

The SOLANO VERDE RANCHES HOMEOWNERS' ASSOCIATION BOARD of DIRECTORS MEETING MINUTES

May 20, 2009

CALL TO ORDER

The following are the Minutes of the meeting of the Board of Directors of the **Solano Verde Ranches Homeowners Association** held on Wednesday, May 20, 2009 in Somis, CA. President Godecki noted a **Quorum** was present and called the meeting to order at 7:12 p.m.

BOARD MEMBERS PRESENT

Tom Godecki, President; Jonathan Bergman, Vice President; Peter Zinnato, Treasurer; Sharon McCall, Secretary; and Clara Santiso, Member at Large

OTHERS PRESENT

Homeowners: Phil McCall and Hannelore Woelfl

Real Support Property Management Company (RSPM): Helmut Martinek and Bryan Chan

OWNERS' FORUM

- Manager Martinek advised that the Homeowners Open Forum should be the first on the evening's agenda so that they may speak early and leave early, if they need to.
- The Board cannot take any actions on the Homeowners items brought up at the current meeting, until the next meeting.

SECRETARY'S REPORT

- The May 6, 2009 minutes were verified and approved.
- The March 25, 2009 Minutes could not be approved due to information that required further verification. Manager Martinek stated that he would include the correct information in the revised minutes
- The February 24, 2009 Minutes were noted as previously approved.

TREASURER'S REPORT

- It was reported that that the Association's 2005 and 2006 taxes were not filed by Gold Coast Management Company; and the 2007 and 2008 taxes were not filed by Ross Morgan and Company.
- It was advised that the Association could be suspended, at any time, which would make it difficult to obtain a new Association bank account.
- Manager Martinek suggested the Board designate Allyn Moskowitz, CPA to file all of the Association's back taxes for the years 2005-2008, at the cost of \$400/year.
- In addition, he suggested financial audits to be performed, including researching specific monetary discrepancies, which could create an unknown tax liability for the

Association. The cost for Allyn's review and audit of all future Association records would be approximately \$1,200-1,400 for each year.

- Vice President Bergman moved to hire Allyn Moskowitz to complete the Association's 2005, 2006, 2007, 2008 taxes, as well as a 2-year basic audit of the Association's books and financial records. Sharon McCall seconded the motion and a vote was passed unanimously.
- It was advised that all Form 1099s issued by the Association would be reviewed.
- It was noted that the previous Board and Management Company had not responded to the requests of the new Board and Management Company for all financial records of the Association.
- Vice President Bergman reported that previous bank statements and Money Market records were being held by the previous management company and that he would attempt to retrieve those files.
- Manager Martinek advised that the Money Market account should have between \$140,000 and \$160,000 and that this money should be turned over to the Association, immediately.
- Manager Martinek also advised that the March 2009 financial statements were not yet provided by Gold Coast Management.
- Treasurer Zinnato advised that Gold Coast Management was also expected to close the bank account and hand over the bank statements to the new Board of Directors.
- Treasurer Zinnato noted discrepancies in the financial statements and in the reported checking account balance. He requested that any shortfalls be investigated and resolved.
- The Board will require two signatures, including Board Members and Manager Martinek, on all checks. Vice President Bergman, Treasurer Zinnato, and Secretary McCall were assigned as authorized signers on the new Union Bank Account. President Godecki and Member at Large Santiso both declined as signers on the account.
- Manager Martinek advised that a budget, which would start in July 2009, would need to be prepared and completed by June 1, 2009. It was noted that Gold Coast Management Company had no budget for the previous year.

MANAGEMENT REPORT

- The decision was made to void payments to all vendors, which were issued from the previous bank account, with the exception of two pending bills to 1.) The Gate Keeper, and 2.) the Association's web designer.
- Manager Martinek recommended that the Architectural Review Committee have a few volunteers at the next Meeting.
- It was suggested that the Association should be billing for the occasional asphalt slurry of the streets to be done, as needed.
- It was advised that Stan Roberts' Landscape Maintenance Contract was expired. Vice President Bergman moved to have Manager Martinek prepare a termination letter ending Stan Roberts' Landscape services effective May 31, 2009. Secretary McCall seconded the motion and the vote passed unanimously. Helmut will negotiate the balance that the Association pays.

- Manager Martinek will acquire bids from maintenance company vendors who will maintain the common areas.
- Manager Martinek offered to recount all trees in the common areas, (estimated to be 552 trees total).

ASSOCIATION BUSINESS

- Manager Martinek suggested the Board add a policy for \$3 million dollar umbrella coverage and the Association’s insurance is due June 8, 2009. He explained that Umbrella Insurance would cover property and liability at \$3 million aggregate, costing \$600 more annually for this additional coverage.
- Treasurer Zinnato moved to accept the additional coverage recommended by Manager Martinek. The motion was seconded by Secretary McCall and the vote passed unanimously.
- Manager Martinek advised that he would update the Association’s Liability Insurance from Robco Company to another insurance company.
- Helmut advised that he could scan all Association documents once per year, and store on a CD.
- It was suggested that all homeowners log in individual front gate codes of their choice, for their individual properties.
- Manager Martinek will look into acquiring new gate openers for all Homeowners. Secretary McCall suggested Mar-West Company, Incorporated, in Chatsworth, for inexpensive digital gate openers for the front gate.
- Vice President Godecki suggested that if the Association decides to make new address signs, they should be made of metal, instead of the wood/foam substance that they are currently made of.

OLD BUSINESS

It was suggested to update the phone numbers on the front gate register.

ANNOUNCEMENT of NEXT MEETING

The next Meeting will be held at 6933 Solano Verde Drive, on June 24, 2009, at 7:00 p.m.

ADJOURNMENT

The meeting was adjourned at 9:50 p.m.

Prepared by Sharon McCall, Secretary Solano Verde Ranches Homeowners Association and Helmut Martinek, Real Support Property Management Company

Approved by:

Tom Godecki, President
Solano Verde Ranches Homeowners Association

Date: