

Fieldstone Owners Association
344 Fieldstone Drive
Murphys, CA. 95247

AGENDA
May 20, 2017
9:00 AM at the Pool

- Call to order
 - Approval of the minutes from the March 17, 2017 meeting
 - Reports (if any)
 - Open Forum
 - Board Actions
1. The Board will consider a request from the Social Committee for \$50 to cover the cost of a pool opening party.
 2. The Board will consider whether or not to authorize the payment of \$1,000 out of the reserve fund for repairs to the roofs of units 293 and 307.
 3. The Board will consider a request from owner Kerry Guggenheim for a basketball hoop at the end of her driveway.
 4. The Board will consider the proposed descriptions of working committee duties for approval. At the March 17, 2017 meeting, the Board asked each working committee to provide a brief description of its jobs or duties by April 15, 2017. The proposed descriptions were created by and voted on by each committee. The proposed descriptions are attached. The Board may add to or delete from the descriptions provided by each committee.
 5. The Board will consider authorizing the sealing of new cracks in the street, resealing old cracks and top-coating the entire street.

6. The Board will consider paying Sea Magic to "investigate the Pool Overflow drainage pipe and repair to result in all pool overflow drainage to be solid and to be deposited in the gutter."
7. The Board will consider whether or not to approve several recommendations from the Landscape Committee:
 - A. Authorize a Community Work Day. "The goal of the work day, would be to clean out beds, transplant existing plant/shrubs to better balance existing shrubs within community property beds and to pull dead plants and leggy expiring older plants/shrubs."
 - B. For the Committee to have the authority to "give direction to Sea Magic for plant move and planting" if the Community Work Day is not approved.
 - C. Bring "water to the island before sealing the drive."
 - D. "Approve prioritization of focal points for Landscape Committee."
 - E. Authorize spending "\$800.00 for replacement plants."
 - F. "Approve Landscape Committee review of Sea Magic contract, with vendor, for the scope of the work."

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Proposed Descriptions of Working Committee Duties

At its March 17, 2017 meeting, the Board asked each working committee to elect a chairperson and to produce a short description of the committee's jobs or duties by April 15, 2017. The proposed descriptions are provided below or are attached. The Board may add or delete jobs when it considers the proposed descriptions.

Communications Committee – Chair Abigail Padou

See Attached

Landscape Committee – Chair Mary Radford

None Provided

Pool Committee – Chairs Bonny Thrower & Brian Klassen

See Attached

Social Committee – Chair Cathy Stroup

The Social Committee promotes friendship and fellowship among Fieldstone residents through special events. These events are planned and scheduled by the committee members. Event budgets are presented to the board for approval. Budgeted items are purchased locally. All set up and clean up is managed by this committee.

Duties of the Fieldstone Communications Committee:

The duties below are shared with the Secretary.

1. Website

The Communications Committee will keep the Fieldstone website updated in a timely manner. This includes:

- Posting Board meeting schedules, agendas, draft minutes and approved minutes.
- Posting official Board documents, including current: Articles of Incorporation, CC&Rs, Bylaws, Rules, Insurance Documents, Operating Budget, Reserve Budget, Financial Statements and Reserve Study.
- Keeping Board officers and contact information up to date.
- Keeping the annual calendar up to date.
- Making other postings as the Board requests.

2. Bulletin Board

The Communications Committee will keep the Fieldstone Bulletin Board updated in a timely manner. This includes:

- Posting the annual Board meeting schedule.
- Posting Board meeting notices and agendas.
- Making other postings as the Board requests.

3. Fieldstone Email Account

The Communications Committee will use the Fieldstone Email Account to make Board announcements. This includes:

- Emailing the annual Board meeting schedule.
- Emailing Board meeting notices and agendas.
- Making other emails as the Board requests.

The email addresses of all owners and renters will automatically be included unless they request in writing to be excluded from the Fieldstone Email Account. Owners and renters who leave Fieldstone will be promptly deleted.

The Fieldstone Email Account will not be used to make unofficial communications or committee announcements, which can be made by Fieldstone residents and committees on the Fieldstone Google Group.

4. Fieldstone Google Group

The Communications Committee will automatically sign up all new owners and renters to the Fieldstone Google Group unless the owner or renter requests in writing to be excluded from the Fieldstone Google Group. Owners and renters who leave Fieldstone will be promptly deleted.

