

ROUND HILL ESTATES NORTH PROPERTY OWNERS' ASSOCIATION
ALAMO, CALIFORNIA

BOARD OF DIRECTORS' MEETING
October 29, 2002

MINUTES

A meeting of the Board of Directors (BOD) of the Round Hill Estates North Property Owners' Association was held on Tuesday, October 29, 2002, 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

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

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

ITEM III. - HEARING

LOT 58 (41 Tanbark)

(Peter Wollman withdrew from Board discussion) (Michael Maloon present) (Ed Antenucci present)

The Committee reviewed the approved landscape plan and home plan and discussed the as-built/landscaped condition with the plan. The owner, Scott Walker, and his builder, Tom Loukos were present. Three deviations were noted:

Drainage—An exposed white pipe below the residence. Tom Loukos indicated that the County required that the drainage pipe "t" be installed and he agreed that he will cover the pipe with a fabric covering.

False Arcades—At the bottom skirt a the rear of the house were supposed to be 8" deep to form a shadow line to mitigate the height of the house below the deck, but 4" were actually installed. Tom Loukos agreed to change the depth of the false arcades to the approved 8 inch depth. The Board indicated that it would consider a proposal where the costs that would have gone into increasing the depth of the arcades would, instead, be put into more and higher-quality landscape plants for the rear and side yards.

Landscaping—The trees at the rear of the house were supposed to be redwoods, 24" in size and planted in pre-dug holes to facilitate rapid growth to screen the tall skirt. Instead, smaller, very slow growing buckeye trees were actually planted with one dead now. Paul Niemuth suggested several alternatives with

the desire to plant rapidly growing shrubbery next to the house, which will grow to the level of the lower deck. The Board requested that the owner submit a revised landscape plan consisting of the addition of trees and/or shrubbery of their choice located at the rear and right side of the home to accomplish the goal of rapidly covering the lower skirt to the bottom of the deck. In addition, the Committee agreed that the owner shall submit such plans to Paul Niemuth within 10 days for review at the next meeting.

ITEM IV. – ARCHITECTURAL AND LANDSCAPING

LOT 38 (554 Oakshire)

The owner of lot 38, Piran Assad, was present to review the additional items requested by the Board. (i.e., color samples, retaining wall, setback requirements, etc.) The Board reviewed the correspondence received from the Association's consultant, Tom Kimbrell. Change in color for accent and tile from sculptured to flat with color variation was requested to be approved, so tried to match it as close as possible. Says color and tile not available anymore. The patio doesn't need variance as it is on the ground. Front yard entry posts, balcony (~2ft) and rear retaining wall need variance due to ~5 feet rather than 3 ft. (3 variances requested from County). The owner was encouraged to contact Gordon Johnson to get approval on variance prior to AIA and County hearing. It was MSC by Welch/Wollman to approve the new trim color and roofing tile as submitted.

LOT 153 (2541 Biltmore)

The Committee reviewed and discussed the material for a roof replacement (dark brown closely matching the current shake roof) was submitted by the owners of lot 153, Jerry Holmes, for installation of new roofing. The architectural consultant favored approval of the new material. It was MSC by Welch/Schooley to approve the materials as submitted.

LOT 165 (168 Chanticleer)

The Committee reviewed and discussed the comments provided by the contractor for the owners of lot 165, Rowe Residence, for the installation of a pool, cabana, and rear/side yard landscaping located to the right of the home. The owner requested that the Committee grant partial approval to begin grading installing retaining walls prior to receiving approval on a plan. The plan including the cabana is still several weeks away from submission. In response, the Committee denied the owner's request and directed the owner that a review will be completed upon submittal of the complete and adequate plans.

LOT 120 (436 Oakshire)

The Committee reviewed and discussed the plan submitted by the owner of lot 120 for landscaping approval of a number of trees that had been planted without approval (the owner was not present). The Committee also reviewed the correspondence submitted by Paul Niemuth indicating the submitted plan was not sufficient for review. The Committee denied his submittal and directed management to notify the owner of his requirements to (1) submit a landscaping review fee of \$1,500.00; (2) submit sufficient plans that meet the standards of the Association's Architectural Guidelines; and (3) the owner must attend the meeting in which his plans are proposed for review.

LOT 28 (504 Oakshire)

The Committee reviewed the owner's submittal for paint color choice (#26 Oyster) (the owner was not present). It was MSC by Welch/Bercu to approve the color sample as submitted. In addition, the

Committee discussed the owner's non-compliance for submittal of plans for a mailbox column. The Board directed management to send the owner a second request for submittal of the mailbox column and request that the owner attend the next meeting for discussion. The Board also discussed the overdue plan from the owner of lot 28 to mitigate the sloughing from the slopes, covering of the new drainage pipes, repair of cement covered drainage pipes and removal of sloughing from the roadway.

LOT 75 (120 Sugar Creek)

The Committee reviewed the correspondence submitted by Tom Kimbrell and management concerning the revised plans received from lot 75. The Committee directed management to notify the owner of lot 75 that (1) the previous approval has expired and the newly submitted plans differ in substantial form from the previously approved plans; (2) the owner's request for additional extension is denied; (3) the owner shall submit the required \$3,000.00 architectural review fee; and (4) the owner shall submit twenty sets of plans to be distributed for owner notification, per the Association's architectural guidelines.

LOT 116 (420 Oakshire)

The Committee discussed the installation of trees on lot 116 without first seeking the approval of the Architectural Committee. The Committee requested that management notify the owner to either show proof that the trees were planted as per an approved landscape plan or (1) attend the next meeting for discussion and (2) the owner shall submit a plan that meets the Association's Architectural Guidelines; and (3) the owner shall submit to the Association the required Landscaping Review fee of \$1,500.00.

