

**The Oaks of Del Rey Homeowners Association
Board of Directors Meeting
October 31, 2001**

Board Members

David Rojas	President
Mark Bramman	Treasurer
Susan Thamer	Director
Judy Charles	Director

Others Present

Tim Dillon 4 Homeowners	Access Association Services, Inc.
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Item I Order

President David Rojas called the board meeting to order at 7:00 PM.

Item II Open Forum

The homeowners in attendance discussed additional landscaping plans, the budget review process and status of the two employees for The Oaks of Del Rey.

Item III Minutes

The minutes of September 26, 2001 Board of Directors Meeting were approved as submitted.

Item IV Financial Report

Treasurer Mark Bramman gave a brief financial report on the status of the Association for the period ending September 30, 2001.

Item V Management Report

- A. Collection Report – Management reported on the status of delinquent accounts, noting that three homeowners are currently in a past due status.
- B. Correspondence – The Board of Directors reviewed correspondence and violation letters from the previous month.

Item VI Old Business

- A. 2002 Budget Proforma – Management provided a proforma budget for fiscal 2002 suggesting an increase from six to seven percent. After a lengthy discussion on the individual line items, Treasurer Mark Bramman suggested that the Board of Directors meet on Tuesday, November 6, 2001 to further discuss the individual line items on the

budget and suggested that an increase of approximately \$10 per unit per month should be in order to build the reserves and offset rising operating costs.

- B. Insulation Bids – Management provided a bid from Ponzini Insulation for repair and replacement of existing insulation under the buildings at a cost of \$300 per building. An additional bid from Ponzini coincided with the original bid from Golden West to add additional insulation with metal rod supports at a cost of \$735 per unit. A motion was made, seconded and approved to contact Golden West and to solicit a bid for the repair and replacement of the existing insulation and to then proceed with the lowest cost bid not to exceed \$300 per unit.

Item VII **New Business**

- A. Medical/Dental Insurance Increase – Management reviewed a proposal from Blue Shield, suggesting that an increase in medical benefits from \$388 per month to \$435 per month will be effective December 2001.

An additional discussion ensued regarding the purchase of dental insurance for the employees and the possibility of the maintenance manager becoming an employee of Access Association Services, Inc. After a lengthy discussion on these issues, and the cost savings to the Association, Management was directed to discuss the issue with Matt Bilac and to report back to the Board of Directors.

- B. Audit – A brief discussion ensued regarding the financial audit of the Association for fiscal 2001. Management provided a bid from Stennes & Sabath at a cost of \$1,360. Based on the difficulty of obtaining timely information from the current CPA, Treasurer Mark Bramman made a motion to accept the proposal from Stennes & Sabath. The motion was seconded, carried and approved.
- C. Employee Identification – President David Rojas discussed the suggestion that the employees at Del Rey Oaks have shirts and/or hats designating them as employees of The Oaks community for easier recognition by the homeowners and vendors coming into the community.

Item VIII **Open Forum**

- A. The remaining homeowners in attendance reviewed the employee status of the maintenance manager, commenting that a 40-hour workweek would be necessary and that if the maintenance manager was hired as employee of Access, this could reduce the amount of hours allocated to The Oaks of Del Rey.
- B. Additional discussions during the final open forum involved the suggestion to paint the storage room locker doors and to relamp any burned out light bulbs in the storage facilities.

Item IX **Adjournment**

There being no further business before the Board of Directors, the meeting was adjourned at 8:48 PM.

**The Oaks of Del Rey Homeowners Association
Board of Directors Meeting
September 26, 2001**

Board Members

David Rojas	President
Mark Bramman	Treasurer
Susan Thamer	Director
Judy Charles	Director (absent)

Others Present

Tim Dillon 1 Homeowner	Access Association Services, Inc.
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Item I **Order**

President David Rojas called the Board of Directors meeting to order at 7:01 PM.

Item II **Open Forum**

There were no open forum issues at this time.

Item III **Approval of Minutes**

The minutes of the August 29, 2001 Board of Directors meeting were approved as submitted.

