

**ROUND HILL ESTATES NORTH PROPERTY OWNERS' ASSOCIATION**  
ALAMO, CALIFORNIA

**BOARD OF DIRECTORS' MEETING**

April 27, 2004

**MINUTES**

A meeting of the Board of Directors (BOD) of the Round Hill Estates North Property Owners' Association was held on Tuesday, April 27, 2004, at the Round Hill Country Club.

**ITEM I. - CALL TO ORDER**

The meeting was called to order at 7:02 p.m.

**ITEM II. - ROLL CALL**

Steve Lange	President	October 2004
Paul Barker	Vice President	October 2004
George Yaron*	Secretary	October 2004
Jake Bercu	Treasurer	October 2004
Dale Welch*	Director	October 2004
Valerie Schooley	Director	October 2004
Vacant	Director	October 2004

\*Indicates Absence

Jodie Condella and Charlie Mitchell of Community Care Property Management, Inc. were also present.

Paul Niemuth with Niemuth & Associates was in attendance.

**ITEM III. - ARCHITECTURAL AND LANDSCAPING**

**LOT 5 - 2529 Biltmore Drive**

The architect, Jim Hart, from Swan Pool's for the lot attended the meeting. Barker let him know that the Association's architect, Dewell & Associates, has reviewed and approved the plans and mentioned that Niemuth & Associates have listed some needed revisions to the landscaping. Niemuth mentioned that he had been in contact with the owner of the lot and agreed to meet with Swan Pool's architect to meet some resolutions regarding the plans.

The new buyer, Percy Simpson, of the lot also attended the meeting and the Board asked the owner to mitigate the drainage pipe with some plantings and to submit a paint color scheme for the home, since it has not been turned in by the original owner.

**LOT 97 - 523 Oakshire**

The owner, Mr. Cuadra, attended the Board meeting and mentioned his concerns with the neighbors (Lot 96) California Pepper trees that were planted too close to his property, were considered dirty trees, and that due to the invasive nature of the roots they might grow under his fence onto his property. Lange agreed to actually measure the setback distance of the trees from the lot line. Mr. Cuadra mentioned that the trees that were planted in his backyard were not the

ones indicated in his plans and that he would be replacing them with the correct ones. He requested that the Board have his neighbor at lot 96 remove their trees too. The Board and Mr. Cuadra went over the five-item punch list Niemuth provided and agreed on all items (install screening around pool equipment, replace trees along fence line with approved ones, submit a stamped and approved drawing set for the storm drainage modification, remove material and blue tarp, correct grading at storm drain output and sewer bench).

**LOT 123 – 448 Oakshire Place**

The Board directed management to contact the owner of the lot and see if he had any objections to Niemuth's list of deficiencies and if he was going to implement them. Niemuth asked management to contact him once the items have been completed, and he will do a final site visit.

**LOT 28 – 504 Oakshire Place**

Management informed the Board that plans were just submitted for review.

**LOT 29 – 517 Oakshire Place**

The Board discussed the history of events related to sloughing from this lot over the last six years. Recently, the Board discussed the fact that there have been several plants dying, a sewer pipe is now exposed, and sloughing is apparent. Lange agreed to draft a letter to be sent to the owner regarding their plans and demanding they appear at the next Board meeting to discuss a solution.

**LOT 96 – 529 Oakshire Place**

The Board discussed the issue of trees that were planted on Lot 96 without approval and agreed to postpone a vote on the approval of the trees to the next Board meeting.

**ITEM IV. - HOMEOWNERS' CONCERNS**

The owner of Lot 54 came to the Board meeting to discuss the status of the repairs to his home and landscape, due to bad drainage. He also mentioned that the landscaping on lot 53 does not appear to be completed, that and the vines on the street side slope on Lot 52 are dying.

The Board directed management to send a letter to lot 163 asking the status of their landscaping.

