

RGHA Meeting Notes: Running Log

Date: September 30, 2025

Time: 7:00 pm

Location: 4328 Brookshire Circle

- **Liz Liscum: President**
- **Diane Hansen: Vice President**
- **Jake Metz: Secretary**
- **Nick Moreda: Treasurer**
- **Jon Seiberlich-Wheeler: Member at Large**

Preliminary (10 minutes)

- Call meeting to order, establish meeting schedule - Meeting Called to Order at 7:02 Diane made a motion it was seconded by Jon.
- Review of previous meeting minutes (see below)- Jon made a motion and Diane 2nd the motion.

Old Business (25 minutes)

- Update on Pool Mechanical Problem
 - Update Clorinator Work
 - Fixed

New Business (25 minutes)

- Treasurer's Report
 - Savings:
 - Checking: \$11,780.66
 - CD: 31
 - A/R: \$
- County Certification- Issues
 - Josh completing water fountain
 - Liz updated pool ring
 - Will update safety signs
 - Update to water flow
 - Still waiting on update
- Other items from board
 - Develop future plan to assess financial risks
 - CD maturity - understand options

- Proposed increase in HOA fees to \$156
 - Proposed by Jon
 - Seconded Diane
 - What updates are people asking for?
- Off Season Work- Bids
 - Come up with priority list to send out to community members
 - Ask Josh Woods for bids
- Master Plan
 - Newsletter
 - Add link to list
 - Have comment section on invoice
 - Liz and Jake to work on Newsletter
- New voicemails, email
 - Resident asked for pool key
 - Resident concern about leak at the pool
 - Addressed by pool guy

Meeting adjourned at 7:58

Date: August 26, 2025

Preliminary (10 minutes)

- Call meeting to order, establish meeting schedule
- Review of previous meeting minutes (see below)

Old Business (25 minutes)

- Update on Pool Mechanical Problem
 - Update Clorinator Work
 - Unknown timeline for repair
 - Manual chlorination happening three times a week
 - Soot - pool service is manually vacuuming

New Business (25 minutes)

- Treasurer's Report
 - Savings: \$
 - Checking:
 - CD:
- Josh Wood's Work Update

- Unknown cost at this time
 - Will be updated
- Door Lock Pool Room
 - Update to keypad lock
- New voicemails, email
 - Voicemails inquiring on pool repairs, one thanking us following repairs
 - Emails all about pool repair inquiries
- Other items from board
 - Accounting backup in the event Dave Coyle isn't able to assist with accounting
 - Develop future plan to assess financial risks
- Off Season Work
 - Power washing
 - Potential Paint and Concrete maintenance
 - Other projects
 - Broken Chairs
 - Closet Clean out
 - Board will look into getting bids for offseason work- Pool deck needs repairs -Jake will look into general bid
 - Assess cost of big repairs
 - Costs have increased dramatically since last update

Future Agenda Items:

Pool updates and area maintenance

- Fire Wise Community
- Dues
- Furniture

Adjourned at 7:42pm

July 29, 2025

Preliminary (10 minutes)

- Call meeting to order, establish meeting schedule
 - Called to order at 7:06
- Review of previous meeting minutes

Old Business (25 minutes)

- Update on Pool Mechanical Problem

- Employees weren't able to access pump room
 - Said they didn't have a key
- Water not being added
- Automated chlorinator was overflowing
- Filtration system is not working
 - Needs to be flushed
 - Will happen August 4th
- Out of scope of regular pool maintenance
- Electric heater turned off
 - Will have plumber look at the heater
- Maintenance needs to make sure to document chemicals
- Messaging out to Neighborhood
 - Update website
 - Post signage
 - Make contact info more visible at pool

New Business (25 minutes)

- Treasurer's Report
 - \$16,374 in checking
 - \$13,759 in savings
 - \$51,000 in CD
 - Past Due Invoices
- New voicemails, email
 - Pool related
 - Dirty and cold
 - Styrofoam pellets covered pool
- Other items from board

Future Agenda Items:

Pool updates and area maintenance

- Potential paint and concrete maintenance
- Power washing
- Broken chair removal
- Closet clean out

Fire Wise Community

Meeting adjourned at 7:42

Date: June 24, 2025

Time: 7:00 pm

Location: Pool

- **Liz Liscum: President**
- **Diane Hansen: Vice President**
- **Jake Metz: Secretary**
- **Nick Moreda: Treasurer**
- **Jon Seiberlich-Wheeler: Member at Large**

Preliminary (10 minutes)

- Call meeting to order, establish meeting schedule
- Review of previous meeting minutes

Old Business (25 minutes)

- No old business

New Business (25 minutes)

- Treasurer's Report
 - Past Due Invoices
- New voicemails, email
- Other items from board

Future Agenda Items:

Fire Wise Community

Date: May 27, 2025

Time: 7:00 pm

Location: Pool

- **Liz Liscum: President**
- **Diane Hansen: Vice President**
- **Jake Metz: Secretary**
- **Nick Moreda: Treasurer**
- **Jon Seiberlich-Wheeler: Member at Large**

Preliminary (10 minutes)

- Call meeting to order, establish meeting schedule
- Review of previous meeting minutes

Old Business (25 minutes)

- Pool Opening
- Pool Company Update
 - Oasis Pool Company
 - Coming Mondays, Wednesdays, Fridays
 - Consistently updating readings and updating clipboard

New Business (25 minutes)

- Treasurer's Report
 - Past Due Invoices
- New voicemails, emails
 - A couple people looking for a pool key
 - Concerns about multiple cars parked in front of the house
 - Questions about tree-care responsibilities
 - Who takes care of trees?
 - Follow up
- Other items from board
 - Move bike rack to outside the fence and chain to the fence

Future Agenda Items:

Fire Wise Community

Treasure report

Annual Pool Open Meeting and Key Pick up April 26

Date: March 24, 2025

Time: 7:00 pm

Location: 4328 Brookshire Circle

- **Liz Liscum: President**
- **Diane Hansen: Vice President**
- **Jake Metz: Secretary**
- **Nick Moreda: Treasurer**
- **Jon Seiberlich-Wheeler: Member at Large**

Preliminary (10 minutes)

- Call meeting to order, establish meeting schedule
- Review of previous meeting minutes

Old Business (25 minutes)

- Pool Opening- Update

- Stuff envelopes
- Jeff Thiery Update- 3 times per week

New Business (25 minutes)

- Treasurer's Report
 - Past Due Invoices
- New voicemails, emails
- Other items from board

Future Agenda Items:

Fire Wise Community

Date: February 28, 2025

Time: 7:00 pm

Location: 4328 Brookshire Circle

- **Liz Liscum: President**
- **Diane Hansen: Vice President**
- **Jake Metz: Secretary**
- **Nick Moreda: Treasurer**
- **Jon Seiberlich-Wheeler: Member at Large**

Preliminary (10 minutes)

- Call meeting to order, establish meeting schedule - Jon calls meeting to order
- Review of previous meeting minutes - Diane approves, Jake seconds

Old Business (25 minutes)

- Google account creation update, Liz to update
- Updating Website - Liz updated with meetings for the year
- Tax Filings - Dave Coyle will file taxes
- Pool Opening Timeline
 - [Draft Letter Feedback Letter](#)
 - Pool Key April 26th 10-Noon (Linda Vargas Said Yes)
 - Set Date March Liz meet with Grounds Guy/Thiery - pending
 - Letters to go out by April 1st
 - Pool Opens May 1st
 - Pool closing October 31st

New Business (25 minutes)

- Treasurer's Report
 - Past Due Invoices
 - Claims she paid twice, Dave will research and refund if necessary
 - Member, trying to pay, but can't keep track
 - Ask Dave if we've received a check
 - Jon will deliver invoice
 - Don't send to collections
- New voicemails, emails
 - None
- Other items from board
 - None
- Fire Wise Community
 - New Member wants to present on Fire Wise Community

Future Agenda Items:

Date: January 28, 2025

Time: 7:00 pm

Location: 4328 Brookshire Circle

- **Liz Liscum: President**
- **Diane Hansen: Vice President**
- **Jake Metz: Secretary**
- **Nick Moreda: Treasurer**
- **John Seiverlich-Wheeler: Member at Large**

Preliminary (10 minutes)

