

**Holiday Estates Maintenance Association
Board of Directors Meeting
October 21, 2004**

Board Members

Steven Stratton	President/CC&R's
Frank Blenn	Vice President
Jeff Snyder	Treasurer (absent)
John Milner	Director/Communications (absent)
Greg Potter	Director/Beautification
Sandor Drobilisch	Director/Marina/Roads & Ditches
Eva Schaffer	Director
Nancy Schultz	Director (absent)

Others Present

Bethaney Dearing Access Association Services, Inc.
18 Homeowners

Item I Order

The Board of Directors meeting was called to order at 7:05 p.m. by President Steven Stratton.

Item II Agenda Review

The agenda was approved with the following items added: the supplemental agenda hand carried. Also due to the private subject matter from the correspondence 2971 and 2975 Holiday Court, this item was moved to executive session.

Item III Open Discussion

A. Architectural Requests – The following requests were tabled for Board to make a final decision in 30 days allowed and if unable then the Board will deny the requests for further review.

- 17250 Lakeview Drive – The Board is concerned with construction of fence due to parts of fence being solid. The Board would like to further review the areas in question and see if the neighbors are aware of proposed fence.
- 17575 Manzanita Drive – The Board needs to review further the plans submitted and drainage issues for the construction of a new home.

B. Homeowner Forum

- Lynn Potter, present, chair of Lower Meadow Project Committee, reported that the next committee meeting will be held Saturday, October 23, 2004 at 3:00 p.m. at 17490 Hoot Owl. She would like the Board's direction of the meeting for focus and direction.
- Bruce Schwegler, homeowner from 2946 Holiday Court, present, stated this was the 21st meeting he attended and he is still waiting for a resolution for the eroded ditch by his home. He stated that he never agreed to meet with other five homeowners affected by eroding ditch affecting his lot and it was the Board's responsibility to fix this ditch as the culvert under the road is diverting water that the natural swale cannot support. The Board agrees there was a misunderstanding and directed current Roads and Ditches committee chair Sandor Drobilisch to meet with Bruce on site to try come up with agreeable solutions for all parties affected. Sandor has been reviewing the past correspondence and has been familiarizing himself with the history, but has not been able to schedule a meeting so far with MH Engineering to find alternative solutions upon which parties can agree.
- 17141 Parkview – Homeowner, present, verbalized serious concerns of excessive speeding on the roads and a number of loose dogs running in the community. He also stated he was in support of the Lower Meadow Project as it would add value to the homes.
- 17840 Holiday Drive – Homeowner expressed support of the Board and the recent restoration of the Lower Meadow.
- 17430 Holiday Drive – Homeowner stated that the Board needed to recheck their details in the orange memo referring to no increase in dues and he stated that there was a \$27.00. Homeowner was referring to the 2003-2004 budget increase and the Board was referring in the memo to the 2004-2005 budget and future budgets. Homeowner also requested plans for Lower Meadow Project submitted to City.
- 2891 Whipporwill Drive – Homeowner, present, explained she had been a previous Board member for four years. She wanted to discuss email sent earlier in the week in regards to the use of funds and land of Open Space allowed. Management and Steve Stratton never received the email. The email sent to Access was misspelled and homeowner was given the correct email address and advised to resend so Board could review and respond to email. Steve Stratton noted that he is experiencing difficulty in receiving emails as his company has placed a new monitoring system that is filtering emails.
- 17815 Holiday Drive – Homeowner, present, stated he was a resident for 23 years and was concerned about the valid comments circulating throughout the community about the Lower Meadow Project. He felt the Board needs to supply more explicit details on the website and communicate better with the membership.

Item IV Consent Agenda

- A. Minutes of the September 16, 2004 Board of Directors meeting approved as written.
- B. Financials – The Board of Directors approved the financial reports from August 31, 2004 from the Ireland San Fillippo accountant. The Board approved to not renew the Paine Webber CD Accounts maturing in November and December.
- C. Management reported that there were five accounts in collections. Board wanted status on one account with a past due notice. Billing for this year will be mailed to the membership in December.
- D. Correspondence reviewed and approved by the Board of Directors
- E. Work Order Summary reviewed and approved by the Board of Directors.

