

Fieldstone HOA
Board of Directors Meeting
DATE: April 19, 2013
LOCATION: Pool
TIME: 2:00 pm

I. Call Meeting to Order - 2:03 p.m.

- A. Establish a Quorum - Rikki Richter (OMNI), Michael Summers, Steve Soper, Carolynn McIntosh, & Lynne Mulert present.
B. Verification of Meeting Notice/Agenda - Verified

II. Meeting Minutes Approval

Carolynn moved to approve January meeting minutes, Steve 2nd, & all approved.

III. Open Forum

No Issues

IV. Treasurer's Report

A. Review of Financials

Operating cash of \$46,000; Reserve Funds of \$224,000

- Total amount of overdue assessments are \$16,400, down \$2300 From when we met in January.
- Expenses vs. Budget: Generally looks good. Three outliers:
- YTD thru March Legal fees at \$2600, over quarterly budget and even over the annual budget of \$1500. These fees covered legal advice on the issue of determining Association responsibility for vent collar maintenance and acorns in chimney; The legal opinion on responsibility for roof maintenance and leaks; development of new application for Architectural modifications; and leaks; legal review of issue of skylights; and handling of the insurance claim for the house fire.
- YTD thru March office expense \$1662, which is over entire Annual budget of \$1000; and over the entire amount we spent last year (\$990). Rikki explained that this is where her additional time was charged, due to the exceptionally high workload in Fieldstone in 1Q. In this way, they don't have to raise our annual contract fees.

- YTD thru March Electrical is 36% over budget, due to unexplained high use. According to PG&E, our electricity at the pool started to rising on Oct. 25th, at approximately 10 am. PG&E said it looked like a portable heater or something of that sort was turned on constantly until 12 am that day and continued to run on and off thru February. March dropped down to 900 kWh, after seeing 2200 to 2400 Kwh in December thru February, &1500 in November. We haven't figured out the cause. Rikki stated PG&E checked out the meter and was found to not be faulty.

B. CARS Resolution: Carolynn motioned to approve the following resolution: "We authorize and instruct that CARS record Notice of Delinquent Assessment ("Lien") for the full amount of unpaid assessments, late charges, interest and collection fees and costs against any property that is 90 days or more delinquent if such account has not been reinstated by the Notice of Intent to Lien, until our next meeting tentatively scheduled for June 21, 2013". Steve 2nd & all approved.

C. 2012 Financial Review: Received in mid-March the annual financial review by an independent accountant, Haley & Company. The purpose of the review is to determine if any significant changes need to be made to our 2012 financial statements. No such changes were found. Carolynn approved and sent back to the accountants.

V. Old Business

A. Insurance updates:

Paid for roof leakages & fire damage paid by insurance.

B. Maintenance Issues:

1. Roof & Gutter Maintenance: Review Adv. Roofing bid - decide on gutter guards. Cost of gutter guards \$5292 for 16 homes. Steve motioned to approve on the condition that gutters are cleaned before putting gutter guards on. Carolynn 2nd and all approved.
 2. Carolynn motioned to add cost of gutter guard's installation: Cost to be added to the Reserve Study. Steve 2nd & all approved.
 3. Steve motioned that Advanced Roofing provide a written decision on condition of all homes' roofs and all gutters. Lynne 2nd & all approved.
- 2) Decide on Annual Maintenance Plan for inclusion in budget
Wait for report from Advanced Roofing.
 - 3) Pool Repair Plan/bids

- Replacing coping tiles w/solid style tiles designed for Murphy's winter temperature
- Re-grouting
- Updating handrails to code
- Installing 10 "No Diving" tiles per code
- Only have 1 bid at this time- Rikki will get more.

D) Campora Next steps

Steve & Carolynn have developed communication points and Plan to meet with Campora.

VI. Committee and Manager Reports:

ID current membership: Reviewed committee and board membership. Updated list is included in these meeting notes, in order to insure these people are covered under Association Worker's Compensation.

A. Landscape committee

Loren reported that she, Cathy & Barbara walked the property & noted that Sea Magic needs to do some weed spraying, 2 trees will be removed due to the trees planted by the developer's were wrong for the areas.

New plants for the mail box areas.

B. Architectural Committee-

Lynne reported that the fence o #220 has been approved.

C. Pool Committee

- Bonny reported that Kris Giialdini & Daniel Loving will be joining the committee, to provide back-up on chemical testing when Those assigned to task are not available.
- Rikki to get pool repair bids.
- Rikki will facilitate Brandy to clean pool area, & Steve will call Harry to have chemicals balanced and pool heater turned on.
- Lynne will ask Riley if she will daily check chemicals and report.
- Pool will open May 4th.

D. Social Committee

Lynne reported the Pool opening party to be announced.

E. Welcoming Committee

Lynne reported that she has met with every new renter to date.

Lynne asked Bonny to follow-up on pool passes.

F. Communication Committee

Directory Update: Carolyn reported that the directory is ready to print & motioned for making 70 copies which was 2nd and approved by all.

VI. New Business

A. On Site Reserve Study Proposal - Browning Reserve Group:

Every third year, the Reserve Study includes an on-site physical inspection. This is the year for that. Major components included in the study are those with a remaining useful life of less than 30 years and a value greater than \$1000. They will estimate the remaining life of these components, repair, and replacement costs, and required contributions from our dues to the Reserve budget to cover these costs. The charge for this is \$1400. The first draft will be available about 60 days after we approve them to go forward.

Carolynn motioned to approve \$1400 for Browning Reserve Group to conduct the site review. Lynne 2nd & all approved. Need to provide them the name of a qualified individual from the Association who BRG can contact for direction: Rikki Richter. Someone will need to complete the form, with a list of contractor's names: Rikki Richter.

B. Paint:

Steve & Michael will contact paint company to find out about the 10 yr. warranty.

C. Manager Report/ News letter

Rikki & Michael will meet

**VII. Meeting Announcement
June 21, 2013**

**VIII. Adjournment to Executive Session
Motioned to adjourn, 2nd and approved at 3:25 pm**

Committees and Volunteers As of today April 19, 2013



A. Membership Identification/update (to ensure we have a list of those covered by Worker's Comp. Policy)

1. Landscape committee

Chair: Steve Soper: (707) 738-6655, stevesoper@sbcglobal.net