

**Castilleja Del Arroyo Homeowners Association**

Board Meeting January 10, 2011 6:00pm after Annual Meeting  
1001 Murrieta Blvd. Meeting Room

**Minutes**

**ESTABLISH QUORUM OF THE BOARD**

Castilleja Del Arroyo (CDA) Board members present: John Howard, President (John H), Ron Nielsen - Board Member (Ron N), Jose Pinon, Secretary (Jose P), Scott Hawkyard – Treasurer Association. And Jeff Boyd (Jeff B) Manager from Community Association Management (CAM) Board members not present: Charles Katz, Vice President (Charles K)

**CALL THE MEETING TO ORDER**

Meeting called to Order at 6:00pm

Board member resignation: **David Boughner** resigned from the board of directors effective immediately before the meeting through email to Jeff Boyd.

Email Ratification of Vote: Approve new board member to the CDA board of directors: The CDA board of directors through a unanimous email vote approved **Jose Pinon** as a new director for the Castilleja Del Arroyo HOA. **Approved 4-0, MSC**

Board member resignation: **Sheryl Desmond** communicated through email that she is no longer an owner at CDA and has thus resigned from the CDA board of directors effective immediately before the meeting.

Email ratification of vote: Approve new board member to the CDA board of directors: The CDA board of directors through a unanimous email vote approved **Scott Hawkyard** as a new board member to the CDA board of directors. **Approved 4-0, MSC**

**HOMEOWNER HEARINGS**

The satellite dish was removed by Marina Guevorkian at Unit #48; Greg K will look to make sure the stucco has been patched. Marina Guevorkian has also agreed to take down the screen in the balcony area. No further action by Management or the board of directors at this time.

**HOMEOWNERS OPEN FORUM**

Nancy Page of Unit #32 asked about her stucco problem, the board will also repair the stucco at unit 32 when unit 74's stucco is replaced by Draeger Construction.

Review of Previous Meeting Minutes – November 08, 2010

A motion was made by Ron N and seconded by Jose P to approve the Open & Executive Meeting minutes from the Nov 08, 2010 board meeting. **Approved 4-0, MSC**

TREASURERS REPORT

Review of Financial Statements ending December 31, 2010:

A motion was made by Jose P and seconded by Ron N to accept the financial statements ending December 31, 2010. **Approved 4-0, MSC**

Repay Reserve Account from Operating Account:

A motion was made by Ron N and seconded by Scott H to apply last year's reserve contributions to pay off the "Due to Reserve Fund/Due From Operating Fund" and to remove these items from the balance sheet. **Approved 4-0, MSC**

Collection Actions:

No new collections at this time

MANAGEMENT REPORT

A management report and action item list was included in the board packet.

Newsletter Content / Calendar

Newsletter Content: No new content.

Calendar:

Jeff B will remove the item light heater in Pool on Calendar.

OLD BUSINESS

Email ratification of vote: Replace shutoff valves at Water Heater & Laundry rooms:  
The CDA board of directors through a unanimous email vote approved a proposal from Above All Plumbing to replace water shutoff valves in the water heater and Laundry rooms at CDA.

**Approved 5-0, MSC**

Email ratification of vote: Purchase Secure Locks for the Laundry room doors:  
The CDA board of directors through a unanimous email vote approved the purchase of secure locks for the laundry rooms at Castilleja Del Arroyo HOA. **Approved 5-0, MSC**

First Bank Credit Card / Castilleja Del Arroyo:

Jeff Boyd informed the board that the credit card should be given to Castilleja Del Arroyo HOA as soon as the minutes from November's meeting is signed by two board members and sent to the Bank for confirmation.

A motion was made by Ron N and seconded by Jose P to have Jeff Boyd apply for a credit card on behalf of the Castilleja Del Arroyo HOA, the credit card will be used for maintenance items needed during the month for the HOA and no personal use. John Howard has been authorized by the CDA board of directors to be a signee on the account. Community Association Management will manage the account and collect all receipts from the users. All contact through the bank will be made through Jeff Boyd of CAM. **Approved 4-0, MSC**

Parking / Towing Monitor, Illegal Parking:

Owen Marshall has started monitoring the parking at Castilleja Del Arroyo, CDA has started towing vehicles at his and Jeff B's discretion.

A motion was made by Ron N and seconded by Scott H to set the laundry room key price at \$50 per key after the homeowners are given 2 new keys by maintenance. **Approved 4-0, MSC**

Allied Landscaping / Landscape Enhancement Proposals:

No Proposals considered at this time. Allied Landscaping will finish the infiltration ditch at Unit 74 at 1001 Murrieta Blvd.

Architectural Review / Requests /Violations:

No new Architectural applications or violation to review, a report was included in the board packet.

#### NEW BUSINESS

Stucco Replacement Proposals – 1001 Murrieta Blvd #74:

A motion was made by Ron N and seconded by Jose P to approve the proposal from Draeger Construction to repair and replace the stucco at Unit #74. **Approved 4-0, MSC**

A motion was made by Ron N and seconded by Scott H to approve a proposal from Draeger Construction for unit #32 and stucco replacement similar to unit #74, the board has approved a price of \$2348 or under to replace the stucco. **Approved 4-0, MSC**

Termite Inspection Proposal – Unit 92:

A motion was made by Scott H and seconded by Ron N to approve the proposal from Clark Pest Control for termite treatment at Unit #92. **Approved 4-0, MSC**

Insurance Proposals 3/15/2011:

The general liability, directors & Officers and Workman's comp insurance expires on March 15, 2011. The CDA board of directors have asked Jeff B to get two competing bids along with Raymond Chui of Farmers Insurance.

ANNOUNCEMENT OF EXECUTIVE SESSION

The board moved into Executive Session to discuss Delinquencies, Violations, Collections, Security and employee Contracts.

ADJOURNMENT / ANNOUNCEMENT OF NEXT MEETING

The meeting was adjourned at 7:58 pm. The next meeting is scheduled for February 14, 2011 6:00pm, at the CDA meeting room near unit #94 at 1001 Murrieta Blvd, Livermore, CA.

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Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Date

Minutes taken by: Jeff Boyd of Community Association Management for the Castilleja Del Arroyo homeowners association.