

**Summit Ridge at Saddle Mountain HOA
Annual Membership Meeting Minutes
March 23, 2006
7:00 PM**

Board Members Present:

Howard Edelman - President
Susan Young – Treasurer
Christopher Burnley – Director

Other Present:

Jenny & Ben Vuong – 968 Martin Trail
Amando Angel – 989 Farrier Place
Becky Wu -987 Martin Trail
Isidro Espineda –977 Martin Trail
Dennis Dee –986 Farrier Place
S & A Kasiwat –977 Farrier Place
Thomas Hu –992 Martin Trail
Melchor Juan –888 Steve Courter Way
Fe Abecendario –988 Farrier Place
Agnes Hon –EBMC
Chet Fitzell --EBMC
Jorge Grande --EBMC

ANNUAL MEETING

7:00 p.m. I. **Call to Order & Introductions**

Howard Edelman called the General Meeting of the Summit Ridge at Saddle Mountain Homeowners Association to order. Howard Edelman, President of the Board of Directors, introduced Susan Young, Treasurer and Chris Burnley, Secretary. The guests were Agnes Hon, Chet Fitzell and Jorge Grande of Eugene Burger Management Corporation, part of our Association's management team.

7:05 II. Establishment of Quorum (Chris Burnley)

From information provided by EBMC – verified that at least 33-1/3% was in attendance and/or provided proxies. A quorum was established.

7:06 III. **Directors Reports**

A. President's Report by Howard Edelman.

“2005 was a busy year for the Summit Ridge Board. We officially replaced the last of the remaining Board members from Standard Pacific with Summit Ridge homeowners at our last annual meeting. We got to know our old management company and after complaints from homeowners that they were not responding to our needs, the board told them this wasn't acceptable – we asked them to do their job! Subsequently, when they decided that they could not meet our requirements they terminated our contract. I contacted and interviewed a half dozen management companies and brought the qualified candidates before the board. The board selected Eugene Burger Management. We have already experienced huge improvements in service and action – when we need it. We joined ECHO – California – an organization that helps homeowners and associations manage and protect their property values and comply with the ever changing federal and state laws. We have recently replaced the previous landscape service company with Gardeners

Guild. Again, we are seeing great improvements in the quality of our landscaping, weeds being removed rather than ignored and more attention to keeping the common areas trimmed and clean. You will be seeing many more improvements in the common area landscaping soon. This past year we established our own website – summitridgehoa.com. We held our first block party in July and over 85 of us had a great time meeting neighbors, old and new. We could not have asked for better weather! As President of the Board of Directors, I continue my personal commitment to maintaining the value of our community and our property. This goes hand in hand with the Board’s goal to keep Summit Ridge a high value, safe and attractive place to call home.”

7:16 **B. Treasurer’s Report** (Susan Young)

1. Summary of Association’s Financial Report

“This is an update of the financial status of the Summit Ridge at Saddle Mountain Homeowners Association:

- The fiscal year end, for the association, is December 31st.
- The current operating cash balance for the period ending 12/31/05 was \$114,710.21.
- The reserve account is fully funded, year-to-date.
- The reserve account balance as of 12/31/05 was \$9,410.91

We are working on the fiscal budget for 2007 and will be revising the budgetary allowances to account for changes in costs of services that the association incurs as well as adjustments for items that will need repair or replacement according to our reserve study that was updated in 2005. There is a chance that we may be able to lower the assessments in 2007 as a result. The budget will be completed and submitted in October, 2006 to the board of directors and then distributed to all homeowners during November.”

7:20 **IV. Annual Resolutions** (Susan Young)

A. Resolution applying provisions of Federal Revenue Ruling 70-604.

- a. A common interest development must file tax returns and pay taxes on non-member income, in our case, interest income from bank accounts.
- b. In order for the tax preparer (our accountant) to have the option to file the return at year-end, the members of the association must resolve to adopt revenue ruling 70-604 on an annual basis. By such action the tax preparer thereby possesses the ability to determine the most advantageous tax filing for the association.
- c. **RECOMMENDED RESOLUTION:** be resolved to adopt IRS Ruling 70-604 and to provide that any amounts collected by or paid to the Association in excess of operating expenses for the year ended 12/31/06 shall be set aside to fund operating expenses for the 2007 fiscal year, thereby reducing any tax liability for the fiscal year.
- d. **CALL FOR MOTION, DISCUSSION & VOTED- PASSED**

7:30 e. **Introduction to Gardeners Guild Landscape Services (EBMC)**

- The Association terminated the contract with Trugreen Landscape services at the end of January 2005 and entered a contract with Gardeners Guild Landscape Services. Gardeners Guild has been doing an excellent job of maintaining and upgrading the common area landscape. Additionally, they have offered their services to help homeowners with suggested landscape plans for completing their rear yard landscape.