Item IV **Financial Report**

Treasurer Mark Bramman gave a brief report on the financial status of the Association for the period ending August 31, 2001.

Item V **Management Reports**

- A. Delinquency Report – Management reported that two accounts were currently in a past due status due to assessments for insurance deductibles on a water loss.
- B. Correspondence – The Board of Directors reviewed correspondence from the previous month.
- C. Work Order Log – Management reviewed the status of five work orders from the prior month.

Item VI **Old Business**

- A. Management reported that the fire extinguisher service had been completed and noted that the 12 year hydrotest had been performed. Mark Bramman suggested that this issue be reviewed for future funding in the Association's reserves.

- B. Insulation Repairs – As a result of additional calls from homeowners concerning missing insulation under the buildings, Management was directed to obtain quotes from three contractors on all of the buildings on Pheasant Ridge.

Item VII New Business

- A. Earthquake Insurance – Management reported that the earthquake insurance through K.B.K. has been quoted with a 5% deductible on a \$10,447,000 limit with a premium of \$17,578. Management reported that this would represent an increase over \$3,000 from the current earthquake insurance. Management additionally reported that a bid from Socher Insurance for the same policy with a 10% deductible would cost \$15,901. After a lengthy discussion on the earthquake insurance renewal, a motion was made, seconded and approved to accept the proposal from Socher Insurance with a 10% deductible on a building limit of \$10,447,000 at a cost of \$15,901 annually.
- B. Employee Discussion – President David Rojas suggested that Management obtain a cost for adding dental insurance to the current employee benefits for Matt Bilac and Javier Gomez.

Management suggested that the Board of Directors consider conducting Board of Directors Meetings during normal business hours in consideration for Management decreasing the Management fees. Treasurer Mark Bramman suggested that Management submit a proposal to the Board for further review.

- C. 2002 Budget Proforma – Management stated that the 2002 budget proforma would be reviewed with Treasurer Mark Bramman and presented at the October Board of Directors Meeting
- D. Next Board Meeting – October 31, 2001, 7:00 PM in the Clubhouse

Item VIII Open Forum

There were no additional open forum issues at this time.

Item IX Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 8:00 PM.

**The Oaks of Del Rey Homeowners Association
Board of Directors Meeting Minutes
August 29, 2001**

Board Members

David Rojas	President
Mark Bramman	Treasurer
Susan Thamer	Director
Judy Charles	Director

Others Present

Tim Dillon 3 Homeowners	Access Association Services, Inc.
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Item I **Order**

President David Rojas called the Board of Directors meeting to order at 7:00 PM.

Item II **Open Forum**

There were no open forum items discussed at this time.

Item III **Approval of Minutes**

The minutes of the July 25, 2001 Board of Directors meeting were approved as corrected.

Item IV **Financial Report**

Treasurer Mark Bramman gave a brief report on the financial status of the Association for the period ending July 31, 2001.

Item V **Management Reports**

- A. Collections – Management reported that two accounts were currently in a past due status and seven accounts were in a prepaid position.
- B. Correspondence – The Board of Directors reviewed correspondence from the previous month.
- C. Architectural Request from 210 Pheasant Ridge Road – The request for installation of insulation underneath the building was reviewed by the Board of Directors. The homeowner presented a proposal from Golden West Insulation Company at a cost of \$765. A motion was made, seconded and approved to get an additional bid by the end of September for comparison and to approve the insulation at a cost not to exceed \$765.

Item VI Old Business

Management briefly reviewed the review of termite inspections underneath the buildings on Pheasant Ridge, noting that the contractor had found approximately ten locations of dry rot and subterranean termite infestations. A verbal bid of approximately \$40 per hour plus chemicals was given to Management. This item will be reviewed at the next Board of Directors meeting.

Item VII New Business

- A. Oak Tree Review – A summary of the condition of several Oaks throughout the community was reviewed by the Board of Directors. Lewis Tree Service had performed an extensive list of trees with specific problems. Management was directed to obtain a bid for corrective action, requiring trimming and removals. Management stated that the Association's landscaper could perform the removal of debris against the crowns of the trees.

