ADOBE CREEK HOMEOWNERS ASSOCIATION
Board of Directors Meeting
Tuesday, May 21, 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 6:00 p.m.

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

B. Others Present
   (1) Homeowner
   Beth Ainslie, CCAM, Steward Property Services, Inc.

HOMEOWNERS FORUM  No issues were noted.

APPROVAL OF MINUTES  Following a motion and second, the minutes of the April 16, 2019 Board Meeting were approved as presented.

MANAGEMENT REPORT & COMMUNICATIONS  A written report was submitted, and an additional parking permit application was distributed, which the board agreed to review later in the meeting.

FINANCIAL REPORT  Rusty McManus gave the Treasurers report for the period ending April 30, 2019.
He advised the board that a $200,000 CD investment requested last month was overlooked by the financial advisor but was now implemented and at a better rate than originally discussed. Account balances and expenditures were reviewed as follows:

A. Total Bank Accounts as of 04/30/19:

1. Cash Balances
   a. Operating Fund  $ 48,505
   b. Reserve Fund  $957,368

2. Monthly Operating Expenses
   a. Actual  $ 21,645
   b. Budget  $ 27,560

3. YTD Monthly Operating Expenses
   a. Actual  $ 94,372

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b. Budget $110,241

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

5. YTD Monthly Reserve Expenses
   a. Actual $ 20,354
   b. Budget $ 11,928

6. Delinquency Receivables $ 660

ASSESSMENT COLLECTIONS No Board action required. The board requested a copy of a final warning letter in order to see what information was included. A few additional questions were surfaced for management to follow up.

REVIEW HOMEOWNER & SECURITY CONCERNS Two homeowner concerns were reviewed regarding:
1) golf course negotiations 2) taking another vote on the golf course. The board agreed to follow up with letters to both owners. Discussion followed about ongoing illegal activities on the golf course, such as fishing, walking dogs, etc. The board agreed that a protocol should be established for reporting these types of activities, to be published in the next newsletter.

UNFINISHED BUSINESS
Golf Course Closure The board had nothing new to report but confirmed they would adjourn to Executive Session after the board meeting to discuss a meeting scheduled with David Rabbit.

NEW BUSINESS
Overnight Parking Permits A renewal application from 1854 Falcon Ridge Dr for an annual parking permit was reviewed and approved. An application from 2124 Falcon Ridge Dr was denied because it did not meet criteria noted on the application form.

Adopt New Parking Permit Fee & Application The permit application with increased fee of $175 was previously sent to owners for 30-day review. Absent of objections and following a motion and second, the new fee & application was adopted.

Welcoming New Owners The board reviewed various documents in the Welcome Packet provided to new owners by the Welcoming Committee and agreed that updates were needed. Joanne Reutell and Pat Burke will be updating the Welcome Packet and Joanne agreed to be on the Welcoming Committee to assist Deidra White. Discussion followed regarding renters and how they were noticed of association rules & regs. This issue will be added to next month’s agenda.

Fence Staining Rules & Regs relating to fence staining were reviewed and the board agreed that clarification was needed regarding what portions of the fence must be painted. Joanne Reutell agreed to write a revision to the existing rule for review at next month’s meeting.

Faded Sign Inventory Still pending.

Proposals – Common Area Landscape & Irrigation Nothing submitted for approval.

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Proposals - Other  Nothing submitted for approval.

Other Business – 2020 Reserve Study – 1st Draft  The board requested that Cagwin & Dorward evaluate the trees (especially the redwoods) and their remaining life, and create a 10-year plan with recommendations on what action will be needed and when (i.e. trees to be removed / replaced) and the related costs, in order that a line item be added to the reserve study for major tree work vs routine maintenance. Management asked the board if they would like to hire a consultant for review of the asphalt, but the board was satisfied with the recommendations being provided by the contractor who has been maintaining the asphalt.

COMMITTEE REPORTS

Onsite  An observations report was submitted and reviewed. Several items noted on the report had been resolved. The board agreed to review landscaping at one home where clarification was requested by management if it was considered to be acceptable.

Architectural & Paint Review Committee

A written report was submitted summarizing the status of architectural applications received to date.

AGENDA ITEMS FOR NEXT MONTH  Welcoming Renters / Fence Staining Rules & Regs Revision

NEWSLETTER ITEMS  Onsite Article / Protocol for reporting golf course trespassers / Call for Volunteers to the Social Committee / Dog Litter / Parking Permit Fee Increased

NEXT MEETING DATE

The next Board meeting is scheduled for Tuesday, June 18, 2019 @ 6:00 pm.

Meeting adjourned to Executive Session at 8:14 p.m. for discussion of golf course related matters.

Respectfully submitted by,

Beth Ainslie, CCAM, Sr. Community Association Manager

Steward Property Services, Inc.

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Secretary Name               Signature               Date