

**RIDERWOOD GARDENS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING HELD SEPTEMBER 12, 2024**

Brittany Vik from 360 Community Management called the meeting to order at 10:00 a.m. Board members present were Ron Gerak, Richard Middelberg, and Leslie Atkins. Aymen Elsalim was absent. One owner was in attendance.

OPEN FORUM: The owner of 9869-6 Caspi Gardens was in attendance to report the dumpsters in trash enclosure #3 need to be replaced and recommended the mulch in the planter beds throughout the community be refreshed.

APPROVAL OF MINUTES: The Board reviewed the minutes of the August 2024 meeting. Ron moved to approve the minutes as presented. Leslie seconded, vote was all ayes, motion carried.

FINANCIALS: The Board reviewed the financials for July 2024. Richard moved to approve the financials as presented. Leslie seconded, vote was all ayes, motion carried.

APPROVAL OF LIENS: The Board reviewed notices of intent to lien for APN 381-031-69-40 and 381-031-71-14. A motion was made and seconded to approve the lien(s). Vote was all ayes, motion carried. It was resolved that the Board authorizes that lien(s) be recorded on the properties in the event that payment in full is not received by the deadline(s) imposed in the Intent to Lien letter(s).

CORPORATE TRANSPARENCY ACT: The Board reviewed information regarding the Corporate Transparency Act, a new Federal anti-money laundering regulation that requires Board Members to register with the Financial Crimes Enforcement Network (“FinCEN”), a bureau of the U.S. Department of Treasury, effective January 1, 2025. The Board reviewed a proposal from CTA Review to prepare and submit the information. After discussion, Richard moved to approve the proposal at a cost of \$295.00 to file with information annually with unlimited updates. Leslie seconded, vote was all ayes, motion carried.

RULE AMENDMENTS: The Board reviewed suggested verbiage from the attorney for the draft Bicycle, Skateboard, and Roller Skates rule amendment. After discussion, Ron moved to distribute the rule change to the membership for the required twenty-eight (28) day review period. Leslie seconded, vote was all ayes, motion carried.

INSURANCE RENEWAL: The Board reviewed the insurance renewal that was approved via email between meetings. After discussion, Richard moved to ratify the renewal at a total annual premium of \$35,587.00. Ron seconded, vote was all ayes, motion carried.

GUTTER & DOWNSPOUT CLEANING: The Board reviewed a proposal from ACP to clean the rain gutters & downspouts on all buildings and garages. The Board agreed that as there are not many large trees in the community to drop leaves in the gutters, they may not all need to be done. Management was instructed to identify which buildings and gutters will need to be cleaned out on the next walkthrough for the Board to discuss at the next meeting.

LANDSCAPING: The Board reviewed a proposal from Green Valley Landscape to install twenty-one (21) yards of certified playground mulch in all three (3) playgrounds. Management was instructed to ask Green Valley to submit a proposal to remove the existing playground mulch and distribute it in the planter beds throughout the community, install rubber mulch in all three (3) playgrounds, and extend the fence around the Shirley Gardens playground to enclose the small patch of grass.

Management was instructed to obtain a cost from maintenance to install a bench in the playground area.

ARCHITECTURAL: The Board reviewed an architectural application from the owner of 10249-7 Bell Gardens to install window tint on the kitchen window. After discussion, Richard moved to approve the owner to install window tint, under the condition the tint is non-reflective. Leslie seconded, vote was all ayes, motion carried.

EXECUTIVE SESSION SUMMARY:

The Board addressed homeowner correspondence, disciplinary action, and delinquencies.

A motion was made, seconded, vote was all ayes, motion carried. And carried to adjourn the meeting. The meeting was adjourned at 11:24 a.m.

Attested: _____ Date: _____

**RIDERWOOD GARDENS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING HELD AUGUST 15, 2024**

Brittany Vik from 360 Community Management called the meeting to order at 10:00 a.m. Board members present were Ron Gerak, Richard Middelberg, Leslie Atkins, and Aymen Elsalim.

OPEN FORUM: No items were brought before the Board at this time.

APPROVAL OF MINUTES: The Board reviewed the minutes of the July 2024 meeting. Leslie moved to approve the minutes as presented. Richard seconded, vote was all ayes, motion carried.

DRAFT RESERVE STUDY: The Board reviewed the draft reserve study. After discussion, Richard moved to approve the reserve study as presented. Leslie seconded, vote was all ayes, motion carried.

DRAFT BUDGET: The Board reviewed the draft 2024-2025 budget presented by Management with a proposed \$35.00/month increase. After discussion, Richard moved to approve a \$35.00/month per unit dues increase, with the new dues amount of \$285.00/month to begin November 1, 2024. Ron seconded, vote was all ayes, motion carried.

INVESTMENT RECOMMENDATIONS: The Board reviewed investment recommendations from Management. It was noted there is approximately \$101,95.00 liquid with a \$150,000 CD that recently matured. After discussion, Richard moved to purchase one (1) \$250,000 CD for a six-month term. Leslie seconded, vote was all ayes, motion carried.