Item V Committee Reports

- A. Beautification – Greg Potter reported that the street signs will be arriving soon and Sandor Drobilisch will be assisting in prepping the street poles. It will be two to three weeks out to set the posts in the ground.
The committee's next meeting will be on Saturday October 23, 2004 for committee members to voice their concerns about the Lower Meadow Project. The Lower Meadow Project is moving forward with installation of the irrigation by Hydro Tec and hydro seeding by Greenscape. The Board has approved the funding of the project for \$55,353.00. Additional permits were acquired; change orders due to delays and additional work required will be approximately \$2500.00. PG&E's installation of electricity will be three to six weeks out and cost approximately \$6000.00. The routine mowing of the meadow will approximately be \$1200.00 per month. The Board voted to approve the change orders and additional costs for finalizing the Lower Meadow Project.
- B. Communications – Gregg Potter in John Milner's absence volunteered to assist in getting the next newsletter printed this month. Board discussed the need to have better communications to the membership.
A long discussion ensued regarding emails not being received by Board members and management and homeowners being frustrated with no response. The next newsletters will communicate the concerns about emails and the expected response time for inquiries and correspondence.
- C. Roads & Ditches – Sandy reported the slurry of the rest of Holiday Drive and the striping of the road will commence on November 1, 2004, weather permitting. The Board directed Management to send the preliminary notice to the membership with a map on the back to show road being worked on. Additional signs will be at the front entrance to notify membership of the work and any changes to the schedule.
Sandor also reported that he is still waiting for MH engineering to provide solutions for ditches eroding at Chappell's and Schwegler's areas. He will meet with Bruce Schwegler as requested to find a resolution for the eroded ditch.
- D. CC&R's – No report given at this time. Any discussion will be deferred to Annual Meeting.

- E. Architectural – No report given at this time. Board will review two architectural requests presented in packet and will make a final decision in 30 days allowed or will deny requests for further review.
- F. Welcoming Committee – No report at this time. No homeowners have volunteered since the last newsletter article about this committee.

Item VI Other Business

- A. Correspondence regarding 17460 Lakeview Driveway – Homeowner (present) and neighbor at 17451 Blue Jay (present) discussed alterations to this property regarding a driveway being installed in which the plans were previously approved by City of Morgan Hill and the Board of Directors. With the information presented, the Board encouraged the homeowner and neighbors in dispute to resolve all concerns regarding driveway, easements, and drainage among themselves.
- B. Correspondence from 17300 Lakeview – The Board reviewed the letter regarding the lower meadow project and Steve Stratton will draft a response letter for the Board to approve.
- C. Correspondence from 2946 Holiday Court – The Board reviewed the request to view the Association records. The Board directed Management to have the Association lawyer review the correspondence and give a legal opinion. The Board is willing to comply with the inspection of records; however, the biggest concern is preserving the integrity of the files. The Board entertained having a third party to monitor the viewing but since the time needed is unknown, the Board tabled this for review. The archived files are stored and will need to have all privileged documents separated. The costs and time to prepare these files will need to be reviewed. Since the written request was too broad, the Board requested that Management draft a letter to the homeowner for the Board to approve, once the legal opinion is received, asking for more clarification and specify which files are to be viewed so time and resources on unneeded research are not spent.
- D. Annual Meeting Preparation – The Board and Committee Chairs will meet the weekend prior to the annual meeting to prepare the committee reports and refreshments for the meeting. Management suggested that the Board elect Inspectors of the Election (one or three homeowners not related to the Board) for validating the ballots. Also, next newsletter will need to include RSVP for annual meeting so accommodations for seating can be made.

Item VII Next Meeting: Annual Meeting of the Membership

Thursday, November 18, 2004 at 7:00 p.m. at the Holiday Inn Express on Condit and Dunne Avenue in Morgan Hill.

Item VIII Adjournment

There being no further business before the Board of Directors, the meeting adjourned at 9:50 p.m. to Executive Session.