

**Holiday Estates Maintenance Association
Board of Directors Meeting
December 16, 2004**

Board Members

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

Others Present

Bethaney Dearing Access Association Services, Inc.
15 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 and accepting official written resignation from Treasurer Jeff Snyder.

Item III Open Discussion

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

- Hearing: 17111 Holiday Drive – The Board reviewed with homeowners present the construction plans for new construction of a home on the lot. The Architectural committee chair recommended approving the plans but to make sure the homeowner's account is current prior to approval. Management directed to check the status.
- 2975 Holiday Court – The Board is still waiting for the requested plans regarding the design of the wrought iron fence and the location of the fence in regards to the property line and easement. The Board cannot

further review and approve the request unless this information is provided.

- 17110 Copperhill Drive – Homeowner submitted plans to install a wire fence and stone wall along various property lines. Also, it was noted that the commercial truck has been parked on property again and alterations to the lot have been made without the approval from the Board such as grading the land, adding gravel, and removing a porch from the existing structure. The Board denied the request and directed management to send a CEASE and DESIST letter for all alterations of property.
- 17575 Manzanita Drive – The Board needs copy of the building permit and will further review plans submitted.

B. Homeowner Forum

- 17695 Holiday Drive and other homeowners present had a lengthy discussion about the speed bumps #4 & #5 that were rebuilt by Granite Construction when Holiday Drive was repaved. Homeowners expressed that these speed bumps are not configured so that cars can maintain a speed of 25 miles per hour to go over them as they are able to with the other speed bumps in the community. Also, several homeowners inquired when the striping of the new paved Holiday Drive would be completed. The board indicated that the striping would take place next week. The Board will take the speed bump request under advisement as Sandor Drobilisch indicated the new speed bumps were constructed based on Cal Trans specifications and any alterations would need to be reviewed by the road project engineer.
- 17481 Blue Jay Drive and 17111 Holiday Drive – Homeowners, present, submitted construction plans for lot at 17111 Holiday Drive and explained that they were under the assumption that these had been approved in 2001 when the association was briefly self managed. Also, homeowner inquired about Association's policy on real-estate signage and guidelines for fencing in the association.
- 17430 Blue Jay Drive – Homeowners, present, were concerned about liability of the main road still not being striped with the center line and that there are areas where the shoulder of the road drops off into a deep ditch. Tom Monti, also, emphasized that it should be investigated to what kind of speed bump needs to be created to drive over at 25 miles, and that parts of the slurry on the second part of Holiday Drive still need to be repaired. Additionally, Tom Monti and others present relayed that the association website needs to be updated on a continuous basis and that the email forum feature does not work. Jim Peterson at 17041 Holiday Drive volunteered to assist with the website. Board President Steven Stratton indicated that the concerns mentioned were understood and that the Board would look into items noted.
- Joseph Abmont at 17435 Blue Jay requested that a street sign be added at the Lakeview Street to indicate the Blue Jay easement. The Board commented that the beautification committee would need to review adding any additional signage.
- Jim Peterson at 17041 Holiday Drive inquired about the cost of the Lower Meadow project being \$59,000.00. Steven Stratton indicated that there was no

- increase in insurance property coverage even though a homeowner had called the underwriter to indicate falsely that a clubhouse, tennis courts, and a pool were being constructed on common area property. Dave Huibregtse at 17300 Lakeview admitted that he had called the insurance company to make sure the insurance covered the changes, but he indicated that he did not tell the insurance company that other structures were being built on it.
- 17555 Manzanita – Homeowner thanked Board member Sandor for standing on Holiday Drive directing traffic when the second part of the road was being constructed.
 - Homeowners at 17598 Holiday Drive commented that the new street signs look good. Another homeowner noted that the sign at Shady Lane and Holiday Drive does not look like reflective paint was used.
 - 17075 Copperhill – Homeowner discussed how visitors commented that they noticed a difference with the lower meadow and said what a wonderful job the Board has done cleaning up the meadow.
 - Others were concerned with the possible construction on the empty lot at Copperhill and Holiday that is not part of the Association.

