

Country View Home Owners Association,  
San Ramon, California, Inc.  
Board of Directors Meeting Minutes  
October 7, 2014

**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
	Christy Roland – Director	-Absent

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 3 additional homeowners present.

3409 Java – The homeowner attended to discuss the color of his roof. He had the roof coated with a sealer to extend the life of the roof. He will provide the product information to the Board.

21 Suva – The homeowner submitted his architectural application for dry rot repair and painting of his home.

**IV. REVIEW OF PREVIOUS MEETING MINUTES**

The Board reviewed the minutes of the August 5, 2014 Board meeting. Motion K. Steigauf, second D. Schilling, approved 4-0.

**V. TREASURERS REPORT**

Kathy Steigauf reviewed the financial report for the period ending September 30, 2014.

- \$174,682 in Reserve account

Expenses:

- General and Admin – \$476 unfavorable YTD
- Contract and Maintenance – \$472 favorable YTD
- Utilities – \$1,842 favorable YTD
- Total Budget – \$1,838 favorable YTD

There were no new accounts to be sent to collections.

The Board reviewed the engagement letter from Levy, Erlanger & Company to complete the end of year financial review and tax returns. Motion P. Cahalen, second G. Ford, approved 4-0.

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**VI. OLD BUSINESS**

There was no old business to discuss.

**VII. NEW BUSINESS**

The Board reviewed the draft reserve study as completed by Reserve Study Specialists. Motion K. Steigauf, second G. Ford, approved 4-0.

**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 2, 2014 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 8:00 pm.

Attested:

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Date

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Date