

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

September 24, 2020

1) CALL TO ORDER:

The Regular meeting of the Vista Tassajara Board of Directors was held on September 28, 2020 at the Northridge Clubhouse. The meeting was called to order at 7:20 P.M. by President, Alex Pfund.

Board Members Present: President, Alex Pfund; Vice President, Peter Langley; Treasurer, Barbara Michel and Member at Large, Julie Hall

Board Members Absent: Secretary, Paul Kortschak

Management Present: Tim Morgan and Kelly Johnson

Others Present: None

2) ADOPTION OR MODIFICATION OF MINUTES

A MOTION WAS MADE BY PAUL AND SECONDED BY ALEX TO ADOPT THE REGULAR BOARD MEETING MINUTES OF MAY 28, 2020. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

3) FINANCIALS AND RELATED BANK STATEMENTS:

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 5500 FOR THE PERIOD OF JUNE THROUGH AUGUST 2020:

- 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.

4) HOMEOWNER COMMENTS

- Alex Pfund, 505 Cloverbrook Dr. – Wanted to thank PM&A, Inc. for opening the pool at Vista Tassajara for members' use. Much positive feedback was received from members within the community.

- Julie Hall, 153 Parkhaven Dr. – Expressed gratitude and appreciation that management opened the pool for member use. Heard positive feedback from members within the community.
- Maha Joudi, 107 Parkhaven Dr. - Inquired about neighboring homeowners running retail businesses out of their garages and homes. *This is the Town of Danville, Code Enforcement’s responsibility to enforce COVID-19 restrictions.*

5) NEW BUSINESS

- Exterior Paint Palette Update

A MOTION WAS MADE BY ALEX AND SECONDED BY JULIE TO ALLOW THE ARCHITECTURAL COMMITTEE TO REVIEW AND UPDATE EXTERIOR PAINT PALETTES TO BE INCLUDED ON THE PREAPPROVED LIST, PROVIDING MEMBERS MORE FLEXIBILITY IN EXTERIOR PAINT SCHEMES, WHILE MAINTAINING THE AESTHETICS OF THE COMMUNITY, AND STAYING ABREAST OF CONTEMPORARY OPTIONS. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

- Social Committee Update

Management advised that Catherine Kaufer, the Social Committee Co-Chair, moved and resigned from the Social Committee. A credit from Fun Flicks in the amount of \$609.21 for a cancelled outdoor movie night due to COVID has been received and will expire within a year from the date of the originally scheduled movie (5/16/2021). Management to reach out to Social Committee Co-Chair, Kathy Smith, to see if she would like to continue as Co-Chair and continue serving community.

- 2020 Tree Tagging Proposal

A MOTION WAS MADE BY ALEX AND SECONDED BY JULIE TO APPROVE THE 2020 ANNUAL TREE WORK ACCORDING TO THE TREE TAGGING PROGRAM PROPOSAL PROVIDED BY SKYLINE IN THE AMOUNT OF \$4,202.00. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

- 2020 Audit/Review/Tax Preparation Proposal

A MOTION WAS MADE BY ALEX AND SECONDED BY JULIE TO APPROVE THE PROPOSAL FROM LEVY, ERLANGER & COMPANY LLP IN THE AMOUNT OF \$1,620.00 FOR 2020 TAX PREPARATION AND FINANCIAL REVIEW. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

- 2021 Reserve Study Update

A MOTION WAS MADE BY ALEX AND SECONDED BY PETER TO APPROVE THE DRAFT RESERVE STUDY AS SUBMITTED. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

- 2021 Budget

A MOTION WAS MADE BY ALEX AND SECONDED BY PETER TO APPROVE THE 2020 BUDGET, INCREASING DUES TO \$395.00/QTR, AS

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

6) OLD BUSINESS

- Neighborhood Traffic Management Program
NTMP application, signature requirement and meeting minutes submitted to Thomas Valdriz at the Town of Danville. The Town has postponed its traffic counts for the time being due to COVID-19; however, Vista Tassajara is on the list and the Town of Danville will reach out when they are able to proceed.

7) ADJOURNMENT

A MOTION WAS MADE BY JULIE AND SECONDED BY ALEX TO ADJOURN THE MEETING AT 8:01 P.M. MOTION CARRIED WITH ALL PRESENT BOARD MEMBERS IN FAVOR.

