

MINUTES
BOARD OF DIRECTORS MEETING
***Tustin Ranch* SHADOWBROOK HOMEOWNERS ASSOCIATION**
A California Nonprofit Corporation

December 11, 2008

Notice of Meeting

In accordance with Civil Code §1363.05, notice of the meeting and the agenda was posted at the Association pool area on December 5, 2008 for the General Session of the Board of Directors of Tustin Ranch Shadowbrook Homeowners Association was held on the above date at Optimum Property Management, 17731 Irvine Blvd., Ste. 212, Tustin, California 92780.

Roll Call

A quorum of the Board was established with the following Directors in attendance:

Directors Present: Paul Kingsley, President
 Steve Mills, Vice President
 Linda Hay, Treasurer/Secretary

Others Present: Lori Rogers, CCAM - Optimum Property Management, Inc. (CMF)
 Erin Rose, CCAM – Optimum Property Management, Inc. (CMF)
 Stephanie Jones, CAM – Optimum Property Management, Inc. (CMF)
 See Sign In Sheet

Executive Session Disclosure

In accordance with State Statute notification is hereby provided of an Executive Session of the Board of Directors that was held prior to this meeting on December 11, 2008 from 6:20 p.m. to 6:30 p.m. for review of the A/R aging report dated November 30, 2008, Legal review, and approval of the October 30, 2008 Executive Session Minutes.

Call to Order

Paul Kingsley, President and Presiding Chair, called the General Session of the Board of Directors to order at 6:30 p.m.

Homeowner Forum

In accordance with State Statute, Homeowners present were given an opportunity to address the Board of Directors. The following item was presented:

- Water leak/drainage issue

Secretary's Report

A motion was made, seconded and unanimously carried to APPROVE the minutes of the October 30, 2008 General Session of the Board of Directors as written.

Treasurer's Report

A motion was made, seconded and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period ending October 31, 2008 as submitted, subject to year-end audit by a CPA.

A motion was made, seconded and unanimously carried to APPROVE rolling over for six (6) months the MSCD-Israel Disc Bank NY, G/L #1041 in the amount of \$100,000.00 upon maturation date of December 11, 2008.

A motion was made, seconded and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period ending November 30, 2008 as submitted, subject to year-end audit by a CPA.

Inspectors of Election ~ Annual Membership Meeting & Election

The Board reviewed one (1) proposal to act as the Inspector of Election and to certify the results of the election in accordance with the adopted Election Rules for the Annual Membership Meeting & Election to be held on March 26, 2009 with registration at 5:45 p.m. at Optimum Property Management, 17731 Irvine Blvd., Ste. 212, Tustin, California 92780. *A motion was made, seconded and unanimously carried to APPROVE the proposal submitted by Accurate Voting Services, Inc., dated December 3, 2008 to act as the Inspector of Election, authorized to receive the ballots and to certify the results of the election in accordance with the adopted Election Rules for the Annual Membership Meeting & Election to be held on March 26, 2009 with registration at 5:45 p.m. at Optimum Property Management, 17731 Irvine Blvd., Ste. 212, Tustin, California 92780 in the amount NOT TO EXCEED \$1,300.00 to be funded from operating g/l #8451 (Election Costs).*

“Draft” Audit FYE 08/31/08

A motion was made, seconded, and unanimously carried to ACCEPT the “Draft” Audit and tax returns as presented for fiscal year-ended 08/31/08 prepared by Robert A. Owens, CPA.

Approve Insurance Renewal Quote or Proposal for Renewal

The Board reviewed three (3) insurance renewal quotes/proposals. *A motion was made, seconded, and unanimously carried to TABLE further review of the three (3) insurance renewal quotes/proposals pending Board review.*

Artistic Maintenance:

The Board reviewed one (1) proposal for tree removals at 2060 Cherokee, 2057 Cherokee, 13864 Apache, 13591 Navajo, 13571 Pueblo, 13561 Pueblo, 13531 Pueblo, along with community-wide removal and stump grinding of all Canary Pines. *A motion was made, seconded and unanimously carried to APPROVE proposal #1200-839-136 submitted by Artistic Maintenance, dated November 10, 2008 for tree removals at 2060 Cherokee, 2057 Cherokee, 13864 Apache, 13591 Navajo, 13571 Pueblo, 13561 Pueblo, 13531 Pueblo in the amount of \$1,925.00 to be funded from operating g/l #7232 (Tree Removal/Replacement), along with community-wide removal and stump grinding of all Canary Pines at a cost NOT TO EXCEED \$3,600.00 to be funded from operating g/l #7232 (Tree Removal/Replacement).*