- Call **meeting** to order, establish **meeting** schedule
- Review of previous **meeting** minutes

Old Business (25 minutes)

- Google account creation update, Liz to update

New Business (25 minutes)

- Treasurer's Report
- Pool Opening Develop Timeline
- New voicemails, emails
- Other items from board
- Updating Website
- Next meeting date - Determine for 2025
- Tax Filing

Future Agenda Items: Past Due Invoices, Cleaning Pool 3 times per year, furniture at the pool does it need an update? Updating Website

Notes:

Meeting called to order at 7:07

Treasure Update: Checking \$27,636.23, Savings \$11, 723.35 and C/D \$50,557.57

Pool Key April 26th 10-Noon (Ask about Pool Key

Draft Letter 2/25 during meeting

Middle Of March Liz meet with Grounds Guy/Thiery

Letters to go out by April 1st

Pool Opens May 1st

Pool closing October 31st

Committee agreed to have Dave Coyle complete tax filings

Diane Adjourned the Meeting at 7:28

2021 June 22nd HOA Board Meeting

- Vote to start meeting 6:30pm
- Pool Discussion: the pool running smoothly and guidelines are being followed, no longer need masks according to local laws, the pool is fully open and capacity limits are no longer in effect
- New Members:
 - Pam Vincent-Secretary
 - Webmaster: Megan Jerkobic
 - Vice President: Diane Hansen
 - President: Josh Woods
 - Member at large: Liz Liscom
- Financial Status Update-See doc (Dave will provide next meeting)
- Discussion about reserve account. Treasurer will bring the doc to the next meeting.
- Discussion about a pool bike rack
- Next meeting will discuss a revision of the pool rules

- Website discussion: Website hosted by new designs, Dave will bring the login information to the next meeting
- Next meeting August 11th at the pool
- Discussion explaining how to handle complaints for the new board members-follow ccnr's, request homeowners take matters to the police if the HOA letter does not resolve the issue
- Discussed safety progress crossing Hoen. The new crosswalk and light are working and the city is planning on switching to one lane in that area.
- Meeting ended at 7:30

2021 Wed Aug 11th HOA Board Meeting

- Vote to a start meeting 6:50
- Last meeting notes approved by all
- In attendance...Dave Coyle, Diane Hansen, Liz Liscum, Pam Vincent, Josh Woods
- Liz has the new bike rack and will send photos to the board members, discussion about how to anchor the bike rack and where to put it
- Dave provided the balance of the reserve account is...\$61,593
- Dave will send out the information on how to log into the website (to Pam and Josh)
- Discussion about new link in website for updated neighborhood information
- Discussion about the pool rules and if amendments are needed
 - Agreement that the pool address will be written on the pool emergency sign
 - Board members will bring a sharpie marker and add the address
 - Amendment about the bike rack...can walk bikes into the pool area to park at the bike rack
 - Revision of the formatting of the pool rules and add the bike revision to be discussed next meeting
- Complaints: Liz has responded to all calls and left messages. No one has responded. Phone calls are tracked in a log and will share the log with the board
- Are renters covered by the HOA? No, renters need to go through their landlords or the police to file complaints
- Dave will bring account balance summaries to the next meeting
- Chlorine supply issues. How do we close the pool if needed? How do we notify people?
 - Padlock gates, update website
- Next meeting: Tuesday September 21st 7:00 at the pool
- Meeting ended at 7:40

2021 Tues Sep 21 HOA Board Meeting

Meeting called to order 7:06 pm

Attending: Dave Coyle, Diane Hansen, Liz Liscum, Josh Woods, Pamela Vincent

Vote to approve minutes from previous meeting: Approved pending corrections in board members' names

Old Business

- Liz has the new bike rack and will send photos to the board members, discussion about how to anchor the bike rack and where to put it. Liz is still working on this
- Dave will send out the information on how to log into the website (to Pam and Josh). Dave sent the info on 9/22/2021.
- Discussion about new link in website for updated neighborhood information. Tabled, as Pam is taking the lead and was unable to attend the meeting.
- Discussion about the pool rules and if amendments are needed
 - Agreement that the pool address will be written on the pool emergency sign. Item closed
 - Board members will bring a sharpie marker and add the address. Item closed
 - Amendment about the bike rack...can walk bikes into the pool area to park at the bike rack. Tabled, as pool season is nearly over and we are having an ongoing discussion about amending the pool rules and re-formatting the rules sign.
 - Revision of the formatting of the pool rules and add the bike revision to be discussed next meeting. Tabled until next season.
- Complaints: Liz has responded to all calls and left messages. No one has responded. Phone calls are tracked in a log and will share the log with the board. No update, no new complaints, per Liz. Liz has not heard back from any of the residents who issued complaints last month.
- Are renters covered by the HOA? No, renters need to go through their landlords or the police to file complaints. Item closed.
- Dave will bring account balance summaries to the next meeting. Item closed.
- Chlorine supply issues. How do we close the pool if needed? How do we notify people?
 - Padlock gates, update website. This item was discussed because of pandemic-related shortages. Josh to confirm with pool maintenance tech that we have stocked extra chlorine in order to reduce the likelihood that this becomes a real problem. If the pool does need to be closed unexpectedly, we will padlock and post notifications on the gates, and add a note to the voicemail, as well as the website, if possible. Item closed.

New Business

- Replace door to equipment room? Barbara has been having a difficult time locking the door to the equipment room. Josh improved its operation, but recommends that it be replaced. There was discussion of Josh performing this work on a volunteer basis, with the door itself being paid for by the HOA. (estimated cost: \$400). There was agreement that Josh will replace the door when he is available to do so, and if the costs become significant, he might issue an invoice.
- Seasonal pool closure: Typically, the season goes from May 31 to Oct 31. Liz will post signs and update the voicemail announcing closure date of 10/31.
- Can pool temperature be raised? Maybe. PG&E cost last month was \$476. In the past, it has ran as high as \$1000. The solar heating system does not get much sun due to trees. There was discussion of the fact that some residents complain about the fees being high while others complain of the pool being too cold. No resolution was noted.

- Fall Newsletter: Diane volunteered to help with this.
- Update on website: Pam is working on this and was unable to attend the meeting.
- Next meeting: Tuesday October 26 7:00 at the pool.
- Meeting ended at 7:29 pm.

2021 October 26th HOA Board Meeting

- Discussed website progress and inability to log in to the old website to update it
- Reviewed the news stories on the website
- 7:20 started zoom recording
- Budget: \$105 for dues, good buffer, fewer expenses
- Some people owe more than a couple years of dues. One person that owes over \$1800 and quite a few that owe over \$400. Should we have our lawyer send them a lawyer to get them to start paying. Should we send a board letter first and then have the lawyer contact them.
- Proposed to set the next meeting for the 16th of November at 7pm in Diane's garage to stuff the newsletter. Pam and Josh will bring tables
- Took a look at the newsletter to update it.
- Reminder to turn the pool heater off-Josh will take care of it.
- Liz needs to update the voicemail with up to date meeting info and a pool closing message.
- Dave will email the proposed budget and Pam will email the budget discussing recording. Vote by email.
- Reviewed meeting notes from last time
 - Replacement door is ordered, Josh reimbursed for material expenses
 - Pool temp raised? Super expensive to raise it a degree
 - Investigating how much a degree increase would cost?
 - Add new website URL to the voicemail

Meeting ended at 8pm

Note: The November meeting was an envelope stuffing meeting with just the board to send out a newsletter. The board took a break for the months of December and January.

