

## Minutes

# ESTATES AT CIENEGA CREEK PRESERVE COMMUNITY ASSOCIATION BOARD OF DIRECTORS MEETING

**DATE:** December 14, 2016  
**TIME:** 6:00 p.m.  
**LOCATION:** Rincon Valley Fire Station #1

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**CALL TO ORDER:** The meeting was called to order by Frank Shannon at 6:00 p.m.

### ROLL CALL

**Present:** Frank Shannon, President  
Jim Matczysnki, Vice President  
Mac Finlayson, Treasurer

**MANAGEMENT:** Sylvie McAdams, Association Manager, Cadden Community Management  
**MINUTE TAKER:** Sylvie McAdams

### HOMEOWNERS PRESENT:

Jim Blick (Lot #11)  
Alan Dash (Lot #13)

### QUORUM

At least two (2) Board members must be present. Quorum was met with three (3) members present.

### APPROVAL OF MINUTES

The Board reviewed the minutes. **Motion:** A motion was made and seconded to approve the minutes of the September 14, 2016 Board meeting as written. The motion passed unanimously. **Motion:** A motion was made and seconded to approve the minutes of the November 30, 2016 Organizational meeting as written. The motion passed unanimously.

### **QUESTIONS/COMMENTS FROM MEMBERS:**

Discussion ensued concerning the following topics:

- Lot #11 had concerns regarding a Board member's inoperable vehicle on the driveway.
- Lot #11 thanked the Board for approving his outdoor kitchen and inquired if other homeowners had to have permits. It was explained that if electrical or water is involved, permits are required and is part of the Design Guidelines for the HOA.
- Lot #13 had concerns about violation letters he has received.

### **PRESIDENT REPORT – *Frank Shannon***

The solar light at the Manhead Lookout entrance was missing, only parts of it was found – possible vandalism. A new light has been ordered.

### **TREASURER REPORT – *Mac Finlayson***

Balance sheet as of November 30, 2016 showed a total of \$10,897.45 in Operating, \$34,732.13 in Reserves, \$2,113.00 in Delinquent Assessments, and \$615.00 in Unpaid Bills.

### **LANDSCAPE REPORT – *Jim Matczynski***

Erosion at Second Ramada on Madrona Station Road – Jim met with Complete Landscaping to discuss the erosion issues at the ramada entrance and around the ramada. Complete Landscaping provided a quote of \$1,786.88 for this project. It was decided during this conversation that more rip rap was needed at each entrance to the community. Jim will contact Complete Landscaping and have them revise their bid above to reflect the addition of rip rap. Complete Landscaping will send their quote to Sylvie. This will be discussed at the next Board meeting.

### **ARCHITECTURAL REPORT – *Jerry Sarkozi***

Jerry was not present at this meeting to report on this topic. The following ARC requests were approved since the last meeting:

- Lot #02 – Exterior Painting
- Lot #11 – Outdoor Kitchen
- Lot #45 – Screen Wall for Trash Containers
- Lot #49 – Gate
- Lot #50 – Pavers

## **MANAGER REPORT – *Sylvie McAdams***

A written report was in the Board packet.

- Sylvie announced the Board meeting dates for 2017. The meeting room has been reserved for these dates:
  - March 8, 2017
  - June 14, 2017
  - September 13, 2017
  - November 29, 2017 (Annual Meeting)
  - December 13, 2017

## **OLD BUSINESS:**

None at this time.

## **NEW BUSINESS:**

Spring Block Party – Discussion ensued about renting a food truck and sending out coupon vouchers. The HOA next door does a block party BBQ twice a year. Maybe we could do this at one of the ramadas. Alan Dash offered to contact someone from the neighboring HOA and find out how they organized their event, what worked for them to get people to participate, and costs. Sylvie will provide Alan contact information for someone from the neighboring HOA and the BBQ vendor that they used. Board wants to determine costs and see if the HOA has the budget for it for 2017 or will need to budget it for 2018.

Welcome Committee – This topic has been tabled and will be on the next agenda. The homeowners who expressed interest in this topic at September's Board meeting was not present at this meeting.

## **NEXT SCHEDULED BOARD MEETINGS:**

Wednesday, March 8, 2017 at 6:00 p.m.

Rincon Valley Fire Station #1, 8850 S. Camino Loma Alta

## **ADJOURNMENT:**

**Motion:** A motion was made and seconded to adjourn the meeting at 7:13 p.m. The motion passed unanimous