

July 25, 2012 at 6 PM

Location: Crosswoods Meeting Room

I. Preliminary

- A. Called to order at 6:01pm by Ms. Lake
- B. Roll Call by Ms. Hauge.
 - i. Present: Mr. Bain, Mr. Bryson, Ms. Childers, Ms. Hauge, Ms. Lake, Mr. Leach and Mr. Ogden.
 - ii. Others Present: GM Paul Schorno and Admin. Asst. Jaz Tuala
 - iii. Members Present: Donna Sturla, Gordon Wolfe, Stan Spalding, Clint Lowell and Bob Loose.
- C. Members Forum – Limited to 3 minutes per owner.
 - i. No members addressed the Board.
- D. Executive Session Notes: **Executive Session held on July 13th, 2012 to discuss the General Manager's Performance and Contract Renewal.**

II. Consent Calendar

- A. #1517 – 6910 Vera Cruz Ct. LCom recommended improve the irrigation and replant damaged Small Island between driveways with Vinca Minor and two (2) shrubs, and fill in with soil where stepping stones were removed in the existing Vinca on the right side. HOA Expense.
- B. #1518 – 6918 Vera Cruz Ct. LCom recommended install ground cover on left side of drive, replace plants destroyed by turkeys on right side of drive, remove small grassy area behind the home and replace with six (6) shrubs to match neighbor's planting. 3 plants to be HOA expense, other 3 to be at owner's expense.
- C. #1519 – 6918 Monticello Court LCom Disapproved planting a Satsuma tangerine directly in the ground (fruit trees not allowed in HOA), but authorized placement of a tangerine in an appropriate container in the same location, under owner's care. Owner's Expense.
- D. #1521 – 7024 Rio Cuarto Court LCom disapproved owner's request to remove three trees. Tabled for later observation and review in the winter.
- E. #1522 – 6944 Toluca Lane. LCom recommended plant a 5-gallon Crape Myrtle on right side of home where a larger tree died, to be purchased and planted by HOA. Also requested that Owner move miniature oleanders, which she recently planted, two feet out from the court walls, per Landscaping Guidelines. Sprinklers will be adjusted so all will be watered correctly.
- F. #1523 – 7051 San Jacinto Ct. LCom recommended install replacement plants at front court wall where HOA removed overgrown plants last year. HOA Expense.
- G. #1524 – 6445 Montez Court. LCom Tabled this request for further evaluation of her previous request; will research and re-discuss.
- H. #1525 – 6518 Crosswoods Circle. LCom recommended the following at front of home: Remove Podocarpus and replace with more manageable planting to reduce continual pruning; reshape Nandinas under the house numbers; refurbish soil between driveway and neighbor's garage; install five (5) small Nandina in the last 11 feet of planting space. HOA Expense. At rear of home: Remove small volunteer oak tree, prune deadwood from large live oak, prune the double-trunked cherry tree on the side nearest the home to reduce the possibility of a split; thin branches of a mature Japanese Maple – HOA Expense. Deny removal of Mock Orange tree-type shrub, as it serves valuable shade to neighbor's back deck. LCom recommended, instead, prune it away from house window and improve shape; clean and mulch soil under Mock Orange; plant three (3) small shade-loving plants (purchased by Owner- i.e., camellias) to improve visual quality.
- I. 7032 San Altos Circle – potted plants at driveway. LCom recommended that the Manager formally inform the owner by letter that these items must be removed in accordance with the rules, for safety issues, and for access to maintenance of adjacent shrubs. LCom also recommended that the owner place a few of the potted plants in the area between the garage wall and the walkway, on the existing bark, after the picket fence is removed. If a potted plant is desired on the drive next to the neighbor's court wall, it will be one of quality ceramic, or a clay pot, consistent with our Container Policy, with a plant that will look healthy year-round and will be well-maintained by owner.

Motion # 1: Mr. Ogden moved to approve all items on the consent calendar of July 25, 2012. Seconded by Ms. Childers and unanimously approved.

III. Approval/Acceptance of Minutes

A. Board Meeting Minutes for Approval:

i. Regular Session: June 27, 2012

A. Correct the APN number under Motion # 8.

Motion #2: Mr. Leach moved to approve the Regular Session minutes for June 27, 2012 as corrected.

Seconded by Ms. Childers and unanimously approved.

B. Committee Minutes for Acceptance:

i. Landscape Committee – May 8, 2012

A. No questions or comments.

Motion #3: Mr. Bryson moved to accept the Landscape Committee minutes for May 8, 2012. Seconded by Ms. Childers and unanimously accepted.

ii. Pool Committee – June 18, 2012

A. No questions or comments.

Motion #4: Ms. Hauge moved to accept the Pool Committee minutes for June 18, 2012. Seconded by Mr. Leach and unanimously accepted.

iii. Finance & Insurance – June 20, 2012

A. No questions or comments.

Motion #5: Mr. Ogden moved to accept the F&I Committee minutes for June 20, 2012. Seconded by Ms. Childers and unanimously accepted.