2022 Tues February 22nd HOA Board Meeting

Meeting called to order 7:04 pm

Attending: Dave Coyle, Diane Hansen, Liz Liscum, Josh Woods, Pamela Vincent, and one community member

Vote to approve minutes from previous meeting: Approved pending corrections in board members' names

- Send out an email before the next meeting with the notes (Pam will schedule send with link to this document before the end of this meeting)
- Bike rack: Liz will bring home the one that can stand on its own and we will figure out how to position it
- Website: we cannot get into the old one. Josh and Pam will meet to try to figure out how to log in. Dave will help with this process
- Pool Rules: Dave probably has the doc and will send out an email with the rules for board member review. To be revised next meeting
- Pool discussion: when to open? Sometime in May. Need to schedule the pool cleanup and key pick-up. March meeting will set all of these dates and times
- Door to the equipment room: It has been delivered and Josh will install in March
- Community member input: Pool temperature: target is 70-without a solar cover it's hard to hit that temperature. Has the solar been serviced to check into whether or not it's working well? Look into the solar cover
- Bees at the pool...mitigation?
- Neighbor concern: We heard a concern from an HOA member about their neighbor. The HOA is taking steps to address those concerns.
- David Coyle shared accounts receivable documentation and bank account current statements
- Pool leaking maintenance? No leaks, timer issue, confirmed that everything is set to off season settings
- Voting Laws updated: we have been accepting new members through the process of acclimation. The legislature of CA, effective Jan 1st the law formally recognizes acclimation, but required additional steps may be complex and we will need to take the voting out of the bylaws. Motion to take the voting out of the bylaws so that we don't have to update. Motion accepted.
- Voicemail: few calls, all have been responded to
- Make a date for the next meeting

2022 Tuesday March 29th 7:00 pm: HOA Board Meeting

Meeting Called to order at 7:16

In attendance: Dave Coyle, Diane Hansen, Liz Liscum, Josh Woods, Pamela Vincent

Meeting Notes from the last meeting approved.

Website discussion: We will add a link to the google site to the old website and continue to pay for the domain, but will put all future updates on the new site and discontinue paying for website maintenance

Pool:

Continued review of pool rules and discussed updates to the pool rules for the 2022 pool season.

-Bike rack addition

-supervision update

-format update

-bees? Bee trap? Source of freshwater for animals and bees outside of the pool?

Voting for new board members: We need to respond to the lawyers to decide whether or not we are going to adopt the official procedure for adopting new board members when there are not enough people to have a board election. Draft must be distributed to members 28 days before it is adopted. No election is needed to approve after the 28 days are up.

Neighbor concern follow up: The owner is not responding and there is no progress. We will send a letter to the homeowner, both certified and not certified to make sure that the owner is officially notified.

Review of the bank accounts: Dave Coyle provided the documents. Both Pamela Vincent and Dave Coyle have the accounts information on file.

Insurance Policy: check in on payment status

Next Meeting April week of April 10th (tentative April 13th) 4:00pm: Prepare for pool opening, meet at the pool. We will talk to Miguel about doing the pool cleanup.

Who lives there?Overdue dues: Discussion about the board not being informed about the names of new owners. Question about severely overdue dues.

Meeting Ended at 7:52

2022 April 13th 2022 4:00 HOA Meeting

Meeting called to order at 4:10 pm

In attendance: Dave Coyle, Diane Hansen, Liz Liscum, Josh Woods, Pamela Vincent

Approved last meetings notes

Pool clean-up discussed and the gardener will complete the clean up this year

Liz will purchase 6 new chairs and 6 loungers and Dave will reimburse

Pool mailer: meet at the pool to distribute keys, pool rules updated and printed on the other side, include address on the pool rules. Opening date May 7th or 14th, key meeting depends on Linda's schedule

Linda will get the keys organized with the locksmith

Diane and Pam will revise the pool rules and Liz will print

Dave will print address list

Continuing discussion with the Brookshire Circle neighbor dispute. Josh is taking lead on this and has spoken to the owner.

All further communication with the renter must now go through the landlord.

Dave paid the insurance policy. That business from the last meeting is closed.

Phone conversation with Linda Vargas: Josh and Linda will meet the locksmith tomorrow, 4/14 at 10am

Pam: the website is live. Next year we will discuss moving old content or updating old site. Ask Chris Petrus how he was updating.

Meeting closed 4:42 pm

2022 May 31 2022 7:00 HOA Meeting

7:07 pm Meeting called to order

In attendance: Dave Coyle, Diane Hansen, Liz Liscum, Josh Woods, Pamela Vincent

Motion to approve last week's minutes: approved

Pool rules posted at entries: Josh is getting them printed

Ongoing neighbor dispute: neighbors do not agree, we have done everything within our HOA power that we are aware of. Current request: address of the owner, we do not feel that it is within our power to provide the address of the owner of the next door neighbor property

Our Actions:

- 1. Confirmed with the Glenn Youngling office that we are not obligated to share correspondence with RGHA members.**
- 2. Mailed letter to owner in question, informing him of resorts of CCR violations by the tenants.**
- 3. Spoke on the phone with the member who is involved in the dispute, informing him that letter has been sent.**

Website: proposed schedule of dates so we can post them. Last Tuesday of the month at the pool until October 31. Pam will update the website.

Tree trimming: trimmers coming to remove tree impinging on fence, waiting on owners to have the fence contractors contact us and waiting for the owners request for the fence replacement.

Neighbor complaint about photos taken of students at pool.

Neighbor complaint about students under 18 potentially bringing guests

Neighbor complaint about drunk men peeing on the fence

Our Action: we cannot enforce these rules. This is an honor system and we all need to respect the rules. We will listen to complaints.

Signs: Age restrictions, no alcohol, must be with a homeowner when at the pool, call the police if you see something illegal. Quiet hours.

Next year Proposal: signed pool rule contract, acknowledging that you could lose your key if we have too many complaints

Pool temperature: cost-over \$1,000 per month for increased heat. Tree removal will likely help. Informal process, if people continue to not like the temp we can raise it a few degrees if we hear people still want that.

Financial update: Dave shared documents with us for the records.

Are we taking legal action against people who have still not paid? Dave is continuing to look into it.

To do: read and come ready to discuss “voting and election procedures” addendum (email from Dave)

Pam will write a response email to pool complaints for approval.

-Update: email written and approved, Dave sent it

Meeting closed at 8:05 pm

Next Meeting: June 28th 7pm at the pool

2022 June 28th 2022 7:00 HOA Meeting

7:05 Meeting Called to order

In attendance: Dave Coyle, Diane Hansen, Liz Liscum, Josh Woods, Pamela Vincent, Hali Sherman, Linda Vargas, Maggie Kostoff, Barbara Thomosa, Honora Connolly, Bill Reynolds, Deborah Carlston, new neighbor interested in getting a pool key (did not get his name)

Vote to approve last meeting’s board minutes: approved

Vote to move new business to the beginning of the meeting since a community member needed to leave early: approved with a 25 minute time limit

Neighbor Concerns about Pool:

Neighbor shared her experience with living near the pool and the pool rules that have been broken in the past. She also shared her experience with asking neighbors to abide by the pool rules. She, in agreement with several other neighbors made several requests...

- 1) **Request** for a large print copy of pool rules to be printed and posted (the board is working on this and has discussed it in previous meetings)
- 2) **Statement of Lived experience:** Neighbors feel that they don’t like being in the position of policing the pool. Their experience has been that they are disrespected and sometimes cussed at when asking another neighbor or neighbor’s child to follow rules
- 3) **Request** for the pool rules to change the closing hours to 8pm, other neighbors disagreed and preferred 9pm or dusk
- 4) **Request** for an official limit to guest numbers in the pool rules
- 5) **Request** for cameras and or motion activated lights
- 6) **Request** that each neighbor sign a copy of the rules when they pick up their pool key and that consequences of not following the rules are clearly outlined on that document
- 7) **Request:** In the amended pool rules there should be an emphasis on neighbors ability to enforce (all adults present are responsible for enforcing the pool rules) and an emphasis on no foul language (concern that people do not know the word profanity)
- 8) **Suggestion** that a key card or fob system be implemented so that if there is a complaint with a time the HOA will know who was at the pool at that time and can contact families.

9) **Question:** Can adults take down the pool key number of minor children not following rules so that parents can be contacted?

Note: The 45 minute discussion concluded at 7:50 (20 minutes over schedule). The board thanked neighbor attendees for their time and for bringing their concerns to the board. E-mail addresses were collected for any neighbor present who wanted a statement from the board about next steps.

A board member **moved** to convene in executive session for the last 10 minutes of the meeting to cover other board members: Motion was approved

Executive session start at 7:50: in attendance: Dave Coyle, Diane Hansen, Liz Liscum, Josh Woods, Pamela Vincent

Pool rule formatting discussion: once the modifications are decided Liz will have a graphic designer friend look at it before large printing

Action: take down white board at the pool. Neighbors have been inventing rules and writing them on the board. It needs to come down.

Ongoing Neighbor Dispute:

Question: Should the board communicate with a lawyer about this dispute?

