

**Rancho Viejo South Community Association  
Board of Directors Meeting  
October 18, 2005**

**Minutes**

**Members present:**

Jodi Delaney, Patrick Thomas

**Members absent:**

Isaac Pino

**Others in Attendance:**

1 resident

Jennifer Key, Community Manager

Caroline Ladhani, Administrative Assistant

**Call to Order:**

Patrick Thomas called the meeting to order at approximately 9:05 a.m. in the Board Room at Santa Fe Community College. The quorum was met.

**New Business:**

**1. Approval of minutes for April**

- **MOTION:** Jodi Delaney motioned to accept the July minutes with one amendment. Patrick Thomas seconded the motion. Motion passed unanimously.
  - **The corrected motion should read:** Jodi Delaney motioned to accept the bid for trail maintenance from Zion Enterprises as a shared expense with the North Association, with the stipulation that only 25 percent of the total be paid at the start of the project, instead of the full amount as indicated on the bid, and also recommends exploring the establishment of a volunteer committee for trail maintenance to help cut some of the costs in the future.

**2. Homeowner Requests:**

- **Vigil: Car Repairs in Community**
  - Resident Dolores Vigil asked the Board to address the issue of several homeowners performing car repairs in the Windmill Ridge II area.
    - Patrick Thomas asked the community manager to draft a policy on car repairs, subject to Board approval at the next meeting, which allows for only minor car repairs in one's driveway (such as oil, tire, or battery change), and that the materials for such cannot be left in public view overnight. The Board also asked that the policy be published in the newsletter when approved.
- **Paul: RV Lot use**
  - **MOTION:** Jodi Delaney motioned to deny the request by future homeowners Steve and Janet Paul to have access to the RV Lot prior to the closing of their home. Patrick Thomas seconded the motion. Motion passed unanimously.

- The Board denied a similar request earlier this year, and Board members feel they must be consistent with enforcing the policy that only “residents” have access to the RV lot.
- **Norrish: Common Area landscape changes**
  - Homeowner Ian Norrish submitted several proposals regarding changes he would like to make to the common area adjacent to his home. He is willing to pay for these changes.
    - **MOTION:** Patrick Thomas motioned to deny Norrish’s request and for the community manager to draft a policy addressing the issue of homeowners making changes to common areas. Jodi Delaney seconded the motion. Motion passed unanimously.
- **Johnston: Large stones in yard**
  - Homeowners Johnston and Scott on Bear Mountain installed a large stone less than 5 feet from their yard wall. The DRC specified that stones should be installed within 5 feet of house or yard wall. The homeowners told the community manager that they had understood the rock would need to be at least 5 feet from the *house* wall, not the *yard* wall. The DRC recently denied a variance as the rock is not architecturally integrated with the surrounding design of homes.
    - **MOTION:** Jodi Delaney motioned to approve a variance for the height and location of the rock. Patrick Thomas seconded the motion. Motion passed unanimously.
      - The Board discussed that the rock is not a safety hazard for other residents; it is far from any trails or sidewalks, and it is far enough away from other houses so that it does not block any views and is in the rear yard.

### 3. Audit Approval

- **MOTION:** Patrick Thomas motioned to approve the 2004 Audit by Zlotnik, Laws and Sandoval. Jodi Delaney seconded the motion. Motion passed unanimously.

### 4. Annual Meeting Notice Approval

- **MOTION:** Patrick Thomas motioned to approve the draft Annual Meeting packet. Jodi Delaney seconded the motion. Motion passed unanimously.
  - The Annual Meeting and Board Elections for the South Association will be held November 16, 2005 at the Santa Fe Community College at 7 p.m. Annual Meeting information packets containing the meeting notice, candidate bios, ballots and proxies, and meeting agenda, will be mailed to residents in the coming week.
- Jodi Delaney indicated she would like to see the Board have a reception after the election for homeowners to meet newly elected Board members.