RULE AMENDMENTS: The Board reviewed the rule amendment for Bicycle, Skateboard, and Roller Skates that was previously distributed to the membership for the required twenty-eight (28) day review period. After discussion, Richard moved to table the rule adoption for further investigation and discussion. Leslie seconded, vote was all ayes, motion carried.

The Board reviewed the draft Pet Rules revision. After discussion, Leslie moved to approve the proposed rule amendment for distribution to the membership for the required twenty-eight (28) day review period. Ron seconded, vote was all ayes, motion carried.

WOOD REPAIRS & PAINTING: The Board reviewed proposals from ACP for wood repairs and painting in Phases II & III, and noted the painting prices have increased significantly. Management was instructed to verify the pricing with ACP and solicit additional proposals.

TRASH SERVICE: The Board discussed the trash & recycling service with Waste Management. Management noted the Association is charged for every recycling contamination and overage. Management was instructed to compose a Newsletter reminding everyone of the trash rules, including bulk item removals and cardboard boxes, and how to properly dispose of refuse. Management was also instructed to ask Waste Management to provide signage.

LANDSCAPING: The Board reviewed proposals to replace the flat landscape drain grates with atrium drain grates in the newly renovated turf conversion areas. After discussion, Richard moved to approve the proposal from Green Valley at a cost of \$2,594.00. Leslie seconded, vote was all ayes, motion carried.

EXECUTIVE SESSION SUMMARY:

The Board addressed homeowner correspondence, disciplinary action, and delinquencies.

A motion was made, seconded, vote was all ayes, motion carried. And carried to adjourn the meeting. The meeting was adjourned at 11:24 a.m.

Attested: _____ Date: _____

**RIDERWOOD GARDENS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING HELD JULY 10, 2024**

Brittany Vik from 360 Community Management called the meeting to order at 10:00 a.m. Board members present were Richard Middelberg, Ron Gerak, and Leslie Atkins. Aymen Elsalim was absent. One owner was present.

OPEN FORUM: The owner of 9869-6 Caspi was in attendance to observe the meeting.

APPROVAL OF MINUTES: The Board reviewed the minutes of the June 2024 meeting. Leslie moved to approve the minutes as presented. Richard seconded, vote was all ayes, motion carried.

FINANCIALS: The Board reviewed the financials for May & June 2024. Richard moved to approve the financials as presented. Ron seconded, vote was all ayes, motion carried.

Management was instructed to clarify the tax rate on interest, and why the taxes are over budget. Management informed the Board a new G/L 5511 has been created to track non-maintenance contract expenses. Richard requested all previous non-maintenance contract postings for the fiscal year be reallocated to the new G/L.

CORPORATE TRANSPARENCY ACT: The Board reviewed information on the Corporate Transparency Act, a new Federal anti-money laundering regulation that requires Board Members to register with the Financial Crimes Enforcement Network (“FinCEN”), a bureau of the U.S. Department of Treasury, effective January 1, 2025. Management advised CAI is working on a potential exemption for Homeowners Associations. The Board agreed to table the discussion until September.

RULE AMENDMENTS: The Board reviewed the draft Pet Rules revision with the insurance requirement verbiage. Richard volunteered to obtain pet insurance quotes for \$250,000 and \$500,000 in coverage for the Board to review to ensure it is not cost prohibitive to the homeowners.

LANDSCAPING: The Board reviewed a landscape maintenance fee increase from Green Valley Landscape. After discussion, Richard moved to approve the increase of \$371.00/month, for a new monthly fee of \$7,789.00/month, effective January 1, 2025. Leslie seconded, vote was all ayes, motion carried.

EXECUTIVE SESSION SUMMARY:

The Board addressed homeowner correspondence, disciplinary action, and delinquencies.

A motion was made, seconded, vote was all ayes, motion carried. And carried to adjourn the meeting. The meeting was adjourned at 10:15 a.m.

Attested: _____ Date: _____

**RIDERWOOD GARDENS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING HELD JUNE 13, 2024**

Brittany Vik from 360 Community Management called the meeting to order at 10:08 a.m. Board members present were Richard Middelberg, Ron Gerak, and Leslie Atkins. Aymen Elsalim was absent. One owner was present.

OPEN FORUM: The owner of 9877-5 Caspi Gardens was in attendance to observe.

APPROVAL OF MINUTES: The Board reviewed the minutes of the May 2024 meeting. Leslie moved to approve the minutes as presented. Richard seconded, vote was all ayes, motion carried.

FINANCIALS: The Board reviewed the financials for April 2024. Richard moved to approve the financials as presented. Leslie seconded, vote was all ayes, motion carried.

Management was instructed to research why the maintenance, irrigation water, federal taxes, and state taxes G/Ls are over budget, and begin including the monthly admin billing report in the meeting materials.

APPROVAL OF LIENS: The Board reviewed notices of intent to lien for parcels #381-031-71-14 and #381-031-69-21. A motion was made and seconded to approve the lien(s). Vote was all ayes, motion carried. It was resolved that the Board authorizes that lien(s) be recorded on the properties in the event that payment in full is not received by the deadline(s) imposed in the Intent to Lien letter(s).