- B. Recycling – A lengthy discussion ensued regarding the constant overloading of the dumpsters and the additional costs incurred for pickup. Management suggested the Board consider a move-in/move-out fee for all rental units, comparable to what is done in other associations. The Board of Directors asked that an additional item be placed in the newsletter, encouraging homeowners to start recycling and to discontinue leaving boxes in the dumpster corals. Management will provide additional information on the move-in fees at the next board meeting.

- C. Entry Doors – The Board of Directors reviewed a sample of the fiberglass entry door submitted from Sundance Construction. A motion was made, seconded and approved to adopt the following standards for entry door replacements:
 - 1. Doors will be made of a flat fiber glass material
 - 2. Doors will be prime coated on the interior and exterior surfaces
 - 3. Homeowners will be allowed to install a fan light window at their cost
 - 4. The Association maintenance contractor will install the hardware and paint the exterior of the doors
 - 5. Homeowners will be responsible for painting of the interior doors if needed.

- D. Architectural Request from 210 Pheasant Ridge Road – The Board reviewed the request for the installation of a gas fireplace insert. A motion was made, seconded and approved to allow the installation provided it is performed by a licensed contractor.

- E. Next Board Meeting – Wednesday, September 26, 2001 at 7:00 PM.

Item VIII Open Forum

The homeowners in attendance discussed concerns regarding recycling and trash collection throughout the complex. Additionally, comments were made on the fiberglass door replacements.

Item IX Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 8:05 PM.

**The Oaks of Del Rey Homeowners Association
Board of Directors Meeting Minutes
June 27, 2001**

Board Members

David Rojas	President
Mark Bramman	Treasurer
Susan Thamer	Director

Others Present

Tim Dillon	Access Association Services, Inc.
Judy Charles	
3 Homeowners	

Item I **Order**

President David Rojas called the Board of Directors meeting to order at 7:02 PM.

Item II **Open Forum**

Homeowners in attendance discussed solar heating panels for the pool and spa and the ongoing landscape upgrades.

Item III **Approval of Minutes**

The minutes of the March 28, 2001 Board of Directors meeting were approved as submitted.

Item IV **Financial Report**

Treasurer Mark Bramman gave a brief report on the financial status of the Association for the period ending May 31, 2001. Mark also commented that CPA Carol Kolb had reported an additional \$14,000 in the Association's litigation account, that had been previously unreported. This brings the reserve balance of the Association to over \$80,000.

Item V **Management Reports**

- A. Delinquency Report - Management reviewed the status of delinquent accounts with the Board of Directors, noting that three accounts were in a past due status.
- B. Correspondence – The Board of Directors reviewed correspondence from the previous month.

Item VI **Old Business**

- A. Management reported that the attorney's letter to architect Wayne Iverson has yet to receive a response in regards to reducing the insurance liability contracted for during the litigation. Management will instruct the Association's attorney to follow through with this issue.
- B. 140 Quail – Management reported on a water loss to 140 and 141 Quail, resulting from a washing machine hose break. Estimated damages for Unit 140 is in excess of

\$16,000. A brief discussion ensued regarding placing an item in the Association's newsletter informing homeowners of the necessity of replacing these hoses with the non-breakable product.

Item VII New Business

- A. Appointment – A motion was made, seconded and approved to appoint Judy Charles to the vacant position on the Board of Directors.
- B. Next Board of Directors meeting – scheduled for Wednesday, July 25, 2001 at 7 PM in the clubhouse.
- C. Agendas – Mark Bramman suggested that Management mail agendas for posting on the property at the same time the board packets are mailed.
- D. Termite Inspections – Treasurer Mark Bramman suggested the Association contract with termite companies for inspections of the buildings on an annual or bi-annual basis. Management will obtain bids from termite companies and pest control operators for this service.

