Rancho La Cantera Homeowners Association

Minutes for Executive Board Meeting for August 19, 2017

Meeting Called at 9:35 AM

1. Confirmed Quorum. Attended members are:
	1. David Carlson- President
	2. Armour Chambers- Treasurer
	3. Jaime Ochoa- Secretary
	4. Silvano Cristiano- Member of ACC
	5. William Mitchell- Member of ACC
2. Approval of Minutes from Prior Board Meeting & Special Meeting
	1. David Carlson motions
	2. Armour Chambers seconds
3. Financial Report
	1. See balance sheet and summary
	2. Still need to collect pending checks
4. Old Business
	1. Children at play signs:
		1. Mr. Carlson purchased the signs and tried to install them, but there was excess rock in the way to dig.
		2. Children at play signs are already made, but are waiting for the stop and street signs to be made.
		3. Will pay $100 for professional help to place the signs on the ground once all the signs are made.
	2. Property Taxes were lowered
		1. Need to make sure pay the property taxes, and keep protesting the taxes to ensure property taxes stay low.
	3. Construction Rules and Regulations
		1. Law office of Kantack Alcantara councils to make a revised Contractor’s Rules and Regulations.
		2. Need to implement rules and regulations set by the county to stay consistent with other HOA and county regulations.
		3. There is more information that needs to be inputted in the Contractor Rules and Regulations- created by the HOA Board and Fines in place for delinquency, and needs to be filed and notarized with the county.
	4. Vote to remove the Construction Rules and Regulations in order to modify the rules and regulations and will notarize them in the future.
		* 1. Mr. Carlson Motions
			2. Mr. Ochoa Seconds
	5. Property improvement and Building Application Documents
		1. Template will be adapted for the HOA
		2. Upon vote, this will be proofread by the board, notarized and, filed with the county as a legal document
		3. Homeowners will be filling the document for any forthcoming projects.
		4. These documents must be filed 45 days before construction.
		5. This will allow the ACC more time to check the project and approve the plans.
		6. Feedback will be given within 7-10 days.
		7. Photos or sketches need to be attached to the plan in order to give the ACC more information about the project.
		8. Without the proper documentation and/or attachments the project will be rejected.
		9. If the plan is rejected, we will work with the homeowner to make modifications and help the project go forward.
		10. Board made spelling and grammatical corrections
	6. Vote to implement Property Improvement and Building Application
		1. Mr. Chambers motions
		2. Mr. Cristiano seconds
	7. Pavement update on Grove Park Road
		1. Petition sent to County Commissioner
		2. Sent by Mr. Jesus Rosas
		3. If homeowners want to follow up, please contact County Commissioner
	8. Street signs
		1. HOA got a quote to redo all the 6 street signs, put a stop sign with a post, and installation that costs $150.
		2. The total cost for the project will be $630.
		3. Board motioned to wait until the December Board Meeting because of the upcoming gate repair project.
	9. Directors and Officers Liability Insurance
		1. After reviewing several quotes, Board chose State Farm Insurance as the best coverage
		2. $1 million for Incident/Liability, $2 million per the life of the coverage/policy, rate is $550 per year.
		3. In the event there is a lawsuit against the board members, board members must pay a $2500 deductible, and then after that the insurance policy will cover any further legal fees.
	10. Vote to implement State Farm for Directors and Officers Liability Insurance Policy.
		1. Mr. Cristiano motions
		2. Mr. Chambers seconds
5. New Business
	1. Gate Repair
		1. Meeting will be made on September, 16, 2017 at 10:00 AM
		2. Multiple quotes and offers were assessed for this project
		3. Best quote offered was from Complete Automation which gave a full detailed quote of needs to get repaired.
		4. Quote was set for $6299
		5. Specifics include replacing:
			1. Concrete slabs for 2 sets of the gates.
			2. All Batteries and Fuses
			3. All the Arms that open and close the gates
			4. Some of the safety switches
			5. Include 2 transmitters per side and a Knock Box with a key switch for the East gate entrance.
		6. Knock Box included for emergency personnel to access community.
		7. Fire marshal will also inspect the gate to make sure emergency vehicles can enter in the event of an emergency
		8. Paint lines will be added for free to ensure proper stops for every vehicle entry and ext.
		9. Safety signs will be added for additional cost
		10. 2 Remotes will be included already programmed.
		11. Maintenance for the gates will cost $200 every 6 months.
		12. Invoices will be sent to each homeowner.
		13. Contractor will be present at meeting to discuss exact details.
		14. A quorum of 50 percent physical members or valid proxies from members must be present for voting of assessment to take place.
		15. The decision to proceed or not proceed with the special assessment will be based on the majority vote.
		16. Need to check if we are tax exempt in order to save $480 on gate repair.
		17. Each homeowner will pay $200 to pay for the gate repair
		18. Will need to add a $1000 dollars from our HOA Budget to have reserve funds for gate related purchases/services/repairs/maintenance.
		19. If we do not use the full money, we will credit each homeowner for their membership fees for their next year.
		20. Late fees will be assessed.
	2. Vote will need half of the community to approve in person on the September 16 meeting or by proxy vote for the special assessment.
6. Meeting adjourned at 10:32 AM