INVESTMENT RECOMMENDATIONS: The Board reviewed investment recommendations for upcoming CD's that will be maturing. After discussion, Richard moved to purchase one (1) \$230,000 CD for a twelve (12) month term from Morgan Stanley. Leslie seconded, vote was all ayes, motion carried.

RULE AMENDMENTS: The Board reviewed the draft Pet Rules revision and a recommendation from the insurance company to require owners to carry pet insurance with at least \$500,000 liability coverage and naming the Association as additional insured. Management was instructed to find out if the Association can assess an individual owner for an insurance claim payout or the amount of the insurance deductible.

The Board reviewed the rule amendment for Bicycle, Skateboard, and Roller Skates. After discussion, Ron moved to approve the proposed rule amendment for distribution to the membership for the required twenty-eight (28) day review period. Leslie seconded, vote was all ayes, motion carried.

BALCONY TOPCOATS: The Board reviewed a proposal from ACP for the balcony topcoats in phases III & IV, a total of fifty-six (56) units. After discussion, Richard moved to approve the proposal at a cost of \$31,920.00. Leslie seconded, vote was all ayes, motion carried.

LANDSCAPING: The Board reviewed a proposal from Green Valley to remove and replace the lifted section of sidewalk near 9861-7 Caspi. Green Valley advised the nearby tree does not need to be removed, but they will remove any roots under the sidewalk and install root block. After discussion, Ron moved to approve the proposal at a cost of \$1,500.00. Leslie seconded, vote was all ayes, motion carried.

The Board reviewed a proposal from Green Valley to install mulch in the bare planter areas around 9821-9813 Caspi and 9805-9821 Caspi. After discussion, Ron moved to approve the proposal at a cost of \$1,700.00 under the condition they dig down six-inches before the mulch installation to ensure it does not spill out of the planters. Richard seconded, vote was all ayes, motion carried.

MAINTENANCE: Management was instructed to purchase umbrellas for the pool areas, including one for each table and two free standing umbrellas per pool area.

EXECUTIVE SESSION SUMMARY:

The Board addressed homeowner correspondence, disciplinary action, and delinquencies.

A motion was made, seconded, vote was all ayes, motion carried. And carried to adjourn the meeting. The meeting was adjourned at 10:10 a.m.

Attested: _____ Date: _____

**RIDERWOOD GARDENS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING HELD MAY 9, 2024**

Brittany Vik from 360 Community Management called the meeting to order at 10:01 a.m. Board members present were Richard Middelberg, Ron Gerak, and Leslie Atkins. Aymen Elsalim was absent. One owner was present.

OPEN FORUM: No items were brought before the Board at this time.

APPROVAL OF MINUTES: The Board reviewed the minutes of the April 2024 meeting. Leslie moved to approve the minutes as presented. Richard seconded, vote was all ayes, motion carried.

FINANCIALS: The Board reviewed the financials for March 2024. Richard moved to approve the financials as presented. Leslie seconded, vote was all ayes, motion carried.

Management was instructed to include a detailed spreadsheet of all of the Association's CDs in the monthly meeting materials.

RESERVE PROJECT COORDINATOR: 360 Community Management President Rachael Robenolt was present to discuss the Reserve Project Coordinator being implemented by 360 Community Management to oversee reserve projects. Management was requested to provide two (2) years of overtime expenses for reserve projects that were previously billed.

GATE REPAIRS: The Board reviewed a proposal from House of Automation to replace the faulty electronic processor control board on the Caspi Gardens gate. After discussion, Richard moved to approve the proposal at a cost of \$1,662.15. Leslie seconded, vote was all ayes, motion carried.

EXECUTIVE SESSION SUMMARY:

The Board addressed homeowner correspondence, disciplinary action, and delinquencies.

A motion was made, seconded, vote was all ayes, motion carried. And carried to adjourn the meeting. The meeting was adjourned at 10:10 a.m.

Attested: _____ Date: _____

**RIDERWOOD GARDENS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING HELD APRIL 11, 2024**

Brittany Vik from 360 Community Management called the meeting to order at 10:12 a.m. Board members present were Richard Middelberg, Ron Gerak, and Leslie Atkins. Aymen Elsalim was absent.

APPOINTMENT OF OFFICERS: The Board discussed officer positions after the conclusion of the 2024 election. After discussion, upon a motion made, seconded, and carried, the following directors were appointed to the following officer positions:

Ron Gerak	President
Leslie Atkins	Secretary
Richard Middelberg	Treasurer
Aymen Elsalim	Member at Large

OPEN FORUM: No items were brought before the Board at this time.

APPROVAL OF MINUTES: The Board reviewed the minutes of the March 2024 meeting. Ron moved to approve the minutes as presented. Richard seconded, vote was all ayes, motion carried.

FINANCIALS: The Board reviewed the financials for January and February 2024. Richard moved to approve the financials as presented. Ron seconded, vote was all ayes, motion carried.

