

**Dela Vina Townhouse Association
420 Dela Vina Avenue
Monterey CA 93940**

**MINUTES: Annual DVTA Meeting
Monday 06 March 2006, 7:00 pm, Unit #3**

Members Present: Alla Azbel (#11), Lynn Boughton (#7), John Hedgcock (#5), Don Hofmann (#1), Eliazar Rivlin (#9), DonaRose Rompel (#4), Roger Rompel (#4), Jane Stile (#8), John Ward (#3), Fred Wehling (#6)

Members Absent: Kristi Marotta (#12), Peter Mungridis (#9), Ed Salazar (#2),

DVTA President John Ward called the meeting to order at 19:10.

Approval of 2005 Annual Meeting Minutes

A motion was made to approve the Minutes of the 07 March 2005 Annual Meeting (see attached). The motion was seconded, and the Minutes were unanimously approved.

Old Business

Review of 20 June 2005 Executive Committee Meeting

As a courtesy information item, Secretary and Acting Treasurer Jane Stile presented the Minutes of the 20 June 2005 Meeting of the Executive Committee (see attached).

Financial Reports

In the absence of a fully updated financial report, Secretary and Acting Treasurer Jane Stile presented FY 2005 DVTA Income and Expense Report (see attached). Jane indicated that the current Reserves balance amounts to approximately \$14,000.

Jane recommended that the Association endeavor to increase its Reserves for future routine and unplanned expenses. Among the projects that the Association will need to consider soon is the CAL-AM water line leading into the property (see Action Items, below).

MOTION: Don moved that the Association instruct the Treasurer to investigate transfer of the Association's Reserve funds to a more profitable investment vehicle. The motion was seconded and approved (see Action Items, below).

Maintenance

- John Ward reminded members of the need to repair termite damage to the fascia both buildings, notably on Units 3 and 6 (see Action Items, below).
- Exterior lighting system has been damaged and requires repair. John Hedgcock suggested that the wiring may be faulty (new light tubes don't work). John Ward also reported that the exterior lighting on Unit 11 is malfunctioning and requires professional attention.
- Exterior paint on southern exposures (principally, Units 1 and 7) will require repainting (see Action Items, below).
- The waste disposal shelter nearest Unit 6 is in need of a new roof. Before arranging for roof replacement, the City of Monterey

should be consulted to ensure that repairs are in compliance with code (see Action Items, below).

- ❑ The driveway surface is overdue for repair and resurfacing. Several members suggested that driveway maintenance and repair be considered a priority for 2006 (see Action Items, below).
- ❑ It was reported that fencing in front of Unit 11 and in front of the middle guest space at the rear of the property has been damaged (see Action Items, below).
- ❑ John Hedgcock recommended that the Association arrange for routine tree trimming, which is overdue (see Action Items, below).

Leases and Rental Agreements

Members reviewed recent experiences with occupants renting or leasing units from homeowners. It was agreed that the Association should move forward with plans to (a) secure legal guidance in revising the CC+Rs to restrict the number of units occupied by non-owners and (b) amend the CC+Rs as required by law, preferably at or before the 2007 annual meeting.

Non-occupant homeowners who rent or lease their units were also reminded of the requirements specified in Article III of the CC+Rs: Restrictions on the Use and Occupancy of Property (Section 1, Uses of Property, p. 4). This article requires owners to submit lease and rental agreement documents to the Association before finalizing such agreements.

CC+Rs and House Rules

In line with Article III, non-owner occupants are legally required to adhere to the Association's "House Rules," which may restrict the number and size of pets, particularly larger dogs. It was brought to members' attention that, in addition to a pair of cats, a pit bull terrier now lives in Unit 9. It is not known whether said dog is a full- or part-time resident. It was reported that the dog's barking occasionally disturbs the peace. Concern was expressed about the dog's potential for inflicting bodily harm.

New Business

Speed Bumps: Eliazar recommended that the Association consider installing speed bumps or some other form of traffic calming devices in the driveway (see Action Items, below).

Enhanced Exterior Lighting: It was suggested that, in the course of repairing the exterior lighting system, the Association consider installing some kind of lighting fixture at or near the mailbox, perhaps attached to the exterior of Unit 6. John Ward pointed out that fascia repair should be completed first (see Action Items, below).

Fire Escapes: Jane and several other members pointed out the absence of functioning fire escapes. Although all units are equipped with fixed, fold-out ladders running from the rear, third-floor window to the ground, these devices are largely inoperative. Collective

agreement was reached that homeowners should purchase more modern and functional alternatives for their individual units.