**ITEM V. - APPROVAL OF MINUTES**

It was MSC by Barker/Schooley, with Bercu abstaining to approve the Board meeting minutes of March 30, 2004, with a few changes as submitted by management.

**ITEM VI. - UNFINISHED BUSINESS**

The owner of Lot 105 (42 Incline Green Lane) came to the Board meeting to discuss with the Board the letter he received regarding his porch light being a nuisance and requiring a glare shield per the Association's Rules. The owner contested that he did not feel that his light was in any way intrusive or a nuisance to any of his neighbors and that he saw no need to install a glare shield on it. After careful discussion with the Board, the owner agreed to have the glare shield. The owner stated if it did not look aesthetically pleasing, he would remove it and other solutions would be required.

The Board directed management to ask Beatty & Associates to attend the next Board meeting to discuss the first draft of the Reserve Study.

The Board discussed the correspondence that was sent to owners as result of the previous monthly site visit. Lange asked that he be sent the letters prior to them being mailed. Management was instructed to review past infractions to see if the owners have complied.

The Board directed management to ask Allied Trustee Services about Lot 143 (445 Oakshire Place) and the delinquent amount owed to the Association and how it can be collected.

It was MSC (Schooley/Bercu) to approve the second draft of the 2004/2005 Budget, with no increase to the dues, keeping them at \$1,240 a year per Lot. Bercu mentioned that the budget is very tight due to the mandatory increase each year to cover contributions to the reserve account. To balance the budget, a number of decreases were needed in several areas.

## **ITEM VII. - REPORTS**

The Board reviewed management's log from the site visit last performed on April 23, 2004, and directed management to send letters to three homeowners that had unsightly conditions on their lots.

### FINANCIAL:

1. The financial statements/balances for the period ending 2/29/04 and 3/31/04 were reviewed.
2. The quarterly bank statements for the period ending 3/31/04 were reviewed.
2. The delinquency report was provided to the Board.

PVI COMMITTEE: Lange said he spoke with the owner of Lots 1, 2, & 3 who said that they were "in no mood to have anything altered on their property". Lange said that he had directed Dave Gates to contact the County to ascertain their level of concern if we were to landscape a small part of the street in the "Y" on Biltmore Drive in front of lot 1. If the County needs an amount of prep work that would delay any installation of landscaping more than a month or so, they we would abandon this approach.

WELCOMING COMMITTEE: None at this time.

MANAGEMENT REPORT: The Board reviewed the management report and directed management on any pending items.

PHONE LOG: The phone log was reviewed by the Board.

## **ITEM VIII. - NEW BUSINESS**

The Board reviewed the new-owner letter, drafted by management, and directed management on a few corrections.

Barker agreed to continue working on getting bids for the paving repairs on Chanticleer, Palmetto Dunes, and Tanbark. He had received one bid for Chanticleer Lane, which would involve grinding up the existing roadbed, leaving it in place, compacting it, and then installing 3" of AC over the roadbed and replacing the curbs. This process was considered to be superior to digout patching with slurry sealing.

The Board discussed the proposed "House and Landscape Maintenance Rules" draft and discussed a few minor changes. Lange agreed to make the corrections and directed management to send them out with a cover letter as soon as possible. The Board will vote on the proposed rules at the next Board meeting.

The Board discussed the increase in premiums (or reduction in coverage) for the Directors and

Officers Insurance and directed management to ask Yaron what he would recommend the Board should do regarding the increase.

The Board, in a 3:2 decision, directed Management to get a contact Round Hill Country Club to have the 3 signs directing one to Round Hill Estates North removed due to their unsightly condition.

**ITEM IX. – EXECUTIVE SESSION**

None at this time.

**ITEM X. - NEXT MEETING DATE AND ADJOURNMENT**

The next meeting of the Board of Directors will be at 7:00 p.m. on Tuesday, May 25, 2004, at the Round Hill Country Club. The meeting was adjourned at 11:06 p.m.