The Board discussed the liquid funds in the reserve account. After discussion, Richard moved to purchase one (1) \$200,000 CD for a six-month term. Ron seconded, vote was all ayes, motion carried.

RULE AMENDMENT: The Board reviewed the Pet Rules amendment and response from the Association insurance underwriter stating even if an owner or pet owner has insurance, the Association could still be sued for a dog related incident on the property. Management was instructed to ask the carrier what the recommended amount would be for a pet owner to carry on their policy and investigate if a lawsuit were to occur, if the Association can assess any premium increases or payouts to the responsible owner.

RESERVE PROJECT COORDINATOR: The Board reviewed a letter from Rachael Robenolt, President of 360 Community Management, advising Management will be implementing a Reserve Project Coordinator to oversee reserve projects, including obtaining quotes, verifying insurance, ensuring quote consistency, breakdown of project objectives/needs, project oversight, and final inspection once completed, to be billed at a rate of \$75.00 per hour. Management was instructed to clarify how the Association will be charged for meetings the RPC may attend. The Board agreed this is not approved until further information and clarification is provided by Management.

LANDSCAPING: The Board reviewed a proposal from Green Valley to install mulch around the 10222-10210, 10246, and 10235 buildings. After discussion, Leslie moved to approve the proposal at a cost of \$1,955.00. Richard seconded, vote was all ayes, motion carried.

MAINTENANCE: The Board reviewed a garage door inspection from maintenance prioritizing the damage on the doors from worst to best. Management was instructed to have maintenance attempt to repair one of the doors and report back with the results.

EXECUTIVE SESSION SUMMARY:

The Board addressed homeowner correspondence, disciplinary action, and delinquencies.

A motion was made, seconded, vote was all ayes, motion carried. And carried to adjourn the meeting. The meeting was adjourned at 10:57 a.m.

Attested: _____ Date: _____

**RIDERWOOD GARDENS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING HELD MARCH 14, 2024**

Brittany Vik from 360 Community Management called the meeting to order at 10:12 a.m. Board members present were Richard Middelberg, Ron Gerak, and Aymen Elsalim. Leslie Atkins was absent. One owner was in attendance.

OPEN FORUM: The owner of 9869-6 was present to advise there is still paint on the ground by the mailboxes and reported a violation. Management instructed the owner to email their complaint to the Management office.

APPROVAL OF MINUTES: The Board reviewed the minutes of the February 2024 meeting. Ron moved to approve the minutes as presented. Richard seconded, vote was all ayes, motion carried.

FINANCIALS: The Board tabled the financials for January 2024 for further review.

APPROVAL OF LIENS: The Board reviewed a notice of intent to lien for parcel #381-031-72-55. A motion was made and seconded to approve the lien(s). Vote was all ayes, motion carried. It was resolved that the Board authorizes that lien(s) be recorded on the properties in the event that payment in full is not received by the deadline(s) imposed in the Intent to Lien letter(s).

SB326 BALCONY INSPECTIONS: The Board reviewed the SB326 inspection report from Southern Cross Property Consultants and instructed Management to provide the report to ACP to submit their recommendations for repair.

EXECUTIVE SESSION SUMMARY:

The Board addressed homeowner correspondence, disciplinary action, and delinquencies.

A motion was made, seconded, vote was all ayes, motion carried. And carried to adjourn the meeting. The meeting was adjourned at 10:43 a.m.

Attested: _____ Date: _____

**RIDERWOOD GARDENS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING HELD FEBRUARY 8, 2024**

Brittany Vik from 360 Community Management called the meeting to order at 10:01 a.m. Board members present were Richard Middelberg, Leslie Atkins, Ron Gerak, and Aymen Elsalim.

OPEN FORUM: No items were brought before the Board at this time.

APPROVAL OF MINUTES: The Board reviewed the minutes of the January 2024 meeting. Leslie moved to approve the minutes as presented. Ron seconded, vote was all ayes, motion carried.

BALCONY DECK REPAIRS: The Board reviewed proposals from ACP for full balcony deck tear-off's at 9813-2 Caspi, 9813-6 Caspi, 9824-4 Shirley, 9856-6 Shirley, and 10270-6 Norma Gardens. ACP advised that using standard plywood/siding instead of the custom milled material would only net a savings of \$40.00 per deck.

CHIMNEY REPAIRS: The Board reviewed a proposal from ACP to perform repairs to the chimney spark arrestors and chase covers, as recommended in the most recent inspection.

ACP offered a package deal for the balcony deck repairs and chimney repairs for a total of \$32,000.00. After discussion, Richard moved to approve both projects for a total cost of \$32,000.00. Leslie seconded, vote was all ayes, motion carried.

PET RULES: The Board reviewed the revised pet rules. Management was instructed to ask the insurance agent about requiring pet owners to register their animals with the Association and requiring pet owners to provide proof of insurance.

The Board discussed removing the dog run gates and fencing to protect the Association from dog bite attacks. After discussion, Richard moved to approve maintenance to remove the dog run gates and fencing and place into storage. Leslie seconded, vote was all ayes, motion carried.

