

ROUND HILL ESTATES NORTH PROPERTY OWNERS' ASSOCIATION
ALAMO, CALIFORNIA

BOARD OF DIRECTORS' MEETING
November 19, 2002

MINUTES

A meeting of the Board of Directors (BOD) of the Round Hill Estates North Property Owners' Association was held on Tuesday, November 19, 2002, at the Round Hill Country Club.

ITEM I. - CALL TO ORDER

The meeting was called to order at 7:05 p.m.

ITEM II. - ROLL CALL

Valerie Schooley *	October 2004
Dale Welch	October 2004
Steve Lange	October 2004
Peter Wollman	October 2003
Paul Barker	October 2004
Jake Bercu	October 2003
George Yaron	October 2004

*Indicates Absence

Donna Mitchell of Community Care Property Management was present. Paul Niemuth, the Association's landscape consultant, and Pat King, representing the Association's consulting architect, were present.

ITEM III. – ARCHITECTURAL AND LANDSCAPING

LOT 138 – 438 Oakshire

The owner of lot 138, Mary Pouilot, was present to review the plans submitted for installation of an entrance gate. The Board reviewed the correspondence received from the Association's landscape consultant, Paul Niemuth. It was MSC by Yaron/Welch to approve the gate installation (option 2 as submitted) contingent upon the following conditions: (1) the owner must identify the location of the property lines and any set back requirements must be met; (2) the owner must submit a detail of the mailbox column for review; (3) the gate shall include a garage door type remote activations device for family use; (4) the owner must replace and/or repair the plantings to maintain character similar to the existing planting; and (5) the material, finish, and color of the columns must match the existing residence.

LOT 125 – 64 Ocean Pines

The owner of lot 125, Bunny Jackson, was present to review the plans submitted for installation of rear yard landscaping and decking. The Committee reviewed and discussed the plans submitted and agreed the owners should submit the following items prior to approval: (1) the owner must show accurate contoured grading lines as the drawings did not reflect the actual existing contours; (2) the projected pathway should have at least a 10ft. separation from the existing Oak tree and be made from ¼-to-dust crushed granite and disturb existing roots as little as possible; (3) the owner must provide a detail plan of the existing and proposed drainage; and (4) the

owner shall submit at least three (3) copies of plans to the management company for submittal and review. In addition, the Board agreed to table approval of the proposed perimeter deer fencing until the January meeting. It was MSC by Yaron/Barker to approve the owner's preliminary submittal with the conditions noted above.

LOT 58 – 41 Tanbark Lane

The Committee reviewed and discussed the non-compliance of landscape installation for lot 58. Management reported that the builder for lot 58 had indicated that the landscape consultant was ill and was unable to complete the previously requested plans. In addition, the Committee requested that management draft notification to the owners of lot 58 regarding the non-compliance on three specific issues noted in the minutes of the October 2002 meeting, and notice that the owner shall submit plans prior to the January meeting for review addressing the three issues. If the owner is found to not be compliant with the aforementioned request, the Board shall seek more harsh alternative sanctions.

LOT 95 – 101 Sugar Creek Lane

The Committee reviewed the correspondence regarding the adequacy of the plans submitted by the owner of lot 95. Management reported that the correspondence was sent to the owners of lot 95 for review and that no response has been provided to date.

LOT 165 – 168 Chanticleer Lane

The Committee reviewed the plans submitted by the owner of lot 165. The owner's builder, Earl Rossi from Alamo Pools, was present for discussion. The Committee reviewed the correspondence received from the Association's landscape consultant and agreed that the plans provided did not meet the standards required by the Association to adequately review the plans. The Committee agreed that the owner must submit plans that meet the Association's requirements. The landscape consultant detailed the needed information for proper submission to Mr. Rossi and recommended they be comprehensive including any cabana, landscape, and fencing.

LOT 120 – 436 Oakshire Place

Mr. Shariati, the owner, was present to discuss the correspondence received concerning his submittal of landscaping plans. The Committee agreed that the owner must submit adequate plans to address the modifications made to the front and rear yard landscaping. The Committee also agreed that the owner must submit a \$500 review fee to review the extensive modifications to the existing landscaping and the proposed gazebo on the rear patio.

The Committee also requested that Paul Niemuth provide a stellar sample of landscape plans that can be used as an example for future submissions by lot owners.

LOT 75 – 120 Sugar Creek Lane

The owner of lot 75, Michael Rasooly, was present to discuss his modified architectural plans and seeking a second six-month extension. A previous six-month extension had been granted by the Committee. The Committee reviewed correspondence submitted by the Association's consultant indicating that significant changes to the rear elevation had been made and minor changes in the setback and front retaining wall. The Committee agreed that the owner had made significant changes to his originally approved architectural plans, denied the requested six-month extension, and agreed that the owner must re-submit

his plans per the Association's Architectural Guidelines for review, including twenty sets of plans, a \$3,000 review fee, and attendance at the meeting in which the review is scheduled.

LOT 28 – 504 Oakshire Place

The Committee reviewed and discussed the mailbox column plans submitted by the owner of lot 28. The Committee requested that the owner submit the following additional information: (1) the owner should submit plans to install a light at/or near the mailbox; (2) the owner must submit plan indicating location of the mailbox; (3) the owner shall submit colors and details of the masonry materials proposed for the mailbox column and whether it is a single or dual mailbox; and (4) owner shall submit design and material for the address numbers placed on the mailbox.

