



BOARD OF DIRECTORS
OPEN SESSION
AGENDA
August 20, 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 July 16, 2011 Board of Directors meeting minutes

Action Required: Board of Directors approval.

5. FINANCIAL STATEMENT (Bob Sutherland)

Separate Packet

- a. Approval of the July 2011 Financials.

Action Required: Board of Directors approval.

6. COMMITTEE REPORTS

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

7. Old Business

a. Guest Policy Review

Page 3

Background: Each year the Board of Directors and staff review the Community Guidelines (rules and regulations) to see if any changes or updates need to occur. One area of concern involves the use of a member's home by his guests when the member is not present. During the Watts vs. OSCA trial it became very apparent that some members call in their renters as guests instead of renters. Also upon reviewing the code

enforcements records, we discovered that we have many more problems with guests using a member's home when the member is not present whether they are really renters or guests/friends of the member. Realizing that a change in this area of the rules is very important and sensitive the Board would like to discuss any changes in an open meeting. A draft rule change is available at the office or at the Board meeting.

Action Required: Board Discussion

b. Approval of Bids for new Kiosk

Pages 4-11

Background: Sheryl Qualls has been working with the various vendors on providing bids for the Kiosk project. Our timeline indicates that we would like to start construction of the Kiosk in late September or early October 2011. The construction will start after the asphalt project is finished. The total cost of the project is \$33,769.47 which includes 5% for contingency. Staff and our Project Coordinator are recommending the following vendors (see attached spread sheet):

Don Young Jr.-concrete work
David Villegas, South County Plumbing-plumbing work
Big Creek Lumber-framing supplier
Goldenwood Truss Corp-roof truss
Hayward Lumber-door/sash window supplier
Paso Robles Door-screens for windows
Mid State Roofing-roof of Kiosk
Air Rite Refrigeration- AC/Heater for Kiosk
Pozzi Electric-electrical hookup
Mission Drywall-drywall for Kiosk
5 Star Raingutters-rain gutters for Kiosk

Framing Volunteers:

Chris Qualls
Gerry Main
Sam McKibbin
Jeff Killion

Painting Volunteer:

Alex Ferrell

Legal Impact: Per Civil Code any *Reserve expense* must be approved by the Board of Directors in an open session meeting.

Financial Impact: \$33,769.47 out of reserves. (We have \$33,000 budgeted)

Action Required: Board approval

c. New Camera System for Gate Area

Pages 12-13

Background: The current camera at the old Kiosk is not adequate enough to be useful at the new kiosk location. We need to replace them with new infrared cameras and cameras designed to read license plates in full sunlight or in the dark. We asked a recommended vendor for a quote. For a totally new system consisting of 10 new cameras and recorder is \$13,425.00. We will be moving the old system and installing it at the maintenance yard. We will put one camera at the trash bin area to monitor people illegally dumping various items. The remaining camera will be placed at the maintenance building to monitor the equipment outside the building and building itself. We have \$9,200 budgeted in the Reserves. Management is asking the Board for permission to purchase new camera at \$13,425.00

Legal Impact: Per Civil Code any *Reserve expense* must be approved by the Board of Directors in an open session meeting.

Financial Impact: \$13,245.00

Action Required: Board Approval

8. NEW BUSINESS

a. Appointment of Inspector of Election

Pages N/A

Background: The board needs to appoint an Inspector of Election prior to the Annual meeting. Jim Rice has volunteered to be the inspector of election for the September 17, 2011 election

Legal Impact: Per Civil Code

Action Required: Board approval

9. Investing Reserve Funds

Pages 14-27

Background: On an annual basis it is a good practice for the Board to review its investment and determine if the institutions that they are currently using are giving the Association the best return on their investment. Upon review, it was determined that Mission Bank is not giving us the best return (current interest rate is .65%) and that moving our reserve funds to US Bank (current interest rate is 2.47% for 59 month term) would make better sense.

Action Required: Board approval

10. MANAGER REPORT

11. 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.

12. ADJOURNMENT

NEXT MEETING:

The next meeting is scheduled for Saturday, September 17, 2011. The Executive Session begins at 8:00 am and the Meeting of the Members and Election commences at 9:00 am.