5. Fieldstone Directory

The Communications Committee will update and publish an annual Fieldstone Directory that contains the emails, phone numbers and mailing addresses of all Fieldstone owners and residents.

Additional information may be included in the Directory as the Board may request.

Directories will be made readily available to all owners and residents.

6. Mailings

The Communications Committee will make official Board mailings to the Fieldstone community as requested by the Board.

Duties of the Fieldstone Swimming Pool Chair/Co-Chair/Working Committee

- 1) Purchase plastic name tag holders, lanyards, white rope & cardboard-quality white Xerox paper in order to keep all main pool passes & guest passes current for all Fieldstone residents. Coordinate with Welcome Committee and Communication Committee Chair to get correct house number & spelling of each new owner or tenant.
- 2) Deliver new passes to new owners/tenants, along with a current copy of the pool rules. Go over the rules with them in person if possible, making sure they understand them. Answer any questions they may have.
- 3) “Police” whenever at pool by making sure people:
 - (a) Are in possession of the proper master & guest passes (if they have guests with them), have signed in properly and hung the key, main pool pass & guest passes on their address on pegboard. If they do not have the proper pass, introduce self as the Chair/Co-Chair/Member of the Pool Committee & get their proper information, so the proper pass can be made for them. Educate (politely) those who may have their pass in their possession, but have not signed in nor hung it on the pegboard, of the proper sign-in procedure. Let them know we use the sign-in procedure, not only for making sure only authorized Fieldstone residents & their guests are utilizing the pool, but also in part of the equation for adding pool chemicals, as well as for locating persons who might have left items at the pool. (Note: In the early years, we had non-resident high school boys climbing over the fence to swim in the pool & we had to hire & pay a “Pool Attendant” to monitor activity at the pool because it was such a problem. We no longer pay anyone to do this. We rely on the Pool Committee Chairs & Committee Members to do this & so far have been successful at it.)
 - (b) Are following the pool rules & do not have more than the authorized number of guests at the pool. If need be, let any offenders know that using the Fieldstone pool is a **privilege** for Fieldstone residents & their guests & this privilege can be suspended or revoked for failure to follow pool rules. Report any observed infraction at pool to Pool Co-Chair or a Board Member, noting date, time of day, infraction & name & address of offending party.

- 4) Double-check to make sure chemicals are being checked daily, when pool is open, as required by California law. Make sure there are enough volunteers to check chemicals. Otherwise, we must hire & pay a person to do that.
- 5) Make sure all FORMS are current & amply available, including:
 - (a) Sign-in forms on clipboard.
 - (b) Forms for pool maintenance person (pool cleaner) to sign when he comes to service the pool.
 - (c) Forms for cleaning person of Common Areas (BBQ, Restrooms, cleaning of pool furniture) to sign when she does her weekly cleaning.
 - (d) Forms for daily chemical checker to sign when he/she measures the chemicals.
- 6) Purchase the following:
 - a. Toilet paper, paper towels, hand soap & cleaning products for restrooms as needed.
 - b. Xerox paper for forms & copies of pool rules.
 - c. Hanging clock, batteries for same & hanging thermometer for pool, if necessary.
 - d. New signs for pool as they become too faded to read or outdated by codes. Get approval from Board for purchases, if necessary and provide receipts for reimbursement of costs.
- 7) Notify Board of Directors of any problems or updates with regard to pool, including making recommendations for new pool furniture or cushions, if needed.
- 8) At end of pool season, wrap & store all chair cushions & chaise lounge cushions & place in storeroom or designated storage area. Notify pool maintenance company & common area cleaning person of opening date of pool & closing date of pool.
- 9) At beginning of pool season, unwrap & put out all chair cushions & chaise lounge cushions.
- 10) Whenever at the pool, make pool area look as nice as possible by straightening &/or aligning chairs, storing any pool toys that have been left out & putting any found items in lost & found plastic basket near the sign-in pillar in common area. Double-check that BBQ knobs are all in the "off" position.
- 11) Make sure we have a pool maintenance person/company who cleans pool & checks chemicals once or twice a week when pool is open & once per month when pool is closed.

- 12) Make sure we have a person/company in charge of weekly cleaning of common areas & restrooms when pool is open & on an “as needed” basis when pool is closed.
- 13) Update the wording of the Pool Rules as needed.
- 14) Stay current on happenings at the pool, with regard to any construction, maintenance, inspections or other work, so as to be able to update Communication Committee, Fieldstone residents and/or Board of any pertinent items, events or delays at the pool.