

**SHADOW RIDGE AT OAK PARK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING –GENERAL SESSION
January 20, 2015 – 7:00 P.M.
SHADOW RIDGE CLUBHOUSE
653 INDIAN OAK LANE, OAK PARK, CALIFORNIA
MINUTES**

CALL TO ORDER

Board President Carole Bergstein called the General Session meeting to order at 4:01 p.m.

PRESENT

President- Carole Bergstein
Vice President- Bernie Golds
Secretary- Janine Reid
Treasurer- Mike Weislik
Member at Large- Herbert Ashby

MANAGEMENT REPRESENTATIVES

Kevin Cooper, Community Manager, FirstService Residential

EXECUTIVE SESSION DISCLOSURE

The following items may be addressed in Executive Session in accordance with California Civil Code 1363.05(b): Litigation, Matters related to the formation of Third Party Contracts, Member Discipline, Personnel Matters.

An Executive Session was held prior to the Open Session meeting to discuss these items.

REPORTS

A. **SECURITY REPORT**

This item was reviewed and filed.

B. **LANDSCAPE REPORT**

This item was reviewed and filed.

COMMITTEE UPDATE

A. **PRESIDENT REPORT**

President Carole Bergstein gave a report highlighting many of the latest endeavors undertaken by the Shadow Ridge at Oak Park Board of Directors and management. This report serves as an important vehicle for presenting an overview of the association's progress. Additionally, the Board of Directors aim to aid, strengthen, and extend in every proper and useful manner the work, services and objectives of Shadow Ridge at Oak Park by providing this platform for the membership.

B. MANAGER REPORT

Community Manager Kevin Cooper provided the membership with the following updates:

1. Staircases/Decks: (5728 Oak Bend Lane #310 Back Elevation-(Project in Progress, Change Order Under Review; 5744 Oak Bend #212,#312-(Projected Completed)
2. Rules and Regulation updates/ Gym Waiver and Release/ Clubhouse Rental Agreement (Scheduled to be Officially Adopted 1/20/15)
3. Water Sub Metering (Contract has been approved by the Board of Directors; Installation has been rescheduled)
4. Sub-Metering Resolution (Scheduled to be Officially Adopted 1/27/15)
5. Staircase Painting (Project Completed by A. Allbright Painting; Final Walkthrough completed 1/12/15)
6. Deck Painting (Currently Under Review)
7. Violation walks and follow-ups (Continually in progress)
8. Various roof repairs/restorations (Four Roof Contracts have been approved)
9. The Board has approved the upper parkway as an area that will be maintained with organic landscape treatments (Organic fertilizers, manual weed control and no non-organic pesticides); additionally, an area has been designated as a site to plant milkweed.
10. Enhancement projects for the Upper Parkway Roundabout/Side Strip have been completed
11. Enhancement projects for the Upper Entry/ Upper Pool/ Mailbox Area have been scheduled for demolition January 22nd.
12. Golden West Security (Service to begin 12/18/14)

On-site Maintenance:

1. Utility Area/ Fire Alarm Access Doors have been painted (Repairs in Progress)
2. Various street sign repairs/ post replacements (In Progress)
3. Street lamppost and bollards/ Handrails/ Fire Hydrants/ Curbs/ Barrier Posts/ Fencing (Process of being painted)
4. Dumpster Trellis Removal (Currently In Progress)
5. Townhome Fire Exit Door Lock Installation (Currently In Progress)
6. On-site porter personnel (Applications currently under review)

FINANCIAL REPORT

Michael Weislik, Treasurer for Shadow Ridge at Oak Park, provided a financial oversight for the association. This report provided highly contextual information clearly communicating the association's financial and cash position, its adherence to the budget, and allocation of resources toward the accomplishment of our association's mission.

HOMEOWNER FORUM

Owners in attendance discussed community related issues such as landscaping, water sub-meters, increased monthly assessments, free weight removal, refuse collection, parking, security, Clubhouse Rental Agreement, and renters.

CONSENT CALENDAR

A. APPROVAL OF MINUTES DECEMBER 2014

A motion was made to approve and accept the December 15, 2014 General Session Meeting Minutes.

B. FINANCIAL STATEMENT DECEMBER 2014

The Board of Directors approved the December 31, 2014 interim financial reports and bank reconciliations as presented, subject to annual audit. The report reflects a year to date net operating income/(loss) of \$-56,200.74 and year-to-date reserve funding of \$529,854.25 compared to the year-to-date reserve funding budget of \$528,000. The reserves are funded through December 31, 2014. The association has \$442,728.26 in operating funds, which represents 2.36 months of budgeted expenses and reserve contributions. The association has \$1,496,700.10 in reserve funds.

C. FORECLOSURE DOCUMENTATION

Per California Civil Code 5705(c), this item serves to document action taken by the board in executive session to involve the association's collection attorney in delinquent account proceedings, which may result in foreclosure action by the association against the properties mentioned below:

APN
801-0-240-165
801-0-230-555

Motion: Golds, Second: Weislik, Motion Passed: 5/0

UNFINISHED BUSINESS

A. A. ALLBRIGHT DECK PAINTING

The Board of Directors approved the proposal submitted by A. Allbright Painting to perform exterior painting services on the following decks:

Decks (includes all single and double decks)

631 Oak Run Trail – 209, 309, 406

653 Oak Run Trail – 207, 210, 212, 304, 307, 310, 312, 404

675 Oak Run Trail – 207, 301, 302, 406

697 Sutton – 210, 211, 402, 405

5728 Oak Bend – 301, 404

5744 Oak Bend – 207, 303, 306, 307, 403, 404, 406

5785 Oak Bank Trail - 105

5792 Oak Bend - 103

5805 Oak Bend – 302

653 Oak Run Trail Unit 406

Motion: Weislik, Second: Golds, Motion Passed: 5/0

Budget: The cost of \$6,528.00 is to be expended from reserve account 23001, Paint, which as of December 2014 has a balance of \$121,101.00.

B. WOOD REPLACEMENT

The Board of Directors tabled this matter to discuss during the next scheduled Open Session meeting.

C. LAWN CARE SOLUTIONS

The Board of Directors approved the proposal submitted by Valley Crest Landscape Maintenance for site-wide seed replacement services.

Motion: Golds, Second: Weislik, Motion Passed: 5/0

Budget: The cost of \$992.50 is to be expended from account 15547, Landscape Extras, which as of December 2014 has a balance of \$10,797.30.

D. MILKWEED

The Board of Directors approved the proposal submitted by Valley Crest Landscape Maintenance install eighty-five asclepias plants at the Upper Parkway.

Motion: Golds, Second: Ashby, Motion Passed: 5/0

Budget: The cost of \$2,569.55 is to be expended from account 15547, Landscape Extras, which as of December 2014 has a balance of \$10,797.30.

E. PROPOSED RULES CHANGES, GYM WAIVER AND RELEASE, CLUBHOUSE RENTAL AGREEMENT

Following a thirty-day notification period, the Board of Directors have adopted the new Clubhouse Rental Agreement, Rules and Regulations, and the Gym Waiver and Release Form.

Motion: Golds, Second: Weislik, Motion Passed: 4/0

F. 5744 OAK BEND LANE #112

The Board of Directors have requested management to schedule an inspection of the above referenced unit's noise issue, with one of the association's contractors, and provide feedback during the next Open Session Meeting.

NEW BUSINESS

A. DEDICATED CIRCUIT INSTALLATION

The Board of Directors approved the proposal submitted by Kremin Electric to install a dedicated circuit for the newly purchased treadmill in the Fitness Center.

Motion: Golds, Second: Weislik, Motion Passed: 4/0

Budget: The cost of \$750.00 is to be expended from account 18639, Lighting and Supplies, which as of December 2014 has a balance of \$-5,992.03.

B. ROOF REPAIR PROPOSALS

The Board of Directors approved the proposals submitted by Advanced Roof Systems and Construction to perform roof repair services at the following locations:

697 Sutton Crest Trail #307

5799 Freebird Lane #103

631 Oak Run Trail #307

Motion: Golds, Second: Weislik, Motion Passed: 4/0

Budget: The cost of \$18,150.00 is to be expended from reserve account 23120, Roof, which as of December 2014 has a balance of \$-101,690.72.

C. HOMEOWNER REQUEST-637 INDIAN OAK LANE #107

The Board of Directors approved the homeowner's reimbursement request, in the amount of \$34.68, to cover the additional electrical usage charges of drying equipment while mold and water remediation was being performed.

Motion: Golds, Second: Weislik, Motion Passed: 4/0

Budget: The cost of \$34.68 is to be expended from account 19132, Operating Contingency, which as of December 2014 has a balance of \$4,239.67.

D. HOMEOWNER REQUEST-637 INDIAN OAK LANE #108

The Board of Directors approved the homeowner's reimbursement request, in the amount of \$40.00, to cover the additional electrical usage charges of drying equipment while mold and water remediation was being performed.

Motion: Weislik, Second: Golds, Motion Passed: 5/0

Budget: The cost of \$40.00 is to be expended from account 19132, Operating Contingency, which as of December 2014 has a balance of \$4,239.67.

E. HOMEOWNER REQUEST-5837 OAK BEND LANE #410

The Board of Directors denied the homeowner's reimbursement request, in the amount of \$175.00, to cover the services charges of purging the hot water line of the above referenced unit. The association has not had any plumbing issues which required the building water to be shut off

Motion: Golds, Second: Ashby, Motion Passed: 5/0

F. HOMEOWNER REQUEST-675 OAK RUN TRAIL #201

The Board of Directors approved the homeowner's reimbursement request, in the amount of \$285.00, to cover the plumbing charges of clearing a blockage at the above referenced address.

Motion: Golds, Second: Weislik, Motion Passed: 5/0

Budget: The cost of \$285.00 is to be expended from account 18527, Plumbing, which as of December 2014 has a balance of \$-7,260.86.

G. HOMEOWNER REQUEST-637 INDIAN OAK LANE #106

The Board of Directors approved the homeowner's reimbursement request, in the amount of \$295.00, to cover the cost of leak detection services.

Motion: Weislik, Second: Golds, Motion Passed: 5/0

Budget: The cost of \$295.00 is to be expended from account 18527, Plumbing, which as of December 2014 has a balance of \$-7,260.86.

H. POWER STRUCTURAL ENGINEER

The Board of Directors approved the proposal, submitted by Power Structural Engineers, to conduct a full day onsite visit and walk.

Motion: Golds, Second: Weislik, Motion Passed: 4/0

Budget: The cost of \$1,480.00 is to be expended from reserve account 22850, General Renovation, which as of December 2014 has a balance of \$-255,532.76.

I. MAINTENANCE RESPONSIBILITY

The Board of Directors directed management to request a revision of the association's maintenance matrix checklist to include the maintenance responsibilities of the utility meters.

Motion: Golds, Second: Weislik, Motion Passed: 4/0

J. SPA PUMP MOTOR

The Board of Directors approved the proposal submitted by DC Pools to replace and install a new motor/pump in the lower pool area.

Motion: Golds, Second: Ashby, Motion Passed: 5/0

Budget: The cost of \$886.41 is to be expended from account 16019, Pool/Spa Maintenance, which as of December 2014 has a balance of \$12,800.04.

K. MAIL BOX LIGHT REPAIR

The Board of Directors approved the proposal submitted by Kremin Electric to install new conduit and wiring from the junction box to the mail box light fixture located adjacent to the 5744 Oak Bend Lane Mailbox Bank.

Motion: Weislik, Second: Golds, Motion Passed: 5/0

Budget: The cost of \$1,273.00 is to be expended from account 18639, Lighting and Supplies, which as of December 2014 has a balance of \$-5,992.03.

L. 5744 OAK BEND LANE #112

The Board of Directors approved the proposal submitted by Valley Crest Landscape Maintenance to provide landscape enhancement services to the above referenced location.

Motion: Golds, Second: Ashby, Motion Passed: 5/0

Budget: The cost of \$8,562.51 is to be expended from account 15547, Landscape Extras, which as of December 2014 has a balance of \$10,797.30.

M. 5837 OAK BEND LANE #105

The Board of Directors approved the proposal submitted by Aymco Construction to provide water intrusion repair services to the above referenced addresses.

Motion: Golds, Second: Weislik, Motion Passed: 5/0

Budget: The cost of \$4,602.08 is to be expended from reserve account 22850, General Renovation Reserve, which as of December 2014 has a balance of \$-255,532.76.

NEXT MEETING

The next Board of Directors meeting is scheduled for Tuesday, January, 27 2014 at 7:00 p.m. at the Shadow Ridge Clubhouse.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 10:45 p.m. by Carole Bergstein.

ATTEST:

Carole Bergstein

Date: 01-28-15

**SHADOW RIDGE AT OAK PARK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING –GENERAL SESSION
January 27, 2015 – 7:00 P.M.
SHADOW RIDGE CLUBHOUSE
653 INDIAN OAK LANE, OAK PARK, CALIFORNIA
MINUTES**

CALL TO ORDER

Board President Carole Bergstein called the General Session meeting to order at 7:01 p.m.

PRESENT

President- Carole Bergstein
Vice President- Bernie Golds
Secretary- Janine Reid
Member at Large- Herbert Ashby

ABSENT

Treasurer- Mike Weislik

MANAGEMENT REPRESENTATIVES

Kevin Cooper, Community Manager, FirstService Residential
Sascha Macias, Regional Manager, FirstService Residential

COMMITTEE UPDATE & INVITED GUETS

A. PRESIDENT REPORT

President Carole Bergstein informed the membership by facilitating the direct and accurate allocation of water costs to the residents that use these services, the association can promote conservation, resource stewardship, fiscal responsibility and allow the Association to take control of our finances through accurate budgeting.

B. METERNET

Jason Frost of MeterNet was in attendance to address the topic of water sub-metering. Frost explained submetering is without a doubt the best way to allocate usage based utility costs. Executed properly, with quality components, a sub metering system may accurately recover up to 100% of the water usage consumed by residents and reimburse those funds to the HOA, thereby potentially reducing assessments and promoting conservation, often saving both the Association and Residents thousands of dollars per year (~25% conservation is average).

HOMEOWNER FORUM

Owners in attendance discussed related issues to the process of the water sub-metering installation, scheduling of the installation, billing, success of water conversation efforts, monthly service and base fees, and anticipated costs.

UNFINISHED BUSINESS

A. 5728 OAK BEND LANE #310- BACK ELEVATION STAIRCASE

The Board of Directors denied the change order submitted by IMS Construction. Moreover, the Board of Directors approved the proposal, submitted by Aymco Construction, to proceed with the remainder of the stairwell replacement at the above referenced location.

Motion: Golds, Second: Ashby, Motion Passed: 4/0

Budget: The cost of \$41,537.93 is to be expended from reserve account 22850, General Renovation, which as of December 2014 has a balance of \$-255,532.76.

NEW BUSINESS

A. APPROVAL OF MINUTES JANUARY 2014

A motion was made to approve and accept the January 20, 2014 General Session Meeting Minutes.

Motion: Golds, Second: Ashby, Motion Passed: 4/0

B. HOMEOWNER REQUEST- 653 OAK RUN TRAIL #201

The Board of Directors approved the homeowner's reimbursement request, in the amount of \$287.00, to cover the installation charge of a new control panel for their washer which was damaged due to a plumbing back up in the laundry room.

Motion: Golds, Second: Ashby, Motion Passed: 4/0

Budget: The cost of \$287.00 is to be expended from account 19132, Operating Contingency, which as of December 2014 has a balance of \$4,239.67.

