

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

BOARD OF DIRECTORS MEETING

October 26, 2004

MINUTES

A meeting of the Board of Directors (Board) of the Round Hill Estates North Property Owner's Association was held on Tuesday, October 26, 2004, at the Round Hill Country Club.

ITEM I. – CALL TO ORDER

The meeting was called to order at 7:03 p.m.

ITEM II. – ROLL CALL

The Board of Directors unanimously approved the following slate of officers:

<u>Director</u>	<u>Office</u>	<u>Term Expiration</u>
Steve Lange	President	October 2005
Paul Barker	Vice President	October 2005
Valerie Schooley	Secretary	October 2005
Glenda Sonu	Secretary	October 2005
Joseph Bonn*	Treasurer	October 2005
Dale Welch	Director	October 2005
Maziar Gorbani	Director	October 2005

*Indicates Absence

**Indicates Late Arrival

Dee Lachner of Community Care Property Management, Inc., and Paul Niemuth with Niemuth & Associates were also present.

Bonn was contacted via telephone conference for the election of the officers.

Lange introduced the Board members and the representative of the current management company to the homeowners present.

ITEM III. – HEARINGS:

LOT 73 – 100 Sugar Creek Lane

The owner attended the meeting and stated that the dead plants have been removed. Lange mentioned that plants of similar kind need to be planted. Esquivel stated that the plants were dying and against the house and were cut down. He stated that the Oleanders have been replaced but they were moved forward from the position of the old plants. The Board agreed that no further action is necessary but they will continue to watch the property. The Board directed management to send a hearing result letter to be sent no later than ten (10) days after the meeting.

LOT 30 – 530 Oakshire Place

The Board reviewed the e-mail from the homeowner and management's phone call with the owner. Based on this information, the Board agreed that no further action was necessary and directed management to send a hearing result letter to the owner to be sent no later than ten (10) days after the meeting.

LOT 28 – 504 Oakshire Place

The homeowner did not appear for the hearing. Management reported that plans have not been received. The Board directed management to send a letter stating the what they have done has not been approved and, in fact, has made matters worse. Barker mentioned that the real estate company has been notified that the property is not in compliance stating that this needs to be disclosed to any prospective buyers. Lange reported that a \$100 fine has already been assessed to their account and directed management to check what the next fine should be and to send a letter within the ten (10) day time limit. The owners need to submit plans to address the sloughing issue.

LOT 17 – 50 Inverrary Lane

The owners did not appear for the hearing. Management reported that they spoke with the owner who stated that all the issues have been taken care of and that they did not, in fact, cut down any Oak trees. Schooley stated that they did cut down the Oak trees by the driveway and in the backyard. Niemuth agreed to drive by the property and look at the tree stump to try to determine when the tree may have been cut down. The Board directed management to send a letter within the ten (10) day time limit.

LOT 64 – 593 Oakshire Place

The owners did not appear for the hearing. Management reported that the owner called that morning and stated that there was a problem with their irrigation system that they were unaware of. The problem has been taken care of and most of the dead plants have been removed. The Board agreed that no further action will be taken and directed management to send a letter within the ten (10) day time limit.

LOT 25 – 2538 Biltmore Drive

The Board reviewed the hearing result letter from last month. The Board directed management to call Bay Area Maintenance and have them clean the v-ditch.

ITEM IV. - ARCHITECTURAL AND LANDSCAPING

LOT 33 – 582 Oakshire Place

Management reported that they received an e-mail from the owner stating that all issues that the Board addressed have been taken care of. The Board agreed that no further action will be taken and directed management to send a letter to the owner stating this.

LOT 108 – 72 Incline Green Lane

The owner was at the meeting and brought a larger scale plan to the meeting. The Board reviewed the plans along with Niemuth and agreed that Niemuth should review the plans and the Board will give approval via e-mail. The Board did agree that it looked fine and only a few issues may need to be addressed.

LOT 52 – 36 Palmetto Dunes Lane

The Board discussed this property and agreed that no further action should be taken.

LOT 96 – 529 Oakshire Place

The Board agreed to postpone any action on this lot until next month.

LOT 154 – 76 St. Andrews Lane

The Board reviewed the letter from the owner. The Board directed management to send a letter to the owner stating that a one-year extension was given in which to complete construction and that the Board is not obligated to grant another year extension with just a phone call. The Board agreed that the owner may apply at the end of this extension for another extension.

LOT 7 – 2519 Biltmore Drive

Niemuth reported that he reviewed the plans and stated that the plans were very poorly done. Niemuth agreed that he would write a letter with his recommendations and draw a sketch for the records. The Board directed management to send a letter to the owner stating that the landscaping plans have been approved with the recommendations that Niemuth will provide and if no neighbors complain.

LOT 38 – 554 Oakshire Place

Management reported that the owner has continued to send updates every month. The owner stated that the wiring has been completed and the roof should be completed this month, weather permitting.

