ADOBE CREEK HOMEOWNERS ASSOCIATION
Board of Directors Meeting
Tuesday, April 16, 2019 @ 6:00 p.m.
1415 N. McDowell Blvd., Ste. B, Petaluma, CA

MINUTES

CALL TO ORDER
President, John Moore called the meeting to order at 6:01 p.m.

ROLL CALL
A. Board Members
   John Moore, President
   Diana Karner, Vice President
   Rusty McManus, Treasurer
   Patrick Burke, Secretary
   Mitch White, Director
   Joanne Reutell, Director
   Gordon Black, Director

B. Others Present
   Robert Brown & Tib Warner, Onsite Committee Members
   (1) Homeowner
   Mitch McKinley of Cagwin & Dorward
   Beth Ainslie, CCAM, Steward Property Services, Inc.

The board agreed to move the proposal for Island 2 to the top of the agenda so that the Onsite Committee could make a presentation and Mitch McKinley could answer questions. Robert Brown explained that renovation of Island 2 is needed in order to address the aging infrastructure and is part of a larger community wide plan that started last year. Specifics of the proposal were then reviewed, including an alternate option for Item 2/Parkway Strip that reduced the cost from $8,482 to $450. The presentation ended at 6:20pm and the presenters left the meeting. Following a motion and second, the board approved the proposal, with the alternate option for Item #2, which reduced the total cost of the proposal from $30,298 to $22,266.

HOMEOWNERS FORUM  No issues were noted.

APPROVAL OF MINUTES  Following a motion and second, the minutes of the March 19, 2019 Board Meeting were approved as amended; a CD being reinvested was noted as $150,000 and should have been $200,000.

MANAGEMENT REPORT & COMMUNICATIONS  A written report was submitted and additional correspondence from owners was distributed at the meeting. A board member submitted a list of homes where she noted the fences facing the common area need to be painted and discussion followed regarding fence painting guidelines. The board agreed that the list should be given to the

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architectural committee to determine if there exists a deviation from the association’s color scheme, that should be addressed by the board, as noted below:

1) identify any fences that are bare wood and should be stained
2) identify any fences that are the wrong color and need to be redone

FINANCIAL REPORT  Rusty McManus gave the Treasurers report for the period ending March 31, 2019 and advised the board of a $170,000 CD maturing before the next board meeting. Following a motion and second, the board authorized Rusty to work with the financial advisor from US Bancorp to roll over the CD for 12-month term at the best possible rate.

A.  Total Bank Accounts as of 03/31/19:

1.  Cash Balances
   a.  Operating Fund  $ 46,335
   b.  Reserve Fund  $947,918

2.  Monthly Operating Expenses
   a.  Actual  $ 24,028
   b.  Budget  $ 27,560

3.  YTD Monthly Operating Expenses
   a.  Actual  $ 72,727
   b.  Budget  $ 82,681

4.  Monthly Reserve Expenses
   a.  Actual  $ 0
   b.  Budget  $ 2,982

5.  YTD Monthly Reserve Expenses
   a.  Actual  $ 20,354
   b.  Budget  $ 8,946

6.  Delinquency Receivables  $ 784

ASSESSMENT COLLECTIONS  No Board action required.

YEAR-END FINANCIAL REPORT & MANAGEMENT REPRESENTATION LETTER
A question was surfaced regarding numbers reported for insurance in 2017 vs 2018, but otherwise, the board was satisfied with the report. Following a motion and second, the board approved the year-end report and agreed to sign the management letter, with the stipulation that the insurance numbers be clarified to the board’s satisfaction.

REVIEW HOMEOWNER & SECURITY CONCERNS  No concerns were noted.

UNFINISHED BUSINESS
Golf Course Closure  The board is waiting for a response from ACI to the association’s Letter of Intent; it was noted that Mr. Coombs recently had surgery, which had caused some delay in follow up. The board will send an update to owners on Friday.

Landscape @ Island #2  This item was previously discussed and the enhancement proposal approved.

NEW BUSINESS
**Overnight Parking Permits**  An application was received from 1803 Falcon Ridge Dr for a 6-month permit. It met the permitting criteria and was approved. However, the permit will expire on July 31st and another permit will need to be issued for the remaining three months.

**Proposals – Common Area Landscape & Irrigation**  Following a motion and second the board approved two landscape proposals submitted by Cagwin & Dorward for the following:

1) Plant replacement throughout the property; cost $2,884
2) Hard prune hedges located on Makena Ct; cost $520

**Proposals - Other**  NA

**Faded Sign Inventory**  The architectural committee walked the property and submitted their observations with photos. The board requested more specific information be provided.

**Reserve Funding Review**  Per the board’s request at last month’s meeting, management provided a summary of reserve funds that were originally budgeted in 2015 for landscape enhancement projects and how the money is currently scheduled. It was noted that the board has the authority to revise the schedule and/or the budget for landscape enhancements during the next reserve study update.

**Other Business**

**COMMITTEE REPORTS**

**Onsite**  An observations report was submitted and reviewed. Management was asked to follow up with a few owners on the greenbelt about pruning that was needed behind their fences.

**Architectural & Paint Review Committee**

A report was submitted summarizing the status of architectural applications received, along with a list of homes that the committee has no record of having been painted within the last ten years. The board requested that Architectural Committee identify the top ten list of homes in need of paint.

**AGENDA ITEMS FOR NEXT MONTH**  Welcoming New Owners and Fence Staining

**NEWSLETTER ITEMS**  Gardening checklist / Hoop Storage / Submitting Architectural Applications in Advance / Homes that Need Paint / Annual Parking Permit Fee

**NEXT MEETING DATE**

The next Board meeting is scheduled for Tuesday, May 21, 2019 @ 6:00 pm.

Meeting adjourned to Executive Session at 7:54 p.m. for discussion of golf course related matters.

Respectfully submitted by,
Beth Ainslie, CCAM, Sr. Community Association Manager
Steward Property Services, Inc.