

**RRPOA Board meeting Feb 7, 2006, San Mateo  
(Minutes approved May 27, 2006 meeting)**

**Attending:**

Officers and Directors: Marsh Shambarger, Phil Fisher, Ron Benveniste, John Bertone, Trevor, Julie Rollofson, Bill (Yates) Bauder

Others: Gene Campbell, Ray O'Neal and Bob Schuchardt

**Call to order** at 12:30 pm

**10/25/2005 minutes:** approved with Julie's comments to be included

**9/3/2005 minutes** for Board and annual meeting: Julie to check her files

**Treasurers report:**

Preliminary eoy statement shows \$3,558 operating excess income over expenses, and \$22,588 real property excess inc over exp. This includes bear damage expenses of \$6800 so far for doors, but does not include four more doors at \$750 each plus potential Dohrman (Unit 99) claim.

**Project Managers Report**

Dohrmann claim status: no formal submittal yet, only contractor estimates. Dohrmann needs first to make the claim on their homeowner policy before making a claim to us through Yates. We have instructed our insurance agent not to accept any claims from anyone other than through Yates. Agreed Yates to find out how long we have to submit a claim to our policy.

Fixed interior drain overflow problem on unit 57.

If a break in weather, may put in remaining outdoor lights, deck rails.

Main work load is snow removal.

**Old Business**

**Insurance:** Agreed to re write insurance clause in CCRs that Association coverage extends to and includes sheetrock and to and to and including the plywood subfloor. Insurance for items beyond the sheetrock and subfloor are the responsibility of the homeowner. We will send an annual note from the Board to homeowners (required by state law) describing this policy, the deductible amount and the importance of the homeowner getting enough coverage through their own homeowners policy to cover their replacement costs.

Agreed to put responsibility from water damage on homeowner if unit has a water valve installed, the unit has been unoccupied for more than 48 hours and water valve was not turned off.

**Doors:** Of the 100 total units, units 1-68 have the wooden strip style, remaining 32 units have 6 panel wood style doors. We had bear damage to and replaced 10 of the 6 unit panel doors, for about \$600 each, total of \$6800 (included in prelim 2006 expenses)

We had bear damage to and have to replace 4 of the wood strip doors. Yates has found replacement door frames for the wood strip style for \$250 delivered, then will require, replacement of central glass plane with wood and application of the wood strips. Total cost assembled and installed will be about \$750. Four have been ordered. One temporarily assembled door already replaced.

Board may choose to bundle in our door claim if we decide to file any other claims associated with the 2005 bear incidents.

**Future Bear damage:** agreed to leave this until we have insurance renewal discussion with Joe Kimmey.

**Windows and glass sliding doors maintenance** Practice has been homeowners responsibility for maintenance and replacement due to seal and flashing failures in windows and sliding glass doors. Agreed to continue this practice.

**External Wood doors maintenance:** CCR and practice has been that Association maintains wood doors i.e., painting and replacement from normal wear and tear. Agreed to continue this practice.

#### **Water shut off valves**

Agreed to let homeowners take responsibility for installing, with Association taking over installation with homeowner permission, and then being billed for it. Accordingly, Yates to draft letter to homeowners giving them the choice of homeowner doing it themselves or giving Yates the permission to arrange for having it done and then homeowner being charged for it. The letter needs to stress that's in the best interest of the homeowner, it's cheap insurance, etc and otherwise encourage the homeowner to participate.

**Fireplaces:** Current practice is that Association arranges for sweeping, cleaning and inspection annually; homeowner responsible for any repairs. Agree to do same as in water shut off valves above.

**Reimbursable assessment-** Agreed to incorporate specific wording in the CCRs to allow Association to make those repairs or upgrades in Units required by the Association and then to bill the homeowner for the charges.

**Rules:** Draft rules were distributed. Phil will distribute by e mail for comments. Phil will review the ECHO doc re statute book. Yates to send Phil the Rules for Contractor for incorporation into the Rules Also incorporate requirement that

interior Unit structural changes require homeowner to provide drawings approved by a structural or civil engineer, and be approved by the project Manager.

**CCRs**

Agreed to incorporate comments a submitted from Board members.

Board agreed to try a newsletter

Next meeting April 10, 1pm location tbd. Secretary to notice the membership and advise owners to contact Phil for location of next meeting.

**Respectfully Submitted**

Phillip Fisher