C. LOQUAT FRUIT SUPPRESSION

The Board of Directors approved the following sites as pilot locations to treat three Loquat trees with a fruit suppressant:

- 5717 Tascosa Court (Backside) at base of steps leading to pool/office, there is a Loquat Tree which forms an arch over those steps.
- 697 Sutton Crest, there is a Loquat Tree standing alongside a parking space, on the far side of the sidewalk.
- 685 Sutton Crest, there is a Loquat Tree located along the pathway which fronts the upper pool.

Motion: Ashby, Second: Reid, Motion Passed: 4/0

D. PROPOSED SUB-METERING OPERATING RULES

Following a thirty-day notification period, the Board of Directors have adopted the new Sub-metering Operating Rules. Also, the Board of Directors approved the water sub-metering billing statements.

Motion: Golds, Second: Ashby, Motion Passed: 4/0

E. 668 OAK RUN TRAIL #104

The Board of Directors approved the proposal submitted by Cragoe Pest Services to provide the above referenced location with rodent trapping and exclusion services.

Motion: Golds, Second: Ashby, Motion Passed: 3/1

Ayes: Golds, Ashby, Bergstein; Nays: Reid

Budget: The cost of \$600.00 is to be expended from account 18526, Pest Control, which as of December 2014 has a balance of \$ 7,600.00.

NEXT MEETING

The next Board of Directors meeting is scheduled for Tuesday, February, 17 2014 at 7:00 p.m. at the Shadow Ridge Clubhouse.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 9:00 p.m. by Carole Bergstein.

ATTEST:

Carole Bergstein

Date: 02/16/15

**SHADOW RIDGE AT OAK PARK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING –GENERAL SESSION
February 17, 2015 – 7:00 P.M.
SHADOW RIDGE CLUBHOUSE
653 INDIAN OAK LANE, OAK PARK, CALIFORNIA
MINUTES**

CALL TO ORDER

Board President Carole Bergstein called the General Session meeting to order at 7:01 p.m.

PRESENT

President- Carole Bergstein
Vice President- Bernie Golds
Secretary- Janine Reid
Treasurer- Mike Weislik
Member at Large- Herbert Ashby

MANAGEMENT REPRESENTATIVES

Kevin Cooper, Community Manager, FirstService Residential
Sascha Macias, Regional Director, First Service Residential

EXECUTIVE SESSION DISCLOSURE

The following items may be addressed in Executive Session in accordance with California Civil Code 1363.05(b): Litigation, Matters related to the formation of Third Party Contracts, Member Discipline, Personnel Matters.

An Executive Session was held prior to the Open Session meeting to discuss these items.

REPORTS

A. **SECURITY REPORT**

This item was reviewed and filed.

B. **LANDSCAPE REPORT**

This item was reviewed and filed.

COMMITTEE UPDATE & INVITED GUESTS

A. **PRESIDENT REPORT**

President Carole Bergstein gave a report highlighting many of the latest endeavors undertaken by the Shadow Ridge at Oak Park Board of Directors and management. This report serves as an important vehicle for presenting an overview of the association's progress. Additionally, the Board of Directors aim to aid, strengthen, and extend in every proper and useful manner the work, services and objectives of Shadow Ridge at Oak Park by providing this platform for the membership.

B. MANAGER REPORT

Community Manager Kevin Cooper provided the membership with the following updates:

1. Staircases/Decks: 5728 Oak Bend Lane #310 Back Elevation-(Project in Progress)
2. Twenty-Eight Town Home Stairwell Replacement (First phase (4) plans currently with Building and Safety)
3. Rules and Regulation updates/ Gym Waiver and Release/ Clubhouse Rental Agreement (Officially Adopted 1/20/15)
4. Water Sub Metering (Contract has been approved by the Board of Directors; Installation has been rescheduled)
5. Sub-Metering Resolution (Officially Adopted 1/27/15)
6. Deck Painting (Project in Progress by A. Allbright Painting; Work Began 1/16/15)
7. Violation walks and follow-ups (Continually in progress)
8. Various roof repairs/restorations (Work in Progress; Proposal to be reviewed by the Board of Directors)
9. The Board has approved the upper parkway as an area that will be maintained with organic landscape treatments (Organic fertilizers, manual weed control and no non-organic pesticides); additionally, an area has been designated as a site to plant milkweed.
10. Enhancement projects for the Upper Parkway Roundabout/Side Strip/ Upper Entry/Upper Pool & Fitness Center Entrance have been completed
11. Enhancement project for the area between 697 Sutton Crest & 5744 Oak Bend Lane (Work is currently in Progress).
12. Golden West Security (Service to begin 12/18/14)

On-site Maintenance:

1. Utility Area/ Fire Alarm Access Doors have been painted (Repairs in Progress)
2. Various street sign repairs/ post replacements (Repairs In Progress)
3. Street lamppost and bollards/ Handrails/ Fire Hydrants/ Curbs/ Barrier Posts/ Fencing (Process of being painted)
4. Dumpster Trellis Removal (Currently In Progress)
5. Townhome Fire Exit Door Lock Installation (Currently In Progress)
6. On-site porter personnel (Applications currently under review)

C. METERNET

Moquey Marquross of MeterNet was in attendance to discuss that after their initial billing process, it was brought to their attention that some of the Meter Reads from the Remote Registers did not match the actual meter attached to the home being billed. When they conducted a physical audit of the Remotes & the Meters, MeterNet found at that time that they had not been correctly wired from the meter to the remote reader. This caused the miss-matched reads. In order to correct this problem, and until all of the homes in the Shadow Ridge HOA have had their meters changed out, the Board of Directors have decided to write off the first billing balances, and have requested a Revised billing Statement. These bills will be based on the resident's percentage of the total residential water used for the Shadow Ridge community. It will be calculated off the total Residential water billed by Oak Park, and divided evenly by the 440 units in the community. If the residents have already made a payment, it will show on this statement as a Credit balance, and will be applied against this statement and any future bills if

there is a balance left over. There will be no Late Fees applied against this previous billing, and these Revised Bills will be due by March 20, 2015. If the payment has not been received by March 23, there will be a Late Fee applied to your account. Installation of the new Water sub-meters and unit shut-off valves will be occurring in March.

FINANCIAL REPORT

Michael Weislik, Treasurer for Shadow Ridge at Oak Park, provided a financial oversight for the association. This report provided highly contextual information clearly communicating the association's financial and cash position, its adherence to the budget, and allocation of resources toward the accomplishment of our association's mission.

HOMEOWNER FORUM

Owners in attendance discussed community related issues such as landscaping, water sub-meter installation, water sub-meter billing, the association's mold policy, and declared quiet hours.

CONSENT CALENDAR

A. APPROVAL OF MINUTES JANUARY 2015

A motion was made to approve and accept the January 20, 2015 General Session Meeting Minutes.

B. APPROVAL OF MINUTES JANUARY 2015

A motion was made to approve and accept the January 27, 2015 General Session Meeting Minutes.

C. FINANCIAL STATEMENT JANUARY 2015

The Board of Directors approved the January 31, 2015 interim financial reports and bank reconciliations as presented, subject to annual audit. The report reflects a year to date net operating income/(loss) of \$-8,347.85 and year-to-date reserve funding of \$54,600.10 compared to the year-to-date reserve funding budget of \$54,339.00. The reserves are funded through January 31, 2015. The association has \$422,242.41 in operating funds, which represents 2.25 months of budgeted expenses and reserve contributions. The association has \$1,513,072.11 in reserve funds.

D. LIEN APPROVAL

A motion was made to approve authorization to place liens on the following accounts should the delinquent assessments not be paid within the time period established in the intent to lien letter:

Account Number	Total Amount Due
0078-01	\$802.80
0198-01	\$402.90
0201-01	\$405.54
0250-01	\$436.70
0308-01	\$409.00
0316-01	\$419.70
0334-01	\$891.50
0417-01	\$429.10
0427-01	\$579.70

E. FORECLOSURE DOCUMENTATION

Per California Civil Code 5705(c), this item serves to document action taken by the board in executive session to involve the association's collection attorney in delinquent account proceedings, which may result in foreclosure action by the association against the properties mentioned below:

APN
801-0-250-225

The Board of Directors motioned to approve Consent Calendar items A-E as presented.
Motion: Golds, Second: Weislik, Motion Passed: 5/0

UNFINISHED BUSINESS

A. SUB-METERING LETTER

The Board of Directors approved the following letter, concerning the topic of sub-metering, to be sent to all homeowners:

Dear Homeowner:

Many of you have questioned the accuracy of the water bill you recently received from MeterNet. Technicians have checked these complaints and in several instances found that the meter was mislabelled and was actually reading another unit. MeterNet has been instructed to accelerate the change to digital meters and verify the unit each meter serves. Credits will be given to those accounts that were overbilled.

In 2014 our water bill from Oak Park Water Service was \$225,621.04 - \$21,621.04 over budget. That money was no longer available for other projects, such as landscaping or added days of trash removal. Essentially the association paid for 12 months but assessed homeowners for only 10.

Furthermore, the water company rates for 2015 have increased and are expected to continue to increase for the next several years.

The board cannot anticipate or control the cost of a component it does not manage. In a typical month, the cost of water for common area potable water and reclaimed water for fire hydrants and landscaping is a little less than 10% of the total water bill – the remainder is for household use. Only residents can control the cost of over 90% of our water use.

Rather than raise dues enough to cover increased water costs in 2015, the board decided it was only fair to bill homeowners individually for their personal water use. The advantages of this were:

- Gives control of water cost to direct user.
- Fairness – high use is not subsidized by others.
- Rewards conservation – Water is billed at a tiered rate; the greater the use, the higher the cost.
- Helps mitigate potential of a special assessment.
- Conservation is good citizenship – the water shortage affects a very large region.

Our CC&R's state that the homeowners association is to pay for only common area expenses. In the past, the estimated cost of water was divided by 440 and owners were billed this average because that was the only practical way to do it. Our bills from the water company are itemized by each townhome address and three bills for each condominium – one per set of stairwells. They do not assign usage to any given household using the Oak Park Water Service billings.

There is now the technology to read individual meters from the outside of each building and transmit the data to a billing service. These meters are being installed early this year by MeterNet. As the new meters are installed, ball valves at the top of each water header will be replaced. They are at the end of their lifespan and there is danger of breakage if water has to be turned off. Notices of work in your unit will be sent prior to installation. The HOA is paying for this - you will not be billed for either the valve or the labor.

HOW WATER IS BILLED: Our water is measured in HCF (100 cubic feet, which equals 748 gallons) and is billed in "units". There is a tiered rate for the cost – the more you use, the higher the cost per gallon. The potable water rates prorated per household are:

<u>Tier</u>	<u>Monthly Use</u>	<u>2014 Cost</u>	<u>2015 Cost</u>
1	0-6 HCF	\$0-\$0.59	\$0-\$0.59
2	7-28 HCF	\$0.60-\$1.57	\$0.60-\$2.15
3	Over 28 HCF	Over \$1.57	Over \$2.15

Note the increase in rates as the usage increases. Your 2015 monthly dues billing statement will include a charge of \$13.44 for common area water only, which includes reclaimed water for landscaping and fire hydrants and potable water in the clubhouse, gym and park area.

In addition, you will get a bill from MeterNet each month, which will include the cost of your personal water use and \$7.98 per month per unit for MeterNet's service and the rental of the new meters. MeterNet has seen an average water cost reduction of 27% or more in the first year in other condominium associations.

A random sampling of the use by residents with different demographics showed:

<u>CONDOMINIUMS</u>	<u>TOTAL BILLING UNITS GALLONS</u>	
Single Resident	3.6	2692
Single Resident	1.6	1197
Couple	2.8	2094
Family of 4	4.0	2992

<u>TOWNHOMES</u>	<u>TOTAL BILLING UNITS GALLONS</u>	
Single Resident	3.8	2842
Couple	3.5	2618

Note that lifestyle as well as number of residents influence water usage. A couple who both work outside the home may use less water than a single occupant who is retired or works at home. Please monitor your usage to see what is normal for you. If you see a sudden unexplained increase in usage, please notify the manager, as this may indicate a leak in your water supply.

ONLY YOU CAN CONTROL THE COST OF YOUR WATER.

Motion: Weislik, Second: Golds, Motion Passed: 5/0

B. 5728 OAK BEND LANE #112/#212

The Board of Directors approved the proposal submitted by Aymco Construction to provide repair services to the above referenced addresses. After conducting an inspection, Aymco Construction found that the sub-floor plywood located by the entrance of the master bedroom, next to the north wall needs to be refastened.

Motion: Golds, Second: Weislik, Motion Passed: 5/0

Budget: The cost of \$2,796.14 is to be expended from reserve account 22850, General Renovation Reserve, which as of January 2015 has a balance of \$-28,632.09.

C. 631 OAK RUN TRAIL #107

The Board of Directors tabled this matter to discuss during the next scheduled Open Session meeting. The Board of Directors requested management to obtain proposals, from Valley Crest Landscape Maintenance, to provide replacement options for the previously installed decomposed granite at the above referenced location.

NEW BUSINESS

A. 5805 OAK BEND LANE #302

The Board of Directors approved the proposal submitted by Advanced Roof Systems and Construction to provide roof repair services to the living room and dining room area of the above referenced address.

Motion: Golds, Second: Weislik, Motion Passed: 4/0

Budget: The cost of \$8,250.00 is to be expended from reserve account 23120, Roof Reserve, which as of January 2015 has a balance of \$74,256.87.

B. 5785 OAK BANK TRAIL-FIRE EXIT

The Board of Directors approved the proposal submitted by Community Handyman Services to provide drywall repair services to the above referenced location.

Motion: Golds, Second: Weislik, Motion Passed: 5/0

Budget: The cost of \$820.00 is to be expended from reserve account 22850, General Renovation Reserve, which as of January 2015 has a balance of \$-28,632.09.

C. 5785 OAK BANK TRAIL #106

The Board of Directors approved the proposal submitted by Community Handyman Services to provide drywall repair services to the above referenced location.

Motion: Golds, Second: Weislik, Motion Passed: 5/0

Budget: The cost of \$840.00 is to be expended from reserve account 22850, General Renovation Reserve, which as of January 2015 has a balance of \$-28,632.09.

D. 653 OAK RUN TRAIL #108 & #109

The Board of Directors tabled this matter to discuss during the next scheduled Open Session meeting. The Board of Directors are requesting management to arrange having Luis Ortuno of Aymco Construction perform an assessment of the association's condominium staircases and provide a recommendation for the order of necessary repairs.

E. 5837 OAK BEND LANE #410

The Board of Directors denied the homeowner's reimbursement request, in the amount of \$400.00, to cover the services charges to repair the distribution manifold of the HVAC system for the above referenced unit.

Motion: Golds, Second: Ashby, Motion Passed: 5/0

F. SIGN REPLACEMENT

The Board of Directors approved the proposal submitted by Sign Factory to provide the association with ten replacement street signs.

Motion: Golds, Second: Weislik, Motion Passed: 5/0

Budget: The cost of \$1,182.50 is to be expended from reserve account 23121, Streets/Drives, which as of January 2015 has a balance of \$179,256.87.

G. SHORING REMOVAL

The Board of Directors tabled the proposal, submitted by Power Structural Engineers, to perform a structural evaluation of one townhome and six condominium staircases to determine if the existing shoring can be removed. The Board of Directors have directed management to have the association's on-site maintenance technician paint this shoring.

H. REFUSE COLLECTION

The Board of Directors approved to increase the refuse collection from two days per week to three for three of the refuse bins located on Oak Run Trail. The following bins are approved for an additional pick-up day per week:

- Trash Site #4- Located in front of 631 Oak Run Trail
- Trash Site #6- Located in front of 653 Oak Run Trail
- Trash Site #7- Located in front of 675 Oak Run Trail

These trash site locations have been selected due to number of reports from residents, management, and Waste Management of repeated refuse overflow.