Decision-not at this time. We will continue to hear complaints from the homeowner and will address new complaints as they come. The board has taken the necessary actions in this case at this time and is not currently going to pursue levying fines against the landlord of the home.

Josh Update: Letter has been sent, discussions by phone and email with both owners and the tenants. RGHA has received a copy of a letter sent by one of the owners' attorney. RGHA attorney is not taking on this type of work right now and has provided a reference to another. Discuss whether RGHA should request the services of this attorney. (Refer to email from Youngling)

Voicemail Question: Liz expressed the need for an HOA phone as her phone number is appearing when she calls neighbors back. Everyone agreed that this is needed. Action needed on this item.

Motion to include self-closing gates in the fence replacement project: approved

Question: Do we need a permit to remove the tree next to the fence? Jost will ask the tree removal company. Action required.

Board Member Question: How do board members protect their personal time? Many instances of neighbors approaching board members in public spaces and contacting

members through personal channels. Needs to be discussed during the executive meeting.

Motion to meet in executive session in 1 week to close out old business and discuss the pool rules and new voting policy: approved

Executive session: Tuesday July 5th 7:00 pm in Diane's garage

Meeting closed at 8:13

2022 Tuesday July 5th 7:00 pm: Executive Session

7:05 Meeting Called to order

In attendance: Dave Coyle, Diane Hansen, Liz Liscum, Josh Woods, Pamela Vincent

Vote to approve last week's minutes: approved

Old Business:

- 1) Large signs for pool rules: Liz is managing this project
- 2) On-going neighbor conflict: Discussion about HOA role. Josh is going to continue to work with the neighbors and homeowner. Deliverable next step: Speak to both neighbors and try to facilitate them speaking to one another. Restorative conversation is needed.
- 3) Tree fence replacement: \$180 difference in cost for the nicer fence. Move to approve fence project and split the cost with the owner. Cost is recorded on separate documentation. Motion seconded and approved. Still need a quote for self closing gates.
- 4) Tree removal: Josh is asking about whether or not we need a permit. Still in process. We will pay for the tree company to get a permit.
- 5) Voting policy change. This is to meet a new CA law. New voting policy will be mailed to all neighbors. What happens when no one steps up for board positions since term limits are now 2 years. A letter should be attached to the new board voting policy. Dave will work on the letter. Motion to adopt the new voting procedures as written. Motion approved.
- 6) Pool temperature: it's fine. Item closed.
- 7) Delinquent payments: Lawyers wrote a letter to the neighbors who owe approximately 5 years (mailed 6/27). We are waiting to see their responses. Lawyer bill gets added to the customers fees.
- 8) Last month's complaint about photos taken of minors: email sent
- 9) Pool furniture is well liked by neighbors.

New Business:

Financial Update: Secretary received a financial update document from the Treasurer and everyone in attendance reviewed this month's financial documents.

Pool Discussion:

- 1) Large signs: being printed
- 2) Pool rules: edits made
 - a) Pool hours: change to 9pm close, quiet time at 8pm
 - b) If complaints continue. Secure the pool? Continue to monitor the situation and see if further action is required like cameras and Flood lights? Barbed wire?
 - c) Newsletter and new pool rules sent out. Pam will work on this. "We're working on a more formal process for next year to address..."
 - d) Number of guest limit? If it becomes an issue this year we will revisit in future meetings
 - e) Key cards? Or labeled keys with colors for classifications for age identification
 - f) We need to start planning in February for next year's opening.
- 3) Voicemail and phone issues. Next Steps. It is inappropriate for neighbors to be calling us directly, texting personal phones, emailing personal emails. Website post about using official channels. "Here are the channels for communication, this is our practice and this is a process we hope that you adopt." Liz will investigate the cost of changing the phone plan and report back to the board.
- 4) Google account for the HOA: needed
- 5) Neighbor call: neighbor wants to have a small birthday party at the pool. The pool rules state no parties. Liz will call back.
- 6) Next Meeting: Public comment time (10 minutes)

Notes from Josh's agenda

Old Business (25 minutes)

- New pool rules signs at each gate
 - Comments/concerns
- Ongoing neighbor dispute
 - Letter has been sent, discussions by phone and email with both owners and the tenants. RGHA has received a copy of a letter sent by one of the owners' attorney. RGHA attorney is not taking on this type of work right now and has provided a
 - reference to another. Discuss whether RGHA should request the services of this attorney. (Refer to email from Youngling)
- Website updates
 - Meeting dates posted
- Tree impacting fence
 - Review proposals supplied by owner
 - Vote on whether to proceed
- 2022 Vote policy

- Questions re the revised policy
 - Vote to adopt policy
- Pool Temperature
 - Comments/concerns
- Delinquent payments
 - Dave to provide update of his email correspondence
- Last months complaints
 - Dave to provide update of any response to email correspondence

New Business (25 minutes)

- Pool rule enforcement
 - President's statement
 - Comments from residents
- New voicemails/emails to board

Meeting closed at 8:22

Next Meeting: July 26th at the pool

2022 Tuesday July 26th 7:00 pm at pool:

RGHA Board Meeting Agenda

Date: July 26, 2022

Time: 7:11 pm meeting called to order

In attendance: Josh Woods, Diane Hansen, Pamela Vincent, Dave Coyle

Location: 1902 Calavaras

Preliminary (10 minutes)

- **Call meeting to order, establish meeting schedule**
- **Review of previous meeting minutes: meeting minutes from July 5th adopted**

Old Business (25 minutes)

- **New pool rules signs at each gate**
 - **Status update (Pam,Liz):** We edited and adopted a final explanatory version of the pool rules and the final version of the sign pool rules. August 10th start close at 9:00 pm with quiet hours at 8pm (Pam will add this to the newsletter)
 - Newsletter will be mailed. Dave will print the newsletter and buy the envelopes and print the address labels. There will be a meeting to stuff envelopes. September meeting (September 27th voting policy adoption).
 - **Comments/concerns:** Discussion about shortening explanations and work on sign wording

- **Finalize rules and closing time so that signs can be ordered and letters sent:** Rules finalized
- **2022 Vote policy**
 - **Newsletter is complete:** nearly complete. Pam and Josh will finish
 - **Determine responsibilities re printing, envelope stuffing, mailing:** see above
- **Ongoing neighbor dispute**
 - **Status update:** Josh sent an email and has not recieved a response.
- **Website updates:** Website has been updated. Final version of the newsletter will be added.
- **Tree impacting fence**
 - **Status update (Josh):** tree removal went well. Increase in sun and the fence is replaced.
- **Delinquent payments**
 - **Dave to update:** Updated. Some payments recieved
- **Pool rule enforcement**
 - **Any updates or comments?** Under 14 not allowed in pool area without an 18 or above adult that came with them

New Business (25 minutes)

- **Water main issue (Josh):** crack in water main, easily bumped, Josh replaced damadged parts. We need someone to look at this to figure out why it broke and if any other fix is needed.
 - **Action Item:** We will wait until the pool season is over to have someone look at the issue.
- **Steel gate maintenance (Josh):** Hinge broken on the Calavaras Gate.
 - **Action Item**We need to have someone repair the gate.
- **New voicemails, emails, complaints:** no emails, no new voicemails
- **Complaint form-**posted on the website, no complaints as of now
- **Age verification suggestion and discussion-**discuss at the pool opening meeting in February

Next Meeting: August 23rd 2022

Meeting Ended at 8:00

2022 Tuesday August 23rd, 2022 7:00 pm at pool:

RGHA Board Meeting Agenda

Date: August 23, 2022

Time: 7:09 pm meeting called to order

In attendance: Josh Woods, Dave Coyle, Liz Liscum

Location: 1902 Calavaras

Preliminary (10 minutes)

- **Call meeting to order, establish meeting schedule**
- **Review of previous meeting minutes:** meeting minutes from 7/26/22 adopted.

