

Circle Oaks Homes Association

Board of Directors Meeting

October 11, 2016- 7:30pm

Capell Valley Fire House, Napa

Call to Order: 7:33pm

Present: Board Members: Brian Wibracht – Member
Jeffrey Roberts – Vice President
Brandon Jaimes –Treasurer
Martha Hoag- Schmitt – Secretary

Other Present:

Lisa Crikos, Vice President of Association Management and Community Manager Jessica Buurma representing Pacific Union Property Management.

10 homeowners present.

A quorum was established and the meeting was called to order at 7:33pm.

Member comments: All owners present were given the opportunity to speak. Members commented on various issues.

Board Deliberations:

Minutes: Motion made to approve the September 2016 Minutes as submitted. Motion received second and unanimously approved.

Architectural Application for Solar Panel Installation: Motion made to approve solar panel application at 16 Catalpa Court subject to specifications provided approved. Motion received a second and unanimously approved. Motion made to approve solar panel applications at 17 Chestnut Court subject to specifications provided approved. Motion received a second and unanimously approved. Brian Wibracht abstained for 17 Chestnut Court.

Architectural Application for fence: Motion made to pend fence application for 24 Ridgecrest due to owner not submitting his application and plans in time for the October meeting. Motion received a second and unanimously approved.

Committee Reports:

Walt Ranch Liaison Committee: Liaison committee gave a report. There are two meetings scheduled one in November where parties will present cases and one in December for rebuttal and board deliberation.

Tree Committee: Motion to appoint two board member volunteers, Jeff Roberts and Brian Wibracht, and three community members to fulfill balance of tree committee was made and unanimously approved. Jeff and Brian will contact and recommend community members. Board to decide definite process committee will give recommendations.

Manager Report:

On-site Job Description: Job description for on-site Liaison was given to the board and read out loud.

Master Insurance Policy Renewal: Management provided board with three options for renewal. Motion to approve option 3 with a net annual premium increase of \$477 which includes a blanket property limit increase from \$5,408 to \$100,000 and added crime/fidelity coverage with a \$250,000 coverage limit was carried and unanimously approved.

Financials: Financials to September 30, 2016 were received by the board. Motion to approve financials received a second and unanimously approved.

Engagement Letter: Proposals were given to the board for Income tax returns and year-end review. Motion to approve engagement letter received by Levy, Erlanger & Company received a second and was unanimously approved. Cost not to exceed \$1,390.00.

Draft Budget Disclosure Package: Management discussed taking last year's disclosure package to reformat the information to fit into Pacific Union Property Management's format which meets the California civil code disclosure requirements. Board approved and will review prior to distribution.

Reserve Study: Motion was made that Brandon Jaimes and Jeff Roberts would be responsible for completing the reserve study due to management in 7 days. Motion received a second and was unanimously approved.

Budget: Management went over increases/decreases from the 2016 to 2017 draft budget. Motion made to pend approval on budget to November's meeting subject to Nancy's review.

Reflective House numbers: Owners in the community had brought up the idea to require reflective house numbers for safety concerns. No motion or action taken.

Enforcement Process: Management went over enforcement process based on standard civil code notification, hearing and enforcement requirements. Membership to be reminded in the annual policy statement distribution.

Date of next meeting: November 8th, 2016 – Board Meeting,

There being no further business the meeting was adjourned at 8:45pm

Respectfully submitted,

Jessica Buurma,

Approved by Board of Directors


Date _____ 11/8/16