Motion: Golds, Second: Weislik, Motion Passed: 5/0

Budget: The additional cost of \$242.61 per month is to be expended from account 15103, Refuse Collection, which as of January 2015 has a balance of \$82,642.24.

I. UPPER ENTRY DIRECTORY SIGN- ELECTRICAL REPAIR

The Board of Directors approved the proposal submitted by Kremin Electric to install new conduit and wiring from the junction box to the upper entry directory sign

Motion: Weislik, Second: Ashby, Motion Passed: 5/0

Budget: The cost of \$1,320.00 is to be expended from account 18639, Lighting and Supplies, which as of January 2015 has a balance of \$6,316.14.

J. 624 INDIAN OAK LANE-VINYL FENCE REPAIR

The Board of Directors approved the proposal submitted by Saddleback Vinyl to replace and install replacement vinyl fencing at the above referenced location.

Motion: Golds, Second: Ashby, Motion Passed: 5/0

Budget: The cost of \$1,500.00 is to be expended from reserve account 23138, Walls and Fences, which as of January 2015 has a balance of \$33,494.12.

K. BARE ROOT ROSE INSTALLATION- FRONT OFFICE

The Board of Directors approved the proposal submitted by Valley Crest Landscape maintenance to install twenty-five bare root roses in front of the Management Office/Clubhouse Building.

Motion: Golds, Second: Weislik, Motion Passed: 5/0

Budget: The cost of \$318.25 is to be expended from account 15547, Landscape Extras, which as of January 2015 has a balance of \$18,000.00.

NEXT MEETING

The next Board of Directors meeting is scheduled for Tuesday, March, 17 2015 at 7:00 p.m. at the Shadow Ridge Clubhouse.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 9:55 p.m. by Carole Bergstein.

ATTEST:

Carole Bergstein

Date: 03/18/15

**SHADOW RIDGE AT OAK PARK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING –GENERAL SESSION
March 17, 2015 – 7:00 P.M.
SHADOW RIDGE CLUBHOUSE
653 INDIAN OAK LANE, OAK PARK, CALIFORNIA
MINUTES**

CALL TO ORDER

Board President Carole Bergstein called the General Session meeting to order at 7:04 p.m.

PRESENT

President- Carole Bergstein
Vice President- Bernie Golds
Secretary- Janine Reid
Treasurer- Mike Weislik
Member at Large- Herbert Ashby

MANAGEMENT REPRESENTATIVES

Kevin Cooper, Community Manager, FirstService Residential

EXECUTIVE SESSION DISCLOSURE

The following items may be addressed in Executive Session in accordance with California Civil Code 1363.05(b): Litigation, Matters related to the formation of Third Party Contracts, Member Discipline, Personnel Matters.

An Executive Session was held prior to the Open Session meeting to discuss these items.

REPORTS

A. SECURITY REPORT

This item was reviewed and filed.

B. LANDSCAPE REPORT

This item was reviewed and filed.

COMMITTEE UPDATE & INVITED GUESTS

A. PRESIDENT REPORT

President Carole Bergstein gave a report highlighting many of the latest endeavors undertaken by the Shadow Ridge at Oak Park Board of Directors and management. This report serves as an important vehicle for presenting an overview of the association's progress. Additionally, the Board of Directors aim to aid, strengthen, and extend in every proper and useful manner the work, services and objectives of Shadow Ridge at Oak Park by providing this platform for the membership.

B. MANAGER REPORT

Community Manager Kevin Cooper provided the membership with the following updates:

1. Staircases/Decks: 5728 Oak Bend Lane #310 Back Elevation-(Project in Progress)
2. Twenty-Eight Town Home Stairwell Replacement (First phase (4) plans approved by Building and Safety; Project Anticipated to begin first week of April)
3. Rules and Regulation updates/ Gym Waiver and Release/ Clubhouse Rental Agreement (Officially Adopted 1/20/15)
4. Water Sub Metering (Installation in Progress; Anticipated Installation Completion Date 3/25/15)
5. Sub-Metering Resolution (Officially Adopted 1/27/15)
6. Deck Painting (Project Completed by A. Allbright Painting)
7. Violation walks and follow-ups (Continually in progress)
8. Various roof repairs/restorations (All Board approved inhabitable spaces are complete; Proposals to be reviewed by the Board of Directors)
9. The Board has approved the upper parkway as an area that will be maintained with organic landscape treatments (Organic fertilizers, manual weed control and no non-organic pesticides); additionally, an area has been designated as a site to plant milkweed.
10. Enhancement projects for the Upper Parkway Roundabout/Side Strip/ Upper Entry/Upper Pool & Fitness Center Entrance have been completed/Enhancement project for the area between 697 Sutton Crest & 5744 Oak Bend Lane
11. Valley Crest has begun reseeding the property (Anticipated Completion 4/10/15)
12. Golden West Security (Service Began 12/18/14)
13. Damaged Fence Replacement Installation at 624 Indian Oak Lane (3/19/15)
14. CCTV and Main Line Cleaning (Completed 3/16/15 by Ventura Regional Sanitation District; Report will be available shortly)

On-site Maintenance:

Applications are currently under review with management to replace the previous association's onsite maintenance technician. Also, management is currently in the process of reviewing applications to fulfill a full-time onsite janitorial position.

FINANCIAL REPORT

Michael Weislik, Treasurer for Shadow Ridge at Oak Park, provided a financial oversight for the association. This report provided highly contextual information clearly communicating the association's financial and cash position, its adherence to the budget, and allocation of resources toward the accomplishment of our association's mission.

HOMEOWNER FORUM

Owners in attendance discussed community related issues such as the Kanan Shuttle, urban retrofit green streets, lid replacement for refuse bins, and tree trimming.

CONSENT CALENDAR

A. APPROVAL OF MINUTES February 2015

A motion was made to approve and accept the February 17, 2015 General Session Meeting Minutes.

B. FINANCIAL STATEMENT FEBRUARY 2015

The Board of Directors approved the February 28, 2015 interim financial reports and bank reconciliations as presented, subject to annual audit. The report reflects a year to date net operating income/(loss) of \$-26,085.62 and year-to-date reserve funding of \$109,195.76 compared to the year-to-date reserve funding budget of \$108,678.00. The reserves are funded through February 28, 2015. The association has \$445,966.06 in operating funds, which represents 2.54 months of budgeted expenses and reserve contributions. The association has \$1,494,040.34 in reserve funds.

C. LIEN APPROVAL

A motion was made to approve authorization to place liens on the following accounts should the delinquent assessments not be paid within the time period established in the intent to lien letter:

Account Number	Total Amount Due
0079-01	\$409.00
0262-01	\$409.00
0412-01	\$1,103.00

The Board of Directors motioned to approve Consent Calendar items A-C as presented.

Motion: Weislik, Second: Golds, Motion Passed: 5/0

UNFINISHED BUSINESS

A. 653 OAK RUN TRAIL #108 & #109

The Board of Directors approved the proposal submitted by Aymco Construction to provide stairwell replacement and repair services to the above referenced locations.

Motion: Weislik, Second: Ashby, Motion Passed: 5/0

Budget: The cost of \$50,078.50 is to be expended from reserve account 22850, General Renovation Reserve, which as of February 2015 has a balance of \$-34,135.11.

B. TREE TRIMMING

The Board of Directors approved the proposal submitted by Valley Crest Tree Maintenance to provide tree trimming services (i.e. Clearance Prune, Raise and thin crown) to the association. Included in the approved scope of work, there are fifty-three Chinese Elms, one hundred fourteen Brazilian Peppers, and sixty Sycamores.

Motion: Weislik, Second: Golds, Motion Passed: 5/0

Budget: The cost of \$23,797.00 is to be expended from reserve account 23112, Landscape Reserve, which as of February 2015 has a balance of \$16,515.57.

C. 5728 OAK BEND LANE #310

The Board of Directors approved the change order submitted by Aymco Construction to remove additional stucco from the above referenced location.

Motion: Weislik, Second: Ashby, Motion Passed: 5/0

Budget: The cost of \$2,375.00 is to be expended from reserve account 22850, General Renovation Reserve, which as of February 2015 has a balance of \$-34,135.11.

NEW BUSINESS

A. COMMON AREA BREEZEWAY PAINTING

The Board of Directors tabled this matter to discuss during the next scheduled Open Session meeting. The Board of Directors requested management to arrange having Luis Ortuno of Aymco Construction to attend the next Open Session meeting.

B. 5796 FREEBURD LANE #104

The Board of Directors approved the proposal submitted by Cragoe Pest Services to provide the above referenced location with rodent trapping and exclusion services.

Motion: Golds, Second: Ashby, Motion Passed: 5/0

Budget: The cost of \$625.00 is to be expended from account 18526, Pest Control, which as of February 2015 has a balance of \$10,020.00.

C. ROSE REPLACEMENT

The Board of Directors approved the proposal submitted by Valley Crest Landscape Maintenance to transplant the roses located in the lower entry roundabout to an area better suited for their species. In their place, thirty-four Azaleas will be planted.

Motion: Golds, Second: Weislik, Motion Passed: 5/0

Budget: The cost of \$1200.01 is to be expended from reserve account 23112, Landscape Reserve, which as of February 2015 has a balance of \$16,515.57.

D. 5717 TACOSA COURT SURFACE AREA DRAINS

The Board of Directors approved the proposal submitted by Valley Crest Landscape Maintenance to investigate the surface area drains of the above referenced location.

Motion: Weislik, Second: Ashby, Motion Passed: 5/0

Budget: The cost of \$400.00 is to be expended from reserve account 23112, Landscape Reserve, which as of February 2015 has a balance of \$16,515.57.

E. TRELLIS REPAIR

The Board of Directors tabled this matter until further notice.

F. HOMEOWNER REQUEST- 631 OAK RUN TRAIL #211

The Board of Directors approved the homeowner's reimbursement request, in the amount of \$110.00, to cover half of the plumbing charges for clearing a blockage at the above referenced address.

Motion: Golds, Second: Weislik, Motion Passed: 5/0

Budget: The cost of \$110.00 is to be expended from account 18527, Plumbing, which as of February 2015 has a balance of \$26,647.73.

G. HOMEOWNER REQUEST- 684 SUTTON CREST TRAIL #107

The Board of Directors approved the homeowner's reimbursement request, in the amount of \$15.00, to cover half of the plumbing charges for clearing a blockage at the above referenced address.

Motion: Golds, Second: Weislik, Motion Passed: 5/0

Budget: The cost of \$15.00 is to be expended from account 19132, Operating Contingency, which as of February 2015 has a balance of \$4,428.32.67.

H. 5785 OAK BANK TRAIL #107

The Board of Directors tabled this matter to discuss during the next scheduled Open Session meeting.

I. 685 PARKSIDE COURT #107

The Board of Directors approved the proposal submitted by Advanced Roof Systems and Construction to perform roof repair services at the above referenced location.

Motion: Weislik, Second: Reid, Motion Passed: 5/0

Budget: The cost of \$6,850.00 is to be expended from reserve account 23120, Roof, which as of February 2015 has a balance of \$20,042.87.

J. DECK REPLACEMENT

The Board of Directors tabled this matter to discuss during the next scheduled Open Session meeting. The Board of Directors requested management to arrange having Luis Ortuno of Aymco Construction to attend the next Open Session meeting.

K. DECK REPAIRS- 653 Oak Run Trail #311 & #403

The Board of Directors approved the proposals submitted by Aymco Construction to provide deck repair services to the above referenced following locations.

Motion: Weislik, Second: Golds, Motion Passed: 5/0

Budget: The cost of \$2,669.32 is to be expended from reserve account 22850, General Renovation Reserve, which as of February 2015 has a balance of \$-34,135.11.

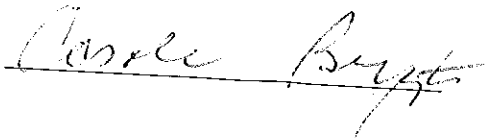
NEXT MEETING

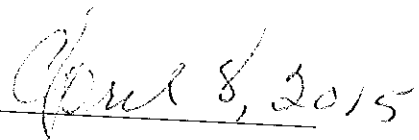
The next Board of Directors meeting is scheduled for Tuesday, April, 28 2015 at 7:00 p.m. at the Shadow Ridge Clubhouse.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 10:55 p.m. by Carole Bergstein.

ATTEST:



Date: 

**SHADOW RIDGE AT OAK PARK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING –GENERAL SESSION
April 7, 2015 – 7:00 P.M.
SHADOW RIDGE CLUBHOUSE
653 INDIAN OAK LANE, OAK PARK, CALIFORNIA
MINUTES**

CALL TO ORDER

Board President Carole Bergstein called the General Session meeting to order at 8:04 p.m.

PRESENT

President- Carole Bergstein
Vice President- Bernie Golds
Secretary- Janine Reid
Treasurer- Mike Weislik
Member at Large- Herbert Ashby

MANAGEMENT REPRESENTATIVES

Kevin Cooper, Community Manager, FirstService Residential

EXECUTIVE SESSION DISCLOSURE

The following items may be addressed in Executive Session in accordance with California Civil Code 1363.05(b): Litigation, Matters related to the formation of Third Party Contracts, Member Discipline, Personnel Matters.

An Executive Session was held prior to the Open Session meeting to discuss these items.

HOMEOWNER FORUM

There were no issues discussed during the Open Homeowner Forum.

UNFINISHED BUSINESS

A. COMMON AREA BREEZEWAY PAINTING

The Board of Directors approved the proposal submitted by Aymco Construction to provide repair and painting services to common area breezeways of the stairwell leading to 653 Oak Run Trail #405.

Motion: Golds, Second: Weislik, Motion Passed: 5/0

Budget: The cost of \$9,206.32 is to be expended from reserve account 23001, Paint Reserve, which as of February 2015 has a balance of \$66,717.67.

B. DECK REPLACEMENT

The Board of Directors tabled this matter to discuss at a future Open Session meeting. The Board of Directors requested management to obtain multiple proposals to perform twenty-eight (28) deck replacements

C. 5785 OAK BANK TRAIL #107

Previously, the homeowner of the above referenced unit identified a leak in the dining area of the residence. The homeowner requested an investigation of the roof and services, provided by the association, to remediate any damage incurred from the leak. Advanced Roof Systems and Restoration Management Company were contacted by management to diagnose the source of the leak and provide recommendations for repair. After an onsite investigation, Jared Stones of Restoration Management Company determined the likely source of the leak is one of the bathtubs located above the dining area. It was proposed to drill two (2) 3/8" holes in the drywall above the bathtub surround directly above the valve to determine if in fact this was the source of the leak. The request to perform this work was emailed to the homeowner. The homeowner informed Jared Stones, via email, they will provide their own remediation services. The Board of Directors reviewed the correspondence, provided by Restoration Management Company, and determined this matter does not require any further attention.

Motion: Ashby, Second: Golds, Motion Passed: 5/0

D. BICYCLE RACK INSTALLATION

The Board of Directors approved the proposed installation sites, provided by management, to install three bicycles racks. Furthermore, the Board of Directors instructed management to obtain multiple proposals to provide the installation services of these bicycle racks.

Motion: Golds, Second: Reid, Motion Passed: 5/0

E. FIRE INSPECTION

The Board of Directors reviewed the proposed Fire Inspection Notice, provided by management, to inform the homeowners of 697 Sutton Crest Trail of the intended follow-up inspection scheduled for Thursday, April 30th between 9:00 a.m. and 1:00 p.m.

NEW BUSINESS

A. APPROVAL OF MINUTES MARCH 2014

A motion was made to approve and accept the March 17, 2015 General Session Meeting Minutes.

Motion: Golds, Second: Ashby, Motion Passed: 5/0

B. POWER STRUCTURAL SITE VISIT

The Board of Directors approved the proposal, submitted by Power Structural Engineers, to conduct a full day onsite visit and walk.