LOT 97 – 523 Oakshire Place

The Board stated that the work is almost completed. The Board agreed to postpone discussion regarding this lot until next month.

LOT 149 – 421 Oakshire Place

Management reported that they have not yet received plans for the auxiliary building.

LOT 145 – 437 Oakshire Place

The Board agreed that the fence was fine and not to pursue any further action.

LOT 163 – 195 Chanticleer Lane

The Board reviewed the recommendations from Niemuth that was included in the Tonight's Packet. The issue may be the solid fence. Ghorbani agreed to use a stain sealer on the fence. The Board agreed to grant a variance for the fence; however, they still need the architect's comments. The Board directed management to contact Bob Dewell regarding getting their comments. The Board unanimously approved the landscaping plans with Niemuth's recommendations.

ITEM V. – HOMEOWNERS' CONCERNS/OPEN FORUM

None at this time

ITEM VI. – APPROVAL OF MINUTES

The Board reviewed the minutes from the Annual Meeting of October 19, 2004. The Board unanimously approved the Board meeting minutes of September 28, 2004, as submitted by management

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ITEM VII. – UNFINISHED BUSINESS

Barker reported that he met with Brad Shaw of American Asphalt regarding Chanticleer Lane and asked for a bid to patch the areas by the curb and the areas that were driven on by residents. Barker stated that the cost for the shoulder repair and slurry seal was very expensive, approximately \$8,000 and did not feel it was worthwhile to spend this money since it didn't seem to be a big issue. Barker also discussed the problem with Lodder's driveway since it was not done properly. Welch agreed to contact Bay Area Maintenance regarding the curbs. Management agreed to e-mail BAM's contact information to Welch.

The Board reviewed the letter management received from EastBayMUD regarding moving the access gate to the street. The Board agreed to drop the issue.

Lange stated that he finished the directory and make copies for distribution. Schooley suggested that the Board distribute copies in their neighborhoods and that a copy should be given to all residents.

ITEM VIII. - REPORT(S)

Financial:

The Board agreed to postpone the financial report until next month.

WELCOMING COMMITTEE: - Schooley reported that she visited 2 homes (lots 51 & 40) and distributed a gift basket to both.

MANAGEMENT REPORT: The Board reviewed the management report.

PROPERTY VALUE COMMITTEE: Lange stated that Del Conte had informed him that they have not heard anything from Gates regarding the round about. Lane reported that Gates is about 95% completed with the drawings and agreed to put information into a .pdf file for the Board members to download.

ITEM IX. - NEW BUSINESS

Lange suggested setting up an e-mail notification list for members as an easy way for them to receive information regarding the Association activities. Lange also suggested that there should be emergency contact information for each member household indicating number of persons living in the residents, number of animals, etc. in case of fire emergencies.

Management reported that a letter to Beatty and Associates has been sent but they have not received a reply. Welch agreed to go to their offices located in San Ramon and management agreed to e-mail Welch the address.

Barker stated that he would contact Del Conte to remove the dead Oak tree located near Lot 5 since it is a potential danger should it be blown over during a storm.

Lange agreed to contact the owner of Lots 1, 2, and 3 one more time. Welch agreed to take over this issue if it is not resolved.

Lange mentioned he will draft the newsletter for next month with new management information, new Board members, slate of officers, updating the members regarding the status of various projects that the Association is undertaking and not to spray weeds in the winter.

Lange mentioned that their storage facility needs to be cleaned out. Welch and Sonu agreed to go to the facility and go through the files there and report back to the Board via e-mail.

Welch mentioned the condition of Lot 39 and that plans need to be submitted for what he has done for the records regarding his fence. Welch reported that the fence looks good but in light of the fact that there have been complaints about the Board not being consistent in reviewing plans, this should be addressed. The Board agreed to bring this matter up at the Board meeting next month.

Ghorbani reported that the insurance has been cut in half due to an increase in premium. He stated that this could be a potentially big liability for the Association if they do not have enough insurance. Ghorbani suggested looking at the policy and possibly getting a new insurance quote for better coverage. Ghorbani questioned what the policy covers and feels that the Board should get a legal opinion before deciding to cut their coverage. Lange agreed to check with Bercu regarding that the policy covers. Ghorbani agreed to contact Yaron to find out why he made the suggestion that he did.

Lange explained the procedure for submitting plans to the new Board members for their information. Ghorbani suggested perhaps a more efficient manner of plan submission to reduce the cost of the consultants.

ITEM X. - EXECUTIVE SESSION

None at this time.

ITEM XI. – NEXT MEETING DATE

The next meeting of the Board of Directors will at 7:00 p.m. on Tuesday, November 30, 2004, at the Round Hill Country Club.

ITEM XII. – ADJOURNMENT

The meeting was adjourned at 9:40 p.m.