TREE CARE: The Board reviewed proposals for three-year tree care plans. After discussion, Richard moved to approve the three-year tree care plan from Oak Valley for \$7,355 for 2024, \$7,610 for 2025, and \$7,355 for 2026, for a total of \$22,320.00. Leslie seconded, vote was all ayes, motion carried.

EXECUTIVE SESSION SUMMARY:

The Board addressed homeowner correspondence, disciplinary action, and delinquencies.

A motion was made, seconded, vote was all ayes, motion carried. And carried to adjourn the meeting. The meeting was adjourned at 11:03 a.m.

Attested: _____ Date: _____

**RIDERWOOD GARDENS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING HELD JANUARY 18, 2024**

Brittany Vik from 360 Community Management called the meeting to order at 10:04 a.m. Board members present were Richard Middelberg, Leslie Atkins, and Ron Gerak. Aymen Elsalim was absent. One owner was in attendance.

OPEN FORUM: No items were brought before the Board at this time.

APPROVAL OF MINUTES: The Board reviewed the minutes of the November 2023 meeting. Richard moved to approve the minutes as presented. Leslie seconded, vote was all ayes, motion carried.

FINANCIALS: The Board reviewed the financials for October – December 2023. Richard moved to approve the financials as presented. Leslie seconded, vote was all ayes, motion carried.

FINANCIAL REVIEW: The Board reviewed the draft financial review. After discussion, Richard moved to approve the financial review from Sonnenberg & Company, CPAs, for distribution to the membership. Leslie seconded, vote was all ayes, motion carried.

APPROVAL OF LIENS: The Board reviewed a notice of intent to lien for parcel #381-031-72-53. A motion was made and seconded to approve the lien(s). Vote was all ayes, motion carried. It was resolved that the Board authorizes that lien(s) be recorded on the properties in the event that payment in full is not received by the deadline(s) imposed in the Intent to Lien letter(s).

TRASH ENCLOSURE REPAIRS: The Board reviewed the updated proposals for wood & stucco repairs on all six (6) trash enclosures. After discussion, Richard moved to approve the proposal from 360 Maintenance at a cost of \$20,612.90. Leslie seconded, vote was all ayes, motion carried.

BALCONY DECK REPAIRS: The Board reviewed proposals from ACP for full balcony deck tear-off's at 9813-2 Caspi, 9813-6 Caspi, 9824-4 Shirley, 9856-6 Shirley, and 10270-6 Norma Gardens. Management was instructed to ask ACP to revise their proposals to use standard plywood/siding instead of the custom milled material.

CHIMNEY REPAIRS: The Board reviewed a proposal from ACP to perform repairs to the chimney spark arrestors and chase covers, as recommended in the most recent inspection. ACP offered a package deal for the balcony repairs and chimney repairs for a total of \$32,000.00. The Board tabled the proposal pending review of the revised balcony repair proposals.

SB326 INSPECTIONS: Management advised the SB326 inspections are scheduled for January 29th – 31st.

ELECTION BY ACCLAMATION: Management advised per California Civil Code, if, at the close of the time period for making nominations, there are the same number or fewer qualified candidates as there are Board positions to be filled, then the Board of Directors may, after voting to do so, seat the qualified candidates by acclamation without balloting. Management confirmed there are no more candidates than there are open positions for the 2024 election. After discussion, Leslie moved to proceed with the election by acclamation. Richard seconded, vote was all ayes, motion carried.

GATE OPERATOR REPLACEMENT: The Board reviewed a proposal from House of Automation to replace the failed gate operator on the Shirley Gardens entrance gate that was approved via e-mail as an emergency. After discussion, Richard moved to ratify the contract at a cost of \$6,548.00. Leslie seconded, vote was all ayes, motion carried.

WOOD REPAIRS/PAINTING & BALCONY TOPCOATS: The Board discussed wood repairs/painting and balcony topcoats in phases II and III of the community. Management was instructed to solicit proposals for both projects, with the costs to be separated by phase.

PET RULES: The Board reviewed and discussed revisions of the existing pet rules. Management was instructed to draft the revision for the Board to review at the next meeting.

MAINTENANCE: The Board reviewed a garage door inspection report from maintenance noting all the garage door panels that have visible damage. Management was instructed to have maintenance prioritize the damage.

ARCHITECTURAL APPLICATIONS: The Board reviewed an architectural application from the owner of 10270-4 Norma Gardens to install an EV charger inside their garage. After discussion, Richard moved to deny the application, as there is not enough electricity coming into the garages to accommodate the charger. Leslie seconded, vote was all ayes, motion carried.

Management was instructed to solicit proposals to upgrade the electrical amperage on the garages to allow for owners to install EV charging stations.

EXECUTIVE SESSION SUMMARY:

The Board addressed homeowner correspondence, disciplinary action, and delinquencies.

A motion was made, seconded, vote was all ayes, motion carried. And carried to adjourn the meeting. The meeting was adjourned at 11:03 a.m.