Motion: Golds, Second: Ashby, Motion Passed: 5/0

Budget: The cost of \$1,480.00 is to be expended from reserve account 22850, General Renovation, which as of February 2015 has a balance of \$-34,135.11.

C. 5766 OAK BANK TRAIL #108

The Board of Directors approved the proposal submitted by Community Handyman Services to provide drywall repair services to the above referenced location.

Motion: Weislik, Second: Golds, Motion Passed: 5/0

Budget: The cost of \$940.00 is to be expended from reserve account 22850, General Renovation Reserve, which as of February 2015 has a balance of \$-34,135.11.

D. SYCAMORE PLANTING

The Board of Directors did not approve the proposal provided by Valley Crest Landscape Maintenance to install two (2) 24" Boxed Sycamore Trees. The proposal was provided in connection with the two (2) dead sycamore trees which were removed from the area in front of 688 Indian Oak Lane.

E. TURF REBATE PROGRAM

The Board of Directors tabled this matter to discuss at a future Open Session meeting.

F. ROOF SAFETY HAZARDS

The Board of Directors approved the proposal submitted by Community Handyman Services to provide drywall repair services to the above referenced location.

Motion: Weislik, Second: Golds, Motion Passed: 5/0

Budget: The cost of \$4,675.00 is to be expended from reserve account 23129, Roof Reserve, which as of February 2015 has a balance of \$20,042.87.

G. GUEST PARKING CONVERSION

The Board of Directors approved to convert three (3) "Guest Parking" spaces, located off Sutton Crest Trail, into uncovered/unmarked spaces which will be available for use by residents.

Motion: Weislik, Second: Golds, Motion Passed: 5/0

Budget: The cost of \$122.00 is to be expended from account 18525, Painting, which as of February 2015 has a balance of \$-6,903.29.

H. TRASH ENCLOSURE VINES

The Board of Directors approved the proposal submitted by Valley Crest Landscape Maintenance to four (4) five (5) gallon Creeping Figs at Trash Enclosure Sites #1, #2, and #3.

Motion: Golds, Second: Ashby, Motion Passed: 3/0

Budget: The cost of \$425.00 is to be expended from account 15547, Landscape Extras, which as of February 2015 has a balance of \$17,975.00.

I. 5798 OAK BANK TRAIL #101

The Board of Directors approved the proposal submitted by Aymco Construction to provide concrete step replacement services to the above referenced address.

Motion: Golds, Second: Weislik, Motion Passed: 5/0

Budget: The cost of \$1,042.50 is to be expended from reserve account 22850, General Renovation Reserve, which as of February 2015 has a balance of \$-34,135.11.

J. 5785 OAK BANK #101

The Board of Directors approved the proposal submitted by Aymco Construction to provide post footing repair services to the above referenced address.

Motion: Golds, Second: Ashby, Motion Passed: 5/0

Budget: The cost of \$1,042.50 is to be expended from reserve account 22850, General Renovation Reserve, which as of February 2015 has a balance of \$-34,135.11.

K. ON-SITE MAINTENANCE TECHNICIAN

The Board of Directors has directed management to extend a job offer to Daniel Schlesinger to fulfill the vacant position of Onsite Maintenance Lead. The Board of Directors has approved an hourly wage of \$19.00.

Motion: Golds, Second: Ashby, Motion Passed: 5/0

L. RESERVE STUDY- FINANCIAL UPDATE

The Board of Directors has approved the proposal submitted by SMA Reserves to provide the association with a reserve funding update. This update is designed to provide the Board of Directors with an updated reserve funding plan and disclosure documents based on the component list set forth in the most recent reserve study. The update will adjust unit costs based on standard inflation and will adjust the remaining useful life of previously determined major components. The updated reserve funding plan will include a financial analysis of the association's reserve fund balance, evaluation of the adequacy of the reserve fund, and a recommendation for future reserve funding.

Motion: Weislik, Second: Golds, Motion Passed: 5/0

Budget: The cost of \$325.00 is to be expended from account 19121, Reserve Study Consultant Service, which as of February 2015 has a balance of \$700.00.

NEXT MEETING

The next Board of Directors meeting is scheduled for Tuesday, April, 21 2015 at 7:00 p.m. at the Shadow Ridge Clubhouse.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 9:25 p.m. by Carole Bergstein.

ATTEST:

Carole Bergstein

Date: 05/21/15

**SHADOW RIDGE AT OAK PARK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING –GENERAL SESSION
April 21, 2015 – 7:00 P.M.
SHADOW RIDGE CLUBHOUSE
653 INDIAN OAK LANE, OAK PARK, CALIFORNIA
MINUTES**

CALL TO ORDER

Board President Carole Bergstein called the General Session meeting to order at 7:04 p.m.

PRESENT

President- Carole Bergstein
Vice President- Bernie Golds
Secretary- Penny Sarna
Treasurer- Mike Weislik

ABSENT

Member at Large- Barry Soltani

MANAGEMENT REPRESENTATIVES

Kevin Cooper, Community Manager, FirstService Residential

EXECUTIVE SESSION DISCLOSURE

The following items may be addressed in Executive Session in accordance with California Civil Code 1363.05(b): Litigation, Matters related to the formation of Third Party Contracts, Member Discipline, Personnel Matters.

An Executive Session was held prior to the Open Session meeting to discuss these items.

REPORTS

A. **SECURITY REPORT**

This item was reviewed and filed.

B. **LANDSCAPE REPORT**

This item was reviewed and filed.

COMMITTEE UPDATE & INVITED GUESTS

A. **PRESIDENT REPORT**

President Carole Bergstein gave a report highlighting many of the latest endeavors undertaken by the Shadow Ridge at Oak Park Board of Directors and management. This report serves as an important vehicle for presenting an overview of the association's progress. Additionally, the Board of Directors aim to aid, strengthen, and extend in every proper and useful manner the work, services and objectives of Shadow Ridge at Oak Park by providing this platform for the membership.

B. MANAGER REPORT

Community Manager Kevin Cooper provided the membership with the following updates:

1. Staircases/Decks: 5728 Oak Bend Lane #310 Back Elevation-(Project Completed 4/14/15) ; 653 Oak Run Trail #308 & #310 -(Plans are awaiting approval from Building and Safety)
2. Twenty-Eight Town Home Stairwell Replacement (First phase (4) stairwells- Construction commenced 4/1/15; Second Phase (8) stairwells are awaiting approval from Building and Safety)
3. Twenty-Eight Major Deck Repairs (Management is currently obtaining proposals to provide the Association with major deck repair services to thirty identified locations)
4. 653 Oak Run Trail #405 (The Board of Directors have approved this location as a pilot-site for a common area breezeway repair service)
5. Guest Parking Conversion (Three (3) "Guest Parking" spaces located on Sutton Crest will be converted to Unmarked/Uncovered parking for residents)
6. Bicycle Rack Installation (The Board of Directors approved the installation of three (3) bicycle racks off Indian Oak Lane, Oak Bend Trail, and Oak Run Trail)
7. Rules and Regulation updates/ Gym Waiver and Release/ Clubhouse Rental Agreement (Officially Adopted 1/20/15)
8. Water Sub Metering (Meter Installation Completed (3/25/15); Anticipated Shut- Off Installation Completion Date 4/21/15)
9. Sub-Metering Resolution (Officially Adopted 1/27/15)
10. Deck Painting/ Water Seal (First Phase-Project Completed by A. Allbright Painting; Management is currently obtaining proposals to provide an additionally identified two hundred thirteen (213) decks with a similar scope of work)
11. Violation walks and follow-ups (Continually in progress)
12. Various roof repairs/restorations (All Board approved inhabitable spaces are complete; Proposals to be reviewed by the Board of Directors)
13. The Board has approved the upper parkway as an area that will be maintained with organic landscape treatments (Organic fertilizers, manual weed control and no non-organic pesticides); additionally, an area has been designated as a site to plant milkweed.
14. Enhancement projects for the Upper Parkway Roundabout/Side Strip/ Upper Entry/Upper Pool & Fitness Center Entrance have been completed/Enhancement project for the area between 697 Sutton Crest & 5744 Oak Bend Lane
15. Valley Crest has begun reseeding the property (All areas have been reseeded with the exception of areas impacted by construction or currently under review for turf removal)
16. Valley Crest Tree Maintenance (Completed first phase of Valley Crest's recommended three-year tree trimming schedule)
17. Golden West Security (Service Began 12/18/14)
18. Damaged Fence Replacement Installation at 624 Indian Oak Lane (Completed)
19. CCTV and Main Line Cleaning (Completed 3/16/15 by Ventura Regional Sanitation District; Meeting to be scheduled w/ VRSD to discuss report)

On-site Maintenance:

1. The association's new onsite maintenance technician is scheduled to begin Wednesday, April 22nd 2015.

FINANCIAL REPORT

Michael Weislik, Treasurer for Shadow Ridge at Oak Park, provided a financial oversight for the association. This report provided highly contextual information clearly communicating the association’s financial and cash position, its adherence to the budget, and allocation of resources toward the accomplishment of our association’s mission.

HOMEOWNER FORUM

Owners in attendance discussed community related issues such as the Townhome Stairwell Construction Project, refuse collection, screen door installations, bicycle racks, and landscaping concerns.

CONSENT CALENDAR

A. APPROVAL OF MINUTES APRIL 2015

A motion was made to approve and accept the April 7, 2015 General Session Meeting Minutes.

B. FINANCIAL STATEMENT MARCH 2015

The Board of Directors approved the March 31, 2015 interim financial reports and bank reconciliations as presented, subject to annual audit. The report reflects a year to date net operating income/ (loss) of \$-31,992.97 and year-to-date reserve funding of \$163,840.07 compared to the year-to-date reserve funding budget of \$163,017.00. The reserves are funded through March 31, 2015. The association has \$445,966.06 in operating funds, which represents 2.54 months of budgeted expenses and reserve contributions. The association has \$1,494,040.34 in reserve funds.

C. LIEN APPROVAL

A motion was made to approve authorization to place liens on the following accounts should the delinquent assessments not be paid within the time period established in the intent to lien letter:

Account Number	Total Amount Due
0153-01	\$419.29

The Board of Directors motioned to approve Consent Calendar items A-C as presented.

Motion: Golds, Second: Sarna, Motion Passed: 4/0

UNFINISHED BUSINESS

A. 5728 OAK BEND LANE #212

The Board of Directors directed management to engage the services of Bill Milham, Community Handyman Services, and the association’s onsite maintenance technician to relocate the master bedroom furniture of the above referenced unit. The furniture must be moved from the master bedroom to allow Aymco Construction to perform the previously approved proposal to provide flooring repair services to this unit.

Motion: Golds, Second: Weislik, Motion Passed: 4/0

Budget: The cost of is to be expended from reserve account 22850, General Renovation Reserve, which as of March 2015 has a balance of \$-41,688.21.

NEW BUSINESS

A. MULCH SITE

The Board of Directors tabled this matter to discuss during the next scheduled Open Session meeting. The Board of Directors requested management to obtain proposals to purchase the fencing material necessary to convert an uncovered/unmarked space into a storage for mulch.

B. LANDSCAPE CHARTER

The Board of Directors tabled this matter to discuss during the next scheduled Open Session meeting.

C. COMMON AREA HOURS

The Board of Directors approved the following common area hours:

MAIN POOL (BEHIND CLUBHOUSE)

Swimming Pool and Spa

Mon. - Fri. 8:00A.M. - 10:00P.M.

Sat. - Sun. 9:00 A.M – 10:00 P.M.

RAQUETBALL CENTER POOL AREA

Swimming Pool and Spa

Mon. - Fri. 8:00A.M. - 10:00P.M.

Sat. - Sun. 9:00 A.M – 10:00 P.M.

Racquetball Building/Courts and Fitness Center

Mon. - Sun. 6:00A.M. - 10:00P.M.

PAVILION/TENNIS COURT AREA

Mon. - Sun. 6:00A.M. - 10:00P.M.

Motion: Golds, Second: Weislik, Motion Passed: 5/0

D. 5717 TACOSA COURT SURFACE AREA DRAINS

The Board of Directors approved the proposal submitted by Valley Crest Landscape Maintenance to upgrade the surface area drains of the above referenced location.

Motion: Golds, Second: Sarna, Motion Passed: 4/0

Budget: The cost of \$700.00 is to be expended from account 15499, Irrigation Repairs, which as of March 2015 has a balance of \$4,700.00.

E. 697 SUTTON CREST TRAIL #406

The Board of Directors approved the proposal submitted by Cragoe Pest Control to provide pest control services to the above referenced address.

Motion: Golds, Second: Sarna, Motion Passed: 4/0

Budget: The cost is to be expended from account 18526, Pest Control, which as of March 2015 has a balance of \$10,200.00.

F. TENNIS COURT RESURFACE AND WIND SCREEN REPLACEMENT

The Board of Directors tabled this matter to discuss during the next scheduled Open Session meeting.

G. INSURANCE RENEWAL

Joseph Cerami was in attendance to discuss the topic of insurance coverage. Joseph Cerami outlined certain provisions included in current insurance policies held by the association (i.e. insurance claim deductible, limited coverage with sewage). Joseph Cerami addressed the responsibility of each homeowner to acquire a personal Homeowner's Insurance policy. The Board of Directors approved to renew the association's current master insurance policy held with Farmers Insurance on a month-to-month basis. Additionally, the Board of Directors approved an Earthquake Insurance Policy with Joseph M. Cerami Insurance Agency which requires a 7.5% deductible in the amount of \$117,698.00.

Motion: Golds, Second: Weislik, Motion Passed: 4/0

Budget: The cost is to be expended from account 19107, Insurance, which as of March 2015 has a balance of \$270,497.00.

NEXT MEETING

The next Board of Directors meeting is scheduled for Tuesday, May, 19 2015 at 7:00 p.m. at the Shadow Ridge Clubhouse.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 9:35 p.m. by Carole Bergstein.

ATTEST:

Carole Bergstein

Date: 05/21/15

**SHADOW RIDGE AT OAK PARK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING –GENERAL SESSION
May 19, 2015 – 7:00 P.M.
SHADOW RIDGE CLUBHOUSE
653 INDIAN OAK LANE, OAK PARK, CALIFORNIA
MINUTES**

CALL TO ORDER

Board President Carole Bergstein called the General Session meeting to order at 7:02 p.m.

PRESENT

President- Carole Bergstein

Vice President- Bernie Golds

Secretary- Penny Sarna

Treasurer- Mike Weislik (Arrived at 9:00 p.m.)

Member at Large- Barry Soltani (Arrived at 7:45 p.m.)

MANAGEMENT REPRESENTATIVES

Kevin Cooper, Community Manager, FirstService Residential

EXECUTIVE SESSION DISCLOSURE

The following items may be addressed in Executive Session in accordance with California Civil Code 1363.05(b): Litigation, Matters related to the formation of Third Party Contracts, Member Discipline, Personnel Matters.

An Executive Session was held prior to the Open Session meeting to discuss these items.

REPORTS

A. SECURITY REPORT

This item was reviewed and filed.

B. LANDSCAPE REPORT

This item was reviewed and filed.

COMMITTEE UPDATE & INVITED GUESTS

A. PRESIDENT REPORT

President Carole Bergstein gave a report highlighting many of the latest endeavors undertaken by the Shadow Ridge at Oak Park Board of Directors and management. This report serves as an important vehicle for presenting an overview of the association's progress. Additionally, the Board of Directors aim to aid, strengthen, and extend in every proper and useful manner the work, services and objectives of Shadow Ridge at Oak Park by providing this platform for the membership.