Item VIII Open Forum

- A. Susan Thamer presented a request from another homeowner suggesting that the Association consider the installation of security gates in the complex. After a brief discussion on the cost and logistical problem with installing the gates, this item was tabled indefinitely.
- B. Additional discussion ensued regarding the installation of wood chips for decorative purposes; they are not being installed under the patios. Management will follow through with Matt on this issue.
- C. Susan also suggested that, upon completion of the landscape improvements around the buildings, that the Board consider additional plantings along the entrance road on Pheasant Ridge.
- D. David Rojas suggested that the owner's of a dog at 330 Pheasant Ridge should receive a warning notice that the dog is constantly barking and disturbing other residents. Management will confirm the address with Matt.
- E. David Rojas also mentioned that Carol Rojas would volunteer to be the contact person for coordinating group pricing from Signature Glass on individual homeowner's window replacements.
- F. Mark Bramman briefly discussed the replacement of failed entry doors with new fiberglass material and suggested that the Board consider color options for the interior and exterior of the doors. This item was tabled to the July Board of Directors meeting.

Item IX Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 8:02 PM.

**The Oaks of Del Rey Homeowners Association
Board of Directors Meeting Minutes
May 30, 2001**

Board Members

David Rojas	President (absent)
Mark Bramman	Treasurer
Susan Thamer	Director

Others Present

Tim Dillon	Access Association Services, Inc.
4 Homeowners	

Item I **Order**

Treasurer Mark Bramman called the Board of Directors meeting to order at 7:00 PM.

Item II **Informal Discussion**

Due to lack of a quorum, the Board of Directors conducted an informal discussion on various issues and homeowner concerns.

Item III **Adjournment**

The meeting was adjourned and rescheduled to June 27, 2001

**The Oaks of Del Rey Homeowners Association
Board of Directors Meeting Minutes
March 28, 2001**

Board Members

David Rojas	President
Mark Bramman	Treasurer
Susan Thamer	Director

Others Present

Tim Dillon 2 Homeowners	Access Association Services, Inc.
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Item I **Order**

President David Rojas called the Board of Directors meeting to order at 7:00 PM.

Item II **Open Forum**

Mark Bramman suggested using the first Open Forum to place issues on the agenda for discussion in the meeting. Homeowner issues will either be discussed in the Board meeting or moved to the ending open forum.

The owners in attendance reported a parking violation in the guest spaces on Pheasant. Management will have the vehicle tagged and towed.

Item III **Approval of Minutes**

The minutes of the February 28, 2001 Board of Directors meeting and executive session were approved as corrected.

Item IV **Financial Report**

A. Treasurer, Mark Bramman reviewed the financial status of the association for the period ending February 28, 2001.

Item V **Management Report**

- A. Management reported on the status of delinquent accounts, noting that one account is currently in legal proceedings with Allied Trustee Service.
- B. Correspondence from the previous month was reviewed by the Board of Directors, including the Landscape Water Audit from Cal Am Water.
- C. Management discussed the on-going landscape upgrades and reported that bids are being obtained to repair the irrigation timers.
- D. Additional discussions on the replacement of front entry doors was tabled pending further review by Mark Bramman regarding the replacement of hardware.

Item VI Old Business

- A. The Board of Directors reviewed the opinion letter from Jeff Barnett regarding the insurance premiums for the architect from the retrofit. Based on Mr. Barnett's recommendations, the Board approved a motion to proceed with negotiations between the Association's attorney and Mr. Iverson.

Item VII New Business

- A. A request for additional landscape to the 100 building on Pheasant Ridge was reviewed by the Board. Based on the additional landscape already placed at this location, and the damage to one of the two trees, the Board voted to remove the two larger trees and replace with shrubs.

Item VIII Open Forum

- A. Additional discussions from the membership included holding an association parking lot sale. Flo Farrel volunteered to head the committee; management will provide an item in the newsletter.

Item IX Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 8:20 PM.

**The Oaks of Del Rey Homeowners Association
Board of Directors Meeting Minutes
February 28, 2001**

Board Members

David Rojas	President
Mark Bramman	Treasurer
Susan Thamer	Director

Others Present

Tim Dillon	Access Association Services, Inc.
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Item I **Order**

President David Rojas called the Board of Directors meeting to order at 7:09 PM.