Attested: _____ Date: _____

**RIDERWOOD GARDENS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING HELD NOVEMBER 9, 2023**

Brittany Vik from 360 Community Management called the meeting to order at 10:02 a.m. Board members present were Richard Middelberg, Leslie Atkins, and Ron Gerak. Aymen Elsalim was absent. Two owners were in attendance.

OPEN FORUM: The owner of 10270-4 Norma Gardens was in attendance to answer any questions the Board may have on their architectural application to install an electric vehicle charger in their garage.

The owner of 9877-4 Caspi Gardens was in attendance to express concern over the landscaping, playground, dog run, and trash enclosures.

APPROVAL OF MINUTES: The Board reviewed the minutes of the October 2023 meeting. Leslie moved to approve the minutes as presented. Richard seconded, vote was all ayes, motion carried.

FINANCIALS: The Board reviewed the financials for September 2023. Richard moved to approve the financials as presented. Leslie seconded, vote was all ayes, motion carried.

APPROVAL OF LIENS: The Board reviewed notices of intent to lien for parcels #381-031-72-10 and #381-031-69-25. A motion was made and seconded to approve the lien(s). Vote was all ayes, motion carried. It was resolved that the Board authorizes that lien(s) be recorded on the properties in the event that payment in full is not received by the deadline(s) imposed in the Intent to Lien letter(s).

TRASH ENCLOSURE REPAIRS: The Board reviewed the updated proposal for wood & stucco repairs on all six (6) trash enclosures. Management was instructed to revise the proposal to add corrugated metal on top of trash enclosure #3 to be sloped toward the back of the enclosure, install u-shaped rods on the entire vertical height of all trash gates & lattice, and solicit proposals for the work.

BALCONY DECK REPAIRS: The Board reviewed proposals from ACP for full balcony deck tear-off's at 9813-2 Caspi, 9813-6 Caspi, 9824-4 Shirley, 9856-6 Shirley, and 10270-6 Norma Gardens. Management was instructed to ask ACP to clarify what a full tear-off entails, explain why the deck drains can't be lowered and countersunk and why the plywood has to be custom milled, and why there is a note on the proposals that states there will be an up charge for plywood when it's already included in the proposal.

SB326 INSPECTIONS: The Board reviewed proposals to inspect the exterior elevated elements in accordance with SB326. After discussion, Ron moved to approve the proposal from Southern Cross Property Consultants at a cost of \$21,750.00. Leslie seconded, vote was all ayes, motion carried. Management was instructed to schedule the project to start after the new year, and ask Southern Cross what kind of unit access will be needed for the inspection.

CHIMNEY REPAIRS: The Board reviewed a proposal from ACP to perform repairs to the chimney spark arrestors and chase covers, as recommended in the most recent inspection. Management was instructed to negotiate a discount with ACP for the balcony tear-off's and chimney repairs.

GATE OPERATOR REPLACEMENT: The Board reviewed a proposal from House of Automation to replace the failed gate operator on the Shirley Gardens exit gate that was approved via e-mail as an emergency. After discussion, Richard moved to ratify the contract at a cost of \$6,548.00. Leslie seconded, vote was all ayes, motion carried.

WINTER NEWSLETTER: The Board reviewed the draft Winter Newsletter. After discussion, Ron moved to approve the draft as presented, to be distributed to all owners & residents. Richard seconded, vote was all ayes, motion carried.

ARCHITECTURAL APPLICATIONS: The Board reviewed an architectural application from the owner of 10270-4 Norma Gardens to install an EV charger inside their garage and agreed that further investigation of the laws and regulations is necessary before rendering a decision.

The Board reviewed an architectural application from the owner of 10270-6 to install a chair lift on the common area stairs. After discussion, Richard moved to approve the application as presented. Leslie seconded, vote was all ayes, motion carried.

EXECUTIVE SESSION SUMMARY:

The Board addressed homeowner correspondence, disciplinary action, and delinquencies.

A motion was made, seconded, vote was all ayes, motion carried. And carried to adjourn the meeting. The meeting was adjourned at 11:03 a.m.

Attested: _____ Date: _____

**RIDERWOOD GARDENS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING HELD OCTOBER 12, 2023**

Brittany Vik from 360 Community Management called the meeting to order at 10:02 a.m. Board members present were Richard Middelberg, Leslie Atkins, and Ron Gerak. Aymen Elsalim was absent. One owner was in attendance.

OPEN FORUM: No items were brought before the Board at this time.

APPROVAL OF MINUTES: The Board reviewed the minutes of the September 2023 meeting. Ron moved to approve the minutes as presented. Leslie seconded, vote was all ayes, motion carried.

FINANCIALS: The Board reviewed the financials for August 2023. Richard moved to approve the financials as presented. Leslie seconded, vote was all ayes, motion carried.

APPROVAL OF LIENS: The Board reviewed a notice of intent to lien for parcel #381-031-70-40. A motion was made and seconded to approve the lien(s). Vote was all ayes, motion carried. It was resolved that the Board authorizes that lien(s) be recorded on the properties in the event that payment in full is not received by the deadline(s) imposed in the Intent to Lien letter(s).

