



BOARD OF DIRECTORS
OPEN SESSION
AGENDA
November 20, 2010
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 1-3

A. Approval of the October 16, 2010 Board of Directors meeting minutes

Action Required: Board of Directors approval.

5. FINANCIAL STATEMENT & APPROVAL

Page 4-14

6. COMMITTEE REPORTS

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

7. OLD BUSINESS

a. REVIEW OF COMMUNITY GUIDELINES

Separate Packet

Background: The Board of Directors and staff have reviewed the current Community Guidelines (also known as Rules and Regulations) and will be mailing out the draft to the entire membership for their input. Civil Code requires that the Association allow the membership the opportunity to review and comment on the proposed changes. Staff will be mailing the draft community guidelines out by November 29, 2010. All comments will be due back no later than January 5, 2011.

Legal Impact: Civil Code Compliance 30 day member review

Financial Impact: Cost of mailing

Action Required: Board approval to mail out draft Community Guidelines

8. NEW BUSINESS

a. Authorization To Lien

Background: After every attempt to collect the past due debts, the owners of APN #s 012-253-001, 012-252-002 and 012-242-003 have become delinquent, to the point that we have no choice but to place them in collections. The first step in the collection process is for the Board to authorize the placement of a lien against the properties.

Action Required: Board approval

b. Record retention Policy

Pages 15-17

Background: The Association is required by both Civil Code and Corporations Code to retain various Association documents for various timeframes. It is important for the Association to have a formal policy on what we should be kept and for how long. Staff has reviewed what legal counsel is recommending and also what is a California industry standard.

Legal Impact: Consistent with Civil and Corporation Codes

Financial Impact: N/A

Action Required: Board approval of proposed policy.

c. Reserve replacement of GMC ½ ton Pickup

Pages 18-20

Background: The 2001 GMC Sierra ½ ton pickup truck has reached the end of its useful life and from this point forward it will start costing the Association more in maintenance costs. It is used by the staff for a variety of simple uses, for example, in the summer the staff uses it to pick up trash and other things they find on the road. The truck is not fuel efficient and costs the association a lot of money for the type of work it does. Staff has researched what type of vehicle would be the most cost effective for this type of work. We are recommending the purchase of a Kubota RTV 1100 (cost of \$19,450) to be used as a small utility vehicle in replacement of a full size truck. We would also like to purchase an Engine Driven Rotary Mower (cost \$3,460) that can be pulled by the Kubota RTV for our weed abatement program. This would allow the staff to get into areas of the community easier and faster than a hand crew. The GMC truck is scheduled for replacement in 2011 for a cost not to exceed \$25,000.00. C & N Tractor is having a special on this unit until the end of the year. Zero money down and zero interest for five years and no monthly payment for

30 days. Management is recommending that we purchase this vehicle in late December and pay it off in late January 2011.

Legal Impact: N/A

Financial Impact: \$25,000

Action Required: Board approval to purchase a Kubota RTV 1100 out of reserves not exceed \$25,000.

d. 2011 Pro-forma Budget

Pages 21-24

Background: Per Civil Code, on an annual basis the proposed budget needs to be distributed to the membership 30 days prior to the fiscal year end. Since our year ends on December 31st management needs to send out the budget by November 27th in order to follow civil code. The Budget Committee has proposed a budget that includes a 2% increase in assessments or \$27 per year or \$2.25 per month per lot.

Legal Impact: Civil Code Compliance

Financial Impact: Cost of mailing

Action Required: Board approval

e. Reserve Refunds for Road Impact Fees

Background: Homeowners who had plans approved for new home construction have decided not to build their homes and are asking for a refund of the road impact fee each has paid. These fees are automatically deposited in the Reserves and need Board approval for transfer and payments out of reserves. The owners are John Lange and Silva Farms.

Legal Impact: N/A

Financial Impact: \$1,000 per home for a total of \$2,000.

Action Required: Board approval

9. MANAGER REPORT

10. 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.

11. ADJOURNMENT

NEXT MEETING:

The next meeting is scheduled for Saturday January 15, 2011. The Executive Session begins at 8:00 am and the Open Session commences at 10:00 am.