

Draft Minutes RRPOA Board Meeting
Noon, Monday October 25, 2010
“Boardroom” McGinnis Park Golf Course
350 Smith Ranch Rd, San Rafael, Ca 94903
(approved at Feb 8, 2011 Board meeting)

Attending Directors and Officers : Marsh Shambarger, Phil Fisher, John Bertone, Bob Schuchardt, Ted Jones, Steve Dohrmann, Bill “Yates” Bauder

Absent Directors: Dan Bosshart

Others Attending: Ray O’Neal, Bill Trevor

Called to order at noon.

1. Minutes of Sept 4, 2010 Board meeting revised per comments. Motion to approve minutes as revised, M/S Dohrmann/Bertone; approved unanimously
2. Presidents Report- Shambarger: Marsh welcomed Steve Dohrmann and Bob Schuchardt as new Board members.
3. CFO/Treasurers report-- Bertone:
 - a. 2010 operating budget: Still ahead of budget through September primarily due to extra income from buoy fees. Minor questions were answered.
 - b. 2011 operating budget forecast: No fee increase required for 2011, as we are forecasting approx same expenses.
 - c. 2011 Cap reserve Budget: No estimate yet for replacing deck rails on units 70+, but will go with current 2011 budget for \$204,424 and then re-asses when we decide on style, cost, etc., of wire mesh deck rails.
 - d. Motion to approve 2011 operating budget and 2011 cap reserve budget as presented plus other items in annual homeowners letter presented to Board. M/S Bertone/Jones, unanimously approved.
 - e. John Bertone suggested we review the Echo proposed ethics statement and Phil Fisher suggested a Conflict of Interest policy at next meeting.
4. Director Election Results per Bauder (Inspector of Elections)—Schuchardt, Dohrmann, Shambarger. Board agreed to provide detailed tabulation of election results to any owner upon request.
5. Election of Officers:

Motion to approve slate as shown below: M/S Schuchardt/Dohrmann, approved unanimously:

 - a. President: Marsh Shambarger
 - b. VP Bill Bauder, Phil Fisher
 - c. Secretary, Phil Fisher
 - d. CFO/Treasurer John Bertone,
 - e. Asst Treasurer Gene Campbell

6. Committee appointments--Board approved list attached.
7. Project Managers report--See attached list. Board asked Project Manager to look into:
 - a. new self latching dumpsters.
 - b. improving entrance appearance at N Lake Blvd.
8. Re Unit 95 and late fees, Board directed project manager to file an abstract of judgment as soon as appeal period expires on 10/28/2010 and then, continue to file in small court for subsequent unit 95 late fees.
9. 2010 Cap reserve budget. We will be \$9795 over the 2010 budge due to unexpected increase in spa plastering (see attached) and drown-proof drains. Motion to approve the increase in the 2010 cap reserve budget by \$9795. M/S Bertone/Dohrmann approved unanimously.
10. Old Business:
 - a. Wire mesh deck rails on units 70 and up—Board directed Project Manager to frame up 2 full size panels with both ¼ inch and 3/8 inch bars for Board to review, and also to develop cost estimate for both.
Color: use same dark brown color as we use now for deck rails,
Schedule of units per year to be reviewed after we get estimates, however we will schedule new deck rails coincidental with deck board replacements in each building.
 - b. Buoy/Boats: Buoy committee to develop policy on how to negotiate/share/exchange buoys (Schuchardt/Trevor/Dohrmann)
 - c. Unit 9-update
 - i. RRPOA prevailed in small claims court on Owners claim for recovery of disputed expenses; all dues are now paid in full.
 - ii. Building Inspector was asked to provide closure documentation on approval of deck structure, but they have not yet responded.
 - iii. No subsequent communication from Unit 9 to HOA
 - d. Charter Contract proposal status--Schuchardt/Dohrmann. Some comments made:
 - a. Charter response to our comments very slow and poor, so need to negotiate with Charter legal representative, not their sales staff.
 - b. Need clarity on why Charter needs this Agreement if they already have a monopoly on furnishing cable services to RRPOA
 - c. Terms discussion: automatic renewal is unacceptable, term is too long
 - d. Board also directed Project Manager to look at ATT with their fiber optic phone cable as done for other condo associations
 - e. Exposed aggregate entries- Board agreed to try different designs such as colored (and perhaps patterned) asphalt and asphalt sealer coat in unit 36 entryway (Anselmo), the owners of which who have agreed to install at no charge to RRPOA. If it requires doing both 35 and 36 because walkway ties

together, then we will do both units if unit 35 agrees and if both are at no cost to RRPOA.

11. New Business

- a. Left turn lane at hiway 28--- Board agreed to support Bob Schuchardt asking owners for support in a letter writing campaign.
- b. New Web site-- Board approved up to \$5,000 for a static website. Details in attached. Jon Carlson of unit 40 has expressed willingness to be webmaster.
- c. Shutting off water to empty units after owner leaves - Bill Trevor's response for either Yates or O'Neal to do it upon request of the owner puts this to rest.