Old Business (25 minutes)

- **New pool rules signs at each gate**
 - **Rules were finalized last meeting**
 - **Sign order status - next season?** Board agreed to order a larger rule sign for next year during the off-season.
- **2022 Vote policy**
 - **Board to adopt voter policy September 27, 2022.** Dave received one returned vote policy notification letter, likely a change-of-address issue, and will investigate. No other responses from members received.
- **Website updates.** None
- **Tree impacting fence** Item closed.
 - **Gate is now self-closing, work complete?** Work complete, item closed
 - **Invoice received?** Not as of this time
- **Delinquent payments**
 - **Dave to update** Official pre-lien notice sent by attorney, unable to contact this member.
- **Pool rule enforcement**
 - **Any updates or comments?** None
- **Water main issue (Josh)**
 - **Action Item: We will wait until the pool season is over to have someone look at the issue.** Leave this item on agenda until it is resolved off-season
- **Steel gate maintenance (Josh): Hinge broken on the Calavaras Gate.**
 - **Update from Josh** The inoperable portions of the gate are out of plumb, making adjustment/repair difficult. Board agreed that a more thorough solution would be preferable, and should be pursued during off-season.
- **Age verification suggestion and discussion - (Pam)**
 - **This is still on the agenda so that it is not forgotten come February.**

New Business (25 minutes)

- **New voicemails, emails** None
- **General fence repairs:** Chain link fencing at pool area requires repair. Board agreed to get estimates and pursue during off-season.

Next Meeting: September 27th 2022

Meeting Ended at 7:28

2022 Wed September 27th HOA Board Meeting

- **Vote to a start meeting 7:13**
- **Last meeting notes approved by all**
- **In attendance...**Dave Coyle, Diane Hansen, Liz Liscum, Pam Vincent, Josh Woods
- **Vote to approve the previous months minutes: approved**

Old Business (25 minutes)

- 2022 Vote policy
 - Board to adopt voter policy September 27, 2022.
 - Movement to adopt the voter policy: Approved
- Website updates: pool closing reminder posted
- Delinquent payments
 - Dave to update: several people have paid
- Pool rule enforcement
 - Any updates or comments? None
- Water main issue (Josh)
 - Action Item: We will wait until the pool season is over to have someone look at the issue. Kept on agenda so that it is not forgotten.
- Steel gate maintenance (Josh): Hinge broken on the Calavaras Gate.
 - Repair to take place in off-season. We are getting estimates for a more thorough fix. Kept on agenda so that it is not forgotten.
 - Discussed pool pergola cross bracing and getting advice and estimate to possibly raise the lower part of the fence.
- Age verification suggestion and discussion - (Pam)
 - This is still on the agenda so that it is not forgotten come February.

New Business (25 minutes)

- New voicemails, emails
 - New voicemail from a neighbor about a Jeep with no tires on the road. It is confirmed that the car is no longer parked in the road. An HOA member will call back to see if further action is needed.
 - Refrigerator on front lawn complaint. HOA will contact the owner.
- Treasurer's report: Reports viewed and filed
- Other items from board: None

→Next Meeting is October 25th 7pm at Diane Hansen's House (4328 Leafwood West)

Meeting closed at 7:38pm

RGHA Board Meeting Agenda

Date: October 25, 2022

2022 Tuesday October 25th

Time: 7:04 pm

Location: Zoom

Preliminary (10 minutes)

- **Call meeting to order, establish meeting schedule**

- Review of previous meeting minutes: minutes approved from the previous meeting

Old Business (25 minutes)

- Delinquent payments
 - Dave to update
- Pool rule enforcement
 - Any updates or comments? None
- Water main issue (Josh)
 - Action Item: We will wait until the pool season is over to have someone look at the issue. Kept on agenda so that it is not forgotten.
- Steel gate maintenance (Josh): Hinge broken on the Calavaras Gate.
 - Repair to take place in off-season. Kept on agenda so that it is not forgotten.
- Age verification suggestion and discussion - (Pam)
 - This is still on the agenda so that it is not forgotten come January.
- Refrigerator/Dresser Issue: Refrigerator removed, dresser still there, neighbors are concerned and Josh will contact owner again to thank him for removing the refrigerator and inquire about the dresser
- Pool: with cold nights we need to turn off the heater. Josh will contact to turn off the heater. The pool will close October 31st.

New Business (25 minutes)

- Treasurer's report:
 - Dave gave a budget update. Most delinquent payments are 2 years or less. Statements will go out soon. One delinquent account is large and there is a lien on the house. Reviewed reserve and budget numbers.
 - Budget status report. There were a number of unexpected expenses this year. Pool pump, tree work, fence work.
 - Plan to transfer money to the pool reserve fund in order to prepare for needing to replace the rest of the fence, the gate, and the chain link fence.
 - Dues will rise 20% next year and there's still the potential for a budget shortfall. We have a reserve fund to cover this.
 - We have done a number of pool improvements this year. The fees, even with the increase, is a reasonable ask.
 - Invoices will go out November 15th with a winter newsletter.
 - Motion to increase dues to \$126. Motion approved.
 - The new budget looks good. Proposal to approve the new budget: Motion approved unanimously
- New voicemails, emails
 - Call about the gate. Question about when the gate will be replaced. Josh is talking to people. Liz called back and let the concerned neighbor know that we are getting bids.

- **Other items from board**
 - Need to set up a meeting to stuff envelopes and send out invoices. Date set for Monday the 14th in Diane's garage 7pm
 - Letter would include a note about what we spent with the budget, the budget, and a broad description of the plans for the upcoming year. Jost will write a draft and we'll send it with the invoice along with required notifications. Dave will check in with the lawyers about what we need to send out
- **Meeting adjourned: 7:35 pm**

Note: The November meeting was an envelope stuffing meeting with just the board to send out a newsletter. The board took a break for the month of December and January

2023

RGHA Board Meeting Agenda

Date: February 28, 2023

Time: 7:00 pm

Location: Via Zoom

Meeting called to order at 7:10 pm

In attendance: Josh Woods, Pamela Vincent, David Coyle, Liz Liscum

Preliminary (10 minutes)

- Call meeting to order, establish meeting schedule
- Review of previous meeting minutes
- Previous meeting minutes approved

Old Business (25 minutes)

- Delinquent payments
 - Dave to update, see below in Treasurer's report
- Water main issue (Josh)
 - There have been no observable problems, item closed?. -board agreed, item closed
- Steel gate maintenance (Josh): Met with Guy's Fencing, proposal is overdue but forthcoming. Waiting for a response and quote from the company. The board will give them a deadline to have a quote to us by the time of the next board meeting
- Age verification suggestion and discussion - (Pam)
 - This is still on the agenda so that it is not forgotten come January.
 - We agree to take this item off of the agenda, if parents of young children complain about their children being unduly harassed then we will put this item back on the agenda

New Business (25 minutes)

- Treasurer's report: 250 invoices went out, 40 members are not current on their dues. Dave is sending out the statement with the finance charge on it now. There is still a house that has the lien on it due to being very delinquent. The board needs legal help to determine the situation with a member on Siskayou who is not living at home and is delinquent on payments. Checking account \$29, 479.35, Savings Account \$61,621.77. Outstanding balance \$8,345.00.
- Pool opening date: Wednesday, May 31?
- New voicemails, emails: Liz to update, some phone messages where people have not gotten their bills and wanted to know how to pay them. Liz responded to each voicemail.
- Other items from board
 - Call about solar panels visible from the road. The board does not have an architectural committee. Please communicate with your neighbors if they might have a problem and follow city code.

Next Meeting March 28th 7pm: Zoom

Meeting Closed: 7:37 pm

RGHA Board Meeting Agenda

Date: March 28, 2023

Time: 7:00 pm

Location: Via Zoom

Meeting called to order at 7:08 pm

In attendance: Josh Woods, Pamela Vincent, David Coyle, Diane Hansen

Preliminary (10 minutes)

- Call meeting to order, establish meeting schedule
- Review of previous meeting minutes
- Previous meeting minutes approved

Old Business (25 minutes)

- **Steel Gate Maintenance:** Do we need a steel gate? Neighbor complaints that the gate allows deer to come through? It would be nice to put a gate there that self closes softly, but it does not need to be metal. We do not have an estimate yet, despite frequent communication with the company recently. Coggins Fence has done work for the RGHA in the past and we might consider calling them.
Action Item: Josh will call Coggins Fence and Redwood fence to enquire about doing both the chain link gate and the fence.
- Treasurer's report: 23 people are not paid up. Checking Account \$30453.57, Reserve Account \$61621.77.