ITEM IV. - HOMEOWNERS' CONCERNS

Catherine Dimino was present to discuss her concerns regarding the new CC&R documents that do not address the setback requirement difference between lots larger than one acre vs. less than one acre.

ITEM V. - APPROVAL OF MINUTES

It was MSC by Yaron/Bercu to approve the Board meeting minutes of September 24, 2002.

ITEM VI. - UNFINISHED BUSINESS

The Board discussed the erosion on common area lot 106. The Board discussed alternative measures for alleviating the erosion. The Board requested that management contact Allan Kropp regarding (1) suggesting a timeline for completion of repairs, (2) clarification of the wildlife habitation at the erosion site, (3) his opinion on dealing with the eminent slope failure. Peter Wollman agreed to submit a simple plan to the Board at the next meeting for temporary repair to get through the rainy season.

The Board discussed the pavement repair work that was completed for year 2002 per the pavement management plan. There is a one-year warranty on the work. The Board agreed to withhold additional funds until the Spring of 2003 to further evaluate the unsatisfactory work that was completed on Inverrary Lane and other areas.

ITEM VII. - FINANCIAL REPORT

1. The Board reviewed the financial statements for the month ended 9/30/02.
2. The Board reviewed the projected monthly cash flow reports.
3. The Board reviewed the delinquency/aging report.

4. The Board reviewed the disbursement journal, and Board members signed Association checks.
5. The Board approved the audit report prepared by the Association's CPA for the financial statements covering the year ended June 30, 2002.

The Board requested that management inquire about the \$1500 bill submitted by Kimbrell Architects for work on zoning research. The Board requested that the report be supplied to them prior to paying the invoice that included such charges and management would notify them to cease work on any architectural guideline writing or editing work. In addition, the Board requested that management notify the Association's consulting architects in writing that any work completed in the future must have written authorization from the Board or management.

The Board reviewed the proposed delinquency policy incorporating the newly passed California bill. The Board requested that management provide a cover letter to be issued with the policy for review at the next meeting. A vote on the changed policy will take place at the next board meeting.

ITEM VIII. - NEW BUSINESS

The Board discussed the status of debris clean-up on lot 99 (513 Oakshire) after sending a notice to the owner and receiving no response. The Board directed management notify the owner of their requirement to attend a hearing, remove the debris, or the Association will have maintenance personnel clean the debris and bill the owner for charges incurred.

The Board discussed the status of debris clean-up on lot 25 (2538 Biltmore) after sending a notice to the owner and receiving no response. The Board directed management to notify the owner of their requirement to attend a hearing, remove the debris, or the Association will have maintenance personnel clean the debris and bill the owner for the charges incurred.

The Board directed management to notify the owners of lots 108 (72 Incline Green) and 75 (120 Sugar Creek) their responsibility for cleaning the construction debris located on their lot.

The Board discussed the weed abatement non-compliance on lot 4 (2513 Biltmore). The Board agreed that this lot also faces erosion problems as well as a number of other lots in the association. The Board agreed to research the possibility of including this lot with the other lots proposed with the Slope Committee. The Board unanimously agreed to form a Slope Committee with Steve Lange as the chair person. Paul Barker and Peter Wollman also agreed to sit on the Slope Committee. The charter of the committee is to research a long-term solution to the erosion sloughing and to improve the appearance of the slope areas.

The Board discussed the date of the next Board of Directors meeting. The Board agreed to hold the next meeting on November 19, 2002 to avoid conflicts with travel for the Thanksgiving Holiday.

The Board requested that management send notification to EBMUD regarding the asphalt patch failure due to poor compaction on an old repair on Chanticleer Lane in front of the fire hydrant near lot 89.

The Board discussed the common area sprinkler repairs on Biltmore Drive. Paul Barker agreed to submit specific locations of valve box leakage and the broken sprinkler heads to management.

The Board requested that management send notification to the owner of lot 163 (195 Chanticleer) to install fencing around the Heritage Oak Tree located in the center of Chanticleer Lane near his lot, as construction personnel vehicles are damaging the tree.

The Board directed management to locate and/or purchase a meeting notification sign for the entrance of RHEN and to notice the Board meetings each month.

The Board directed management to send notification to the owners of lot 26 regarding the need to replace the dying landscaping prior to the sale of the residence.

It was MSC by Welch/Bercu to extend the deadline for which the ballots may be received for the reformation of the governing documents until January 1, 2003. (Wollman and Barker opposed) In addition, the Board requested that management send notification to owners whom have not yet returned ballots.

Jake Bercu proposed the formation of a separate Architectural and Landscape Review Committee. After some discussion, it was agreed to add discussion of the proposed committee to next month's agenda with Jake developing a specific proposal indicating the duties, personnel makeup, and limitations of the committee with its relationship to the Board.

Steve Lange reported his interest in forming a Community Website for the Association for rapid information exchange between the Board and Association members. Steve agreed to develop a prototype of the proposed site to be demonstrated at the next Board meeting.

Steve Lange reported interest in forming a Beautification Committee. The Board agreed to add to the agenda for discussion at next month's meeting, where Steve will prepare a list of proposed members and a proposed charter for the committee.

It was MSC by Welch/Schooley to approve the following slate of officers:

George Yaron—President
Peter Wollman—Vice President
Jake Bercu—Treasurer
Steve Lange—Secretary
Valerie Schooley—Director
Dale Welch—Director
Paul Barker—Director

ITEM IX. – 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.

The Board met in executive session to discuss matters regarding the retaining wall settlement.

ITEM X. - NEXT MEETING DATE AND ADJOURNMENT

The next meeting of the Board of Directors will be at 7:00 p.m. on Tuesday, November 19, 2002 at the Round Hill Country Club. The meeting was adjourned at 12:26 p.m.