Item IV Consent Agenda

- A. Minutes of the October 21, 2004 Board of Directors meeting approved with changes noted.
- B. Financials – The Board of Directors reviewed the draft financial reports from September 30, 2004 and October 31, 2004 from the Ireland San Filippo accountant and preliminary financials from November 30, 2004.
 - A motion was made, seconded, and carried to approve the Ireland San Filippo contract for the 2004-2005 fiscal year.
 - The Board reviewed and approved the Allen and Cook 2003-2004 review. Management will send out the approved final to the membership.
 - The Board will table the approvals of financials for the adjustments based on journal entries from the Allen and Cook 2003-2004 review.
- C. Management reported that there were 13 accounts delinquent with 12 final notice letters and one in collections.
- 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 – Sandor reported on Greg Potter's behalf that the street signs have been installed. About three signs that were not included in the original order still need to be ordered and installed. The Board congratulated the great job by Sandor and Gregg on the installation of the signs. The lower meadow project is complete except for the installation of the electricity by PG&E. The City of Morgan Hill damaged some of the hydro seeding in the meadow when installing a sewer underground. The Board directed Frank Blenn to get the grass mix from the hydro seed company so the City can replace the damaged area with the correct grass seed.

- B. Communications – The next newsletter will go out in January. John Milner offered to take over the responsibility of downloading and updating the association website with minutes and newsletters, etc. as several homeowners present have requested that the website be more routinely updated.
- C. Roads & Ditches – Sandy reported that the striping of the roads will take place next week.
In regards to the ongoing ditch concerns, Sandor stated that the Chapell's ditch was being temporarily repaired as the Board previously approved the Hydrotek bid of \$894.00. Additionally, Sandor is communicating with the realtor and new homeowners at the upper lot on 17810 Holiday Drive regarding the upper part of the eroded ditch for the Schwegler's Ditch. The new construction on the property has unfinished drainage connections that will directly affect the eroded ditch. Since the association has no easement to this ditch, any work proposed will require an encroachment permit with the city for the sewer lines that run along the upper ditch. Any additional research for resolutions for this eroded ditch depends on the cooperation of the homeowner at this lot. Sandor has informed the Schwegler's of the current status.
- D. CC&R's – No report given at this time. Any discussion will be deferred to Annual Meeting. It was noted that the elected Board in February should seriously take on the project of updating the CC&R's
- E. Architectural – John Milner reviewed with the Board the summary list of architectural requests which was reported in the architectural review. Additionally, the Board is waiting for additional information from 17250 Lakeview in regards to the installation of a fence.
- F. Welcoming Committee – Nancy reported that the first meeting was held on December 14, 2004 and Sherry Milner volunteered to be on the committee. The next meeting will be held January 13, 2005 at 17391 Holiday Drive at 7:00 p.m. Nancy submitted the minutes and proposals for role of the welcoming committee.

Item VI Other Business

- A. Draft of Review – The Board of Directors approved the review prepared by Allen and Cook, CPA for the 2003-2004 Fiscal year. Board directed Management to have Allen and Cook provide journal entries to Ireland San Filippo so the September, October, and November financials could be adjusted accordingly.
- B. Appoint Secretary to sign 2001 Bylaw Amendment – The Board appointed Eva Schaffer as Secretary of the Board. The Board authorized Eva Schaffer to sign the document authenticating the approved 2001 Bylaw amendment that reduced quorum requirement to 25% and to enable the membership to vote by proxy.
- C. Landscape Maintenance – The Board entertained to consolidate all landscape work under one contractor to mow meadows, take care of entrance landscape, clean ditches, and maintain trees on roadside. The Board would like to prepare bid specifications for January to go out to bid.
- D. Management Addendum – Management advised while the management monthly fee will remain the same, the rising hard costs have gone up for copies, faxes, final notices letters, etc; therefore Access will be raising these fees effective

- January 1, 2005 for all associations managed. Management directed to provide updated pricing for the Board's review.
- E. Reserve Study Draft – The Board tabled for review the John Beatty's draft of the reserve study.
 - F. The Board recognized Jeff Snyder's notice of resignation. The Board appointed Tessy Albin as a Board member and to fill in the position as Treasurer for the interim for the next two months until the annual meeting. Tessy Albin, with her financial background, will be able to make a financial report at the annual meeting.
 - G. At the next meeting, the Board will make preparations for the rescheduled annual meeting preparations. The Board had voted in an emergency in November to reschedule the annual meeting that originally was scheduled for November 18, 2004. It was rescheduled due to invalid proxies not containing the excess income and minutes as items for which to be voted on the proxy.

Item VII Next Board of Directors Meeting

Thursday, January 20, 2005 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 10:35 p.m.