- **New Business (25 minutes)**
- Complaints about a disabled vehicle on the street on Marin. Josh spoke with the neighbor and they do not want the RGHA to speak with the neighbor at this time.
- Pool Sign: need to print the larger sign for the pool opening.
 - Action Item: Diane will call sign places
 - Pool opening the first weekend in May (Saturday April 6th pool key pick up at the pool depending on Linda's availability)
 - Josh will speak to Miguel about Pool cleanup
 - Newsletter finalized by email and Dave will print it
 - Josh will call Linda Vargas about new keys and changing the locks
- New RGHA board positions available? How will the board recruit?

Next Meeting April 25th Diane Hansen's House 7pm: Envelope stuffing with pool rules
 Meeting Closed: 7:51 pm

2023 May 6th: community meeting at the pool

Task: Pool key distribution

Board Members in attendance: Josh Woods, Diane Hansen, Pamela Vincent, Dave Coyle, Liz Liscum

Meeting Start: 10:04

Josh gave a short update on pool signs and reminders about pool courtesy and an update on the gate and updated paint for the address to the pool on the curb.

Questions:

Power cleaning of the pool deck, neighbor asking about motion activated light or cameras, pool heat question and a request to increase the temperature, question about a pool workout class, pool cover, request to neighbors to watch their kids rather than being on their cell phones, fence replacement suggestion. Youth pool usage enforcement.

Volunteers to join the board invitation from Josh, 2 year terms for the board are up.

Meeting adjourned: 10:36

2023 May 23rd Board Meeting

RGHA Board Meeting Notes

Date: May 23, 2023

Time: 7:00 pm

Location: RGHA Pool

Attending: Josh Woods, Dave Coyle, Diane Hansen, Liz Liscum

Called to order at 7:08 pm

Preliminary (10 minutes)

- Call meeting to order, establish meeting schedule
- Review of previous meeting minutes. **Meeting notes approved**

Old Business (25 minutes)

- Treasurer's report: Per meeting on 3/28: 23 people are not paid up. Dave to update. **Dave provided printout of treasurer's report, 16 RGHA members owe dues.**
- Steel gate maintenance (Josh): Proposal received from Coggin's fencing. See item at new business.
- Complaints about a disabled vehicle on the street on Marin. No new developments. Item closed? **Board agreed to remove item from the agenda until further notice.**
- Pool Sign: need to print the larger sign for the pool opening.
 - Action Item: Diane will call sign places
 - Pool opening the first weekend in May (Saturday April 6th pool key pick up at the pool depending on Linda's availability)
 - Josh will speak to Miguel about Pool cleanup
 - Newsletter finalized by email and Dave will print it
 - Josh will call Linda Vargas about new keys and changing the locks.
 - ITEM CLOSED. **Board agreed item is closed.**
- New RGHA board positions available? How will the board recruit? **Board agreed to install signage at the pool to recruit new board members.**

New Business (25 minutes)

- Treasurer's report
- Review Coggin's Fence Proposal. **Proposal approved by board.**
- New voicemails, emails
- Other items from board. **None**

Meeting adjourned 7:52 pm

2023 June 30th Board Meeting

Date: June 30, 2023

Time: 7:00 pm

Location: RGHA Pool

Preliminary (10 minutes)

- **Meeting to order, 7:02, establish meeting schedule**
 - **Start time:**
 - **In attendance: Linda Vargas, Josh Woods, Diane Hansen, Liz Liscum, Pamela Vincent, Dave Coyle**
- **Review of previous meeting minutes: Minutes approved by the board**

Old Business (25 minutes)

- **Treasurer's report: \$4000 still owed total by 13 homeowners. One of the bigger past due accounts will be paid soon as the house sells.**
- **Steel gate update (Josh): Steel gate maintenance is in progress. Replacement and chain link fence contract is signed and the board is waiting for the work to be done.**
- **New RGHA board positions available. Liz is making signs to recruit more board members.**

New Business (25 minutes)

- **New voicemails, email: none**
- **Broken links on key security panel: Josh will call a contact to see about welding the panel**
- **Sink not working: battery replacement needed, Liz will reach out to Barbra**
- **Neighbor request for bush trimming on the back side of the pool as well as pressure washing of the pool deck: Josh will speak to Miguel about bush trimming and Barbara has permission to pressure wash the pool deck**
- **Pamela will contact Megan Jerkobik to invite her to the next meeting to possibly join the board**
- **Other items from board: none**

Upcoming Meetings:

- **July meeting will be skipped due to board member availability**
- **Next Meeting Monday August 7th, 7pm at the pool**
- **September 26th 7pm at the pool**
- **October meeting to be decided**

Meeting Closed: 7:23pm

2023 August 7th Board Meeting

Date: August 7, 2023

Time: 7:00 pm

Location: RGHA Pool

Preliminary (10 minutes)

- **Meeting to order, establish meeting schedule**
 - **Start time: 7:04**
 - **In attendance: Josh Woods, Liz Liscum, Pamela Vincent, Dave Coyle**
- **Review of previous meeting minutes: Minutes approved by the board**

Old Business (25 minutes)

- **Steel gate update (Josh):** The gate is replaced, the replacement killed a part of a neighbor's bush. The board spoke to the neighbor. The board toured the gate and the gate looks great. A new handle is needed. The company should be out to add the handle. Josh will follow up.
- **Broken links on key security panel:** Josh will call a contact to see about welding the panel
- **Sink not working:** Josh replaced the sink faucet, item closed
- **Curb numbers for the pool:** Neighbor request to the city, who contacted the board. New information: As of 8/8 The numbers are painted on, item closed.
- **Neighbor requests for bush trimming on the back side of the pool as well as pressure washing of the pool deck:** Josh spoke to Miguel who partially trimmed the bush. More trimming is needed. Miguel will be informed. Barbara has permission to pressure wash the pool deck. The slippery moss should be cleaned up.
- **Pamela will add a call for new board members to the website.** 3 neighbors are interested in joining the board. They will be contacted and encouraged to attend the next meeting. Liz printed signs, but some have been removed.

New Business (25 minutes)

- **Treasurer's Report:** some missing dues have come in from one sold house, some from this year are still missing. \$4, 048 still due
- **New voicemails, emails:** none
- **Circuit panel upgrade:** the board is calling for quotes to update the pool circuit panel. It is old and the kind that frequently causes fires. This is a priority for after pool season. Board members will pursue leads on a contractor and get quotes. Option from Pamela: Warner Electric Inc. Stephan Warner (707)583-3699
- **Other items from board:** none

Next Meeting: September 26th 7pm at the pool

2023 September 26th HOA meeting

Location and Time: Pool 7pm

In attendance: Diane Hansen, Josh Woods, Pamela Vincent, David Coyle

Residents: Michael Burroughs, Maggie Costoff (here to observe the meeting)

Old Business:

New RGHA board positions available, signs have been posted, Dave is willing to consider being paid to manage the board funds if someone can take the treasurer position. All board members have served 2+ years.

Broken links in fence panel are fixed. Item closed.

Circuit Panel Upgrade: Have not heard back from electricians yet. Left voicemails. It's a small project. We'll keep calling. Dave knows a contractor. Michael has electrician contacts if the other contractors don't respond.

Bush trimming. Miguel trimmed the bushes a bit, but it's not a big change. We'll table this until spring and Miguel will do a major bush trim during spring cleanup.

New Business

Gazebo: Areas of dry rot, need to keep an eye on the gazebo and it's structural stability

Treasure report delivered. The checking account will not have enough to transfer into the reserve account, but that's because we paid out for big projects. We may need to up the dues a little, but overall the accounts are in good standing. \$4,000 is still owed by 12 different homeowners.

Pool light bulb replaced. Keep an eye on the other two closest to the pool.

Voicemails: Waiting to hear from Liz who is out of town

We need to put a number on the gate and have painted a number on the curb. Dave will contact the city to let them know the numbers are painted on the curb.

October pool heat. We will decrease the temperature by 2 degrees a week starting today.

Suggestion: Potluck at the pool

7:43 pm Meeting Adjourned

Next Meeting:

October 24th 7pm, Diane's Garage

4328 Leafwood West

October 24 2023

Meeting called to order: 7:03 pm

In Attendance: Diane Hansen, Pamela Vincent, Dave Coyle, Josh Woods, Nick Moreda, Fred and Debbie Walsh,

Last Month's Meeting Notes: Approved

Nick Moreda expressed interest in joining the board

Old Business:

Treasures Report: Dave Coyle provided an update, 10 homes still owe dues

Budget Approval: Dave Coyle updated, we have replaced many pool items that were not in reserve fund. We need to replenish the reserve fund and need to raise the dues for a few years until we meet our reserve fund goals and then the goals can go back down.