B. MANAGER REPORT

SITE MANAGER'S REPORT FOR MAY 2015:

1. Staircases/Decks: 5728 Oak Bend Lane #310 Back Elevation-(Project Completed 4/14/15) ; 653 Oak Run Trail #308 & #310 -(Construction currently in Progress)
2. Twenty-Eight Town Home Stairwell Replacement (Eight (8) Stairwells Completed; (4) stairwells are currently under construction; Remaining plans awaiting approval from Building and Safety)
3. Twenty-Eight Major Deck Repairs (The Board of Directors will be reviewing proposals to provide the Association with major deck repair services to twenty-eight identified locations)
4. 653 Oak Run Trail #405 (The Board of Directors have approved this location as a pilot-site for a common area breezeway repair service)
5. Guest Parking Conversion (Three (3) "Guest Parking" spaces located on Sutton Crest will be converted to Unmarked/Uncovered parking for residents)
6. Bicycle Rack Installation (Installation of three (3) bicycle racks off Indian Oak Lane, Oak Bend Trail, and Oak Run Trail currently underway)
7. Rules and Regulation updates/ Gym Waiver and Release/ Clubhouse Rental Agreement (Officially Adopted 1/20/15)
8. Water Sub Metering (Meter Installation Completed (3/25/15); Anticipated Shut- Off Installation Completion Date 4/21/15)
9. Sub-Metering Resolution (Officially Adopted 1/27/15)
10. Deck Painting/ Water Seal (First Phase-Project Completed by A. Allbright Painting; The Board of Directors will be reviewing proposals to provide an additionally identified three-hundred five (305) decks with a similar scope of work)
11. Violation walks and follow-ups (Continually in progress)
12. Various roof repairs/restorations (All Board approved inhabitable spaces are complete; Proposals to be reviewed by the Board of Directors; Additional carport roof repairs are scheduled for the week of May 25th and June 9th)
13. The Board has approved the upper parkway as an area that will be maintained with organic landscape treatments (Organic fertilizers, manual weed control and no non-organic pesticides); additionally, an area has been designated as a site to plant milkweed.
14. Enhancement projects for the Upper Parkway Roundabout/Side Strip/ Upper Entry/Upper Pool & Fitness Center Entrance have been completed/Enhancement project for the area between 697 Sutton Crest & 5744 Oak Bend Lane
15. Valley Crest has begun reseeding the property (All areas have been reseeded with the exception of areas impacted by construction or currently under review for turf removal)
16. Valley Crest Tree Maintenance (Completed first phase of Valley Crest's recommended three-year tree trimming schedule)

On-site Maintenance:

1. Utility Area/ Fire Alarm Access Doors have been painted (Repairs in Progress)
2. Various street sign repairs/ post replacements (Repairs In Progress)
3. Street lamppost and bollards/ Handrails/ Fire Hydrants/ Curbs/ Barrier Posts/ Fencing (Process of being painted)
4. Townhome Fire Exit Door Lock Installation (Currently In Progress)
5. On-site porter personnel (Applications currently under review)

HOMEOWNER FORUM

Owners in attendance discussed community related issues such as the Townhome Stairwell Construction Project, homeowner violations, feeding of wild animals, and landscaping concerns.

CONSENT CALENDAR

A. APPROVAL OF MINUTES APRIL 2015

A motion was made to approve and accept the April 21, 2015 General Session Meeting Minutes.

B. FINANCIAL STATEMENT APRIL 2015

The Board of Directors approved the April 30, 2015 interim financial reports and bank reconciliations as presented, subject to annual audit. The report reflects a year to date net operating income/ (loss) of \$-104,397.80 and year-to-date reserve funding of \$218,493.65 compared to the year-to-date reserve funding budget of \$217,356.00. The reserves are funded through April 30, 2015. The association has \$532,600.12 in operating funds, which represents 3.03 months of budgeted expenses and reserve contributions. The association has \$1,517,865.12 in reserve funds.

C. LIEN APPROVAL

A motion was made to approve authorization to place liens on the following accounts should the delinquent assessments not be paid within the time period established in the intent to lien letter:

Account Number	Total Amount Due
0201-BO	\$808.00
0334-01	\$1,095.51
0391-01	\$409.00
0398-03	\$422.13

The Board of Directors motioned to approve Consent Calendar items A-C as presented.

Motion: Golds, Second: Sarna, Motion Passed: 4/0

D. FORECLOSURE DOCUMENTATION

Per California Civil Code 5705(c), this item serves to document action taken by the board in executive session to involve the association's collection attorney in delinquent account proceedings, which may result in foreclosure action by the association against the properties mentioned below:

APN
801-0-250-135

The Board of Directors motioned to approve Consent Calendar items A-D as presented.

Motion: Golds, Second: Sarna, Motion Passed: 4/0

UNFINISHED BUSINESS

A. LANDSCAPE CHARTER

The Board of Directors tabled this matter until further notice.

B. TENNIS COURT RESURFACE AND WIND SCREEN REPLACEMENT

The Board of Directors tabled this matter to discuss during the next scheduled Open Session meeting.

NEW BUSINESS

A. 624 INDIAN OAK LANE #104

The Board of Directors approved the proposal submitted by Aymco Construction to provide deck header beam replacement services to the above referenced location.

Motion: Golds, Second: Sarna, Motion Passed: 4/0

Budget: The cost of \$1,638.17 is to be expended from reserve account 22850, General Renovation Reserve, which as of April 2015 has a balance of \$-56,904.09.

B. 5785 OAK BANK TRAIL

The Board of Directors approved the proposal submitted by Aymco Construction to provide an accessible sidewalk ramp to the above referenced location.

Motion: Golds, Second: Sarna, Motion Passed: 4/0

Budget: The cost of \$1,662.19 is to be expended from reserve account 22850, General Renovation Reserve, which as of April 2015 has a balance of \$-56,904.09.

C. 5799 FREEBIRD LANE #106

The Board of Directors approved the proposal submitted by Aymco Construction to provide patio repair services to the above referenced location.

Motion: Golds, Second: Sarna, Motion Passed: 4/0

Budget: The cost of \$1,260.17 is to be expended from reserve account 22850, General Renovation Reserve, which as of April 2015 has a balance of \$-56,904.09.

D. BRUSH CLEARANCE

The Board of Directors approved the proposal submitted by Valley Crest Landscape Maintenance to remove all necessary vegetation per the Fire Department's specifications.

Motion: Golds, Second: Sarna, Motion Passed: 4/0

Budget: The cost of \$11,200.00 is to be expended from reserve account 23112, Landscape, which as of April 2015 has a balance of \$17,373.03.

E. PRIVACY FENCING

The Board of Directors tabled this matter to discuss during the next scheduled Open Session meeting.

F. CONDOMINIUM STAIRCASE REPLACEMENT

Initially, the Board of Directors tabled this matter to discuss during the next scheduled Open Session meeting. However, after the arrival of Director Mike Weislik, this item was revisited. The Board of Directors approved the proposal submitted by Aymco Construction to provide condominium staircase replacement services to 631 Oak Run Trail #308.

Motion: Golds, Second: Weislik, Motion Passed: 5/0

Budget: The cost of \$41,537.93 is to be expended from reserve account 22850, General Renovation Reserve, which as of April 2015 has a balance of \$-56,904.09.

G. TOWNHOUSE DRIP LINE IRRIGATION

The Board of Directors tabled this matter to discuss during the next scheduled Open Session meeting.

H. STEP FOOTING REPLACEMENT

The Board of Directors approved the proposal submitted by Aymco Construction to provide step footing replacement services to 624 Indian Oak Lane #104 and 640 Indian Oak Lane #101.

Motion: Golds, Second: Weislik, Motion Passed: 5/0

Budget: The cost of \$2,085.00 is to be expended from reserve account 22850, General Renovation Reserve, which as of April 2015 has a balance of \$-56,904.09.

I. BACKFLOW CERTIFICATION

The Board of Directors approved the proposal submitted by Accurate Backflow Testing and Valve Repair to provide backflow certification services to the Association.

Motion: Golds, Second: Sarna, Motion Passed: 4/0

Budget: The cost of \$780.00 is to be expended from account 18771, Backflow Device Test, which as of April 2015 has a balance of \$3,000.00.

J. ENTRY ROUNDABOUT LIGHTING REPAIR

The Board of Directors approved the proposal submitted by Kremin Electric to provide lighting repair services to the above referenced location.

Motion: Golds, Second: Sarna, Motion Passed: 4/0

Budget: The cost of \$1,380.00 is to be expended from reserve account 23113, Lighting, which as of April 2015 has a balance of \$15,269.76.

K. DECK PAINTING

The Board of Directors requested a revised proposal by Ferris Painting to provide deck painting services to three-hundred five (305) identified decks at a cost of \$25,000.00.

L. 637 INDIAN OAK LANE #104

The Board of Directors approved the proposal submitted by Aymco Construction to provide temporary platform installation services to the above referenced location.

Motion: Golds, Second: Sarna, Motion Passed: 4/0

Budget: The cost of \$1,085.11 is to be expended from reserve account 22850, General Renovation Reserve, which as of April 2015 has a balance of \$-56,904.09.

M. TENNIS COURT PAINTING

The Board of Directors tabled this matter until further notice.

N. DECK REPLACEMENT

The Board of Directors tabled this matter to discuss during the next scheduled Open Session meeting.

O. HOMEOWNER REQUEST- 631 OAK RUN TRAIL #204

The Board of Directors approved the homeowner's reimbursement request, in the amount of \$65.00, to cover the expense of an association maintained plumbing repair to the above referenced unit.

Motion: Golds, Second: Weislik, Motion Passed: 5/0

Budget: The cost of \$65.00 is to be expended from account 18537, Plumbing, which as of April 2015 has a balance of \$23,365.53.

P. HOMEOWNER REQUEST- 5837 OAK BEND LANE #105

The Board of Directors approved the homeowner's reimbursement request, in the amount of \$121.67, to cover the expense of an association maintained plumbing repair to the above referenced unit.

Motion: Golds, Second: Sarna, Motion Passed: 5/0

Budget: The cost of \$121.67 is to be expended from account 18537, Plumbing, which as of April 2015 has a balance of \$23,365.53.

Q. HOMEOWNER REQUEST- 5728 OAK BEND LANE #309

The Board of Directors approved the homeowner's waiver request, in the amount of \$50.00, for the cost of a Common Area Fob.

Motion: Golds, Second: Sarna, Motion Passed: 5/0

NEXT MEETING

The next Board of Directors meeting is scheduled for Tuesday, May, 26 2015 at 5:00 p.m. at the Shadow Ridge Clubhouse.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 9:21 p.m. by Carole Bergstein.

ATTEST:

Carole Bergstein

Date: 06-24-16

**SHADOW RIDGE AT OAK PARK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING –GENERAL SESSION
May 26, 2015 – 5:00 P.M.
SHADOW RIDGE CLUBHOUSE
653 INDIAN OAK LANE, OAK PARK, CALIFORNIA
MINUTES**

CALL TO ORDER

Board President Carole Bergstein called the General Session meeting to order at 5:12 p.m.

PRESENT

President- Carole Bergstein
Vice President- Bernie Golds
Secretary- Penny Sarna
Member at Large- Barry Soltani (Arrived at 5:22 p.m.)

ABSENT

Treasurer- Mike Weislik

MANAGEMENT REPRESENTATIVES

Kevin Cooper, Community Manager, FirstService Residential

INVITED GUESTS

A. VALLEY CREST LANDSCAPE MAINTENANCE

Scott Godfrey and Trevor Niemerow of Valley Crest Landscape Maintenance were in attendance to discuss the updated agronomic plan. The Board of Directors reviewed the newly implemented “rolling” action item list which assists in tracking all landscaping endeavors. Furthermore, the Board of Directors and Valley Crest Landscape Maintenance will reconvene and review the progress, assess what level has been reached, and discuss what it will take to sustain and grow even further.

UNFINISHED BUSINESS

A. DECK PAINTING

The Board of Directors approved the proposal submitted by Ferris Painting to provide deck painting services to three-hundred five (305) identified locations.

Motion: Golds, Second: Sarna, Motion Passed: 3/1 (Nays: Soltani)

Budget: The cost of \$26,000.00 is to be expended from reserve account 23001, General Paint Reserve, which as of April 2015 has a balance of \$71,713.67.

NEW BUSINESS

A. 5805 OAK BEND LANE #412

The Board of Directors approved the proposal submitted by Aymco Construction to provide deck header beam replacement services to the above referenced location.

Motion: Golds, Second: Sarna, Motion Passed: 4/0

Budget: The cost is to be expended from account 18526, Pest Control, which as of April 2015 has a balance of \$9,035.00.

NEXT MEETING

The next Board of Directors meeting is scheduled for Tuesday, June, 16 2015 at 7:00 p.m. at the Shadow Ridge Clubhouse.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 6:17 p.m. by Carole Bergstein.

ATTEST:

Carole Bergstein

Date: 06-24-15

**SHADOW RIDGE AT OAK PARK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING –GENERAL SESSION
June 3, 2015 – 9:00 P.M.
SHADOW RIDGE CLUBHOUSE
653 INDIAN OAK LANE, OAK PARK, CALIFORNIA
MINUTES**

CALL TO ORDER

Board President Carole Bergstein called the General Session meeting to order at 9:01 a.m.

PRESENT

President- Carole Bergstein
Vice President- Bernie Golds
Secretary- Penny Sarna

ABSENT

Treasurer- Mike Weislik
Member at Large- Barry Soltani

MANAGEMENT REPRESENTATIVES

Kevin Cooper, Community Manager, FirstService Residential

NEW BUSINESS

A. 653 OAK RUN TRAIL #310

The Board of Directors approved the proposal submitted by Aymco Construction to provide stairwell stringer replacement services to the above referenced location.

Motion: Golds, Second: Sarna, Motion Passed: 3/0

Budget: The cost of 1,645.18 is to be expended from reserve account 22850, General Renovation Reserve, which as of April 2015 has a balance of \$-56,904.09.

B. STEP FOOTING REPLACEMENT

The Board of Directors approved the proposal submitted by Aymco Construction to provide step footing replacement services to 5796 Freebird Lane #104 and 5780 Freebird Lane #101.

Motion: Golds, Second: Sarna, Motion Passed: 3/0

Budget: The cost of \$2,085.00 is to be expended from reserve account 22850, General Renovation Reserve, which as of April 2015 has a balance of \$-56,904.09.

C. BACKFLOW CERTIFICATION

The Board of Directors approved the proposal submitted by Clarke Backflow Testing and Valve Repair to provide backflow repair services to the Association.

Motion: Golds, Second: Sarna, Motion Passed: 3/0

Budget: The cost of \$1,908.28 is to be expended from account 18771, Backflow Device Test, which as of April 2015 has a balance of \$3,000.00.

D. 5728 OAK BEND LANE #108

The Board of Directors approved the proposal submitted by Heys Plumbing to provide gas line leak repair services to the above referenced location.

Motion: Golds, Second: Sarna, Motion Passed: 3/0

Budget: The cost of \$4,520.00 is to be expended from reserve account 23129, Plumbing Reserve, which as of April 2015 has a balance of \$-7,573.85.

NEXT MEETING

The next Board of Directors meeting is scheduled for Tuesday, June, 16 2015 at 7:00 p.m. at the Shadow Ridge Clubhouse.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 9:15 p.m. by Carole Bergstein.

ATTEST:

Carole Bergstein

Date: 06-24-15

**SHADOW RIDGE AT OAK PARK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING –GENERAL SESSION
June 16, 2015 – 7:00 P.M.
SHADOW RIDGE CLUBHOUSE
653 INDIAN OAK LANE, OAK PARK, CALIFORNIA
MINUTES**

CALL TO ORDER

Board President Carole Bergstein called the General Session meeting to order at 7:03 p.m.

