hand to replace the final two bronze plaques. CLOSED ITEM.
- 01-11-5: Parking Stickers – OPEN ITEM.
- 11\_10\_4: CPA – **A motion is made and duly seconded and it is, therefore, unanimously resolved to accept the CPA Review by unanimous written consent.** The Report was mailed within the time frame prescribed by law. CLOSED ITEM.
- 11\_09\_6: Parcel B – Joe Bako and management to meet informally with the owners. OPEN ITEM.

#### VIOLATION HEARINGS

The Board held 6 violation hearings and fined four, one was corrected and one owner appeared and requested an extension.

#### ACTION ITEMS

**Next Schedule 2011:** 2<sup>nd</sup> Thursday 7 PM odd months– 7 meetings per year  
Thursday, June 9 - Annual Meeting  
Thursday, July 14 – Maria Aguayo to attend

Thursday, September 8

Thursday, November 10 - Budget Meeting, Insurance Renewal

**Newsletter:** Include a statement of account.

March 10 - Completed

June 30 – Election Inspector's Report

September 1

December

ADJOURNMENT

**A motion is made, duly seconded, and unanimously carried, and it is, therefore, resolved to adjourn the meeting at 9:01 PM.**

Respectfully submitted,

Jane Fry, Secretary for  
Country Club Vista Homeowners Association

**COUNTRY CLUB VISTA HOA**  
**2011 RESOLUTION LOG**

January

Reserve Study—A motion is made and duly seconded and it is, therefore, unanimously resolved to approve a three year from the Helsing Group \$2,900, same as the original study in 2007.

Security—Parking Stickers – A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the purchasing of 4000 customized stickers at .37 ea. for \$1,850.

March

A motion is made and duly seconded and it is, therefore, unanimously resolved to approve a donation in the amount of \$500 to help fund the NC and aid in continued progress.

Annual Meeting – A motion is made and duly seconded and it is, therefore, unanimously resolved to approve extending the ballot deadline to April 29<sup>th</sup>.

Weed Abatement – A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the proposal from Bodhaine Disking & Grading for \$17,000 to perform 3 cycles of weed abatement.

Open Board Position – A motion was made and duly seconded and it is, therefore, unanimously resolved to appoint Joe Bako to the Board of Directors. A second motion was made to appoint Ellie White as President, Michelle Marshall as Vice President, Yolanda Aquino as Treasurer and Joe Bako as Director.

Plaques – A motion was made and duly seconded and it is, therefore, unanimously resolved to approve the 23x30 metal signs at a cost of \$275ea as the sign of choice for future replacements and purchased by Management on an as needed basis.

May

Landscape Assessment District - A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the proposal from Dave Lanferman to review the records obtained from the City on the landscape assessment district for a not to exceed 3 hours or \$1,500. Management to request the report be completed by June 1, 2011.

Smoking Ban - A motion is made and duly seconded and it is, therefore, unanimously resolved to purchase and install no smoking in the common signage.

SCS Status Offer – A motion is made and duly seconded and it is, therefore, unanimously resolved to accept a partial settlement in by unanimous written consent.

Reserve Study – A motion is made and duly seconded and it is, therefore, unanimously resolved to accept the draft reserve study performed by the Helsing Group as presented.

CPA – A motion is made and duly seconded and it is, therefore, unanimously resolved to accept the CPA Review by unanimous written consent.

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