

**CIRCLE E ASSOCIATION
MINUTES OF THE
BOARD OF DIRECTORS MEETING**

**HELD
JANUARY 6, 2009**

CALL TO ORDER/DETERMINATION OF QUORUM:

The meeting was called to order by Director Polk at 6:32 pm

Directors present: Michael Polk, Dan Coronado and Lisa Pioli Stangl

Directors absent: none

Also present: Rebecca Sperry of VierraMoore

It was determined that a quorum was present.

PROOF OF NOTICE:

An Affidavit executed by Rebecca Sperry attesting to the mailing of the Notice of the Regular Meeting of the Directors and a copy of the Notice were presented for filing in the Association's Minute Book.

CONSENT CALENDAR:

- a. **Minutes:** On a motion made by Director Pioli, seconded by Director Polk and unanimously carried, the Minutes of the Board of Directors Meeting held on October 2, 2008 were approved as presented.
- b. **Financial Reports:** The Board reviewed in detail the Association's financial statement as of November 2008 including the account payables, receivables, balance sheet, income and expense report, budget comparison report and reserve balances.
On a motion made by Director Polk, seconded by Director Coronado and unanimously carried the Board agreed not to foreclose on the owner of 13 Poppy Hills Lane, account MIC65, and further agreed to close and bill the Association for Sunrise Assessments fees and costs.
- c. **Authorizations To Lien:** On a motion made by Director Polk, seconded by Director Coronado and unanimously carried the Board agreed to send to collections and place a lien on lot 14. On a motion made by Director Polk, seconded by Director Coronado and unanimously carried the Board agreed to send to collections and place a lien on lot 17. On a motion made by Director Polk, seconded by Director Coronado and unanimously carried the Board agreed to send to collections and place a lien on lot 22. On a motion made by Director Polk, seconded by Director Coronado and unanimously carried the Board agreed to send to collections and place a lien on lot 33.
- d. **Reserve Transfers:** On a motion made by Director Coronado, seconded by Director Pioli and unanimously carried the Board approved the reserve transfer in the amount of \$600.00 for the Reserve Study Update and Annual Disclosure required by the state of California.
- e. **Tax Preparation/Annual Reviews/ Reserve Study:** none

OFFICER AND COMMITTEE REPORTS:

- a. **Recommendations/Appeals/Review:** Copies of the Architectural, Service Request and Violation Reports was distributed to the Board for review. There were no questions and no action was required.

UNFINISHED BUSINESS:

- a. **Tabled Or Continued Items From Previous Meetings:** none

NEW BUSINESS:

- a. **Proposals:** none
- b. **Maintenance and Repair Issues:** The Board agreed to wait until the second quarter regarding the replacement of front yard lawns where needed.
RS Diekman Landscape is scheduled to spray the fruit bearing trees before they start to bloom so as to limit the amount of fruit that is dropped onto the sidewalks, driveways, and streets.
There have been a couple nights below freezing and plant material is sure to have suffered as a result. The Board of Directors agreed to hold off on plants that need to be replaced as a result of frost.
- c. **Policies and Procedures:** none
- d. **Ratification of Action Without Meeting:** After much discussion and on a motion made by Director Pioli, seconded by Director Polk and unanimously carried, the Board resolved to ratify the approval the insurance with Dave Anderson representing O'Kane & Tegay, in the amount of \$2,924.00, the same rate as the last two years.
On a motion made by Director Pioli, second by Director Polk and unanimously carried the Board of Directors ratified the approval of the proposal from Propp Christensen Caniglia in the amount of \$395.00 for the preparation of the Association's 2008 tax returns.
- e. **Correspondence requiring Action or Discussion:** Request from 15 Poppy Hills Lane for consideration of water bill was discussed. On a motion made by Director Coronado, second by Director Pioli and carried the Board denied the request for reimbursement. Director Polk abstained from voting on this matter. The request for consideration as well as a report from the landscape maintenance company was forwarded to the Association's attorney to provide a response to the owner's request.

OPEN FORUM:

Owner present proposed a community garage sales in April 2009.
Discussion regarding mailbox maintenance ensued.
Discussion ensued regarding lot maintenance.

NEXT MEETING:

It was discussed and agreed upon by the Board of Directors that the date of the next meeting would be determined in March 2009 and published in the April 2009 Newsletter.

ADJOURNMENT:

There being no further business and no objections the meeting was adjourned at 6:57 pm