

**Rancho Viejo South Community Association  
Board of Directors Meeting  
January 16, 2007**

**Minutes**

**Members present:**

Patrick Thomas, Isaac Pino, Dee Witherspoon, Bruce Thompson, Thomas Berner

**Others in Attendance:** 2 residents; Connie Donnell, Community Manager; Stephanie Fee, CCMC Regional VP, LeAnne Rodriguez, Administrative Coordinator

**Call to Order**

Director Thomas called the meeting to order at 9:05 a.m. in the Board Room at 55 Canada Del Rancho. The quorum was verified.

**1. Approval of minutes for Regular Meeting held on October 17, 2006**

- **MOTION:** Director Thompson motioned to accept the minutes for the regular meeting held October 17, 2006. Director Witherspoon seconded the motion.

**Motion passed unanimously**

**2. Financials**

**December 2006**

- **MOTION:** Director Berner motioned to accept the December 2006 financials. Director Witherspoon seconded the motion.

**Motion passed unanimously.**

- Discussion: Management gave brief overview of financials. HOA office build out has been paid and is included in the December financials. Snow removal for December 29<sup>th</sup> & 30<sup>th</sup> is also included in the December financials.

**Approval of Snow Removal Invoice #6703**

- **MOTION:** Director Witherspoon motioned to approve snow removal invoice #6703. Director Berner seconded the motion.

**Motion passed unanimously.**

- Discussion: Management has arranged with Advantage to have more details of billings in the future.

**3. Committee Reports**

**DRC-Townhome Letter**

- Discussion: Management created a letter and form to be sent to all Townhome owners regarding the installation of satellite dishes. These items will help create record of all satellite dishes that have been installed to be referred to when year roof inspections take place. The board requested that management rework the letter and email back to the board for further review.

**Communications Committee- Thomas Berner, Chairman**

- Discussion: Committee has decided to combine newsletters with the North Association. Each Association will have their own page. February newsletter has been completed and has been sent to the printer. A Mission statement has been created for this committee & will be presented at the next board meeting.

#### 4. New Business

##### **Snow Removal Plan**

- **Motion:** Director Thompson motioned that the South Association set a new threshold of a minimum of six (6) inches for Advantage Asphalt to go ahead with snow removal for main streets. Other snow removal will be a judgment call made by the select board members along with management and possible homeowner volunteers. Director Witherspoon seconded the motion.

##### **Motion passed unanimously**

- **Motion:** Director Pino motioned to form a Safety Committee that will create a comprehensive disaster plan for the South Association. Director Berner seconded.

##### **Motion passed unanimously.**

- Discussion: This Committee will be created to form a disaster plan to address potential issues that may affect the South Community. The Board also suggested seeking a professional in this area to provide assistance with plan. Management will also contact other CCMC communities that have a plan in place to get a basic format.

##### **Homeowner to Board**

- Discussion: The board is looking to appoint another member as well as form a transition committee by July 2007. The Board asked that management posts a call for action on the website for individuals that may be interested in forming a transition committee.

**The Board decided that with all the upcoming By-Law questions and transition that it would be best that the board start meeting the 3<sup>rd</sup> Tuesday of every other month.**

The meeting was adjourned at 10:40 a.m.

Approved:

R. Thomas Berner

03-20-07

Date \_\_\_\_\_