PRESENT

President- Carole Bergstein
Vice President- Bernie Golds
Secretary- Penny Sarna
Treasurer- Mike Weislik
Member at Large- Barry Soltani

MANAGEMENT REPRESENTATIVES

Kevin Cooper, Community Manager, FirstService Residential

EXECUTIVE SESSION DISCLOSURE

The following items may be addressed in Executive Session in accordance with California Civil Code 1363.05(b): Litigation, Matters related to the formation of Third Party Contracts, Member Discipline, Personnel Matters.

An Executive Session was held prior to the Open Session meeting to discuss these items.

REPORTS

A. SECURITY REPORT

This item was reviewed and filed.

B. LANDSCAPE REPORT

This item was reviewed and filed.

COMMITTEE UPDATE & INVITED GUESTS

A. PRESIDENT REPORT

President Carole Bergstein gave a report highlighting many of the latest endeavors undertaken by the Shadow Ridge at Oak Park Board of Directors and management.

B. MANAGER REPORT

Community Manager Kevin Cooper provided the membership with the following updates:

1. Staircases: 653 Oak Run Trail #308 & #310 – (Anticipated Completion Date 6/30/15);
631 Oak Run Trail #308 – (The Board of Directors approved stairwell replacement)
2. Twenty-Eight Town Home Stairwell Replacement: (Twenty Stairwells anticipated to be completed by 6/30/15)

3. Twenty-Eight Major Deck Repairs (The Board of Directors are in the process of reviewing proposals to provide the Association with major deck repair services to twenty-eight identified locations)
4. 653 Oak Run Trail #405 (The Board of Directors have approved this location as a pilot-site for a common area breezeway repair service; Awaiting start date from Aymco Construction)
5. Guest Parking Conversion (Three (3) "Guest Parking" spaces located on Sutton Crest will be converted to Unmarked/Uncovered parking for residents)
6. Bicycle Rack Installation Completed (Installation of three (3) bicycle racks off Indian Oak Lane, Oak Bend Trail, and Oak Run Trail)
7. Deck Painting/ Water Seal (First Phase-Project Completed by A. Allbright Painting; The Board of Directors approved a proposal to provide an additionally identified three-hundred five (305) decks with a similar scope of work; Work to be completed by Ferris Painting; Awaiting Start Date)
8. Violation walks and follow-ups (Continually in progress)
9. Various carport roof repairs/restorations (Carports 931-936, 1035-1038, 1059-1064, 1093-1100- Repairs Completed)
10. Irrigation Upgrades for Tascosa Ct. (Completed 6/11/15)
11. Enhancement projects for the Upper Parkway Roundabout/Side Strip/ Upper Entry/Upper Pool & Fitness Center Entrance have been completed/Enhancement project for the area between 697 Sutton Crest & 5744 Oak Bend Lane
12. Valley Crest has completed the reseeding the property (All areas have been reseeded with the exception of areas impacted by construction or currently under review for turf removal)
13. Valley Crest Tree Maintenance (Completed first phase of Valley Crest's recommended three-year tree trimming schedule)

On-site Maintenance:

1. Common Area Painting- Clubhouse and Raquetball Center (Currently in Progress)
2. Various street sign repairs/ post replacements (New Sign Installations at Oak Bend Lane, Parkside Ct, Indian Oak Lane, and Tascosa Ct)
3. Street lamppost and bollards/ Handrails/ Fire Hydrants/ Curbs/ Barrier Posts/ Fencing (Process of being painted)
4. Townhome Fire Exit Door Lock Installation (Currently In Progress)
5. On-site porter personnel (Applications currently under review)

FINANCIAL REPORT

Michael Weislik, Treasurer for Shadow Ridge at Oak Park, provided a financial oversight for the association. This report provided highly contextual information clearly communicating the association's financial and cash position, its adherence to the budget, and allocation of resources toward the accomplishment of our association's mission.

HOMEOWNER FORUM

Owners in attendance discussed community related issues such as the installation of rain gutters, domestic animal capacity, common area temperature control, and landscaping concerns.

CONSENT CALENDAR

A. APPROVAL OF MINUTES MAY 2015

A motion was made to approve and accept the May 19, 2015 General Session Meeting Minutes.

B. APPROVAL OF MINUTES MAY 2015

A motion was made to approve and accept the May 26, 2015 General Session Meeting Minutes.

C. APPROVAL OF MINUTES JUNE 2015

A motion was made to approve and accept the June 3, 2015 General Session Meeting Minutes.

D. FINANCIAL STATEMENT MARCH 2015

The Board of Directors approved the May 31, 2015 interim financial reports and bank reconciliations as presented, subject to annual audit. The report reflects a year to date net operating income/ (loss) of \$-47,083.50 and year-to-date reserve funding of \$273,162.35 compared to the year-to-date reserve funding budget of \$271,695.00. The reserves are funded through May 31, 2015. The association has \$369,540.94 in operating funds, which represents 2.10 months of budgeted expenses and reserve contributions. The association has \$1,509,855.76 in reserve funds.

E. LIEN APPROVAL

A motion was made to approve authorization to place liens on the following accounts should the delinquent assessments not be paid within the time period established in the intent to lien letter:

Account Number	Total Amount Due
0053-01	\$399.00
0076-01	\$409.00
0097-01	\$409.00
0352-01	\$468.49
0421-01	\$409.00

F. FORECLOSURE APPROVAL

Per California Civil Code 5705(c), this item serves to document action taken by the board in executive session to involve the association's collection attorney in delinquent account proceedings, which may result in foreclosure action by the association against the properties mentioned below:

APN
801-0-200-225
801-0-230-555

The Board of Directors motioned to approve Consent Calendar items A-F as presented.

Motion: Golds, Second: Sarna, Motion Passed: 5/0

UNFINISHED BUSINESS

A. TENNIS COURT RESURFACING ANDN WINDSCREEN REPLACEMENT

The Board of Directors approved the proposal submitted by Taylor Tennis Courts INC. to provide the Association with tennis court resurfacing and windscreen replacement services.

Motion: Golds, Second: Weislik, Motion Passed: 5/0

Budget: The cost of \$6,930.00 is to be expended from reserve account 23001, Paint Reserve, which as of March 2015 has a balance of \$77,476.67 and 22992, Furnishings/Equipment Reserve which as of May 2015 has a balance of \$7,586.53.

B. DECK REPLACEMENT

The Board of Directors approved the proposal submitted by DM Construction to provide deck replacement services to the following twenty-eight (28) identified locations:

631 Oak Run Trail- #310, #311, #312 (L)
653 Oak Run Trail- #208, #302, #308, #309, #402,
675 Oak Run Trail- #310 (L)
697 Sutton Crest Trail- #209, #210 (L), #303 (L), #306 (L), #310 (L), #401 (L), #403 (L), #404, #406 (L)
5728 Oak Bend Lane- #303, #306 (L), #406 (L)
5744 Oak Bend Lane- #211, #309 (L) #311
5805 Oak Bend Lane- #301 (L), #305
5837 Oak Bend Lane- #310, #408

Motion: Weislik, Second: Sarna, Motion Passed: 5/0

Budget: The cost of \$405,091.90 is to be expended from reserve account 23140, Deck Reserve, which as of May 2015 has a balance of \$1,111,939.46.

C. TOWNHOUSE DRIP LINE IRRIGATION

The Board of Directors approved the proposal submitted by Valley Crest Landscape Maintenance to provide drip line irrigation installation services to the following addresses:

5782 Oak Bank Trail
5798 Oak Bank Trail
5785 Oak Bank Trail
624 Indian Oak Lane
640 Indian Oak Lane
672 Indian Oak Lane
5816 Free Bird Lane
5796 Free Bird Lane
5780 Free Bird Lane
5799 Free Bird Lane
685 Parkside Court
5824 Oak Bend Lane
684 Sutton Crest Trail
5717 Tascosa Court

Motion: Weislik, Second: Sarna, Motion Passed: 5/0

Budget: The cost of \$8,940.00 is to be expended from reserve account 23112, Landscape Repair, which as of May 2015 has a balance of \$14,427.64.

NEW BUSINESS

A. DRAFT AUDIT

The Board of Directors approved the draft audit report of Shadow Ridge at Oak Park's financial records presented by Vanderpol and Company.

Motion: Weislik, Second: Golds, Motion Passed: 5/0

B. CARPORT ROOF REPAIRS

The Board of Directors approved the proposal submitted by Advanced Roof Systems and Construction to provide carport roof repair services to the following locations: Carports #757-#760, #795- #798, #937- #940, #995- #1000

Motion: Golds, Second: Sarna, Motion Passed: 5/0

Budget: The cost of \$24,000 is to be expended from reserve account 23054, Carport Reserve, which as of May 2015 has a balance of \$-2,000.00.

C. WEATHERTRAK

The Board of Directors tabled this matter until further notice.

D. FITNESS CENTER CARPET REPLACEMENT

The Board of Directors approved the proposal submitted by Magic Maintenance to provide carpet replacement services to the Association's fitness center.

Motion: Weislik, Second: Sarna, Motion Passed: 5/0

Budget: The cost of \$2,875.00 is to be expended from reserve account 22992, Furnishings, which as of May 2015 has a balance of \$7,586.53.

E. 653 OAK RUN TRAIL #210

The Board of Directors have requested management to arrange an inspection of the above referenced unit's decks with DM Construction and provide feedback.

F. TRASH SITE LOCATION

The Board of Directors have granted Aymco Construction authorization to utilize the three "Guest Parking" spaces next to Carport Space #953. Additionally, the Board of Directors have requested Aymco Construction to relocate their staging site, currently located next to 5728 Oak Bend Lane, to the unmarked/uncovered spaces next to Carport Space #855.

Motion: Weislik, Second: Golds, Motion Passed: 5/0

G. HOMEOWNER REQUEST- 5805 OAK BEND LANE #104

The Board of Directors approved the homeowner's reimbursement request, in the amount of \$218.00, to cover the expense of an association maintained plumbing repair to the above referenced unit.

Motion: Golds, Second: Sarna, Motion Passed: 5/0

Budget: The cost of \$218.00 is to be expended from account 18537, Plumbing, which as of May 2015 has a balance of \$-5,747.85.

H. HOMEOWNER REQUEST- 5805 OAK BEND LANE #104

The Board of Directors approved the homeowner's reimbursement request, in the amount of \$218.00, to cover the expense of an association maintained plumbing repair to the above referenced unit.

Motion: Golds, Second: Sarna, Motion Passed: 5/0

Budget: The cost of \$218.00 is to be expended from account 18537, Plumbing, which as of May 2015 has a balance of \$-5,747.85.

I. 5728 OAK BEND LANE #212

The Board of Directors approved the rental of a storage container that will be used, throughout the duration of the previously approved flooring repair, to store the personal items of the above referenced unit's homeowner. The storage pod would be located next to 5728 Oak Bend Lane.

Motion: Golds, Second: Weislik, Motion Passed: 5/0

Budget: The cost of \$466.00 is to be expended from reserve account 22850, General Renovation Reserve, which as of May 2015 has a balance of \$-208,973.72.

J. 5816 FREEBIRD LANE #104

The Board of Directors approved the proposal submitted by Aymco Construction to provide step footing replacement services to the above referenced address.

Motion: Golds, Second: Weislik, Motion Passed: 5/0

Budget: The cost of \$1,042.50 is to be expended from reserve account 22850, General Renovation Reserve, which as of May 2015 has a balance of \$-208,973.72.

K. STEPPING STONE INSTALLATION

The Board of Directors requested management to obtain additional pricing for stepping stones.

L. 5717 TASCOSA CT.

The Board of Directors approved the proposal submitted by Valley Crest Landscape Maintenance to provide landscape enhancement services 5785 Oak Bank Trail #105-#108

Motion: Weislik, Second: Sarna, Motion Passed: 5/0

Budget: The cost of \$ is to be expended from reserve account 23112, Landscape Repair, which as of May 2015 has a balance of \$14,427.64.

M. FREEBIRD LANE LANDSCAPE SLOPES

The Board of Directors tabled this matter until further notice.

N. SEWER RELIEF VALVE INSTALLATION

The Board of Directors requested management to arrange a meeting with a representative from Heys Plumbing to discuss the proposal to provide sewer relief valve installation services.

NEXT MEETING

The next Board of Directors meeting is scheduled for Tuesday, July, 21 2015 at 7:00 p.m. at the Shadow Ridge Clubhouse.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 9:56 p.m. by Carole Bergstein.

ATTEST:

Carole Bergstein

Date: 07/01/15

**SHADOW RIDGE AT OAK PARK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING –GENERAL SESSION
June 30, 2015 – 5:30 P.M.
SHADOW RIDGE CLUBHOUSE
653 INDIAN OAK LANE, OAK PARK, CALIFORNIA
MINUTES**

CALL TO ORDER

Board President Carole Bergstein called the General Session meeting to order at 5:38 p.m.

PRESENT

President- Carole Bergstein
Vice President- Bernie Golds (Departed at 6:07 P.M.)
Secretary- Penny Sarna
Treasurer- Mike Weislik
Member at Large- Barry Soltani

MANAGEMENT REPRESENTATIVES

Kevin Cooper, Community Manager, FirstService Residential

EXECUTIVE SESSION DISCLOSURE

The following items may be addressed in Executive Session in accordance with California Civil Code 1363.05(b): Litigation, Matters related to the formation of Third Party Contracts, Member Discipline, Personnel Matters.

An Executive Session was held prior to the Open Session meeting to discuss these items.

COMMITTEE UPDATE & INVITED GUESTS

A. FIRSTSERVICE RESIDENTIAL

The Board of Directors rescheduled the meeting with FirstService Residential until a later date.

NEW BUSINESS

A. APPROVAL OF MINUTES JUNE 2015

A motion was made to approve and accept the June 16, 2015 General Session Meeting Minutes.

Motion: Golds, Second: Sarna, Motion Passed: 5/0

B. 653 OAK RUN TRAIL #205

The Board of Directors approved the proposal submitted by Bill Milham of Community Handyman Services to provide drywall repair services to the above referenced address.

Motion: Golds, Second: Sarna, Motion Passed: 5/0

Budget: The cost of \$816.00 is to be expended from reserve account 22850, General Renovation Reserve, which as of May 2015 has a balance of \$-208,973.72.

C. 5717 TASCOSA CT. #103

The Board of Directors approved the homeowner's reimbursement request, in the amount of \$175.00, to cover the installation expense of a shutoff valve for the above referenced unit. The Board of Directors denied the homeowner's reimbursement request, in the amount of \$133.76, to cover the expense of a plumbing repair to the above referenced unit.

Motion: Weislik, Second: Soltani, Motion Passed: 5/0

Budget: The cost of \$175.00 is to be expended from account 18537, Plumbing, which as of May 2015 has a balance of \$-5,747.85.

D. 5837 OAK BEND LANE #205

The Board of Directors approved the proposal submitted by Aymco Construction to provide dry rot framing and subfloor plywood repair services to the above referenced address.

Motion: Golds, Second: Weislik, Motion Passed: 5/0

Budget: The cost of \$1,860.17 is to be expended from reserve account 22850, General Renovation Reserve, which as of May 2015 has a balance of \$-208,973.72.

E. 685 PARKSIDE CT. #101

The Board of Directors approved the proposal submitted by Aymco Construction to provide deck header replacement services to the above referenced address.

Motion: Golds, Second: Weislik, Motion Passed: 5/0

Budget: The cost of \$1,638.17 is to be expended from reserve account 22850, General Renovation Reserve, which as of May 2015 has a balance of \$-208,973.72.

F. 5744 OAK BEND LANE #112, #201, #212, #312, #301

The Board of Directors approved the proposal submitted by Restoration Management Company to provide water mitigation and dry out services to the above referenced address.