Dues will go up to \$151 per year.

***Add a note to the newsletter explaining the higher dues.**

Budget approval vote: Approved Unanimously

Circuit Panel: Considering replacement because the old panel we have is known to be problematic. Can we approach the insurance company to ask for a discount when we replace the panel? 2 proposals, one for \$5,000 one for \$10,000, Dave Coyle has had work done by the \$5,000 proposal contractor.

Move to vote on the \$5,000 bid: unanimous approval.

Question: Have we reviewed our insurance policy to make sure it's current? -bump to the February meeting

Newsletter: Dave Coyle will send a note to add explaining the new dues price. Pam will update the newsletter and Dave will print once everyone approves the updated.

Meeting Closed: 7:48 pm

November 14th 7pm in Diane's Garage Letter stuffing meeting

2023 November 14

Meeting started: 7pm

In Attendance: Josh Woods, Diane Hansen, Pamela Vincent, Dave Coyle

The board stuffed envelopes and sent out invoices for the next year. Outstanding balances were also discussed.

Meeting closed: 8:30pm

2023 December Meeting: The Board takes a break December and January. Meetings will resume in February.

2024 Tues February 27 HOA Board Meeting

Meeting called to order (7:16 pm)

Attending: Dave Coyle, Diane Hansen, Josh Woods

Vote to approve minutes from previous meeting: Approved

Old Business

- New RGHA board positions available. No new prospects. The board agreed to increase the strength of language that communicates the need for new board members in the spring newsletter, which is planned to go out in late March/early April.
- Circuit panel upgrade: Project complete

New Business

- Dave Coyle provided the Treasurer's Report. Taxes filed. 35 members have yet to pay 2023 fees. 6 members owe fees beyond 2023.
- Question: Have we reviewed our insurance policy to make sure it's current? (bumped from previous meeting). Insurance policy is up to date.
- Concerns regarding police activity: No emails or voicemails have come in regarding the police activity. The RGHA is not a law enforcement agency but always cooperates with law enforcement.
- Google account creation: Josh Woods voiced support of this idea and explained why, but agreed that the item be tabled for the next meeting so that Pam Vincent could explain her perspective.
- New voicemails, emails: No new voicemails or emails. There was one regarding confusion about a fee letter, but Dave Coyle already resolved it.
- Other items from board: None

Meeting Closed 7:44 pm

2024 Tues March 26 HOA Board Meeting

Meeting called to order 7:02 pm

Attending: Dave Coyle, Diane Hansen, Liz Liscum, Josh Woods, Pamela Vincent

Vote to approve minutes from previous meeting: Approved

Old Business

New RGHA board positions available: 2 new prospects with a possible 2 others. Pamela will contact the 2 prospects. Agreed to change the language about the need for these positions in the newsletter to reflect that the pool might not be able to open for the 2025 season if these positions are not filled.

Google Account Creation: After discussion about being able to easily pass board positions on to the next board member and professionalism regarding having official board emails and a board google drive and google voicemail, the board voted unanimously to approve investigating and setting up a google account for the RGHA board. Liz Liscum will investigate and report back.

New Business

Treasurer's Report: 19 HOA members have not paid their dues. Financial report filed with the HOA board secretary.

Spring Newsletter: Discussion about minor date change and visual edits. May 1st pool opening with the pool key meeting at the pool 4/27 at 10am.

Pool Lights: The board is aware that the pool lights inside the pool are not working. Josh has worked with a professional to try to fix it and together they discover that the fix is very very hard due to the part that is broken being housed in the plaster at the back. The board agreed that this will be fixed when the pool is replastered, but not before.

Pool Check In Before Opening: The maintenance team will get the pool ready for opening and the board will walk through before the 10am meeting to ensure that everything is in order. We will check in with Linda Vargas about passing out pool keys and Barbara about a pool area cleaning schedule for the 2024 season.

Trespassing: The board acknowledges the trespassing at the pool is a police matter and will result in a call to the police.

Next Meeting: April 27th at 9:30am at the pool

Meeting Closed: 7:38 pm

2024 Tues April 27 HOA Board Meeting, 9:30 am at the Pool

Meeting called to order

Attending: Dave Coyle, Diane Hansen, Liz Liscum, Josh Woods, Pamela Vincent

Vote to approve minutes from previous meeting:

Old Business: none

New Business:

Pool safety review from Josh Woods, notes from Fred (former firefighter and neighbor)

Member comments: 10 minutes

How to join the board: contact the board via the phone number or email

Need a new bulletin board

Sign for bathroom about soiled diapers

2024 Tuesday May 27th

In attendance: Josh Woods, Pamela Vincent, Diane Hansen, Jake Metz, Nick Moreda, Jon Seiberlich-Wheeler, John Armada, Liz Liscum

Meeting Called to order 7:05pm

Old meeting minutes: vote- all approved

Board Member and new board member introductions

HOA Role overviews:

President: contact point for landscaper and pool maintenance person, signature on file at exchange bank to sign checks, on occasion handles phone calls, makes the meeting agenda and runs board

Vice President: Takes over for president if needed, helps president with anything needed

Secretary: Taking meeting notes, drafting letters and community updates, updates website

Member at Large: answers the phone and monitors voicemail and responds to voicemails

Treasurer: Manages HOA finances, bills, reserve fund, fee management, and past due notifications

Everyone together: works to open the pool, sends out notices and letters (stuffs envelopes)

Extra Help: Linda Vargas manages the pool keys
Barbara manages the pool cleanliness, landscaping and pool maintenance

Discussion: Option in the future to hire Dave Coyle to do the bookkeeping.

Questions:

Would the bookkeeper be attending the meetings if Dave became bookkeeper? What does that role look like? Who is responsible for what? Who would be the real estate agent contact?

Google Account Creation: [link to info for a business account](#)

\$12 per user per month

Cut the voicemail for \$20 per month, replace with google voice

Are we still paying the host for the old website? How much does it cost?

Josh will discuss cost logistics with Dave Coyle.

Move to table discussion until we have more information.

Treasurer's Report: sent via text:

14 Owners owe \$3549.76

Checking Account: \$19, 776.66

Reserve Account: \$61, 689.46

No new voicemails or emails

Meeting closed: 7:58

Next Meetings:

June 25th 7pm at the pool

July 30th 7pm at the pool

2024 Tuesday June 25th

In attendance: Josh Woods, Pamela Vincent, Diane Hansen, Jake Metz, John Armada, Liz Liscum, Dave Coyle

Meeting Called to order 7:01pm

Old meeting minutes: vote- APPROVED

Treasurer's Role: Accounts Payable and Accounts Receivable for the association and fills out the paperwork when homes sell and physically pick up the mail from the post office box (once a week, unless it's a slow time of year, than twice a month)

Treasurer Position Discussion: Dave Coyle is willing to work for \$40 per hour to do the bookkeeping piece of the treasurer's duties and then someone else will attend the meetings

New board member arrangement:

Liz Liscum: President, will consider doing member at large role as well if no one steps up

Diane Hansen: Continues as Vice President

Jake Metz: Secretary

Nick Moreda: Treasurer

John Seiverlich-Wheeler: Josh will ask if he's willing to be member at large

John Armada: Willing to support in the background if needed

Old Business:

Discussion:

Google account creation: proprietary emails and role specific drives for board members and possible google voice

Action Item: Liz will call google to gather cost information for the google business accounts for 5 users and can we keep our old url and phone number

***We are paid until the end of the year on our old accounts, set up the new accounts before the end of October, include the new information in the fall newsletter**

New Business:

Treasurer's Report:

Report Supplied to the Secretary

New Business: Long term attorney is getting ready to retire and can still do documents, but will no longer help with collecting dues and liens. Dave Coyle found a place in Rohnert Park that helps HOAs, Zimmerman Pavone. They are revenue neutral, which is the same process we had with our old attorney.

Voicemails/Emails:

Voicemails about wanting to join the pool and how to do that. They would need to buy a house.

