



**BOARD OF DIRECTORS**  
**OPEN SESSION**  
**AGENDA**  
**MARCH 19, 2011**  
**Saturday, 10 am, at the Clubhouse**

**1. CALL TO ORDER**

**2. ROLE CALL AND FLAG SALUTE**

**3. EXECUTIVE SUMMARY**

The following may be discussed in Executive Session

- *Litigation matters*
- *Member discipline*
- *Matters relating to contracts with third parties*
- *Personnel matters*

**4. MEETING MINUTES APPROVAL**

**Pages 1-2**

- a. Approval of the February 2011 Board of Directors meeting minutes

**Action Required:** Board of Directors approval.

**5. FINANCIAL STATEMENT (Bob Sutherland)**

**Separate Packet**

- a. Approval of the January 2011 Financials.

**Action Required:** Board of Directors approval.

**6. COMMITTEE REPORTS**

- |                        |                       |
|------------------------|-----------------------|
| ➤ Station 34           | ➤ Finance             |
| ➤ Recreation           | ➤ Safety              |
| ➤ Architectural Review | ➤ Beautification      |
| ➤ Private Marina       | ➤ Newsletter/Web-site |
| ➤ Fire Focus Group     |                       |

**7. NEW BUSINESS**

- a. **Clubhouse Refurbishment Projects Contracts**

**Pages 3-24**

**Background:** Staff has obtained bids to complete the clubhouse projects; painting and exterior improvements, roofing, gutters & solar repairs. The Board of Directors must approve the contracts. In the Reserve Study, we have budgeted \$19,980.00 for roofing, \$18,050 for painting and repairs,

\$4,500 for solar repairs, and \$2,520 for rain gutters. Mike has prepared a summary and timeline of the project and proposal comparisons, with staff recommendations (see attached).

**Financial Impact:** Maximum of \$45,050.00

**Action Required:** Board Approval

**b. Clubhouse HVAC**

**Pages 25-27**

**Background:** The clubhouse HVAC system has had several issues in the past years. The system can't keep the second floor meeting hall cool in the summer and the units shut down under a heavy load. Another problem is that the kitchen area has two different types of cooling systems that are not compatible. Air Rite has completed a full system evaluation of the clubhouse HVAC and Mike has summarized their evaluation with recommended phases of what is recommended to remedy the situation. The project can be done in three phases. The Board must decide if we do all three phases or phase 1 and put off the other phases until next year. See the attached documents prepared by Mike Colombo on Maintenance.

**Financial Impact:** Maximum of \$8,165.00

**Action Required:** Board Approval

**c. Carry Over Funds**

**Background:** In reviewing the Associations financials from 2010 we estimate that we will have a \$93,334.68 in carry-over. It is management's recommendation that this money should be put in GL Account # 7920-000 Contingency Fund. We have several items that were not funded for in the 2011 budget and this money could be use for those purposes. Some of the projects are the fuel modification program, repairs on the clubhouse road repairs on Saddle way.

**Financial Impact:** \$93,334.68

**Legal Impact:** Complies with Civil Code

**Action Required:** Board approval.

**d. Corporation 2010 Audit and Tax Return**

**Separate Packet**

**Background:** Siebert Botkin & Hickey has finalized the Audit on the Associations 2010 Year-End Financials. Their Audit shows that the Associations 2010 financials are presented fairly and that they are in conformity with accounting principles generally accepted in the U.S.

**Legal Impact:** None

**Action Required:** Board approval

**8. MANAGER REPORT**

**9. HOMEOWNER FORUM (Member Comments)**

Each homeowner will be given 3 – 5 minutes to speak in accordance with the Open Meeting Act 1363.05, or a total of 20 minutes will be granted for all to address the Board regarding items of interest or concern.

**10. ADJOURNMENT**

**NEXT MEETING:**

The next meeting is scheduled for Saturday, April 16, 2011. The Executive Session begins at 8:00 am and the Open Session commences at 10:00 am.