

**Rancho Viejo South Community Association  
Board of Directors Meeting  
55 Canada del Rancho, Board Room  
Wednesday, December 19, 2007  
MINUTES**

**Members Present:**

Patrick Thomas, Isaac Pino, R. Thomas Berner and John Holt

**Members Absent:** Bruce Thompson

**Others in Attendance:**

Connie Donnell, CCMC Community Manager.

**Residents in Attendance:** Sheila & Paul Cooper, Loren Testa, Rick Conner, Charles Agles, Glen Smerage, Paul & Theresa Lujan, Eve Sandoval and Vic Shaw.

**Call to Order:**

President Berner called the meeting to order at 6:00 p.m. Quorum was verified.

**1. Approval of Minutes for Regular Meeting held November 27, 2007**

- **MOTION:** Director Thomas moved to accept the minutes for the regular meeting held November 27, 2007. Director Holt seconded the motion.

**Motion passed unanimously.**

**2. Public Hour:** President Berner addressed the residents in attendance that this was an opportunity for them to express concerns but noted that action would not be made at this meeting. The Board would consider these concerns and requests at a later date.

Mrs. Cooper would like to Board to consider lack of snow removal and sanding when roads were icy. The current snow removal policy calls for automatic snow removal from Advantage at three or more inches. Anything less would require and call from management with Board approval.

Mr. Cooper also noted that JP Romero had promised that shrubs would be added to the East Chili Line curbs in the South. Developer and management will check landscape plans and verify.

Ms. Sandoval expressed concern for a home being constructed on an estate lot due to size, height and occupancy. Management noted that this home was reviewed by DRC and is in compliance with Estate Lot Guidelines for the South.

Ms. Sandoval also expressed disapproval in the resident discount being removed for newsletter advertising. President Berner noted that it was a committee decision and driven by an attempt to cover rising costs of producing the publication.

Mr. Lujan asked if the mail boxes on Saddleback West would be paved. Director Pino noted that that would be completed weather permitted. Pino also noted that the developer was completing the area with sidewalk and landscaping at Johnson Mesa and Dalton Pass weather permitting.

**3. Financials:**

**Discussion:** Management presented the November 2007 financials to the Board. As requested at the November meeting management verified that the operating account was not an interest bearing account and requested a motion be made to have CCMC set up this account. Management reported that Board and possibly the Finance Committee review and recommend investments for reserve funds, master and townhome accounts. Mr. Testa noted that the Board needs to review an investment policy and make decisions as to whether investments need to be insured, government backed and other criteria. It was reported that townhome painting is complete.

**MOTION:** Director Holt moved to have CCMC set up the South operating account as an interest bearing account as soon as possible. Director Thomas seconded.

**Motion passed unanimously.**

#### 4. Committee Reports:

**DRC:** Minutes from Design Review Committee were reviewed.

**Communications Committee:** President Berner presented a proposal for the 2008 newsletters. CCMC management will sell advertising for the joint newsletters for the North and South. Advertising revenue will be split 60% for the South and 40% for the North to accommodate the time investment expended by the South manager.

**MOTION:** Director Thomas moved approval; Director Holt seconded

#### 5. Old Business:

**A. Building Variance Request:** Mr. Smerage would like to have his request for building variance approval to build a Ramada ten feet past the no construction zone. Director Pino said that Rancho Viejo was now in compliance with the Santa Fe County requirements of 50% open space. The Board agreed that a variance agreement needs to be written and recorded in the county record which will run with the property deed. Director Thomas recommended that east and west neighbor approval be obtained. One neighbor's approval has been received. The board unanimously approved the variance and President Berner, at Mr. Smerage's behest, agreed to send him a letter confirming same for his records.

#### 6. New Business

**A. Review Collection Policy:** The Board will consult with the Finance Committee for suggestions. After review recommendation will be suggested for Board approval.

**B. Rentals of Three Unrelated Person:** President Berner explained the reason for discussing this issue which would eliminate the future concern that owners could sign individual leases with renters and turn residents into "boarding houses." The discussion was if this would be an amendment to By-Laws, which would require a full member vote to pass or could the Board adopt and resolution or policy to cover this issue. It was recommended that the association attorney be consulted for the best way to move forward.

**C. Appoint Finance Committee:** Richard Conner, Loren Testa, Randall Kippenbrock and Becky Nickols are recommended for appointment to the South Finance Committee. Volunteer applications have been received by management except from Ms. Nichols. The Board suggested that Director Thompson attend Finance meetings as a Board liaison. Mr. Conner provided a proposed mission and roles the committee could provide the Board. The Board recommended that another item be added which would state: Any other Board assignment.

**MOTION:** Director Thomas moved to approve Richard Conner, Loren Testa, Randall Kippenbrock and Becky Nickols as the South Finance committee contingent on receipt of any missing applications. Director Holt seconded. The new committee will return to the next board meeting with a mission statement written in concert with the community manager.

**Motion passed unanimously.**

**D. Division of Office Space:** Both North and South Board Presidents met to discuss the division of office space. HOAMCO will manage the North beginning January 1<sup>st</sup> 2008. South CCMC manager recommended the North occupy the front office and the South the back office. She felt sure that the two management companies would come to an agreement in a professional manner that would work for both organizations. Any shared equipment would be discussed and located where both associations would be able to access.

**E. 2007 Audit Contract:** Management introduced the contract for 2007 association audit from Zlotnick, Laws and Sandoval, PC. This company has performed at least the past three years of audits for the association. Last year management did call other companies but Zlotnick remained the most cost effective. The Board asked the new Finance committee to review and make a recommendation to the Board in January.

**7. Resident Correspondence**

- Discussion: An issue between owners as to the landscape right between two properties was discussed. Nothing can be done until one neighbor returns from out of town. Management will discuss with the owners when both are available.

**Adjourn**

Meeting was adjourned at 7:45 pm.

Approved:

Date:

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