TRASH SERVICE: The Board reviewed an e-mail from Waste Management alleging the recycle bins are consistently overfilled, and they recommend increasing the recycle service to four times/week resulting in an annual increase of \$4,554.72/year, to avoid overfill fees. Management was instructed to task janitorial with taking photos of all recycle bins after each service day to document whether or not the driver is servicing the bins, and to discontinue paying any overfill charges in the interim. Management was also instructed to have janitorial take photos of any boxes that have address labels on them that have not been broken down to start fining owners who are not breaking down boxes.

FINE ENFORCEMENT POLICY AMENDMENT: The Board reviewed an amendment to the fine enforcement policy, specifically for vandalism, nuisance, and cardboard box violations. After discussion, Ron moved to approve the amendment as presented, to take effect immediately. Leslie seconded, vote was all ayes, motion carried.

BALCONY DECK REPAIRS: The Board reviewed proposals from ACP for full balcony deck tear-offs at 9813-2 Caspi, 9813-6 Caspi, 9824-4 Shirley, 9856-6 Shirley, and 10270-6 Norma Gardens. Management was instructed to ask ACP why a full tear-off is necessary rather than localized repairs of the damaged areas, and what can be done to correct the deck drains so water cannot pool on the deck surface.

EXECUTIVE SESSION SUMMARY:

The Board addressed homeowner correspondence, disciplinary action, and delinquencies.

A motion was made, seconded, vote was all ayes, motion carried. And carried to adjourn the meeting. The meeting was adjourned at 11:03 a.m.

Attested: _____ Date: _____

**RIDERWOOD GARDENS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING HELD SEPTEMBER 14, 2023**

Brittany Vik from 360 Community Management called the meeting to order at 10:02 a.m. Board members present were Richard Middelberg, Leslie Atkins, Ron Gerak, and Aymen Elsalim.

OPEN FORUM: No items were brought before the Board at this time.

APPROVAL OF MINUTES: The Board reviewed the minutes of the July 2023 meeting. Leslie moved to approve the minutes as presented. Richard seconded, vote was all ayes, motion carried.

FINANCIALS: The Board reviewed the financials for June & July 2023. Richard moved to approve the financials as presented. Leslie seconded, vote was all ayes, motion carried.

The Board reviewed the decision that was made outside of a Board meeting to make an additional year-end reserve allocation in the amount of \$16,603.66, to cover the needed \$250,000 required to open the Merrill Lynch account. After discussion, Richard moved to ratify the decision. Leslie seconded, vote was all ayes, motion carried.

DRAFT RESERVE STUDY: The Board reviewed the draft reserve study. After discussion, Richard moved to approve the reserve study as presented. Ron seconded, vote was all ayes, motion carried.

DRAFT BUDGET: The Board reviewed the draft 2023-2024 budget presented by Management with a proposed \$40.00/month increase. Richard advised the Board could spread the dues increase over two (2) years, with a decreased reserve allocation, in anticipation of paying off the solar & gate loans totaling \$56,271 this year. After discussion, Richard moved to approve a \$10.00/month per unit dues increase, with the new dues amount of \$250.00/month to begin November 1, 2023. Ron seconded, vote was all ayes, motion carried. Management noted that per California Civil Code, loans made from the Reserves (including reserve funds used for Capital Improvements) must be paid back within one year. However, the Board of Directors, following an **annual** review of the relevant financial information, may extend the repayment, if it is in the best interest of the community. Upon review of the relevant documents, Leslie moved to repay 1/6 of the reserve funds used for the solar project and 1/6 of the reserve funds used for the gate project, during the 2023-2024 fiscal year. Ron seconded, vote was all ayes, motion carried. It was noted that as of November 1, 2023, there will be one (1) year remaining on both loan repayments.

The Board expressed concern over the annual management fee automatically increasing based on the CPI, as outlined in the management contract. Management was instructed to inform the owner of 360 Community Management that the Board will not be approving the increase, due to lack of response time with the brokerage accounts and CD's, and the Association not receiving credit when meetings are skipped.

TRASH ENCLOSURE REPAIRS: The Board reviewed proposals for wood & stucco repairs on all six (6) trash enclosures and made several changes. Management was instructed to have maintenance include the installation of u-shaped rods on all walk-in gate frames to stabilize the lattice, remove the trellis on trash enclosure #2 and install the metal drip edge over the top, and leave the trellis on trash enclosure #3, but install the metal drip edge on each trellis slat.

HANDRAIL PAINTING: The Board reviewed proposals to paint the wood handrails on the buildings in phases II and III. After discussion, Richard moved to approve the proposal from 360 Maintenance at a cost of \$14,635.89. Leslie seconded, vote was all ayes, motion carried.

CHIMNEY INSPECTION: The Board reviewed the chimney inspection report conducted by ACP. Management was instructed to solicit proposals for the recommended repairs.

GUTTER CLEANING: The Board reviewed proposals to clean the gutters and downspouts on all buildings and garages. After discussion, Ron moved to approve the proposal from ACP at a cost of \$9,500.00. Leslie seconded, vote was all ayes, motion carried.

