

CALIFORNIA GARDENS HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING Thursday, September 24, 2009 MINUTES

CALL TO ORDER President, Alison Smith, called the meeting to order at 7:07 PM, at 1800 Cole Ave #4A,

Walnut Creek, CA

Board of Directors Present:

Alison Smith	President
Linda Rossman	Treasurer
Ramona Ruiz	Secretary
Kevin Bernie	Director
Laura Loeb	Vice President

Also present was Trevor Milledge, CCAM from Association Communications, Inc. CMF, Homeowner Association Management

APPROVAL OF MINUTES

A motion is made, duly seconded, and unanimously carried, and it is, therefore, resolved to approve the August 2009 Minutes, as amended.

TREASURER REPORTS

A motion is made, duly seconded, and unanimously carried, and it is, therefore, resolved to accept the July 2009 financials, as amended. August financials were tabled pending clarifications.

HOMEOWNER CONCERNS

UNFINISHED BUSINESS

Landscape Committee

A motion is made dually seconded and carried and it is therefore unanimously resolved to approve a maximum of \$1000 for Avant Gardens to provide a design proposal. The motion is made subject to a tentative on site meeting with management and Avant gardens on 10-05-09.

Fences CL Sigler advised batons and staining to be completed by 10-2-09.

Laundry agreement Directors Ruiz and Rossman are to look into purchasing laundry equipment and make a recommendation to the Board at the next meeting.

Maintenance

A motion is made, dually seconded and carried and it is therefore unanimously resolved to approve a limit of \$360 for Chan to complete valve tracing. Chan is to report back to the board with estimates for replacement before making repairs to any valves.

Fidelity Bond

A motion is made, dually seconded and carried and it is therefore unanimously resolved to increase the fidelity bond coverage to \$325,000 if the cost is not to exceed \$140 annually. If the cost does exceed \$140 then the bond should be increased to \$275,000

Annual Audit Tabled

Reserve Study Tabled

Bank Loan Prepayment Options
Tabled

Collection Action Association counsel has sent the settlement offer and is awaiting a response.

Bike Room Management was directed to have EBCS give an estimate based on the Concord Locksmith proposal.

Visual Inspection The Board unanimously agreed to 10-14-09 as the date to hold a final walkthrough with CL Sigler for purpose of creating a final project punch list.

NEW BUSINESS

2010 Draft budget and Reserve Study

A motion is made, dually seconded and carried and it is therefore unanimously resolved to approve \$175 to complete the required reserve summary disclosure.

Owner Occupancy Management was directed to update the list to include Director Bernie as an on site owner with no alternative mailing address.

Gutter Cleaning Management advised competitive proposals are pending from; A sight to see and Commercials Gutter. Urban Brothers provided a proposal in the amount of \$1050 Tree Pruning Management was directed to request proposals for common area pruning for safety and building clearance as well as the removal of the elm near the laundry room and pool that is damaging the building and sidewalk.

ADJOURNMENT

A motion is made, duly seconded, and unanimously carried, and it is, therefore, resolved to adjourn the meeting at 9:04 PM.

Respectfully submitted,

Ramona Ruiz, Secretary for California Gardens Homeowners Association Board of Directors

2009 Resolutions **A motion is made, duly seconded, and unanimously carried, and it is, therefore, unanimously resolved to ratify the Board's decision to approve \$7,530 for the purchase of new light fixtures and to increase the project limit to \$11,000. A motion is made, duly seconded, and unanimously carried, and it is, therefore, unanimously resolved to approve the Black Diamond proposal in the amount of \$80,487 for replacement of the asphalt and repaving. Management was directed to A motion is made, duly seconded, and unanimously carried, and it is, therefore, unanimously resolved to approve the Silicon Valley Builders proposal in the amount of \$15,020 for replacement of the patio fences.**

A motion is made, duly seconded, and unanimously carried, and it is, therefore, unanimously resolved to approve extending the patio fences for safety based on the advice of the project manager.

