

**CALIFORNIA GARDENS
HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
Thursday, November 19, 2009
MINUTES**

CALL TO ORDER

President, Alison Smith, called the meeting to order at 7:02 PM, at 1800 Cole Ave #4A, Walnut Creek, CA

Board of Directors Present:

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

Board of Directors Absent:

Kevin Bernie, Director

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, unanimously resolved to approve the October 2009 Minutes, as amended.

TREASURER REPORTS

After review it was unanimously resolved to table the October 2009 financials pending management response to questions.

HOMEOWNER CONCERNS

UNFINISHED BUSINESS

Landscape Committee

The Committee met with Penny Rose, landscape design and is expecting a proposal for design services based on the ideas discussed. Management to follow up with Rivas Landscape Group about providing a proposal and plans.

Laundry agreement

Maintenance

Linda advised Chan is awaiting direction on types and quantities of new planting before finalizing the irrigation system repairs.

Annual Audit

A motion is made, duly seconded and carried and it is therefore unanimously resolved to approve the Levy and Erlanger to complete the audit and tax returns for a cost of \$1590.

Collection Action

No response to the collection action was received.

Bike Room

Management advised an estimate for the motion light is forthcoming from J&J electric.

NEW BUSINESS

Holiday Disposal Service

A motion is made, duly seconded and carried and it is therefore unanimously resolved to approve an additional pickup for the holidays as needed based on the amount of debris observed.

1802/1804 Landings

After review of the proposed solutions, management was directed to review the options with the vendors and monitor the area during the next storms to see if one of them is more appropriate than the other based on real time conditions.

Understanding Collections

Management explained the general collections process and policy for the HOA. The Board agreed to contact Beverly or Cheryl at ASAP with questions, comments or concerns.

ADJOURNMENT

A motion is made, duly seconded, and unanimously carried, and it is, therefore, resolved to adjourn the meeting at 9:07 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.

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.

A motion is made, dually seconded and carried and it is therefore unanimously resolved to approve Tree care of Ca to complete the annual tree pruning and removals as specified, for a cost not to exceed \$2,180

A motion is made, dually seconded and carried and it is therefore unanimously resolved to approve the Petersen Dean Proposal for gutter, downspout cleaning and removal of debris from the roofs, in the amount of \$1200

A motion is made, dually seconded and carried and it is therefore unanimously resolved to approve the 2010 operating budget with no increase in assessment.

A motion is made, duly seconded and carried and it is therefore unanimously resolved to approve the Concord Locksmith proposal to install a digital keypad lock, latch guard and a motion light (inside) the bike room.

A motion is made, dually seconded and carried and it is therefore unanimously

resolved to approve the Excalibur Laundry proposal for Front Load machines on a rental agreement with 7 consecutive one year terms at a monthly cost of \$26.50.

A motion is made, dually seconded and carried and it is therefore unanimously resolved to approve an additional pickup for the holidays as needed based on the amount of debris observed.

A motion is made, duly seconded and carried and it is therefore unanimously resolved to approve the Levy and Erlanger to complete the audit and tax returns for a cost of \$1590.