

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

**BOARD OF DIRECTORS' MEETING
March 30, 2004**

MINUTES

A meeting of the Board of Directors (BOD) of the Round Hill Estates North Property Owners' Association was held on Tuesday, March 30, 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 68 - 569 Oakshire Place

The owner and the owner's architect attended the Board meeting to discuss with the Board the provisions they were given by the Architectural Committee. Barker mentioned that the preliminary plans are going in the right direction and the committee is just waiting for the final plans to be submitted and reviewed for approval.

LOT 123 - 448 Oakshire Place

Niemuth mentioned that he had reviewed the plans and that they do not reflect the work that was done on the property. He mentioned that he did not believe there would be any impact to the Oak tree on the lot. He also mentioned that the sewer bench would need to be properly graded and that the retaining wall appears to exceed the height limit the Board approved. The Board also agreed that the debris on the property will need to be cleaned up. The Board directed Niemuth to draft recommendations to resolve the issues.

LOT 28 – 504 Oakshire Place

The Board discussed lot 28. Lange agreed to draft a letter to be sent to the owners requesting that plans be submitted for review, because of numerous requests over the last 2 years.

LOT 29 – 517 Oakshire Place

The Board discussed the lot and the recent erosion. The Board recalled that, upon their approval of plans, they had requested that the owners address the slope. The Board directed management to look through the files and see what was sent to the owner regarding sloughing.

LOT 5 – 2529 Biltmore Drive

Barker went over Niemuth's findings regarding the landscaping and the concern regarding the Oak trees on the lot. The Board asked Niemuth to make recommendations regarding the drain. The Board also discussed the issues concerning the v-ditch and erosion on the lot. The Board agreed that the new owner should be made aware of the existing problems and directed management to ask Dewell to make a report on what was approved. The Board also directed management to get a copy of the plans and make arrangements for a final review.

LOT 96 & 97 – 529 Oakshire & 523 Oakshire

The Board reviewed Niemuth's notes from the final walk on lot 97 and directed management to send the final report to the owner. Niemuth mentioned that he would not recommend the Board approve the plans yet and that he thought the pool equipment should be properly screened and the debris on the lot from the drainage work needed to be cleaned up. The Board agreed to approve the plans, contingent on the items Niemuth mentioned. Niemuth agreed to draft on approval letter.

Niemuth mentioned that he felt the trees on lot 96 are okay and are unlikely to create a greater debris problem for lot 97 than the trees lot 97 has planted. The Board agreed to revisit the approval of the trees at the next Board meeting.

LOT 125 - 64 Ocean Pines – Lot 4 - 2513 Biltmore Drive

The Board discussed the recent spraying of the weeds on lot 4 and lot 125 and their concern that it is causing the erosion on the lot, in addition to being an eyesore when all the hills are green. Lange discussed the need for a fine schedule that would deter this practice in the future. Lot 125 has repeatedly ignored the Board's repeated requests over past years to spray in lieu of cutting their weeds. The policy will be included in the new Maintenance Rules to be drafted. .

ITEM IV. - HOMEOWNERS' CONCERNS

None at this time.

ITEM V. - APPROVAL OF MINUTES

It was MSC by (Lange/Schooley) to approve the Board meeting minutes of February 24, 2004, as submitted by management.

ITEM VI. - UNFINISHED BUSINESS

Peter Wollman came to the Board meeting to discuss with the Board the erosion on lot 6. He mentioned that most of the erosion is on the left side of the property, below the plateau, and that there is a fifteen-to-twenty-foot scarp and some riddling. The Board agreed that the area needs to be repaired and directed management to set up a pre-bid meeting between contractors and Barker and Peter Wollman. Barker agreed to contact vendors to bid for repairs. Peter Wollman agreed to put together a bullet list of key items that need to be addressed.

The Board also discussed the asphalt repairs and agreed that the bottom half of Chanticleer needs to be repaired. The Board agreed to meet on the next Saturday to walk Chanticleer to review its condition.

The Board directed management to have Bay Area Maintenance clean out the v-ditch behind the retaining wall on Biltmore.

The Board agreed to have the stakes removed from the tree on lot 163. Lange agreed to draft a letter to be sent to the owner stating the Board's position on the incident.

ITEM VII. - REPORTS

FINANCIAL:

The Board agreed to skip the review of the financials this month.

The Board directed management to send Bercu the first draft of the 2004/2005 budget.

The Board directed management to have John H. Beatty re-do the reserve line item for asphalt repairs, not according to the Chec report, which was used previously.

The Board reviewed the memo regarding management outsourcing the pre-lien services. Lange suggested an explanation regarding the change in fees be written up. The Board agreed and directed management to draft a letter to the homeowners.

PVI COMMITTEE:

Lange mentioned that in order to start the Gate's design, the Association needs to get permission from the owner of Lot 1. He also mentioned that Gates is in the process of obtaining a permit from the County to begin construction.

WELCOMING COMMITTEE:

Schooley mentioned that she would like to distribute a plant and a phone book to new owners. The Board agreed and directed management to begin the process of updating the Association's directory by sending out a notice to owners, asking if they would like to be included in the directory.

MANAGEMENT REPORT:

The Board reviewed the management reports and directed management on any pending items. In response to the report on Management's drive through inspection, the Board directed management to send a letter to: 1) Lot 143 asking them to maintain their landscaping, 2) Lot 99 to remove the boards off their

property and have the utility boxes property secured, and 3) Lot 105 to properly store the bricks on their front patio out of sight and to maintain their lawn.

The Board directed management to contact the county to remove the No Parking signs (including posts) along Oakshire and Biltmore that are faded as they are unnecessary and unsightly.

ITEM VIII. - NEW BUSINESS

The Board also spoke about the lack of maintenance by some owners and agreed that a policy for maintenance should be drafted. The Board directed management to ask Dewell if he had access to a set of guidelines the Board may use as a basis for drafting our Maintenance Rules.

The Board reviewed the Calendar of Events, provided by management, and directed management to include it in the packet on a on-going basis.

It was MSC (Lange/Barker) to approve Del Conte's bid to remove unwanted plant material in the large circular roundabout on the top of the hill, for a total of \$2,000.

The Board agreed to approve the bid from John H. Beatty to prepare a reserve study for a total of \$1500.

The Board reviewed the phone log.

The Board discussed sending letters out to owners who have maintenance issues with their rear yards. Lange suggested the Board meet to do a walk and see which homes management should send letters to.

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, April 27, 2004, at the Round Hill Country Club. The meeting was adjourned at 10:55 p.m.