



### Minutes – Board of Director's Meeting

5:00pm – Monday, October 23, 2023, ☀ in Person ☀ Via [ZOOM](#)

1. Call meeting to order at 5:00pm by President J. Arnold. Present in Person: J. Arnold, D. Branch; G. Huffaker; C. Schaeffer; Residents: D. Catalina, Michael and Kathy Mahoney; Horace and Shirley Wells; Carmen Freeland; Ermalinda Burleson; and Epicenter Management: Rita Franco. Director H. Pregler was not in attendance.
2. Hearing – Homeowners:
  - a. Street Parking: A written complaint was received regarding the street parking. The Directors have acknowledged several residents are in violation. **ACTION ITEM: Rita to send a letter to those residents in violation. ACTION ITEM: Dana to add it to the Tributary as well.**
  - b. Dry Lawn: A written complaint was received. **ACTION ITEM: Rita to send a letter to the resident.**
3. Review Minutes & Action Items from September 25, 2023, Board of Directors meeting. Action items were completed. D. Branch moved to approve the minutes for the BoDs meeting on September 25, 2023; C. Schaeffer seconded. Minutes approved.
4. New Business
  - a. Maintenance Review Request: 32681 Greene Drive – Widen of driveway, installation of concrete step and cement in the patio area. Application Approved.
  - b. Property Management Concerns: 32779 Riverside Drive – Concerns because the homeowner has become ill, and the property needs some landscape upkeep.
5. Old Business
  - a. FEMA Disaster Application – J. Arnold updated the board that one more letter is needed to submit the appeal regarding the denial of our application. No other updates at this time.
  - b. Properties in violation – Property on Montgomery Dr. has not corrected violations and continues to park in the street. **ACTION ITEM: Rita to mail letter**
6. Treasurer's Report
  - a. Accounts Review
    - i. Account Balances: Account Balances were not available since the Treasurer was not at the meeting.
    - ii. 2024 Coupon Books: Email blast when out, and residents has submitted their requests. **ACTION ITEM: Rita to order the coupon books through Heritage Bank.**
    - iii. Past Due Letters: C. Schaeffer and Rita will work together to send out letters.
  - b. Notes from Treasurer
  - c. Reserve Study: Rita and Holly have worked on the 2024 projected budget and Rita has collected 2024 contracts from the vendors. Annual Meeting Packets are going out by November 30<sup>th</sup>.

7. Epicenter Communications: All good.
8. Committee Reports
  - a. Architectural Committee:
    - i. New Build Application: AMD Solutions: 32735 Greene Dr. Application has been approved for Step II of the application.
  - b. Landscape Committee
    - i. Seeding – All done. Lawns will be mowed this week.
    - ii. Tree Review (Pruning Needed) – Michael Mahoney will evaluate the trees in the community. He will report back to the board.
  - c. Social Committee –
    - i. Halloween at the West Gate. J. Arnold will email Rita two flyers to send out to the residents. Horace and Shirley Wells will judge the jack-o-lantern contest.
    - ii. Xmas Parade – Xmas parade will take place on December 10<sup>th</sup>. Horace updated the board on the parade line up. Idea for the community to donate money to help with buying toys for the kids and gift cards for Mr. and Mrs. Claus. ***ACTION ITEM: G. Huffaker to reach out to the club house to see if they can gather at the parking lot after the parade.***
9. Real Estate
  - a. New Homeowners: 32614 Greene Dr.
10. Pool
  - a. Pool Camera: J. Arnold waiting for the Treasurer to get the credit card to order the camera.
  - b. Pool's County Inspection Report: Discussion – Rita shared with the board the violations. ***ACTION ITEM: Rita to reach out to the inspector to give the code to the equipment room.***
11. Wastewater Treatment Plant
  - a. Monthly Report: Central Cal Waterworks – Everything at the plant is working well.
  - b. 12<sup>th</sup> Fairway – G. Huffaker provided an update on the leach field. G. Huffaker provided an update of the latest option Provost & Pritchard proposed. The new option is to create a leach field on the 14<sup>th</sup> and drill 50 feet down into the ground. P&P will need to test the soil. There is no cost estimated as of now.
12. Gates
  - a. No Issues.
- 13. Tributary: Street Parking not safe, water your lawn, Donations for the Xmas parade.**  
***ACTION ITEM: D. Branch to work on the tributary.***
14. Set next regular board meeting – November 20, 2023 - 5pm
15. Adjourn – Meeting adjourned at 6:48pm

Directors continued with Closed Executive Session.