

Country View Homeowners Association  
Board of Directors Meeting Minutes  
October 1, 2013

**LOCATION:** Country View Tennis Courts

<b><u>I. ROLL CALL</u></b>	Dan Schilling – President	-Present
	Paul Cahalen – Vice President	-Present
	Kathy Steigauf – Treasurer	-Present
	Gladys Ford – Secretary	-Present

Also present: Patti Hoster from Community Association Management

**II. CALL TO ORDER**

The meeting was called to order at 7:00 pm.

**III. HOMEOWNERS FORUM / VISITORS**

There were 14 additional homeowners present.

A survey was sent to all members regarding an offer to purchase a portion of the open area adjacent to Alcosta Blvd. and Crow Canyon Road. 112 surveys were returned with 5 YES votes, 92 NO votes and 15 UNDECIDED. Motion D. Schilling to decline the offer, second K. Steigauf, approved 4-0.

Several pine trees have dead branches. Pine trees cannot be trimmed until late October. Dan will have the tree company look at the trees.

Paul Cahalen left the meeting at 7:30 pm.

**IV. REVIEW OF PREVIOUS MEETING MINUTES**

The Board reviewed the minutes of the August 6, 2013 Board meeting. Motion K. Steigauf, second D. Schilling, approved 3-0.

**V. TREASURERS REPORT**

Kathy Steigauf reviewed the financial report for the period ending August 31, 2013

\$167,600 in the Reserve account

- Expenses:
- General and Admin – \$1,831 unfavorable YTD
- Contract and Maintenance – \$1,955 favorable YTD
- Utilities – \$1,359 favorable YTD
- Total Budget – \$1,483 favorable YTD

Motion K. Steigauf, second G. Ford to approve the financial report, approved 3-0.

There were no new accounts to be sent to collections.

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The Board reviewed the engagement letter from Levy, Erlanger & Company to prepare the tax returns and end of year financial review. Motion D. Schilling, second K. Steigauf, approved 3-0.

The Board reviewed the 2014 draft budget. Motion K. Steigauf, second G. Ford, approved 3-0.

**VI. OLD BUSINESS**

Dan reported that the grass behind 118 Samoa was cut down but they still need to cut the mustard plant. It should be completed in the next week.

**VII. NEW BUSINESS**

The Board reviewed the draft reserve study and requested changes. Motion K. Steigauf, second D. Schilling, approved with revisions 3-0.

The Board reviewed a proposal from Del Conte Landscaping for an optional upgrade of sprinklers across from the tennis court and declined the bid. The proposal also included replacement of a backflow cover on Barbados Drive. Dan will replace the cover.

**VIII. MANAGEMENT REPORT**

Patti Hoster reviewed all the correspondence sent and received since the last meeting.

**IX. REVIEW AND PREPARATION FOR NEXT MEETING**

The next Board meeting will be held on Tuesday, December 3, 2013 at 7:00 pm at the San Ramon Community Center.

**X. EXECUTIVE SESSION**

The Board moved into Executive Session to discuss delinquencies and violations.

**XI. ADJOURNMENT**

The open meeting was adjourned at 8:25 pm.

Attested:

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Date

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Date