Item II **Open Forum**

Mark Bramman reported that the gutter on the deck at his unit was leaking, and that the gutter along the stairway was leaking at the seam. David Rojas asked that the shrubs along the lower level of Quail be trimmed.

Item III **Approval of Minutes**

The minutes of the January 31, 2001 Board of Directors meeting were approved as written.

Item IV **Financial Report**

Treasurer Mark Barmman reviewed financial reports for the period ending January 31, 2001.

The Board of Directors reviewed the status of Delinquent accounts.

Item V **Management Report**

The Board reviewed a copy of the insurance policy for the architect from the retrofit. A motion was made seconded and approved to have the attorney review the policy and make recommendations to the Board.

Based on the vote of the membership on heating the spa over the winter months, the Board elected to take no action at this time. The vote was 36 in favor of turning off the heat and 12 in favor of heating all season.

Item VII Old Business

Permits for removal of four trees in the complex were reviewed. Based on the recommendation of the landscape and maintenance employees, the Board voted to remove trees damaging the landscape. Management will notify the residents in the monthly newsletter.

The Board reviewed specifications for landscape maintenance. After minor changes, management will be asked to obtain bids for the Board to review at the next meeting.

Item VIII New Business

Fiberglass door replacements were reviewed. Management will obtain a final bid for the replacement and present to the Board for approval.

Item IX Open Forum

Hose connections for the fire sprinkler testing were discussed, as it seems to wash out on the landscaping. Matt will be asked to provide solutions for the few remaining buildings.

Item X Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 8:43 PM

**The Oaks of Del Rey Homeowners Association
Board of Directors Meeting Minutes
January 31, 2001**

Board Members

David Rojas	President
Mark Bramman	Treasurer
Susan Thamer	Director

Others Present

Tim Dillon 4 Homeowners	Access Association Services, Inc.
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Item I **Order**

The Board of Directors meeting was called to order at 7:09 PM by President David Rojas.

Item II **Open Forum**

Homeowners Julie and Dennis Wardell presented a list of 14 issues to the Board of Directors requesting a written response. The Board verbally responded to several of the issues, management will follow up with the remaining items.

Item III **Approval of Minutes**

The minutes of the November 29, 2000 Board of Directors meeting were approved as corrected.

Minutes of the December 20, 2000 executive session were approved as written.

Item IV **Financial Report**

Treasurer Mark Barmman reviewed financial reports for the period ending December 31, 2000.

The Board of Directors reviewed the status of Delinquent accounts noting that two accounts were presently in collections and three accounts in a past due status.

Item V **Management Report**

Management reviewed correspondence and violation letters sent over the past month with the Board of Directors.

The Board reviewed a bid for replacement of damaged wood entry doors with fiberglass doors at a cost of \$348.00. Management was asked to obtain samples of the material for the Board to review prior to making a decision.

Item VI Old Business

Bids for renewal or replacement of the blanket insurance policy were discussed with the Board of Directors. Motion was made seconded and approved to move the blanket insurance policy to Socher Insurance based on the increased replacement cost of the buildings and the lower premiums. Policy will be effective January 1, 2001.

The Board of Directors reviewed the opinion letter regarding the liability insurance that is currently under contract for the architect involved with the retrofit. Based on the letter from AIA Building Analysis, the Board will investigate the conditions of the policy and request a copy of the policy for the attorney to review. Additionally, the Board will consider negotiating with the architect to reduce the policy cost and/or limits.

Item VII New Business

The Board reviewed recommendations regarding the Burton Bill from Attorney Jeff Barnett. Motion made seconded and approved to leave documents as written.

Item VIII Open Forum

The Board took homeowner comments regarding the energy issues and related cost of keeping the spa open during winter months under advisement.