LOT 116 – 410 Oakshire Place

The owner of lot 116, Kevin Klotz, was present to discuss the installation of five oak trees in the rear of his lot without the prior approval of the Committee. The Committee agreed that the owner should submit plans indicating prior installation. In addition, the Committee requested that the owner solicit and request approval from each of the lot owner's neighbors and try to reach agreement to relocate the trees to avoid the potential for blocking of views as the trees mature.

ITEM IV. - HEARING

LOT 99 – 513 Oakshire Place

The owner of lot 99 was not present. The Board directed management to notify the owner to clean the debris from lot 99 prior to November 30, 2002 or the management company would contact the Association's maintenance personnel to remove the debris and the charges incurred would be placed on the owner's account as a reimbursement assessment.

LOT 25 – 2538 Biltmore Drive

The owner of lot 25 was not present. The Board directed management to notify the owner to clean the debris from lot 25 prior to November 30, 2002 or the management company would contact the Association's maintenance personnel to remove the debris and the charges incurred would be placed on the owner's account as a reimbursement assessment.

ITEM V. - HOMEOWNERS' CONCERNS

Ed Antenucci, lot 59, was present and requested status on the submittal of revised landscaping plans for lot 58. In response, the Board indicated that the owner had not yet submitted plans and was expected to submit prior to the January 2003 Board meeting.

The Board of Directors requested that management contact the owner of lot 163 (195 Chanticleer) regarding the installation of perimeter fencing to protect the Oak tree in the center of the turnaround from construction traffic etc. The Board requested that the fence be construction of a chain link material and the post are embedded into the ground at the edge of the roadway. The Board also noted that if the owner did not comply within 10 days, then the owner's construction deposit funds would be utilized to install the aforementioned fencing.

ITEM VI. - APPROVAL OF MINUTES

It was MSC by Welch/Wollman to approve the Board meeting minutes of October 29, 2002.

The Board requested that management send the draft minutes to the owners prior to the next meeting and that the draft minutes and the next Board meeting agenda be posted in the Association website when available.

ITEM VII. - UNFINISHED BUSINESS

The Board discussed the erosion on lot 106 (common area). Peter Wollman provided three preliminary sketches of possible solutions for controlling erosion. The Board agreed to utilize option (2), consisting of placing drainage pipes and rebar-spiked hay bales at the erosion site to minimize further erosion over the next rainy season. The Board directed management to contact the Association's maintenance personnel to complete work as identified above. In addition, Paul Barker agreed to supervise work to be completed.

The Board discussed the extensive sloughing coming from lots 1, 2, and 3. The Board requested that management contact the owner of lots 1, 2, and 3 to request that the owner not have the property disced in the future, as this destroyed the grass roots that had controlled the erosion in the past. In addition, the owner is advised to install a solution to prevent further erosion on the sloped property and the slopes adjacent to Biltmore Drive in both directions.

ITEM VIII. - FINANCIAL REPORT

1. The Board reviewed the financial statements for the month ended 10/31/02.
2. The Board reviewed the projected monthly cash flow reports.
3. The Board reviewed the delinquency/aging report. (The Board requested that management contact the owner of lot 17)
4. The Board reviewed the disbursement journal, and Board members signed Association checks.

ITEM IX. - NEW BUSINESS

The Board discussed the proposed CC&R, Articles, and By-Law Re-write. The Board requested that management e-mail results of the return ballots on a weekly basis and contact members that had not returned their ballot.

The Board discussed the formation of a Beautification Committee to provide ideas and cost estimates for improvement on Biltmore Drive, common areas, and the roundabout on Oakshire. The Board agreed to solicit owners interested in serving on such committee and any ideas to improve the community and to please contact Steve Lange with your suggestions and/or interest on being on the Committee.

The Board discussed the formation of an Architectural/Landscape Committee to assist the Board in reviewing architectural, landscaping and modification submittals. Paul Barker provided a preliminary draft of administrative guidelines for review by the Board. Paul Barker agreed to report to the Board at the next meeting regarding detailed proposals, functions, possible members, fee structure, etc.

The Board discussed and reviewed the formation of an Association web site. It was MSC by Barker/Welch to approve the Association Web-site as developed by Kathleen Kaletka and illustrated by Steve Lange and to find a webhosting site to initiate the site.

The Board discussed the asphalt work completed by the owner of lot 163. The Board requested that management obtain additional information from the owner concerning the following: (1) compaction test results; (2) asphalt testing; and replacement of the asphalt berm.

The Board discussed an invoice for payment for consulting work on a setback report and an architectural guidelines draft submitted by Kimbrell & Associates. Yaron agreed to contact Barry Crawford regarding the costs associated with the reports and how the expenditures were approved. In addition, the Board requested that management contact Kimbrell's office and request a copy of the documents on disk for final editing.

The Board requested that management contact the Association's legal counsel to inform them that no further expenditures are authorized unless approved in writing by the Board. The Board agreed that any future work by contractors of the Association must have prior written authorization.

The Board requested that management send notification to the owner of lot 28 (504 Oakshire Place) regarding the submittal of plans for slope maintenance, retaining walls/landscaping.

The Board reviewed the correspondence from the owner of lot 98 concerning construction habits of lot 97. The Board requested that management notify both owners in writing to attend the next meeting for discussion.

ITEM X. – EXECUTIVE SESSION

The Board met in executive session to discuss matters regarding the Tracy Lane pavement maintenance responsibility.

The Board met in executive session to discuss personnel matters and requested that applying consultants attend the next meeting.

ITEM XI. - NEXT MEETING DATE AND ADJOURNMENT

The next meeting of the Board of Directors will be at 7:00 p.m. on Tuesday, December 17, 2002 at the Round Hill Country Club. The meeting was adjourned at 1:15 a.m.