

**Holiday Estates Maintenance Association
Board of Directors Meeting
May 21, 2009**

Board Members

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|-------------------|-----------------------------------|
| John Milner | President (absent) |
| Gregg Potter | Vice President |
| David Stoltz | Treasurer (absent) |
| Julie Allen | Secretary - Communications |
| Sandor Drobilisch | Director – Roads & Ditches |
| Jess Macias | Director – Architectural & Safety |

Others Present

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|----------------|-----------------------------------|
| Tim Dillon | Access Association Services, Inc. |
| Two Homeowners | |

Item I **Call to Order**

The Board of Directors meeting was called to order by Vice President Gregg Potter at 7:02 p.m.

Item II **Agenda Review**

A motion was made, seconded and unanimously approved to accept the agenda as presented.

Item III **Open Forum**

Homeowner Lynn Potter discussed her concerns regarding the associations liability for the previous social get-togethers that were held in the lower meadow. Lynn questioned whether or not the association's liability policy would protect the association, the volunteers in the Board of Directors.

Lynn also requested that the Association announce this year's picnic which is tentatively scheduled for August 15, 2009. Last years event was paid for through donations from homeowners, and Lynn is concerned that the volunteers are reimbursed for the expense.

Item IV **Consent Agenda**

Motion made, seconded and carried to approve the Consent Agenda as follows:

- a. Minutes of the March 16, 2009 Board of Directors meeting and Executive Session were reviewed and approved as submitted.
- b. Work Order Summary unanimously approved as presented.
- c. Correspondence unanimously approved as presented.

Item V **Committee Reports**

Financial Report – Dave Stoltz

In Dave's absence, management gave a brief financial report for the period ending April 30, 2009.

Brief discussion ensued regarding delinquent accounts, management reported that 65 homeowners are currently in arrears on the 2009 annual assessment and that past due notices were sent to the

homeowners on May 15, 2009. Management suggested that unless payment is received or payment arrangements are made homeowners that are delinquent on June 10, 2009 will be sent a final notice letter from the management office along with a current copy of their assessment statement. The \$35 cost of the final notice letter will be paid by the Association and charged back to the individual unit owner. If payment is not received by the July 23, 2009 Board of Directors meeting, the remaining delinquent accounts will be sent to Allied trustee service for collections. Motion was made seconded and unanimously approved.

Architectural – Jess Macias

Jess commented that there is one outstanding architectural request for a garage door replacement at 17890 Holiday Dr. Motion made seconded and approved to approve the replacement as submitted.

17605 Holiday Drive - homeowner was present to discuss current request to install a retaining wall using stacking blocks approximately 32 inches in height and 35 feet in length. A brief discussion ensued regarding the location of the proposed retaining wall. A motion was made seconded and approved to allow the retaining wall as submitted.

Roads & Ditches – Sandor Drobilisch

Sandor provided detailed information on a ditch repair on Holiday Drive, that resulted in additional construction to install a berm along the roadside to protect the roadway. Sandor commented the homeowner had completed the work satisfactorily.

Granite Construction proposal, Sandor provided a proposal from Granite Construction Co. to perform asphalt repairs, crack sealing and slurry seal on Holiday Court, Raccoon Court, Shady Lane, Whippoorwill, Oak Lane and Lava Rock Court at a total cost of \$41,320. A motion was made seconded and unanimously approved to scheduled work and proceed as bid. Management requested that an announcement be placed in the newsletter advising homeowners when the work will be scheduled.

Communication – Julie Allen

No formal report was given however Julie commented that the previous newsletter was edited to include the goat grazing article without committee input. Management reported that the previous newsletter contained errors and the outsourcing company that provided the service did not charge the Association for the newsletter due to the printing error.

Julie and Greg discussed concerns regarding the software utilized for the newsletter stating that Microsoft Word does not contain the appropriate template and that editing the newsletter is extremely difficult. Greg and Julie will work on alternate software for the upcoming newsletter.

Beautification – Julie Allen

No report given.

Sewer & Annexation –John Milner

No report given on the sewer and annexation committee due to John's absence.

Item VI Other Business

- a) Management correspondence from homeowner Paul Eilert at 7092 Shady Lane taking responsibility for the repair and replacement of the retaining wall and confirming that this obligation will pass to his estate at such time as necessary.
- b) 2008 Financial Review as presented to the Board of Directors for review and approval a motion was made seconded and approved to accept the review as presented by Allen and cook CPAs.

- c) Management provided a copy of the Santa Clara County fire safe Council satisfaction survey to be included in the next Association newsletter.

Item VII Next Meeting Date

The next board of directors meeting is scheduled for Thursday, July 23, 2009, at 7:00 p.m. at the Ramada Inn.

Item VIII Adjournment

There being no further business before the Board of Directors, the meeting adjourned at 8:08 PM.