Item IX Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 8:43 PM

**The Oaks of Del Rey Homeowners Association
Board of Directors Meeting Minutes
November 29, 2000**

Board Members

David Rojas	President
Mark Bramman	Treasurer
Susan Thamer	Director

Others Present

Tim Dillon	Access Association Services
5 Homeowners	

Item I **Order**

The Board of Directors meeting was called to order at 7:00 PM by President David Rojas.

Item II **Open Forum/Homeowner Concerns**

The tenant from 212 Pheasant Ridge was present to discuss the fines issued for non-compliance to the association rules. After a lengthy discussion, a motion was made seconded and approved to hold the fines in abeyance if the tenant will abide by the rules. If the tenant does not follow the rules, the fines will be re-instated.

Item III **Approval of Minutes**

The minutes of the October 26, 2000 Board of Directors meeting were approved as written.

Item IV **Financial Report**

Treasurer Mark Barmman reviewed financial reports for the period ending October 31, 2000. Mark also discussed investing the reserve funds in higher interest bearing accounts.

The Board of Directors reviewed the status of Delinquent accounts noting that two accounts were in a past due status and two accounts were presently in collections.

Item V **Management Report**

Management reviewed correspondence and violation letters sent over the past month with the Board of Directors.

The status of pending and completed work orders was reviewed by the Board.

Item VII Old Business

Town and Country Landscape provided a proposal for the removal of the asphalt in front of the clubhouse and replacement with grass-crete at a cost of \$4,000.00. This item was tabled pending additional bids.

Item VIII New Business

The Board of Directors reviewed two proposals from Socher Insurance agency for the master insurance policy. This item was tabled pending additional bids from KBK and State Farm.

Item IX Open Forum

Homeowner Dennis Wardell discussed concerns with the fiscal 2000 Budget and the association policy on pets.

Other members in attendance voiced concerns that some residents are leaving food in the common area to feed the feral cats. The Board directed management to place a notice in the newsletter advising residents of the danger in leaving pet food in the common area.

Item X Adjournment

There being no further business before the Board of Directors, the meeting was adjourned at 8:20 PM.

**The Oaks of Del Rey Homeowners Association
Board of Directors Meeting
November 28, 2001**

Board Members

David Rojas	President
Mark Bramman	Treasurer
Susan Thamer	Director
Judy Charles	Director

Others Present

Tim Dillon 4 Homeowners	Access Association Services, Inc.
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Item I Order

The Board of Directors meeting was called to order at 7:05 PM by President David Rojas.

Item II Open Forum

The homeowners in attendance discussed concerns regarding homeowners not utilizing the recycling and trash procedures. Management was directed to put items in the newsletter encouraging homeowners to recycle properly.

Item III Minutes

The minutes of the October 31, 2001 Board of Directors were approved as submitted.

Item IV Financial Report

Treasurer Mark Bramman gave a report on the financial status of the association for the period ending October 30, 2001.

Item V Management Report

- A. Delinquency – Management reported there were no delinquent accounts at this time.
- B. Correspondence – Management reviewed correspondence and violation letters from the prior month.

Item VI

Old Business

- A. Oak tree removals – The Board of Directors entered into a lengthy discussion regarding the trimming and removal of various Oak trees. As a result of this discussion, a motion was made, seconded and approved to have the maintenance crew do the minor trimming and to then review the scope of remaining trees needing removal by a tree service.
- B. Wayne Iverson/Insurance – The Board of Directors reviewed a letter from Attorney Jeffrey Barnett regarding the contract to purchase Errors and Omissions Insurance for the architect Wayne Iverson. After a brief discussion on this issue, a motion was made, seconded and approved to have Attorney Jeff Barnett proceed with correspondence and conversations with Mr. Iverson to eliminate or reduce the insurance coverage or escalate the provision in the original contract to eliminate the insurance coverage with both parties in agreement in the year 2003.

Management also reported that the invoice for the next fiscal year's insurance coverage on this issue in the amount of \$5,181 was being presented for board signature. Management suggested that the attorney hold the check for distribution to Mr. Iverson to hopefully speed up the communication process.

