

**VINEYARDS OF SARATOGA HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
JUNE 14, 2012**

BOARD MEMBERS

Jim Foley	President
Frank Hedges	Vice-President
Laurel Smith	Secretary
Gloria Felcyn	Treasurer
Ruut Van Den Hoed	Director
Steve Gillen	Director
Jim Turke	Director

OTHERS PRESENT

Two (2) Homeowners
Luis Heredia
Community Management Services, Inc.

ITEM I - Call to Order – President Jim Foley called to order the Board of Directors meeting at 7:02 PM at the association’s clubhouse.

ITEM II - Open Forum

- A. Owners of 19109 Vineyard Lane addressed the board regarding remodeling their kitchen. Jim Foley informed the owners that as long as they were not moving a load bearing wall the board did not require any written notification regarding the remodel. However Jim did inform the owners that the city of Saratoga would require a permit for tying into the sewer line.

ITEM III – Approval of the Minutes

- A. The board reviewed the minutes from May 10, 2012 board of directors meeting. Laurel Smith made a motion to approve the minutes as presented. Gloria Felcyn seconded the motion and the motion carried.

ITEM IV - Committee Reports

- A. Financial Report – May 31, 2012
Gloria Felcyn reported to the board that the financials had been emailed to her by the CMS accountant Jill Grellman. Gloria had not found any discrepancies with the financials but did speak with Jill to address some of the protocols in preparation of the association’s financials and regarding the small amounts in the delinquency report.
- B. Aging Report – May 31, 2012
The Board reviewed the aging report for May 31, 2012 was reviewed. It was noted that the two accounts with Allied were pending the pre-small claims expiration before

proceeding with small claims. Management would continue to monitor and contact Allied to ensure they move forward through the collections process.

Gloria Felcyn inquired as to the small delinquent amount which she felt could be written off. The board elected to remove the 100.00 from account 18500 as previously agreed to by the board, and to write off the very small amounts from accounts 03900, 14000, and 18100, which were not assessments.

Gloria Felcyn also mentioned the annual financial review as prepared by Allen & Cook, Inc. Gloria had reviewed the financial which she felt had been prepared properly. Frank Hedges made a motion to approve the financial review as presented. Ruut Van Den Hoed seconded the motion and the motion carried.

C. Security

Frank Hedges was continuing to work on the security system for the clubhouse and would be reviewing proposals from several companies.

D. Landscape

Steve Gillen updated the board on the tree trimming and removals for which the association had received the permit from the City of Saratoga. Steve informed the board that he would be reviewing bids for the trimming and the tree removals.

E. Maintenance/Clubhouse

Jim Foley reviewed the current projects by using the action item list. First Jim informed the board of the paving project that would be taking place on June 21st and 22nd. Rich Simpson of Black Diamond would be posting notices on the 15th. Frank Hedges, Jim Foley, and Luis Heredia would be onsite at the start of the project to ensure all vehicles would be moved or have them towed.

Jim then moved to the clubhouse project for which he had obtained an over the counter permit for the first phase of the project. Jim pointed to the contract from G.B. Group which has a standard AIA document and includes the costs for the issues to be addressed by this phase of the project, which Jim recommended be approved as presented. Steve Gillen made a motion to approve the G.B. Group contract as presented. Ruut Van Den Hoed seconded the motion and the motion carried.

ITEM V – The Association Manager’s Report

The Board reviewed the remaining action items as well as the work order history for the past 30 days. The board also reviewed the 2012 Association’s calendar.

ITEM VI – Other Business

A. Allied Trustee Services

The Board of Directors reviewed the new contract from Allied Trustee Services. The board chose the maximum number of months for which a payment plan would be offered. The number of payment plans which an owner would be allowed, and the total number of extensions an owner will be given while on a payment plan. Steve Gillen made a motion

to approve the Allied contract with the board revisions. Ruut Van Den Hoed seconded the motion and the motion carried.

B. ACH Service Agreement

The Board reviewed the Automated Clearing House (ACH) Service Agreement allowing the association to be transferred onto CMS' new software. This would also allow the membership to allow access their account and pay their monthly assessments online. Steve Gillen made a motion to approve the ACH service agreement. Gloria Felcyn seconded the motion and the motion carried.

ITEM VII – Correspondence

A. The Board of Directors reviewed all correspondence from the past 30 days.

ITEM VIII - Newsletter Articles

1. Smoke Free environment
2. ACH Agreement
3. Clubhouse (No Events)

ITEM IX – Adjournment

The Board Meeting adjourned at 9:00 PM. The next meeting is scheduled for July 12, 2012, beginning at 7:00 PM in the clubhouse.

ITEM X – Executive Session

The Board of Directors adjourned into executive session to address member discipline.

As approved by the Board of Directors,



Vineyards of Saratoga Homeowners Assoc.



Date