IV. Reports

A. Committee Reports

i. Landscape Committee – Draft July 10, 2012

A. No questions or comments.

ii. Pool Committee – Draft July 17, 2012

A. A sample survey was distributed at the meeting by Ms. Hauge. The Pool committee intends to survey the pools and the users to keep owners aware of the rules. The information gathered will be used to justify the purchase of the proposed access control system at each pool. The committee intends to conduct the survey in August for a few hours on a hot weekend afternoon.

iii. Finance & Insurance – Draft July 18, 2012

A. No questions or comments.

B. Treasurer's Report

i. Mr. Ogden reviewed CD rates. The highest rate is 1.25% for a 2-year term.

ii. Reviewed the financial highlights. Looking into reconciling the difference in the assets vs. liabilities.

iii. RV Lot is over budget due to the new monitoring charges and the access control system at the RV lot.

iv. Reviewed the late list as of 06/30/12.

v. Mr. Spalding reviewed the quarterly reserve report. All the sloped roofs have been replaced. Flat roof replacements are in progress. 276,000 of reserve monies have been expended so far this year. According to the reserves we should end the year with a reserve balance of approx. \$600,000.

Motion #6: Ms. Childers moved to accept the Treasurer's report. Seconded by Mr. Bryson and unanimously accepted.

C. Manager's Report

i. Contractor repairs- Mr. Schorno advised that he did have difficulty finding a brick mason. Homeowner Donna Sturla volunteered to provide the office with a list of approved/recommended vendors used by her Real Estate firm.

ii. The Facilities trailer- Mr. Schorno is researching the purchase of a modular building to be placed where the existing wood shed is located at the back of the RV Lot. The purchase would be in concert with selling the trailer where the equipment is currently stored.

- iii. Workers Compensation- The experience mod rating for workers compensation has dropped to 147 which, according to Mackie Insurance, should translate into a 128% savings at renewal.
- D. Work Order Report as of 06/30/12
 - i. Discussion on the increased productivity and the amount of work being completed by both departments.
- V. Old Business
 - A. Removable Ramada Screen Maintenance Policy
 - i. This item will be discussed by the ACC at their next meeting on August 7, 2012. In the meantime, Crosswoods will paint any ramada screens, but provide no repair work.
- VI. New Business
 - A. Neighborhood Watch Proposed Charter Changes
 - i. Neighborhood Watch Chair, Gordon Wolfe advised that he will be purchasing a banner for the National Night Out and will need a sound system for the Annual Night Out. Ms. Lake advised that his requests have been previously approved.
 - ii. Proposed amendments to the charter, including changing the number of members to 7. The Board directed Mr. Wolfe to submit the proposed changes in charter format for the Board to review at the next Board meeting.
 - B. F&I Chair Appointment
 - i. Ms. Lake recused herself due to her relationship with one of the candidates.
 - ii. Discussed the qualifications of applicants, Bob Loose and Ken Lake.
 - iii. Discussed appointing a Vice Chair at the next meeting.

Motion #7: Mr. Ogden moved to appoint Ken Lake as the new Finance & Insurance Chair, effective August 8, 2012 (first budget planning session). Seconded by Mr. Bryson. Motion carried 5 to 1 with Ms. Hauge opposing.

- C. F&I Charter Revision
 - i. Discussion on the advantages and disadvantages of the Treasurer having a vote on the F&I Committee.
 - ii. Mr. Spalding reported that the role of the Treasurer as a member of the Committee differs from other liaison positions. It was identified that the F&I Committee currently has no elected member vote on the F&I committee, where all other members are appointed.

Motion # 8: Ms. Childers moved to grant the Treasurer voting ability and revise the F&I Committee Charter as follows: "The Treasurer serves on the committee as a voting member. The Treasurer is a director, this fulfills the liaison function." Seconded by Mr. Bryson. Motion carried 6 to 1 with Mr. Leach opposing.

- D. Annual Meeting Date and Location

Motion # 9: Ms. Childers moved to set the Annual Meeting Date for 7:00PM on November 15, 2012 and held at the Citrus Heights Community Center. Seconded by Mr. Ogden and unanimously approved.

- E. Landscape Standard of Care
 - i. Mr. Bryson expressed his initial landscape standard of care concerns. Some of the shrubs weren't being trimmed according to established standards. He met with GM Schorno and the Landscape Supervisor and has already observed signs of a productive meeting as the shrubs are being pruned in accordance with the approved standard care.
- F. Rental Application(s)
 - i. 2012-01 and 2012-02

Motion # Ms. Ogden moved to approve rental applications 2012-01 & 2012-02, giving the owners at 7036 Rancho Mirage and 6545 Crosswoods, the authorization to rent their homes as requested. Seconded by Ms. Childers and unanimously approved.

G. Write Off – Unit #387

Motion # Mr. Ogden moved to approve the write off in the amount of \$3,275.85 for account #387. Seconded by Mr. Bryson and unanimously approved.

H. Lien: APN – 229-0590-007-0000

Motion # Mr. Ogden moved to approve the lien against APN 229-0590-007-0000. Seconded by Leach and unanimously approved.

VII. Adjourn at 7:35pm to Executive Session.

Respectfully submitted,

Naomi Hauge, Secretary

Date of Approval

Leslie Lake, Board President

Date of Approval