

**VISTA TASSAJARA HOMEOWNERS ASSOCIATION  
REGULAR BOARD MEETING MINUTES**

February 13, 2020

1) CALL TO ORDER:

The Regular meeting of the Vista Tassajara Board of Directors was held on February 13, 2020 at the Northridge Clubhouse on Tuscany Way in Danville. The meeting was called to order at 7:00 P.M. by President, Alex Pfund.

Board Members Present: President, Alex Pfund; Treasurer, Barbara Michel; Secretary, Paul Kortschak and Member at Large, Julie Hall

Board Members Absent: Vice President, Peter Langley

Management Present: Tim Morgan and Kelly Johnson

Others Present: None

2) ADOPTION OR MODIFICATION OF MINUTES

*A MOTION WAS MADE BY BARBARA AND SECONDED BY JULIE TO ADOPT THE EXECUTIVE SESSION BOARD MEETING MINUTES OF AUGUST 22, 2019. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.*

*A MOTION WAS MADE BY BARBARA AND SECONDED BY JULIE TO ADOPT THE REGULAR BOARD MEETING MINUTES OF AUGUST 22, 2019. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.*

3) FINANCIALS AND RELATED BANK STATEMENTS:

PM&A indicated that the GL for 2019 has been sent and going forward will be sent monthly to all Board members.

*A MOTION WAS MADE BY ALEX AND SECONDED BY JULIE STATING THE BOARD HAS REVIEWED AND APPROVED ALL OF THE FOLLOWING FOR COMPLIANCE WITH CA CC 5501:*

- 1) Bank Reconciliations Operating Account*
- 2) Bank Reconciliations Reserve Account*
- 3) Review Bank Statements*
- 4) Actual To Budgeted Operating Revenues and Expenses*
- 5) Reviewed Actual Op Inc To Expenses Statement*
- 6) Review Actual Reserve Income and Expense Statement*
- 7) Review Operating and Reserve Income and Expenses Statement*
- 8) Review Operating and Reserve account General Ledger*
- 9) Review Delinquent Assessment Receivable Report*

*MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.*

Standard Motion for Collections:

*A MOTION WAS MADE BY ALEX AND SECONDED BY JULIE STATING THAT ALL OWNERS WITH DELINQUENT ASSESSMENT BALANCES THAT ARE OVER 180 DAYS DUE ON THE DELINQUENT ACCOUNTS REPORT ARE TO BE SENT TO COLLECTION IN ACCORDANCE WITH THE TIMELINES OF THE COLLECTION POLICY, INCLUDING BUT NOT LIMITED TO RECORDING A LIEN AGAINST THE PROPERTY. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.*

4) HOMEOWNER COMMENTS

- Thomas Trapani, 30 Green Ridge Pl. – Homeowner is upset that he received multiple violations of CC&Rs for distressed front lawn while still paying for landslide special assessment. First violation received cited Article IX, Section 9.08 Unsightly Items, which did not pertain to his lawn and verbiage on the violation letter stated he would be retroactively fined from date of first violation notice. This language is threatening and the process is unjust. Homeowners within Vista Tassajara deserve better and while the article and section of CC&Rs violated were provided, it did not provide verbiage of CC&R violated and he did not have access to CC&Rs. *PM&A apologized for mix up in violation citing. Violation was corrected to cite Section 7.7.02(b) stating, “Each owner shall: (b) maintain all Improvement upon his Lot in good condition and repair in accordance with the Architectural Standards,...”. PM&A will include violation verbiage on all issued violations and will update violations to state “Your property will be re-inspected within 21 days and if the violation is not corrected, you will be invited to a hearing after which the fines of \$50 per day will **possibly be** retroactive from the date of the first notice/letter rather than **will be** retroactive.*
- Julie Hall, 153 Parkhaven Dr. - Expressed concern about black mold above window ledge at several homes on Viewpoint Ct. *Upon further discussion, this was determined to be a cleanliness issue rather than a violation of a specific CC&R. Julie to stop by and discuss with specific residents.*

5) NEW BUSINESS

- Aragon – Scott Tabler & Jeff Robinson
  - *Aragon experienced a middle management issue within company that impacted day to day work at Association. This issue has since been corrected and new processes have been implemented to provide better oversight to employees and day to day tasks (monthly landscape reviews, supervisor site inspection report, etc.)*
- CC&Rs 7.7.02 (a&b) – Review of Wording
  - *Wording of CC&R Section 7.7.02 – Landscaping violations will be cited as a violation of Article VII, Repair and Maintenance, Section 7.02, By Owner. “Each Owner shall:  
(a) install yard landscaping upon all portions of the yard of his Lot which are unimproved and visible from a street or Common Area on or before a date six*

*(6) months from the conveyance of such Lot which required the delivery of a Final Subdivision Public Report; and*

*(b) maintain all Improvements upon his Lot in good condition and repair in accordance with the Architectural Standards, any rules and regulations promulgated by the Board, and, if required by such Architectural Standards or rules and regulations, only after approval of the Architectural Committee. All slopes and terraces on any Lot shall be maintained as to prevent any erosion thereof upon adjacent streets or adjoining property.*

- Review of Violation Letter/Violation Process

- *Current violation letter was approved for use as of meeting on August 22, 2019. PM&A will be update violation letter to state, “Your property will be re-inspected within 21 days and if the violation is not corrected, you will be invited to a hearing after which the fines of \$50 per day will **possibly be** retroactive from the date of the first notice/letter rather than **will be** retroactive.” Also, violation form will include verbiage of specific CC&R violated. Current violation process is properties in violation of CC&Rs noted upon regular site inspection are sent a first violation notice. If homeowners do not provide a reasonable response for remediation (timeframe for corrective action, etc.) or issue is not remediated upon next inspection, a second violation is sent. Again, if homeowners do not provide a reasonable response for corrective action or issue is not remediated upon re-inspection, a hearing notice is sent to appear before the Board to determine actions to be taken (fining, etc.).*

- NTMP Application – Speed Hump Request

- *Management to send Vista Tassajara homeowners a survey to determine if there is enough interest (51% or 105 members) in initiating a neighborhood traffic management program to determine if speed humps should be installed within the community. If majority approves, a NTMP application will be submitted to the Town of Danville to initiate study.*

- Mailbox Compliance w/in Association

- *Discussion had with the Board regarding mailbox compliance within the Association, as a complaint was reported about a mailbox that had been installed six plus years ago with artwork on it. The homeowner was advised to submit an architectural application for approval, as one hadn’t been submitted previously. Per the ARC, the mailbox installed is out of compliance due to artwork and needs to be replaced with a standard black mailbox to be considered compliant. All mailboxes will be reviewed during next site inspection to ensure consistency of adherence to the CC&Rs.*

6) OLD BUSINESS

- Community Library Installation Update

- *Little Community Library has been installed across from playground area and books have been added by Troop 32107 for community’s use.*

7) ADJOURNMENT

*A MOTION WAS MADE BY ALEX AND SECONDED BY JULIE TO ADJOURN THE MEETING AT 8:34 P.M. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.*

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