7:40

EBMC Introductions:

Jorge Grande and employee of EBMC offered his private services to the community to maintain the front yards including the pruning of weeds and removal of trash for a monthly service fee of \$15. Homeowners have the option of negotiating with him for additional services such as the maintenance of their backyards.

HOMEOWNERS FORUM

Open Session:

Mel brought up the fact that many cars from outside the community are parking on the street for several days at a time. Since we do not own the streets the recommendation was to call the police if the cars are parked more than 72 hours or if other infractions are visible.

Mel also brought up his concern about cars speeding through the neighborhood and cutting across the yellow line on Farrier which may pose a safety risk. The resolution is to create a petition via the website and submit it to the Daly City traffic planning commission to add a speed bump, change the posted speed limit, and/or add additional stop signs to meter traffic.

A homeowner complained of loud cars arriving at 2AM in the morning. The homeowner will try to identify the car owner and discuss the situation with him or her.

Vince wanted to know if EBMC can provide envelopes or peel off stickers to send in the association fee. Each homeowner that requires envelopes or stickers should contact Agnes and she will provide them on an individual basis.

A homeowner complained that on occasion people park in the cul-de-sac play loud music and drink late at night. The recommendation was to call the non-emergency police line. Howard will add the number to the website.

A homeowner complained that there are a lot of weeds on the northwest corner of Steve Courter and Carter. Agnes stated she would follow up with Gardner's Guild. In addition another homeowner complained of the weeds on the property adjacent to the Cow Palace bordering Carter and Martin Street. Howard stated that he would write a letter to the city to address the weed issue.

8:00

VI. Adjourn Meeting

Board of Directors Meeting follows from 8:00 p.m. – 9:00 p.m. Homeowners are welcome to attend the Board Meeting

Agenda

Board of Directors Meeting

- I. Call to order at 8:00 p.m.**
- II. Open Forum**
- III. Approval of the Agenda**
- IV. Financial Reserve Update on Balance-** Arrangement to transfer Reserve Fund to open CD account at Sterling & Trust Bank.

V. **Management Report: C/O Agnes Hon**

- Walked through the property with the Board of Directors and the landscaping companies.
- Prepared US Bank new signatures cards for the Board.
- Emailed Owners/Tenants registration form; verified email addresses for future communication purposes.
- Got new bids from Bartlett Tree Experts and Frank & Grossman Landscape Contractors regarding monthly maintenance contract for the common area.
- Sent out violation letters to several homeowners e.g. oil stain, cloth line issue, back yard landscaping, imposed fine, inoperable vehicle, boat on driveway & dog off leash etc. etc.
- Talked to homeowners regarding their violations and offered assistance.
- Located Water Meter keys & irrigation system map from TruGreen Landcare. Worked with new landscaping company -Gardener's Guild.
- Update Reserve Study – Contacted The Helsing Group, Inc.
- Schedule Annual Meeting Date and Calendar of the year for Board of Directors meeting dates.
- CPA Assignment with Levy & Co. who will have filed 2005 tax return for the association.
- ASAP – Collection Agency adoption for the future delinquencies of the association.
- Offer front yard monthly maintenance – C/O handyman Jorge Grande

OLD BUSINESS:

- (A) 1. Update on Neighborhood Watch
 2. Monument landscaping
 3. Tree replacement/preservation
- (B) 1. Other new business

NEW BUSINESS:

Community Chair Assignments:

- Architectural Review Committee
- Newsletter/Website Committee
- Disaster Planning committee

1. Other new business

ADJOURNMENT – Meeting adjourned at 9:00 PM

Respectfully submitted:

Concurred:

Property Manager

Agnes Hon/Eugene Burger Management

Secretary

Christopher Burnley