12. Next meeting dates and location

Day	Date	Time	Location
Monday	Oct 25, 2010	Noon lunch; 1 pm meeting	Marin McGinnis Park Golf course
Tuesday	Feb 8, 2011	noon	Peninsula Golf and Country Club
Monday	April 4, 2011	1 pm	TBD
Saturday	May 28, 2011	9 am	RR clubhouse
Saturday	July 2, 2011	9 am	RR clubhouse
Monday	Oct 17, 2011	noon	TBD

Meeting adjourned 3:45 pm

Respectfully submitted



RRPOA Committee Appointments as of Oct 2010:

1. Executive Committee: John Bertone, Bob Schuchardt, Marsh Shambarger
2. Finance Committee: John Bertone, Gene Campbell, Steve Dohrmann
3. Property/Maintenance/Landscape: Bill Bauder, Bill Trevor, Bob Schuchardt
4. Insurance: Roger Gault, Dan Bosshart, Bill Trevor, Phil Fisher

5. Legal: Dan Bosshart, Bill Trevor, Bob Schuchardt
6. Architectural controls: Full Board
7. Buoy/Boats Committee: Bill Trevor, Bob Schuchardt, Steve Dohrmann

Webmaster duties

1. Scope: write a scope definition (see below) with a mock up, get board approval,
2. Decide whether to bid, negotiate, or build it ourselves
3. Doc contents: gather all docs and pix (may require converting docs to pdf), load the content,
4. Pictures and text: find or take pictures of our facilities, write the associated facility descriptions, text, etc.
5. Updates: Once on line, do the content updates.

Web site design issues agreed by board

1. Static (not dynamic) -- there is little need for owners to interact
2. Attractive homepage with facility photos such that it is appealing to prospective buyers and renters
3. Public info vs. Owner info (i.e., Owners info requires owners User ID and pw to log in)
 - a. Public page: Location (map), project history, street address, HOA email address, photos and description of some of our facilities: grounds, pools, beach, clubhouse, pier, buoys, tennis courts, kiddee playground, BB court, putt green, etc. Also needs owner log in fields.
 - b. Owners pages:
 - i. Current Announcements and Board notices,
 - ii. Board of Directors, Committees (Names only, no email or phone numbers)
 - iii. Documents section for Arts of Incorp, By Laws, Rules, CCR's, Newsletters, Required letters to homeowners, meeting dates, etc.
 - iv. Forms like buoy application, clubhouse reservation
4. Webmaster edit functions
 - i. Add/delete/edit content
 - ii. Change owners ID and passwords
5. Questions of whether or not to include on Owners pages to be decided later (but put in the links for it)
 - i. Meeting minutes (Board and Annual owners meeting)
 - ii. Monthly or annual financial reports
6. Clearly will not include anywhere in web site;
 - i. Exec session minutes
 - ii. Salary actions for employees
 - iii. Any personnel or legal issues
 - iv. Members directory
 - v. Email system

Project Managers Report

October 25, 2010 Meeting

Election results: Shambarger, Schuchardt, and Dohrmann election winners

Projects complete, ongoing, and to do

1. Deck oiling complete
2. Deck replacement units 90 & 91 complete
3. Painting complete
4. Tree removal for large trees complete
5. Lawn Aeration complete
6. Building repairs ongoing including closet door replacement and maintenance
7. Project shut down and winterization ongoing
8. Equipment Maintenance to do
9. Brush chipping to do
10. Continue to cut small trees and brush

Old Business

1. BMPS
2. Bears: Nothing to report, no activity at Rocky Ridge, no tracks
3. Won judgment against unit #95 in the amount of \$4863.28 on 9-28

RRPOA 2010 Cap Reserve Budget

New Estimates as of : **10/22/2010**

Line	Item	Budget	New Estimate	Over/(under) budget	Comments
		\$	\$		
1	sealing	14,144	16,045	\$1901 over	
		\$	\$		
2	buildings exterior	20,000	21,291	\$1291 over	includes entry roofs on units 38,39,42,43,45,46,47,&48
		\$	\$		
3	roofs	59,600	61,790	\$2190 over	1/2 maintenance building roof (rot) and 103-104 & 107-108
		\$	\$		
4	pool	13,000	27,525	\$14525 over	both spas and lower pool vgb
		\$	\$		
5	walkways	14,160	14,712	\$552 over	units 86,87,103,104,49,50,51,52,33,34,35,36,17,18
		\$	\$		
6	decks	24,000	13,336	under	units 90-91
7					
8					
9					
10					
11					
12					
13					
	Total	\$ 144,904	\$ 154,699	\$ 9,795	over budget for year