

**BRIDGEHAVEN HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
SEPTEMBER 25, 2017 – 1597 Heather Oaks Lane  
MINUTES**

**I. CALL TO ORDER**

Board President Michael Karhanek called the meeting of the Board of Directors to order at 6:20PM.

**II. ROLL CALL**

President Michael Karhanek, Vice President; Judie Miller, Secretary Janet Kestenbaum. Absent was Treasurer Catherine Writz and Director: Richard Winer.

Also present Lupe Aguilera, Association Manager's of Spectrum Property Services, also acting as Recording Secretary.

**III. HOMEOWNERS FORUM**

Mary Jo Johnson -1512 Verde Ridge  
Lawrence Chu- 1566 Heather Oaks

**IV. 2017 CALENDAR-** Board reviewed calendar.

**V. APPROVAL OF AGENDA –** Agenda approved as presented.

**VI. APPROVAL OF MINUTES**

Judie Miller made a motion to approve August 7, 2017 minutes, motion seconded by Michael Karhanek and carried unanimously.

**VII. TREASURER'S REPORT**

Treasurer to report the following for month ending July 2017

	OPERATING		RESERVES		SETTLEMENT	TOTAL	
Beginning Balance	\$	108,454.07	\$	385,178.84	\$34,560.64	\$	528,193.55
Cash Receipts	\$	7,426.00	\$	0.00	0.00	\$	7,426.00
Cash Disbursements	-\$	9,363.16	-\$	7,600.00	0.00	-\$	16,963.16
Other (Transfer/Misc. Income	\$	0.00	\$	3,826.64	0.00	\$	3,826.64
Interest/Dividends	\$	0.00	\$	0.00	0.58	\$	0.52
Balance	\$	<u>106,516.91</u>	\$	381,405.48	\$34,561.16	\$	<u>522,483.55</u>
Reserve Liabilities			-\$	381,405.48			
Reserve Account Overage/Shortage			\$	0.00			

Treasurer to report the following for month ending August 2017

	OPERATING		RESERVES		SETTLEMENT	TOTAL	
Beginning Balance	\$	106,516.91	\$	381,405.48	\$34,561.16	\$	522,483.55
Cash Receipts	\$	11,276.00	\$	0.00	0.00	\$	11,276.00
Cash Disbursements	-\$	24,735.11	-\$	339.50	0.00	-\$	25,074.61

Other (Transfer/Misc. Income	\$	0.00	\$	3,826.64	0.00	\$	3,826.64
Interest/Dividends	\$	0.00	\$	134.45	0.62	\$	135.07
Balance	\$	93,057.80	\$	385,027.07	\$34,561.78	\$	512,646.65
Reserve Liabilities			-\$	385,027.07			
Reserve Account Overage/Shortage			\$	0.00			

Treasurer Catherine Writz was not present to give report. The financials for July and August were tabled.

- A. Delinquency reported was attached for Board to view.

## **VIII. COMMITTEE REPORTS**

### **A. Architectural**

1. 1566 Heather Oaks Lane request to re landscape. Board approved.
2. 1558 Verde Ridge Lane request to add stones to home. Board approved.
3. 1558 Verde Ridge Land requested to install solar panels –Not submitted plans yet. No action at this time.

### **B. Landscape (Richard Winer)**

1. Showscapes proposal for valve replacement on Vista Oaks Lane & Heather Oaks Planter bed. Approved at \$295.00.

### **C. Social Committee**

## **IX. MANAGER'S REPORT**

### **A. Repair & Maintenance-None to report**

### **B. Violations-None to report**

### **C. Violation appeals-None**

### **D. Verdict hearing violation-None**

### **E. Correspondence**

1. 1611 Vista Oaks proposal

### **D. Newsletter items. –changing the code, mail resident form for directory.**

## **X. OLD BUSINESS**

1. Janitorial cleaning guard shack as completed by Elite Janitorial. The guard shack will be cleaned quarterly.

## **XI. NEW BUSINESS**

- A. Showscapes proposal for low voltage light was approved and completed.

- B. California Water Service account #2279522222 has been closed. Meter is not being used. Manager to call water department regarding the \$1,600.00 bill.
- C. Michael Karhanek made a motion to approve the budget for fiscal year end 12/31/18 at present by Spectrum Property Services with no increase, the motion was seconded by Judie Miller and carried unanimously. (\$275.00)
- D. Sean Allen from Roseman & Associates was present with proposals for the presentation of the Restated By-Laws and CC&R's and the standard retainer. Michael Karhanek made a motion to approve retainer agreement for value added restatement of Governing document at the cost of \$6,000.00, the motion was seconded by Judie Miller and carried unanimously.
- E. Michael Karhanek made a motion to approve standard retainer /option B GCAR agreement at the cost of \$500.00 annual fee, the motion was seconded by Judie Miller and carried unanimously.

## **XII. NEXT MEETING**

The next Board is scheduled for January 8, 2018 at 6PM at 1629 Vista Oaks Way

**XIII. ADJOURNMENT:** Michael Karhanek adjourned the meeting at 6:55PM, Executive Session followed.

Submitted by Lupe Aguilera

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Janet Kestenbaum, Secretary