Motion: Golds, Second: Sarna, Motion Passed: 5/0

Budget: The cost of \$10,731.85 is to be expended from account 18772, Mold Remediation, which as of May 2015 has a balance of \$10,905.96.

NEXT MEETING

The next Board of Directors meeting is scheduled for Tuesday, July, 21 2015 at 7:00 p.m. at the Shadow Ridge Clubhouse.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 6:56 p.m. by Carole Bergstein.

ATTEST:

Carole Bergstein

Date: 07/25/15

**SHADOW RIDGE AT OAK PARK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING –GENERAL SESSION
July 21, 2015 – 7:00 P.M.
SHADOW RIDGE CLUBHOUSE
653 INDIAN OAK LANE, OAK PARK, CALIFORNIA
MINUTES**

CALL TO ORDER

Board President Carole Bergstein called the General Session meeting to order at 7:20 p.m.

PRESENT

President- Carole Bergstein
Secretary- Penny Sarna
Member at Large- Barry Soltani

ABSENT

Vice President- Bernie Golds
Treasurer- Mike Weislik

MANAGEMENT REPRESENTATIVES

Kevin Cooper, Community Manager, FirstService Residential

EXECUTIVE SESSION DISCLOSURE

The following items may be addressed in Executive Session in accordance with California Civil Code 1363.05(b): Litigation, Matters related to the formation of Third Party Contracts, Member Discipline, Personnel Matters.

An Executive Session was held prior to the Open Session meeting to discuss these items.

REPORTS

A. **SECURITY REPORT**

This item was reviewed and filed.

B. **LANDSCAPE REPORT**

This item was reviewed and filed.

COMMITTEE UPDATE & INVITED GUESTS

A. **PRESIDENT REPORT**

President Carole Bergstein gave a report highlighting many of the latest endeavors undertaken by the Shadow Ridge at Oak Park Board of Directors and management.

B. **MANAGER REPORT**

Community Manager Kevin Cooper provided the membership with the following updates:

1. Condominium Staircase: 653 Oak Run Trail #308 & #310 – (Project Completed); 631 Oak Run Trail #308 – (Project began 7/13/15)

2. Twenty-Eight Town Home Stairwell Replacement: (Anticipated Completion 08/2015)
3. Twenty-Eight Major Deck Repairs (DM Construction approved contractor; Plans currently awaiting approval from Building and Safety)
4. 653 Oak Run Trail #405- Breezeway Repair and Painting-(Project Completed)
5. Deck Painting/ Water Seal (Project started July 8th, 50% Completed)
6. Violation walks and follow-ups (Continually in progress)- Improper Storage on Patios (Privacy Screens, Sports Equipment, etc.), Dogs off leash, Barking Dogs
7. Various carport roof repairs/restorations (Carports #757- #760, #795- #798 (This carport bank includes 2 unnumbered spaces; There are six spaces total), #937- #940, #995- #1000)
8. Tennis Court Resurface and Windscreen Replacement- (Approved by Board of Directors, Anticipated Start Date August 10th)
9. Fitness Center- (Board of Directors approved carpet replacement, Anticipated start date August 6th, Fitness Center will be closed August 5th – 7th)
10. Drip Line Irrigation Installation- (Board of Directors have approved the installation of a drip line irrigation system at all 19 Townhome Buildings for Unit #101- #104)
11. Brush Clearance- (Project has been Completed; Awaiting inspection with Fire Department)
12. The Board of Directors have approved a landscape enhancement project for 5785 Oak Bank Trail #105- #108

On-site Maintenance:

1. Repaired and Painted Light Poles: 7-26,50,51
2. Repaired and Painted Bollard Lights: B1-B12, B30
3. Fire Escape Handles Installed: 5824 Oak Bend Lane #101 & #104; 672 Indian Oak Lane #101; 684 Sutton Crest Trail #101
4. Replaced Dog Station Trash Receptacle located at 640 Indian Oak Lane
5. Painted Handrails at 5785 Oak Bend Lane #101; 637 Indian Oak Lane #105
6. Painted Door at 653 Oak Run Trail #211
7. Painted Deck and Garage Entry Door at 637 Indian Oak Lane #104
8. Touched up paint at Racquetball Courts, Gym, and Bathrooms
9. Touched up paint at Clubhouse
10. Replaced and grouted tiles at upper pool bathrooms and showers
11. Replaced timer switch in Men's Sauna
12. Replaced Gate closer at lower pool
13. Installed hose clamp on washer discharge line at 697 Sutton Crest Trail #112; 653 Oak Run Trail #205; 5744 Oak Bend Lane #108
14. Patched and Painted stucco on patio of 631 Oak Run Trail #212
15. Replaced shower head at lower pool

FINANCIAL REPORT

Kevin Cooper, Community Manager for Shadow Ridge at Oak Park, provided a financial oversight for the association. This report provided highly contextual information clearly

communicating the association's financial and cash position, its adherence to the budget, and allocation of resources toward the accomplishment of our association's mission.

HOMEOWNER FORUM

Owners in attendance discussed community related issues such as the smoking in the common areas, fitness equipment repairs, deck painting, short-term rentals and landscaping concerns.

CONSENT CALENDAR

A. APPROVAL OF MINUTES JUNE 2015

A motion was made to approve and accept the June 30, 2015 General Session Meeting Minutes.

Motion: Sarna, Second: Soltani, Motion Passed: 3/0

B. FINANCIAL STATEMENT JUNE 2015

The Board of Directors tabled this matter to be discussed during the next scheduled Open Session meeting.

C. LIEN APPROVAL

A motion was made to approve authorization to place liens on the following accounts should the delinquent assessments not be paid within the time period established in the intent to lien letter:

Account Number	Total Amount Due
0110-01	\$419.00
0128-02	\$409.00
0245-02	\$409.00
0291-01	\$590.67
0308-01	\$409.00
0399-02	\$8,397.76

D. FORECLOSURE APPROVAL

Per California Civil Code 5705(c), this item serves to document action taken by the board in executive session to involve the association's collection attorney in delinquent account proceedings, which may result in foreclosure action by the association against the properties mentioned below:

APN
801-0-240-445
801-0-220-125

Motion: Sarna, Second: Soltani, Motion Passed: 3/0

UNFINISHED BUSINESS

A. Freebird Slope Landscape Enhancement

The Board of Directors tabled this matter. Additionally, the Board of Directors requested management to obtain additional pricing for the proposed landscape services.

B. 5744 Oak Bend Lane #112, #201, #212, #312

The Board of Directors approved the proposal submitted by Aymco Construction to provide reconstruction services to the above referenced addresses.

Motion: Soltani, Second: Sarna, Motion Passed: 3/0

Budget: The cost of \$6,361.10 is to be expended from reserve account 22850, General Renovation Reserve, which as of June 2015 has a balance of \$-211,415.85.

NEW BUSINESS

A. 640 INDIAN OAK LANE #105

The Board of Directors tabled this matter. Additionally, the Board of Directors requested management to obtain additional pricing for the proposed landscape services.

B. RECLAIMED IRRIGATION VALVE COVER REPLACEMENT

The Board of Directors approved the proposal submitted by Valley Crest Landscape Maintenance to provide reclaimed irrigation valve cover replacement services to forty-three identified locations.

Motion: Soltani, Second: Sarna, Motion Passed: 3/0

Budget: The cost of \$750.00 is to be expended from reserve account 23112, Landscape Repair, which as of June 2015 has a balance of \$16,184.64.

C. STEP FOOTING REPLACEMENT AND DECK HEADER BEAM REPLACEMENT

The Board of Directors approved the proposal submitted by Aymco Construction to provide step footing replacement services to 5824 Oak Bend Lane #101 and deck header beam replacement services to 685 Parkside Court #104.

Motion: Sarna, Second: Soltani, Motion Passed: 3/0

Budget: The cost of \$2,680.67 is to be expended from reserve account 22850, General Renovation Reserve, which as of June 2015 has a balance of \$-211,415.85.

D. 624 INDIAN OAK LANE #102

The Board of Directors approved the homeowner's reimbursement request, in the amount of \$465.00, to cover the expense of an association maintained plumbing repair to the above referenced unit.

Motion: Soltani, Second: Sarna, Motion Passed: 3/0

Budget: The cost of \$465.00 is to be expended from account 18537, Plumbing, which as of June 2015 has a balance of \$-1,589.68.

E. PHASE 2 TREE TRIMMING

The Board of Directors tabled this matter. Additionally, the Board of Directors requested management to obtain additional pricing for the proposed landscape services.

F. BANKING RECOMMENDATIONS

The Board of Directors tabled this matter.

G. DECK COATING REPLACEMENT

The Board of Directors tabled this matter.

H. RAIN GUTTER INSTALLATION

The Board of Directors approved the proposal submitted by Aymco Construction to provide rain gutter installation services to 5717 Tascosa Court #101 and 5785 Oak Bank Trail #101.

Motion: Sarna, Second: Soltani, Motion Passed: 3/0

Budget: The cost of \$1,277.80 is to be expended from reserve account 22850, General Renovation Reserve, which as of June 2015 has a balance of \$-211,415.85.

NEXT MEETING

The next Board of Directors meeting is scheduled for Tuesday, August, 18 2015 at 7:00 p.m. at the Shadow Ridge Clubhouse.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 8:36 p.m. by Carole Bergstein.

ATTEST:

Carole Bergstein

Date: 08/04/15

**SHADOW RIDGE AT OAK PARK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING –GENERAL SESSION
July 29, 2015 – 5:00 P.M.
SHADOW RIDGE CLUBHOUSE
653 INDIAN OAK LANE, OAK PARK, CALIFORNIA
MINUTES**

CALL TO ORDER

Board President Carole Bergstein called the General Session meeting to order at 5:25 p.m.

PRESENT

President- Carole Bergstein

Treasurer- Mike Weislik

Secretary- Penny Sarna

Member at Large- Barry Soltani

ABSENT

Vice President- Bernie Golds

MANAGEMENT REPRESENTATIVES

Kevin Cooper, Community Manager, FirstService Residential

Shauna Gatlin, Regional Director, FirstService Residential

Glennon Gray, EVP Community Management, FirstService Residential

EXECUTIVE SESSION DISCLOSURE

The following items may be addressed in Executive Session in accordance with California Civil Code 1363.05(b): Litigation, Matters related to the formation of Third Party Contracts, Member Discipline, Personnel Matters.

An Executive Session was held following to the Open Session meeting to discuss these items.

HOMEOWNER FORUM

There were no homeowners in attendance.

UNFINISHED BUSINESS

A. FINANCIAL STATEMENT JUNE 2015

The Board of Directors approved the June 30, 2015 interim financial reports and bank reconciliations as presented, subject to annual audit. The report reflects a year to date net operating income/ (loss) of \$-63,796.84 and year-to-date reserve funding of \$327,855.26 compared to the year-to-date reserve funding budget of \$326,034.00. The reserves are funded through June 30, 2015. The association has \$353,066.57 in operating funds, which represents 2.01 months of budgeted expenses and reserve contributions. The association has \$1,466,168.72 in reserve funds.

Motion: Weislik, Second: Soltani, Motion Passed: 4/0

B. Freebird Slope Landscape Enhancement

The Board of Directors tabled this matter. Additionally, the Board of Directors requested management to obtain additional pricing for the proposed landscape services.

A. 640 INDIAN OAK LANE #105

The Board of Directors tabled this matter and requested management to obtain additional pricing for the proposed landscape services. Additionally, the Board of Directors requested management to obtain pricing to install a cement platform in this location.

NEW BUSINESS

A. APPROVAL OF MINUTES JULY 2015

A motion was made to approve and accept the July 21, 2015 General Session Meeting Minutes.

Motion: Sarna, Second: Soltani, Motion Passed: 4/0

B. 2015 Goal Setting/ Planning Session

The Board of Directors and FirstService Residential management associates engaged in a strategic planning session to discuss the future of Shadow Ridge at Oak Park. Updating the strategic plan of action, communication, evaluating project progress and success, driving value, and emergency preparedness were issues addressed as top priorities among the involved members. The approach and focus of this session was to review, update and endorse a clearly defined mission and vision statement, and to update the established goals and objectives for the future of Shadow Ridge at Oak Park.

C. On-Site Maintenance Technician

The Board of Directors have approved an hourly wage increase from \$19.00 to \$20.00 for the Association's on-site maintenance technician, Daniel Schlesinger.

Motion: Weislik, Second: Sarna, Motion Passed: 4/0

D. BANKING RECOMMENDATIONS

The Board of Directors denied management's request to transfer funds from the existing Association accounts which exceed the FDIC insurance limit.

Motion: Weislik, Second: Soltani, Motion Passed: 4/0

E. RAIN GUTTER INSTALLATION

The Board of Directors revisited the approval for the proposal submitted by Aymco Construction to provide rain gutter installation services to 5717 Tascosa Court #101 and 5785 Oak Bank Trail #101. After the review, the Board of Directors denied the proposal submitted by Aymco Construction to provide rain gutter installation services to 5717 Tascosa Court #101 and 5785 Oak Bank Trail #101.

Motion: Weislik, Second: Sarna, Motion Passed: 4/0

F. 5805 OAK BEND LANE #106

The Board of Directors approved the proposal submitted by Envirocheck to provide mold clearance testing services to the above referenced address.

Motion: Weislik, Second: Sarna, Motion Passed: 4/0

Budget: The cost of \$595.00 is to be expended from account 18772, Mold Remediation, which as of June 2015 has a balance of \$6,398.96.

G. 631 OAK RUN TRAIL #308

The Board of Directors approved the proposal submitted by Aymco Construction to provide stucco removal services for the above referenced address' staircase.

Motion: Golds, Second: Weislik, Motion Passed: 5/0

Budget: The cost of \$1,042.50 is to be expended from reserve account 22850, General Renovation Reserve, which as of May 2015 has a balance of \$-208,973.72.

NEXT MEETING

The next Board of Directors meeting is scheduled for Tuesday, August, 18 2015 at 7:00 p.m. at the Shadow Ridge Clubhouse.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 9:39 p.m. by Carole Bergstein.

ATTEST:

Carole Bergstein

Date: 12/16/15

**SHADOW RIDGE AT OAK PARK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING –GENERAL SESSION
November 17, 2015 – 7:00 P.M.
SHADOW RIDGE CLUBHOUSE
653 INDIAN OAK LANE, OAK PARK, CALIFORNIA
MINUTES**

CALL TO ORDER

Board President Carole Bergstein called the General Session meeting to order at 7:05 p.m.

PRESENT

President- Carole Bergstein

Vice President- Bernie Golds

Secretary- Penny Sarna

Treasurer- Mike Weislik

Member at Large- Barry Soltani

MANAGEMENT REPRESENTATIVES

Kevin Cooper, Community Manager, FirstService Residential

EXECUTIVE SESSION DISCLOSURE

The following items may be addressed in Executive Session in accordance with California Civil Code 1363.05(b): Litigation, Matters related to the formation of Third Party Contracts, Member Discipline, Personnel Matters.

An Executive Session was held prior to the Open Session meeting to discuss these items.

REPORTS

A. **SECURITY REPORT**

This item was reviewed and filed.

B. **LANDSCAPE REPORT**

This item was reviewed and filed.

COMMITTEE UPDATE & INVITED GUESTS

A. **PRESIDENT REPORT**

President Carole Bergstein gave a report highlighting many of the latest endeavors undertaken by the Shadow Ridge at Oak Park Board of Directors and management.