The Board reviewed one (1) proposal for tree installations at 2060 Cherokee, & 13591 Navajo. *A motion was made, seconded and unanimously carried to APPROVE proposal #1200-839-137 submitted by Artistic Maintenance, dated November 12, 2008 for tree installations at 2060 Cherokee, & 13591 Navajo in the amount of \$394.00 to be funded from operating g/l #7232 (Tree Removal/Replacement).*

Homeowner Reimbursement &/Or Tree Removal Request: 2021 Cherokee (Seringa)
\$1,703.00

A motion was made, seconded and unanimously carried to TABLE further review of the request from homeowner, Frank Seringa, 2021 Cherokee for reimbursement in the amount of \$1,703.00 for plumbing repairs pending receipt of the written analysis from the Association's Attorney, Richard Tinnelly and the Association's Landscaping Company, Artistic Landscape until the January 29, 2009 Board Meeting.

Homeowner Reimbursement Request: 2028 Cherokee (Smith) \$159.75, ETAL

A motion was made, seconded and unanimously carried to TABLE further review of the request from homeowner, Cheray Smith, 2028 Cherokee for reimbursement in the amount of \$159.75 for plumbing repairs, and any/all future remediation and structural repairs cost pending the receipt of the written analysis from the Association's Attorney, Richard Tinnelly and the Association's Landscaping Company, Artistic Landscape until the January 29, 2009 Board Meeting.

Homeowner Request: Removal of Trees, Sprinkler System Evaluation, 13744 Comanche (Schneggenburger)

A motion was made, seconded and unanimously carried to TABLE further review of the request from homeowner, Joel Schneggenburger, 13744 Comanche for the Board's assistance with the neighboring unit, 13734 Comanche in regards to the removal of trees and sprinkler system evaluation pending the Board drafting a letter to 13734 Comanche in regards to the removal of trees and sprinkler system evaluation until the January 29, 2009 Board Meeting.

Homeowner Request: Removal Of Trees, 13522 Navajo (Perez)

A motion was made, seconded and unanimously carried to APPROVE the request from homeowner, Lorraine Perez, 13522 Navajo to remove the Pine Tree at 13522 Navajo.

Homeowner Request: Parking Issue, 13602 Navajo (Reyes)

A motion was made, seconded and unanimously carried to TABLE further review of the request from homeowner, Lorraine Reyes, 13602 Navajo for the Board's assistance with the neighboring unit, 13601 Navajo in regards to the parking issue pending Board review until the January 29, 2009 Board Meeting.

Homeowner Request: Overgrown Plants, 2082 Seminole (Wahdat)

A motion was made, seconded and unanimously carried to TABLE further review of the request from homeowner, Assad Wahdat, 2082 Seminole for the Board's assistance with the neighboring unit, 2062 Seminole in regards to the overgrown plants pending the Board drafting a letter to 2062 Seminole in regards to the overgrown plants until the January 29, 2009 Board Meeting.

Next Meeting

The next Board of Directors Meeting has been scheduled for Thursday, January 29, 2009 at 6:30 p.m., immediately following the 6:15 p.m. Executive Session, at Optimum Property Management, 17731 Irvine Blvd., Ste. 212, Tustin, California 92780.

Adjournment

There being no further business to come before the Board of Directors in General Session, *A motion was made, seconded and unanimously carried to ADJOURN at 8:30 p.m.*

SECRETARY'S CERTIFICATE

I, _____, duly appointed and certified Secretary of Tustin Ranch Shadowbrook Homeowners Association do hereby certify that the foregoing is a true and correct copy of the Minutes of the General Session of the Board of Directors held on the above noted date as approved by the Board of Directors of Tustin Ranch Shadowbrook Homeowners Association.

ATTEST:

Appointed Secretary

Dated