A motion is made, duly seconded, and unanimously carried, and it is, therefore, unanimously resolved to approve a construction committee that will have authority to approve change orders not to exceed \$5,500. The committee will consist of Laura Loeb, Linda Rossman and Alison Smith. No action can be taken by the Committee or the Board without unanimous written consent or by vote at a meeting. A motion is made, duly seconded, and unanimously carried, and it is, therefore, unanimously resolved to approve the Sykes proposal in the amount of \$4,084 for

replacement of the wrought iron railing. A motion is made, duly seconded, and unanimously carried, and it is, therefore, unanimously resolved to ratify the approval of the proposal and change order from Simonsen Air not to exceed \$3500. A motion is made, duly seconded, and unanimously carried, and it is, therefore, unanimously resolved to approve the renewal with Travelers, annual premium to be \$14,389. Management will obtain costs for smoke detectors and solicit a bid for shortfall. A motion is made, duly seconded, and unanimously carried, and it is, therefore, unanimously resolved to approve management to reduce garbage expense and research other conservation opportunities. A motion is made, duly seconded, and unanimously carried, and it is, therefore, unanimously resolved to approve the Petersen Dean proposal for installation of gutter guards throughout the roofing system in specified locations. A motion is made, duly seconded, and unanimously carried, and it is, therefore, unanimously resolved to approve the Cintas fire protection proposal. If management can find less expensive extinguishers the Board authorizes purchase of 8 5lb models. Linda will follow up with Ron @ J&J electric about a start date for the lights. A motion was made, duly seconded and it is therefore unanimously resolved to approve an increase in the lighting budget to \$13,000.00. A motion is made, duly seconded and unanimously carried and it is therefore resolved to approve the revised study draft as amended. A copy is to be mailed along with the financial review and current newsletter to save on mailing expenses. A motion is made, duly seconded and unanimously carried and it is therefore resolved to approve the proposal from Tree Care of CA for the removal of four trees and grinding of two additional stumps. A motion is made, seconded, carried and it is therefore unanimously resolved to approve the NZ development proposal for ground drainage in the amount of \$10,480 The Board reviewed the proposals. A motion is made, seconded, carried and it is therefore unanimously resolved to approve Silicon Valley Builder proposal for replacement only the "east perimeter" fences, those in the worst condition and those between the patios, exact cost TBD prior to work starting. A motion is made, seconded, carried and it is therefore unanimously resolved to approve Brooker to return to stain the new fencing at a cost of \$400 as well as to obtain costs for staining both sides not just one as allowed in the current contract. A motion is made, duly seconded and carried and it is therefore unanimously resolved to approve the following members to the committee: Alison Smith, Linda Rossman and Ramona Ruiz. The Committee will confirm if another owner, Diane, will participate. A motion is made, duly seconded and unanimously carried and it is therefore resolved to approve sending a 30 day cancellation notice to Coin mach. A motion is made, seconded, carried and it is therefore unanimously resolved to approve Brooker to return to stain the new fencing at a cost of not to exceed \$4400, mike to negotiate pricing further before contract is signed. A motion is made, duly seconded and carried and it is therefore resolved to approve a not to exceed of \$250 for address plate install. A motion is made, duly seconded, carried and it is unanimously resolved to approve

the Silicon Valley Builders proposal for options A, B and C in the amount of \$31,524.00 A motion is made, dually seconded and carried and it is therefore unanimously resolved to approve \$175 to complete the required reserve summary disclosure. A motion is made, dually seconded and carried and it is therefore unanimously resolved to increase the fidelity bond coverage to \$325,000 if the cost is not to exceed \$140 annually. If the cost does exceed \$140 then the bond should be increased to \$275,000 A motion is made, dually seconded and carried and it is therefore unanimously resolved to approve Chan a limit of \$360 for Valve tracing. Chan is to report back to the board with estimates for replacement before making repairs to any valves. A motion is made dually seconded and carried and it is therefore unanimously resolved to approve a maximum of \$1000 for Avant Gardens to provide a design proposal. The motion is made subject to a tentative on site meeting with management and Avant gardens on 10-05-09. A motion is made, duly seconded, and unanimously carried, and it is, therefore, unanimously resolved to accept the August 2009 financials, as amended. June financials were tabled pending clarifications.