- C. Employee Uniforms – President David Rojas entered into a brief discussion with the Board of Directors regarding shirts, hats and/or identification badges for The Oaks' employees. After a brief discussion on this issue, Management suggested business cards be obtained the maintenance supervisor, Matt Bilac and that the association purchase hats with the association's logo.

David also discussed the possibility of signage on the golf carts used by both employees. Management will look into the cost of decals for The Oaks' Identification.

Item VII

New Business

- A. Violation Letters – Management reported on several violation letters written in the previous month.
- B. Maintenance Schedule – Management reported that the monthly maintenance schedule was still in the process of being drafted and would be presented at a future board meeting.
- C. Next Board Meeting – A discussion ensued to move the meetings from the last Wednesday of the month to the first or second Wednesday of the month. Management will investigate the calendar and report back to the board. The next Board of Directors meeting was tentatively scheduled for the first Wednesday in January.

Item VIII**Open Forum**

- A. Landscape Committee – Julie Wardell and Flo Farrell volunteered to serve on the Landscape Committee with Chairperson Susan Thamer.
- B. Wood Decay – Treasurer Mark Bramman reported on dry rot that was noted on the support to the walkway on the second building on Quail Run Court. Management will have Sundance Construction submit a proposal for repair.
- C. Christmas Party – Director Judy Charles suggested that the Board of Directors sponsor an association Christmas social. After a brief discussion, a motion was made, seconded and approved that the association would sponsor the event in mid-December and supply wine and soft drinks. Homeowners are to bring finger foods and hors d'oeuvres.
- D. Susan Thamer discussed the improvement of the area near the sport court and suggested adding barbeque equipment and a seating area for homeowners to utilize.

Item IX**Adjournment**

There being no further business before the Board of Directors, the meeting was adjourned at 8:35 PM to Executive Session.

**The Oaks of Del Rey Homeowners Association
Board of Directors Meeting
November 28, 2001**

Board Members

David Rojas	President
Mark Bramman	Treasurer
Susan Thamer	Director
Judy Charles	Director

Others Present

Tim Dillon	Access Association Services, Inc.
4 Homeowners	

Item I **Order**

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Item II **Open Forum**

The homeowners in attendance discussed concerns regarding homeowners not utilizing the recycling and trash procedures. Management was directed to put items in the newsletter encouraging homeowners to recycle properly.

Item III **Minutes**

The minutes of the October 31, 2001 Board of Directors were approved as submitted.

Item IV **Financial Report**

Treasurer Mark Bramman gave a report on the financial status of the association for the period ending October 30, 2001.

Item V **Management Report**

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Item VI Old Business

- A. Oak tree removals – The Board of Directors entered into a lengthy discussion regarding the trimming and removal of various Oak trees. As a result of this discussion, a motion was made, seconded and approved to have the maintenance crew do the minor trimming and to then review the scope of remaining trees needing removal by a tree service.

- B. Wayne Iverson/Insurance – The Board of Directors reviewed a letter from Attorney Jeffrey Barnett regarding the contract to purchase Errors and Omissions Insurance for the architect Wayne Iverson. After a brief discussion on this issue, a motion was made, seconded and approved to have Attorney Jeff Barnett proceed with correspondence and conversations with Mr. Iverson to eliminate or reduce the insurance coverage or escalate the provision in the original contract to eliminate the insurance coverage with both parties in agreement in the year 2003.

Management also reported that the invoice for the next fiscal year's insurance coverage on this issue in the amount of \$5,181 was being presented for board signature. Management suggested that the attorney hold the check for distribution to Mr. Iverson to hopefully speed up the communication process.

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David also discussed the possibility of signage on the golf carts used by both employees. Management will look into the cost of decals for The Oaks' identification.

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- B. Maintenance Schedule – Management reported that the monthly maintenance schedule was still in the process of being drafted and would be presented at a future board meeting.

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Item VIII**Open Forum**

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- D. Susan Thamer discussed the improvement of the area near the sport court and suggested adding barbeque equipment and a seating area for homeowners to utilize.

Item IX**Adjournment**

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