B. **MANAGER REPORT**

Community Manager Kevin Cooper provided the membership with the following updates:

1. Condominium Staircase: 653 Oak Run Trail #403 (Anticipated Completion 12/2015)
2. Twenty-Eight Town Home Stairwell Replacement: (Project Completed)
3. Twenty-Eight Major Deck Repairs (Plans currently awaiting approval from Building and Safety)

4. 653 Oak Run Trail #405- Breezeway Repair and Painting-(Project Completed)
5. Various carport roof repairs/restorations (Carports #757- #760, #795- #798 (This carport bank includes 2 unnumbered spaces; There are six spaces total), #937- #940, #995- #1000 (Project Completed)
6. Tennis Court Resurface and Windscreen Replacement-(Project Completed)
7. Fitness Center- (Carpet Replacement Completed)
8. Drip Line Irrigation Installation- (Anticipated Completion 12/2015)
9. Brush Clearance- (Project Completed)
10. The Board of Directors previously approved a landscape enhancement project for 5785 Oak Bank Trail #105- #108 (Project Completed)
11. Violation walks and follow-ups (Continually in progress)- Improper Storage on Patios (Privacy Screens, Sports Equipment, etc.), Dogs off leash, Barking Dogs

On-site Maintenance:

1. Repaired and Painted Light Poles:27-39,41-48
2. Replaced Junction Box Light Pole #2 at Lower Entrance
3. Repaired and Reattached Rain Gutters at 5824 Oak Bend Lane #103 and 653 Oak Run Trail #107
4. Repaired Smoke Detector in Fitness Center
5. Repaired and Painted Patio siding and banister at 653 Oak Run Trail #203
6. Patched and Painted the hole in the drywall behind treadmill
7. Reattached directory sign at Tascosa Court
8. Replaced HVAC filters in Office, Clubhouse, and Gym
9. Repaired stucco under kitchen window of 5798 Oak Bank Trail #107
10. Reapplied sealant and repaired window damage of 653 Oak Run Trail #107

FINANCIAL REPORT

Michael Weislik, Treasurer for Shadow Ridge at Oak Park, provided a financial oversight for the association. This report provided highly contextual information clearly communicating the association's financial and cash position, its adherence to the budget, and allocation of resources toward the accomplishment of our association's mission.

HOMEOWNER FORUM

Owners in attendance discussed community related issues such as the Association maintained repairs.

CONSENT CALENDAR

A. APPROVAL OF MINUTES AUGUST 2015

A motion was made to approve and accept the August 18, 2015 General Session Meeting Minutes.

B. APPROVAL OF MINUTES AUGUST 2015

A motion was made to approve and accept the August 25, 2015 General Session Meeting Minutes.

C. APPROVAL OF MINUTES SEPTEMBER 2015

A motion was made to approve and accept the September 21, 2015 General Session Meeting Minutes.

D. APPROVAL OF MINUTES OCTOBER 2015

A motion was made to approve and accept the October 20, 2015 General Session Meeting Minutes.

E. FINANCIAL STATEMENT OCTOBER 2015

The Board of Directors approved the October 31, 2015 interim financial reports and bank reconciliations as presented, subject to annual audit. The report reflects a year to date net operating income/ (loss) of \$-130,134.00 and year-to-date reserve funding of \$546,420.00 compared to the year-to-date reserve funding budget of \$543,390.00. The reserves are funded through October 31, 2015. The association has \$140,745.17 in operating funds, which represents 0.80 months of budgeted expenses and reserve contributions. The association has \$1,254,802.96 in reserve funds.

The Board of Directors motioned to approve Consent Calendar items A-E as presented.

Motion: Golds, Second: Sarna, Motion Passed: 5/0

UNFINISHED BUSINESS

A. ANNUAL ROOF MAINTENANCE AND CLEANING

The Board of Directors approved the proposal submitted by Advanced Roof Systems and Construction to provide annual roof maintenance and cleaning services to nineteen (19) townhome buildings, eight (8) condominium buildings, and the Association clubhouse.

Motion: Golds, Second: Sarna, Motion Passed: 5/0

Budget: The cost of \$32,100 is to be expended from reserve account 8115, Roof Reserve, which as of October 2015 has a balance of \$35,320.87.

B. DECK COATING REPLACEMENT

The Board of Directors approved the proposal submitted by Aymco Construction to provide deck coating replacement services to the one hundred thirty three (133) identified locations.

Motion: Weislik, Second: Sarna, Motion Passed: 5/0

Budget: The cost of \$595,319.43 is to be expended from reserve account 8120, Deck Reserve, which as of October 2015 has a balance of \$1,186,625.27.

C. PERGOLA REPLACEMENT

The Board of Directors have requested management to obtain proposals to reflect only the demolition of the pergola located at the Association Park. Proposals for replacement will be reviewed at a later time.

D. 631 OAK RUN TRAIL #107

The Board of Directors requested management to obtain additional pricing for artificial turf installation.

E. 637 OAK RUN TRAIL #105

The Board of Directors tabled this matter until further notice.

F. BANKING RECOMMENDATIONS

The Board of Directors tabled this matter to discuss during next month's Open Session meeting.

NEW BUSINESS

A. RESERVE STUDY

The Board of Directors approved the reserve study as presented by SMA Reserves.

Motion: Weislik, Second: Golds, Motion Passed: 5/0

B. BUDGET

The Board of Directors approved the 2015 Budget for Shadow Ridge at Oak Park Homeowners Association as presented. The budget reflects a monthly unit cost of \$419.00.

Motion: Weislik, Second: Golds, Motion Passed: 5/0

C. SILT FENCE/ STRAW WATTLE INSTALLATION

The Board of Directors tabled this matter until further notice. Additionally, the Board of Directors have instructed management to request Valley Crest Landscape Maintenance to have all areas, susceptible to debris runoff, to be trenched at the base of the hillside.

D. 5780 FREEBIRD LANE #108

The Board of Directors approved the proposal submitted by Bill Milham of Community Handyman Services to provide drywall repair services to the above referenced address.

Motion: Golds, Second: Sarna, Motion Passed: 5/0

Budget: The cost of \$890.00 is to be expended from reserve account 8390, Renovation Reserve, which as of October 2015 has a balance of \$-517,036.63.

E. CONDOMINIUM STAIRCASE REPLACEMENT

The Board of Directors approved the proposal submitted by Aymco Construction to provide condominium stairwell replacement services to following locations:

- 631 Oak Run Trail #310
- 631 Oak Run Trail #312
- 697 Sutton Crest Trail #401

Motion: Golds, Second: Sarna, Motion Passed: 5/0

Budget: The cost of \$108,801.20 is to be expended from reserve account 8390, Renovation Reserve, which as of October 2015 has a balance of \$-517,036.63.

NEXT MEETING

The next Board of Directors meeting is scheduled for Tuesday, December, 15 2015 at 7:00 p.m. at the Shadow Ridge Clubhouse.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 9:33 p.m. by Carole Bergstein.

ATTEST:

Carole Bergstein

Date: 12/16/15

**SHADOW RIDGE AT OAK PARK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING –GENERAL SESSION
December 15, 2015 – 7:00 P.M.
SHADOW RIDGE CLUBHOUSE
653 INDIAN OAK LANE, OAK PARK, CALIFORNIA
MINUTES**

CALL TO ORDER

Board President Carole Bergstein called the General Session meeting to order at 7:05 p.m.

PRESENT

President- Carole Bergstein
Vice President- Bernie Golds
Secretary- Penny Sarna
Treasurer- Mike Weislik

ABSENT

Member at Large- Barry Soltani

MANAGEMENT REPRESENTATIVES

Kevin Cooper, Community Manager, FirstService Residential

EXECUTIVE SESSION DISCLOSURE

The following items may be addressed in Executive Session in accordance with California Civil Code 1363.05(b): Litigation, Matters related to the formation of Third Party Contracts, Member Discipline, Personnel Matters.

An Executive Session was held prior to the Open Session meeting to discuss these items.

REPORTS

A. SECURITY REPORT

This item was reviewed and filed.

B. LANDSCAPE REPORT

This item was reviewed and filed.

COMMITTEE UPDATE & INVITED GUESTS

A. PRESIDENT REPORT

President Carole Bergstein gave a report highlighting many of the latest endeavors undertaken by the Shadow Ridge at Oak Park Board of Directors and management.

B. MANAGER REPORT

Community Manager Kevin Cooper provided the membership with the following updates:

1. Condominium Staircase Replacement: 653 Oak Run Trail #403 (Project Completed), 697 Sutton Crest Trail #401, 631 Oak Run Trail #310, & 631 Oak Run Trail #312 (Plans currently awaiting approval from Building and Safety)
2. Twenty-Eight Town Home Stairwell Replacement: (Project Completed)
3. Twenty-Eight Major Deck Repairs (Plans currently awaiting approval from Building and Safety)
4. One-Hundred Thirty-One Deck Coating Replacement (Plans currently awaiting approval from Building and Safety)
5. Annual Roof Maintenance (Project Currently in Progress)
6. Tennis Court Resurface and Windscreen Replacement-(Project Completed)
7. Fitness Center- (Carpet Replacement Completed)
8. Drip Line Irrigation Installation- (Project Completed)
9. Upper Slope at Lower Pool Plant Enhancement- (Project in Progress)
10. The Board of Directors previously approved a landscape enhancement project for 5766 Oak Bank Trail #105- #108 (Project Completed)
11. Violation walks and follow-ups (Continually in progress)- Improper Storage on Patios (Privacy Screens, Sports Equipment, etc.),Improper Storage in Common Area, Dogs off leash, Barking Dogs

On-site Maintenance:

1. Repaired and Painted All Light Poles
2. Repaired and Painted Bollard Light Poles: B13-B37
3. Replaced Bollard Light Poles: B16, B20, and B27
4. Replaced lock on Clubhouse Storage Door
5. Replaced Horizontal Wood Beam, Sanded & Painted Pickets, Banister, and Deck at 624 Indian Oak Lane #104
6. Repaired and Painted Banister, Deck, and Garage Door of 5785 Oak Bank Trail #104
7. Painted Patio Deck at 685 Parkside Court #105
8. Reprogrammed Office/Clubhouse Thermostat
9. Replaced Junction Box Light Pole #2 at Lower Entrance
10. Repaired and Reattached Rain Gutters at 631 Oak Run Trail and 684 Sutton Crest Trail
11. Reapplied sealant and repaired window damage of 5780 Freebird Lane #108 & 653 Oak Run Trail #107
12. Condominium Staircase Inspections are Continually in Progress

Important Updates/ Information:

1. Effective January 2016: Monthly Assessments increased to \$419.00
2. Office will be closed December 24th, 25th, and 31st and January 1st
3. Please update management with any new homeowner/tenant contact information

HOMEOWNER FORUM

Owners in attendance discussed community related issues such as the Association maintained repairs.

CONSENT CALENDAR

A. APPROVAL OF MINUTES JULY 2015

A motion was made to approve and accept the July 29, 2015 General Session Meeting Minutes.

B. APPROVAL OF MINUTES NOVEMBER 2015

A motion was made to approve and accept the November 17, 2015 General Session Meeting Minutes.

The Board of Directors motioned to approve Consent Calendar items A-B as presented.
Motion: Golds, Second: Sarna, Motion Passed: 5/0

UNFINISHED BUSINESS

A. PERGOLA REPLACEMENT

The Board of Directors approved the proposal submitted by Aymco Construction to provide the Association with pergola demolition services at the Upper Parkway.

Motion: Sarna, Second: Weislik, Motion Passed: 4/0

Budget: The cost of \$2,350.00 is to be expended from reserve account 22850, General Renovation.

B. 631 OAK RUN TRAIL #107

The Board of Directors tabled this matter until further notice.

C. 637 OAK RUN TRAIL #105

The Board of Directors tabled this matter until further notice

D. BANKING RESERVE ANALYSIS

The Board of Directors motioned to cease any further additions or deposits into the association's current reserve investment accounts, Merrill Lynch- Account 21130, Customer Bank- Account 21136, and BofI Federal Bank- Account 21137. Future additions or deposits will be directed to two new accounts opened at Western Alliance and BofI Federal.

Motion: Weislik, Second: Sarna, Motion Passed: 4/0

E. RAIN GUTTER INSTALLATION- 5717 TASCOSA COURT #101 & 5785 OAK BANK TRAIL #101

The Board of Directors approved the proposal provided by Aymco Construction to provide the Association with rain gutter installation services at the above referenced locations.

Motion: Weislik, Second: Golds, Motion Passed: 4/0

Budget: The cost of \$1,277.80 is to be expended from account 23120, Roof Reserve.

F. 631 OAK RUN TRAIL #301

The Board of Directors denied the architectural application request submitted by the homeowner of the above referenced address as the underlayment specifications did not meet the minimum standards required by the Association.

Motion: Golds, Second: Sarna, Motion Passed: 4/0

G. 5744 OAK BEND LANE #404

The Board of Directors have requested management to obtain proposals, to paint the discolored areas identified in the above referenced unit.

NEW BUSINESS

A. AUDIT AND TAX SERVICES

The Board of Directors approved the proposal submitted by Vanderpol & Company to provide the Association with financial audit and tax services for the year ended December 31, 2015.

Motion: Weislik, Second: Golds, Motion Passed: 4/0

Budget: The cost of \$1,300.00 is to be expended from account 19101, CPA Services.

B. HOMEOWNER REQUEST- 5744 OAK BANK TRAIL #109

The Board of Directors approved the homeowner's reimbursement request, in the amount of \$220.00, to cover the plumbing charges for clearing a kitchen line blockage at the above referenced address.

Motion: Golds, Second: Sarna, Motion Passed: 4/0

Budget: The cost of \$220.00 is to be expended from account 18527, Plumbing.

C. 5744 OAK BANK TRAIL #109

The Board of Directors approved the proposal, submitted by Qwikresponse, to provide the above referenced unit with water remediation services.

Motion: Golds, Second: Sarna, Motion Passed: 4/0

Budget: The cost of \$1,538.95 is to be expended from reserve account 22850, General Renovation Reserve.

D. 5744 OAK BANK TRAIL #202

The Board of Directors approved the proposal submitted by Aymco Construction to provide the above referenced address with additional tile replacement services. The homeowner had requested this change order due to the inability to match the new tiles to the remaining old ones

Motion: Sarna, Second: Weislik, Motion Passed: 4/0

Budget: The cost of \$1,170.16 is to be expended from reserve account 22850, General Renovation Reserve.

E. 5805 OAK BEND LANE #101

The Board of Directors tabled this matter to discuss during next month's Open Session meeting.

F. 5805 OAK BEND LANE #101- CARPET REPLACEMENT

The Board of Directors approved the proposal submitted by Magic Maintenance to provide carpet replacement services to the above referenced address' master bedroom closet.

Motion: Sarna, Second: Golds, Motion Passed: 4/0

Budget: The cost of \$745.00 is to be expended from reserve account 22850, General Renovation.

G. BACKFLOW TESTING

The Board of Directors approved the proposal submitted by Accurate Backflow Testing & Valve Repair to provide the Association with backflow testing services on all seventeen devices.

Motion: Golds, Second: Sarna, Motion Passed: 4/0

Budget: The cost of \$780.00 is to be expended from account 18771, Backflow Device Test.

H. POOL FILTER REPLACEMENT

The Board of Directors approved the proposal submitted by Pool N Spa Emporium to provide the Association with a pool filter replacement.

Motion: Golds, Second: Sarna, Motion Passed: 4/0

Budget: The cost of \$1,019.15 is to be expended from account 16603, Pool Extra/Upgrades.

I. 631 OAK RUN TRAIL #306

The Board of Directors approved the release in full of all claims for property damage and loss of use submitted by the insurance provider of the above referenced unit's homeowners.

Motion: Golds, Second: Weislik, Motion Passed: 4/0

NEXT MEETING

The next Board of Directors meeting is scheduled for Tuesday, January, 19 2016 at 7:00 p.m. at the Shadow Ridge Clubhouse.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 9:45 p.m. by Carole Bergstein.

ATTEST:

Carole Bergstein

Date: 01/22/16