

**FAIRWAYS AT COUNTRY CLUB VISTA HOA**  
**BOARD OF DIRECTORS MEETING MINUTES**  
Monday, December 12, 2011

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Board of Directors Present: Greg Schultz, Li Ma & Joy Castillo  
Board of Directors Absent: Cesar Zepeda & Ebony Jacobs  
Management Present: Maria Aguayo, CCAM, from Association  
Communications, Inc., Homeowner Association  
Management, ACMF  
Homeowners Present: No owners were present

CALL TO ORDER

Vice President Greg Schultz called the meeting to order at 7:07 pm, at Round Table Pizza, Richmond, CA.

APPROVAL OF THE MINUTES

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the October 17, 2011 meeting minutes, as written.**

TREASURER'S REPORT

As of November 30, 2011 there is \$1,989 in operations, \$104,204 in reserves and \$45,724 in accounts receivable. The HOA is currently under budget \$3,283. **A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the Treasurer's Report.**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to forward the following accounts to collections: 040 & 041**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to write the following accounts over 90 days delinquent to bad debt for a total balance of \$26,103.72: FOR031, FOR001, FOR024-02, FOR024, FOR035, FOR033, FOR042, SOLD049, FOR077, FOR029, FOR038, FOR072, FOR006, FOR043, PREBANK049, FOR063**

COMMITTEE REPORTS

***Architectural: BOD***

1000 Waverly Drive—Owner was requested to re-paint the previously non approved stained fence following the close of escrow. Approval to repaint the fence to a brown wood color called Glidden GLN20 Walnut Bark is requested. **A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the architectural request to repaint the perimeter fence Glidden GLN20 Walnut Bark.**

***Lighting:*** Vanessa Chan

***Welcome: BOD***

Waverly Dr. –Koo Family

HOMEOWNERS FORUM

None report

## NEW & UNFINISHED BUSINESS

- 12-07-1: SCS Bond Release/Tot Lot Dedication – TABLED ITEM.
- 08-09-3: Plant Upgrades – **A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the proposals from D&H Landscape to install two 15 gallon shrubs at 1067 Newcastle Ct. for security purposes, 3 Daylilies adjacent to the triangle on San Pablo Road and remove the tree blocking the stop sign across from Heritage Court near the mailboxes for \$595.** The Board also discussed and approved D&H's proposal to remove the feather grass in Suncrest Ct. and Landmark Ct. and replace with a plant consistent with Waverly Drive upgrades free of charge. The Board has requested D&H commence with Suncrest Ct. CLOSED ITEM.
- 01-11-2: Cement Review—**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the proposal from Whit's Painting to repaint the red and gray curbs for \$1,334.42.** OPEN ITEM.
- 08-11-3: ARC Guidelines—TABLED ITEM.
- 10-11-1: CPA—OPEN ITEM.
- 10-11-3: Tree Pruning—Management is requested to provide the Board with a proposal from Tree Care of California for review at the January Meeting. TABLED ITEM.
- 12-11-1: SB-563 – Electronic Communication—CLOSED ITEM.

## ACTION ITEMS

**Meeting Schedule:** 2<sup>nd</sup> Monday of the even months at 7 PM - Round Table Pizza  
February 13<sup>th</sup>  
April 9<sup>th</sup>  
June 11<sup>th</sup>  
August 13<sup>th</sup>  
October 8<sup>th</sup>  
December 10<sup>th</sup>

## ADJOURNMENT

**A motion is made, duly seconded, and unanimously carried, and it is, therefore, resolved to adjourn the regular meeting at 8:01PM to executive session to discuss delinquent accounts.**

Respectfully submitted,  
Joy Castillo, Secretary for  
Fairways at Country Club Vista Homeowners Association

**FAIRWAYS AT COUNTRY CLUB VISTA HOA**  
2011 Resolutions

**February**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the following accounts for collection pending review of delinquent status prior to forwarding: 022, 077, 082, 036, 012, 050.**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to write-off the balance owed for account #405-650-035.**

**April**

**CPA—A motion is made, duly seconded and it is, therefore, unanimously resolved to approve the 2010 FYE CPA review as provided by Kirby & Forbes to be distributed to the members by 4/30/11.**

**Cement Review— A motion is made duly seconded and it is, therefore, unanimously resolved to approve the proposal from Black Diamond Paving for concrete grinding at a cost of \$1,348.**

**June**

1115 Greystone Ct—Owner is requesting architectural approval for pavers in the rear yard. **A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the architectural request to install pavers in the rear yard.**

1035 Suncrest Ct—Owner is requesting architectural approval for the previously installed non-approved rear yard deck. **A motion is made and duly seconded and it is, therefore, unanimously resolved to deny the architectural request to install a deck in the rear yard due to hazardous installation methods related to lighting wiring and non compliance with the architectural guidelines.**

**August**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to deny the request for the cost associated with tow reimbursement for the resident of 1048 Myrtlewood Court.**

**Reserve Study—A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the proposal from Murray Joseph to prepare reserve study financial update for a cost of \$738.00.**

**October**

1008 Redhawk Ct—A motion is made and duly seconded and it is, therefore,

**unanimously resolved to approve the architectural application for the previously installed trash run with the condition that the buyer provide a signed addendum accepting all maintenance responsibility and liability for the modification.**

**Reserve Study—A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the reserve study financial update as prepared by Murray Joseph.**

**CPA—A motion is made and duly seconded and it is, therefore, unanimously Resolved approve the proposal from Kirby & Forbes to review the 2011 FYE financials and prepare the state and federal taxes for a cost of \$1,500.**

**2012 Budget—A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the 2012 budget with no increase in monthly assessments.**

### **December**

**A motion is made and duly seconded and it is, therefore, unanimously resolved to write the following accounts over 90 days delinquent to bad debt for a total balance of \$26,103.72: FOR031, FOR001, FOR024-02, FOR024, FOR035, FOR033, FOR042, SOLD049, FOR077, FOR029, FOR038, FOR072, FOR006, FOR043, PREBANK049, FOR063**

**Plant Upgrades – A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the proposals from D&H Landscape to install two 15 gallon shrubs at 1067 Newcastle Ct. for security purposes, 3 Daylilies at adjacent to the triangle on San Pablo Road and remove the tree blocking the stop sign across from Heritage Court near the mailboxes for \$595.**

**Cement Review—A motion is made and duly seconded and it is, therefore, unanimously resolved to approve the proposal from Whit's Painting to repaint the red and gray curbs for \$1,334.42.**