TRASH SERVICE: The Board reviewed an e-mail from Waste Management advising the recycle bins are consistently overflowing and the Association is being charged a fee every time the bin is overfilled, therefore they recommend increasing the recycle service to four times/week. Management was instructed to provide a monthly cost breakdown of overfills for the last year, and task janitorial with monitoring the recycle driver to ensure they are emptying the bins every week, and report residents that are not breaking down cardboard boxes by taking photos of the labels on the boxes.

LANDSCAPING: The Board reviewed landscape maintenance proposals, including the maintenance fee increase from Green Valley Landscape. After discussion, Richard moved to approve the landscape maintenance fee increase of \$666.00/month from Green Valley Landscape, with the new monthly fee of \$7,323.00/month to take effect January 1, 2024. Leslie seconded, vote was all ayes, motion carried.

The Board reviewed the proposed plant layout from Green Horizons for the pending turf removal project. After discussion, Ron moved to approve the layout as presented. Leslie seconded, vote was all ayes, motion carried.

The Board reviewed tree trimming proposals for 2023. After discussion, Leslie moved to approve the proposal from Oak Valley at a cost of \$6,935.00. Ron seconded, vote was all ayes, motion carried.

The Board reviewed proposals for three-year tree care plans for 2024–2026. Management was instructed to solicit additional proposals.

EXECUTIVE SESSION SUMMARY:

The Board addressed homeowner correspondence, disciplinary action, and delinquencies.

A motion was made, seconded, vote was all ayes, motion carried. And carried to adjourn the meeting. The meeting was adjourned at 11:29 a.m.

Attested: _____ Date: _____

**RIDERWOOD GARDENS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING HELD JULY 13, 2023**

Brittany Vik from 360 Community Management called the meeting to order at 10:02 a.m. Board members present were Richard Middelberg, Leslie Atkins, and Ron Gerak. Aymen Elsalim was absent. Two owners were in attendance.

OPEN FORUM: The owner of 9869-6 was in attendance to report that people are parking in front of the garages near the pool and blocking access, and a large party was held in the pool area that resulted in an assault and the police responding.

The owner of 10258-3 was in attendance to observe the meeting.

APPROVAL OF MINUTES: The Board reviewed the minutes of the June 2023 meeting. Leslie moved to approve the minutes as presented. Richard seconded, vote was all ayes, motion carried.

FINANCIALS: The Board reviewed the financials for May 2023. Richard moved to approve the financials as presented. Leslie seconded, vote was all ayes, motion carried.

INVESTMENT RECOMMENDATIONS: The Board reviewed investment recommendations for CDs that will be maturing soon. Richard recommended the Association diversify their portfolio and open an account with another brokerage. After discussion, Richard moved to open a brokerage account with another firm and purchase one (1) \$200,000 CD for a twelve (12) month term, one (1) \$250,000 CD for a twelve (12) month term when the existing CD matures in September, and one (1) \$75,000 CD for a twelve-month term when the existing CD matures in October. Leslie seconded, vote was all ayes, motion carried.

GATE REPAIRS: The Board reviewed proposals from House of Automation to repair or replace the Shirley Gardens exit gate that was struck by a vehicle and significantly bent and damaged. After discussion, Richard moved to approve the proposal to replace & powder coat the new gate at a total cost of \$7,618.80, upon the condition they do not weld anything after the powder coating has been applied, and must use bots or other methods of installation that do not require welding, to preserve the powder coating. Ron seconded, vote was all ayes, motion carried.

CONCRETE REPAIRS: The Board reviewed a proposal from ACP to replace the damaged section of concrete driveway that has buckled in front of garage #157. Management advised that in the interim, maintenance removed the broken pieces of concrete and laid down gravel in the uneven areas. After discussion, Richard moved to approve the proposal at a cost of \$9,250.00, upon the condition the work is scheduled after the Shirley Gardens exit gate repairs are completed. Leslie seconded, vote was all ayes, motion carried.

CAMERAS: Management advised the existing camera at the Shirley Gardens gate area has stopped working and needs to be replaced. After discussion, Richard moved to purchase a new camera. Leslie seconded, vote was all ayes, motion carried.

COMMUNITY NUISANCE & VANDALISM NOTICE: The Board reviewed the draft community nuisance and vandalism notice and made several changes. After discussion, Richard moved to approve the revised notice to be distributed to the owners & residents. Leslie seconded, vote was all ayes, motion carried.

LANDSCAPING: The Board reviewed a landscape maintenance increase from Green Valley Landscape. Effective January 1, 2024, the monthly fee will increase by \$666.00/month, from \$6,657.00/month to \$7,323.00/month. The Board reviewed past increases and instructed Management to inform Green Valley they will only approve a five (5%) percent increase. Management was instructed to solicit landscape maintenance proposals.

EXECUTIVE SESSION SUMMARY:

The Board addressed homeowner correspondence, disciplinary action, and delinquencies.

A motion was made, seconded, vote was all ayes, motion carried. And carried to adjourn the meeting. The meeting was adjourned at 10:44 a.m.

Attested: _____ Date: _____