Election of Officers

Per Article V (Section V) of the DVTA Bylaws, nominations for the offices of President, Vice President, Secretary, and Treasurer were invited. In the absence of nominations for the office of President, members agreed to nominate and elect two VPs (in congruence with the provisions of Article V, Section V). The following members were nominated and unanimously elected for the following offices:

First Vice President	DonaRose Rompel
Second Vice President	Jane Stile
Secretary	John Hedgcock
Treasurer	Jane Stile

Commendation of Outgoing President

Members expressed their sincere thanks and appreciation for outgoing President John Ward's dedicated service over the past several years.

ACTION ITEMS

- Follow up on the condition of the Cal-Am water line into the property. Propose possible action (e.g., servicing, replacement) to the Board and/or Association membership.
- Jane will review options for securing a greater yield on Association Reserve funds.
- Seek estimates for repair of termite damage on building fascia (notably, Units 3 and 6).
- Undertake repairs of exterior lighting system as well as #11's exterior lighting fixture. Investigate the practicality and cost of installing a lighting fixture at or near the mailbox (e.g., affixed to Unit 6).
- Members of the Association should contact our painting contractor to arrange repainting of building surfaces with southern exposures (principally, Units 1 and 7).
- John Hedgcock agreed to collect estimates for replacing the roof on the waste disposal shelter nearest Unit 6 and to consult the City of Monterey regarding compliance.
- John Hedgcock agreed to collect competitive estimates for driveway repairs and resurfacing. He will likewise consult contractors to investigate options for (a) repairing the concrete and asphalt surfaces of the waste disposal shelter nearest the street and (b) installing appropriate traffic-calming devices.
- Seek necessary repairs to damaged areas of fencing.
- John Hedgcock will schedule tree trimming by a licensed tree service over the summer months.
- The Board will seek legal assistance to amend the CC+Rs to update and revise our agreed policy to limit the number of leased/rented units to 25% (no more than three units of twelve at a time).

Dela Vina Townhouse Association
Fiscal Year 2005 Income and Expense Report
1 January 1 – 31 December 2006

1. Income

Dues, assessments, and fees	\$24,508.61
Taxable interest and dividends	\$ 14.50
Tax-free interest and dividends	\$ 170.19
Total Income	\$24,693.30

2. Expenses by Category

Category	
Electricity	\$ 59.11
Garbage Collection	\$ 2,618.47
Water & Sewer	\$ 769.41
Yard Service	\$ 4,068.00
Insurance	\$ 6,899.22
Legal Fees	\$ 84.70
Administrative Expense	\$ -0-
Pest control	\$ -0-
Repairs and maintenance	\$11,227.57
Federal Income Tax	\$ -0-
State Income Tax	\$ -0-
Miscellaneous	\$ 332.80
Total expenses	\$26,059.28

3. Fund balances as of 12/31/05

General fund	\$ 9,539.13
Reserves	\$ 5,307.62
Total general fund & reserves	\$14,846.75

4. Delinquencies -0-

Dela Vina Townhouse Association
 Fiscal Year 2007 Budget

1. Estimated Income

Association Dues (486 X 12 X 4)	\$ 23,328.00
Parking Fees (105 X 1 X 4)	\$ 420.00
Investment Income	\$
Special Assessment	\$ 100,000.00
Total Income	\$ 123,700 +

2. Estimated Expenses and reserve allocations

Category	Expenses	% of Total
PG & E	\$ 60.00	.05%
Monterey City Disposal	\$2800.00	2.28%
MRWPCA	\$ 400.00	.33%
Cal-Am	\$ 470.00	.4%
Gardener	\$4000.00	3.26%
Insurance	\$7100.00	5.8%
Legal Fees	\$500.00	.41%
Administrative Expense	\$ -0-	0
Pest control	\$1200.00	.98%
Repairs and maintenance	\$1000.00	.81%
Federal Income Tax	\$ -0-	0
State Income Tax	\$ -0-	0
Miscellaneous	\$200.00	.16%
Reserve Allocation	\$5000.00 proposed	4.7%
Special Assessment	\$100,000.00	82%
Expenses		
Total expenses	\$122,730.00	100%

3. Fund balances as of 12/31/96

General fund	\$9,539.13
Reserves	\$5,307.62
Total general fund & reserves	\$14,846,75

4. Delinquencies -0-

SPECIAL ASSESSMENT 2007

The following Special Assessment is to pay for the reconstruction of the buildings at 420 Dela Vina, Monterey, CA. . The assessment will be paid to DVTA and forwarded to Jane A. Stile for monies spent to Pinnacle Construction. An interest free loan will be extended for a period of 2 years, starting April 1, 2007. The assessment will be due from the original owner in case of change of ownership for any reason.

Costs paid by J. Stile

Construction costs: \$ 79,918.86

Decking costs: \$ 30,900.00

Painting costs : \$ 5,600.00

Total : \$116,418.86

Special Assessment per unit = \$9701.57
(Total divided by 12)

Costs paid by DVTA

Engineering costs : \$3860.00