### 5. Proposed 2006 Budget

- The Board decided to postpone a vote on the proposed budget until the next meeting, when Board president Isaac Pino is in attendance.
- Some items from the new Budget were discussed:
  - Dues will increase \$2 per month due to an increase in Reserve funding.
  - Budget for trail maintenance has increased.

- \$16,000 has been budgeted for effluent water, but if effluent water is not available, that amount will not be sufficient to cover potable water expense.
- The budget for solid waste removal has increased.
  - This is primarily to account for waste removal for the new houses that have been built.
  - The Association's 1-year contract for waste removal was automatically renewed, as specified in the contract, with a 30-day cancellation notice.
- Townhome maintenance—the Board requested that the Community Manager research the policy for repainting the woodwork on townhomes, whether it is every two years or every three years. The Association is responsible for maintaining the exteriors of townhomes.
- Recycling funds—the Community Manager will research the benefits of adding funds to the solid waste budget vs. adding a line item in the budget for recycling.
- Snow removal—the Board requested that an explanation of snow removal guidelines appear in the January newsletter. The Community Manager indicated it is major intersections and through-streets, no alleys or cul-de-sacs. Residents are responsible for sweeping their own sidewalks.

## 6. Contracts

- **Trail Maintenance:**

- **MOTION:** Jodi Delaney motioned to approve a bid by Advantage Asphalt to remove yuccas and fill cracks on the trails. Patrick Thomas seconded the motion. Motion passed unanimously.
  - The Board asked the community manager to clarify with Advantage Asphalt whether they are quoting \$30 per yucca, or per cluster of yuccas.
- **MOTION:** Jodi Delaney motioned to approve reserve funds for this trail maintenance work. Patrick Thomas seconded the motion. Motion passed unanimously.
- **MOTION:** Jodi Delaney motioned to approve the bid by Zion Enterprises to clean culverts along the trails. Patrick Thomas seconded the motion. Motion passed unanimously.

- **Additions to 2006 Landscape Maintenance:**

- **MOTION:** Patrick Thomas motioned to approve additional landscape maintenance for open spaces in Windmill Ridge II and III adjacent to major roadways in the South Community. Jodi Delaney seconded the motion. Motion passed unanimously.
  - These areas are not currently part of the maintenance contracts but need regular attention during the summer months, until the native plants are established.

- **Association Office Lease:**

- **MOTION:** Jodi Delaney motioned to approve the lease submitted by Rancho Viejo de Santa Fe for the Association's new office space. Patrick Thomas seconded the motion. Motion passed unanimously.

- **Townhome and Association Insurance:**

- Current townhome and association insurance policies need to be renewed.
- **MOTION:** Patrick Thomas motioned to renew the townhome insurance coverage at a cost of \$10,832. Jodi Delaney seconded the motion. Motion passed unanimously.

- **MOTION:** Patrick Thomas motioned to renew the insurance for Directors and Officers at a cost of \$1,406. Jodi Delaney seconded the motion. Motion passed unanimously.
- The Board requested that the community manager ensure that the Association has all the coverage required by the Charter.

## 7. Committee Appointments

- **Ad-hoc Recycling Committee**—several residents have volunteered to serve on this committee. The North Association Board has already approved these members.
  - **MOTION:** Jodi Delaney motioned to approve all the committee volunteer applications to serve on the Ad-Hoc Recycling Committee: Jane O'Mara, Pat Ward, and Kimber Pasquali. Patrick Thomas seconded the motion. Motion passed unanimously.

### **Additional New Business:**

Patrick Thomas asked the community manager to work with several employees of the Developer to draft a policy for homeowners adding a deck onto a townhome. Not all townhomes are purchased with decks, and there may be some owners who want to add one at a later date. These homeowners should know that the current decks have unique requirements that would apply to other townhomes as well.

### **Old Business:**

None.

**MOTION:** Patrick Thomas motioned to adjourn the meeting to Executive Session. Jodi Delaney seconded the motion. Motion passed unanimously.

Meeting was adjourned at approximately 10:25 a.m.