Other Items:

Question regarding the reserve account: Is it in a high interest savings account or a low interest account? -It is in a low interest account. Need to check the Davis- Stirling Act to see the rules regarding this as we are a not for profit HOA.

A neighbor alerted Liz that there is poison oak within the pool fence area. Josh will check with Miguel to request that he remove it.

Meeting Closed: 7:54 pm

Next Meeting:

July 30th 7pm at the Pool (already posted to the website)

2024 Tuesday July 30th

In attendance: Josh Woods, Pamela Vincent, Diane Hansen, Jake Metz, John Armada, Liz Liscum, Dave Coyle, John Seiberlich-Wheeler, Nick Moreda

Meeting Called to order 7:05 pm

Old meeting minutes: Vote- APPROVED

Old Business:

New Board:

Liz Liscum: President

Diane Hansen: Vice President

Jake Metz: Secretary

Nick Moreda: Treasurer

John Seiverlich-Wheeler: Member at Large

John Armada and Fred Walsh: Willing to support in the background if needed

Google account creation: Liz is working on it and will bring the proposal to the board next meeting or send out an email for a vote

New Attorney Proposal: Josh reviewed the contract and it looks good. We need an attorney soon to send letters to 3 members with outstanding dues.

Vote to sign the new attorney contract: Approved by all

Before the October Meeting: Send out a notice to the community offering a last chance to nominate themselves for the board. Post card mailing sent next meeting with a September 1st volunteer cut off date. Acclimation of the new board will happen in the October meeting barring the need for a vote. Josh will write the postcard, Dave will print the postcards and the address labels.

Reserve Account Question: Is the reserve account earning interest? Josh reviewed the rules and the reserve account can earn interest. Dave will speak to the bank to see if we are in the best account for our organization.

Poison Oak: Miguel is investigating and will remove the poison oak

New Business:

Treasurer's report: 11 homes owe at least one year worth of dues. Dave provided the account information to the board.

Notice that there might be a water leak at the pool: Pool maintenance crew and Josh will investigate. This may be due to evaporation and/or increased pool use.

Voicemails:

- 1) *One community member wanted information on when the pool was being cleaned.*

Response: Dave spoke with her and provided her with the pool cleaner's number and Liz spoke with her as well.

Question:

Does the pool need to be cleaned more often?

-The pool is tested daily for the ph level. The pool crew comes twice a week. Josh will let the pool maintenance crew know that there are concerns.

Further Questions:

How is the ph level recorded? What are the procedures of the ph level is off?
What's the documentation?

Action: Liz will call both Barbara and the pool maintenance crew to ask for more information.

Next Meeting: August 27th, 7pm at the pool

Meeting Closed: 7:45pm

2024 Tuesday August 27th

In attendance: Josh Woods, Pamela Vincent, Liz Liscum, Dave Coyle, John Seiberlich-Wheeler, Diane Hansen, Nick Moreda and...

New neighbors interested in how the board functions: Maddie Van and Andrew Klingelhofer

Meeting Called to order 7:05 pm

Old meeting minutes: Vote- APPROVED

- Board Member announcement postcard mailed out. 2 people volunteered. Dave spoke with them and recommended that they show up to the meeting today.
- 1. Bonnie Falconer
707-480-4059
bellafalconer2018@gmail.com

2. Matthew Williams

mattwilliams@yahoo.com

- An election will be held in October if the two respondents above would like to run for the board this cycle. There will be 2 open spots on the board next year as well.
- Google Account Creation: Report from Liz
\$18 per person for each account that you need
Need clarification on how much it would be to add the google voice number
This will be the same cost or less than what the board is currently paying for these services
Question: Is there a contract length? No, it's month to month
Diane Hansen makes a motion to create a Ridgeview Gardens Homes Association Google account.
Vote to approve: Approved by all board members present
- Josh signed the contract with the new attorney: Item Closed
- Dave Coyle will go to the bank to discuss higher interest earning accounts
- Discussion regarding new signers
- Possible pool leak: Josh investigated and feels that there is not a leak. To keep the pool high enough to keep the skimmer functioning the maintenance team turns on the hose. We disconnected the sprinkler system.
 - Question? Are we really using 12 minutes of full water flow everyday extra (80-90 gallon usage extra) ? Could this be deck cleaning?
 - Looked at the current water bill and compared to previous years.
 - Request for board members to keep an eye out for anything that might account for extra water usage.
 - Current theory, more evaporation and increased usage, but the board is not convinced that is the cause
 - Options: When the pool closes observe whether or not the increased water usage continues or call a leak detection agency and pay approximately \$500 for leak detection
 - Could the water meter be broken? Could the toilet be leaking? Can we call the water department to ask for an explanation of the bill?
 - Action: wait a month and observe. Josh will continue to monitor regularly for patterns and abnormalities in water usage

New Business:

- Report from David Coyle: Treasurer's report provided to the secretary and filed

New voicemails:

- New neighbors asking about attending the HOA meeting
- Neighbor called and left a voicemail about overdue bills. She is working with Dave Coyle to pay past due bills.

Next Meeting September 24th 7pm at the Pool

-Discuss newsletter and budget for next year

Meeting Closed: 7:50 pm

2024 Tuesday September 24th

In attendance: Josh Woods, Dave Coyle, Diane Hansen, Nick Moreda, Jake Metz

Meeting Called to order 7:05 pm

Old meeting minutes: Vote- APPROVED

Old Business:

- Google account creation, Liz to Update: Liz not in attendance, but texted Josh with the following: ask the board whether they want to keep the existing domain name, i.e. continue paying for it or let it go and start over with a different domain name. According to Liz, "it looks like the Google accounts would all be free because of the size of our system." The board votes in favor of keeping the domain name and wants Liz to clarify costs.
- RGHA accounts earning interest - Dave to update: the RGHA could be earning 3%-4.5% APY on a CD (6-11 months). We have \$61,000 in the savings account, Dave suggests that we deposit \$50,000 in a CD. Present members vote unanimously (5 in favor) of proceeding with a \$50,000 deposit in a CD.

New Business

- Treasurer's report: 10 members are in arrears, owing \$2,900.
- Pool closing procedure: pool will close for the season at 9 pm 10/31/24. Josh will post signs on the gates reminding people of this. Board discussed the expense of continuing to heat the pool throughout October

and agreed that Josh will gradually reduce the temperature setting on the pool heater by one degree per week until the pool closes.

- Discuss Budget: Dave presented and explained his proposed budget for 2025. The board discussed the fees that will be charged for 2025, and voted unanimously in favor of charging \$149 per household. Josh will write the fall newsletter and submit it to the rest of the board for approval.
- Next meeting: Tuesday 10/29/2014 6:30 pm at 4328 Leafwood Circle West

Meeting Closed 7:34 pm

2024 Tuesday October 29th

In attendance: Josh Woods, Dave Coyle, Diane Hansen, Pamela Vincent, Liz Liscum, John Seiberlich-Wheeler

Meeting Called to order 6:40 pm

Old meeting minutes: Vote- APPROVED

Old Business:

- Pool Closes at 9pm Oct 31st, Josh will turn the heater off.
- Google Account Update: Do we want to keep our RGHA domain name? Will the google website be findable? Do we own the url? We need to call the old company to see how to cancel and transfer the web domain name and the content to the new site.
- Moved part of the reserve account into a higher interest account.
- Water usage issue should be resolved. Item will be closed when we see a water bill indicating that the issue is fully resolved. The irrigation control

panel is unplugged. Need a new irrigation control panel if we want to start irrigating again, but the board has not irrigated in about 10 years.

New Business:

- Treasurer's report provided to the secretary.
- 2 emails requesting to use our pool from outside residents. They were informed they need to buy a house within HOA lines.
- No phone calls.
- Transition of roles: Josh will send an email to set up a role transition meeting
- Dave Coyle moves that we seat the board candidates by acclimation, Josh seconded the motion: Motion approved.

The New HOA Board...

- **Liz Liscum: President**
- **Diane Hansen: Vice President**
- **Jake Metz: Secretary**
- **Nick Moreda: Treasurer**
- **John Seiverlich-Wheeler: Member at Large**
- **Next Meeting: January 28th 7pm 2025 in Diane Hansen's Garage**

Official Meeting Closed: 6:53 pm