HAPPY ACRES HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

APRIL 20, 2014 – 6:00 PM

COMMUNITY CLUBHOUSE

OPEN SESSION MEETING AGENDA

I. CALL TO ORDER – 6:00 PM

II. VERIFICATION OF QUORUM

III. HOMEOWNER OPEN FORUM – 6:00 – 6:20 PM

IV. MARCH 14, 2011 EXECUTIVE SESSION MEETING DISCLOSURE

V. CONSENT CALENDAR
   a. Approval of Minutes March 14, 2011
   b. Acceptance of March 2011 Financial Statements
   c. ACC Committee Meeting Minutes – March 23, 2011
   d. Landscape Committee Update

VI. COLLECTIONS – Liens

VII. NEW BUSINESS – Budget / Reserve Study
   a. Reserve Study
   b. Budget
   c. Greenbelt Renovation

VIII. UNFINISHED BUSINESS
   a. Rules and Regulation Updates

IX. MANAGEMENT REPORT
   a. AIA Menu Status
   b. Correspondence
   c. Board Indoctrination Reminder

X. ADJOURNMENT

Date of Next Regular Meeting June 24, 2014

HAPPY ACRES HOA MANAGEMENT REPORT
OPEN SESSION MEETING 4/20/14

I. CALL TO ORDER

At this time the Board President will call the meeting to order.

II. VERIFICATION OF QUORUM

At this time the Board President will verify that at least three board members are present in person or via telephone communication.

III. HOMEOWNER OPEN FORUM

At this time the President will announce homeowner open forum. Please keep owner comments to 3 minutes per person and not to exceed 20 – 30 minutes in total.
(The following is located on the Homeowner Agenda – this does not need to be read)

In accordance with Civil Code 1363.05, the Board will not discuss or take action on any item unless it is on the agenda. For operational issues which the Board deems require further investigation or action, the Board may choose to direct Management to take further action and/or place the item on the agenda for a future meeting. This information is not intended to cover all aspects of the allowances and/or restrictions of the Open Meeting Act and such further action will be taken as deemed necessary and/or as permitted by statute. Unless specifically requested, once Homeowner Forum is closed, guest input is not permitted and will not be acknowledged by the Board. We appreciate you understanding of this operational tool for orderly and efficient Board meetings. Thank you for coming and observing your Board in action.

IV. MARCH 14, 2014 EXECUTIVE SESSION MEETING DISCLOSURE

At this time the President will generally disclose the items discussed or acted upon at the March 14, 2014 Executive Session Meeting:

- Approval of 2014 Executive Meeting Minutes for 1/14/14 Meeting.
- Member Discipline Matters
- Litigation Matters
- Collection Matters
- Review of Trash / Recycling Proposals – No decision made
- Personnel Issues

V. CONSENT CALENDAR

NOTE: Through approval of the consent calendar, the Board is approving / accepting all reports and actions contained within the items slated for consent. If there are any questions pertaining to any items within the consent calendar, it would be appropriate for the interested Board member to request removal of the specific item from the consent calendar.

a. **Secretaries Report** – Approval of Open Session Meeting Minutes of the March 14, 2014 Board of Directors Meeting. Pages 5 – 7

b. **Treasurer's Report** – Acceptance of the March 2014 financial reports. The reports were reviewed by the Finance Committee on Thursday, April 16th. It was the unanimous recommendation of the committee that the Board accept the reports subject to the CPA's Annual Report. Pages F-1 – F-35

Operating:	$282,849.56
Reserves:	$ 956,179.18
Accounts Receivable:	$ 91,842.88
Total Liabilities & Equity:	$ 1,334,473.99

c. **Committee Reports:**

1. **ACC Minutes** – At this time the Board should be prepared to accept the minutes of the March 23, 2014 ACC Committee Meeting. Pages 8 - 9

2. **Landscape Committee Update - Informational Only** - The drainage / landscape projects were turned over from Brickman Construction to Brickman Landscape for ongoing maintenance on Friday, April 8th. (page 10) David Reed was in attendance and he created a punch list of items that needed to be addressed by Brickman Construction. Official notes from David Reed have not yet been submitted, but unofficial notes as submitted by Joann Smith are located on pages 11 - 13. Please note that while the maintenance of the areas has been turned over, warranty for all plant materials installed within these areas remains the responsibility of Brickman Construction through May 15, 2014.

   The Landscape Committee, Management and the Landscape Company performs a community review of various areas each Monday. A list of notes generated from these walks can be found on pages 14 – 15.

ACTION: A motion should be made to accept the Consent Calendar as presented.

VI. COLLECTIONS – The following accounts are at the lien stage. A full listing of delinquent accounts are provided in the Executive Session portion of this Management Report located on pages EX-28 & 29.

APN XXXX-XXXX APN XXXX-XXXX APN XXX-XXXX

ACTION: At this time the Board President should read the APN numbers out loud and a motion should be made directing Management to move forward with the placement of a lien on the following accounts.

Note, that in accordance with standard operating procedures, if the accounts are not brought current within 30 days of the lien, the files will be turned over to legal counsel with a request for an asset search.

VII. NEW BUSINESS

a. **Reserve Study –** Located on pages 16 – 30 is the draft 2014 / 2015 Reserve Study. As you are aware from our work shop with the reserve specialist, all line items have been updated and your street seal which occurred late 2013, and new pool furniture have been accounted for within the update. Your funding level is reported at 77%. An increase in funding has been written into the 2014/15 budget.

ACTION: At this time the Board should be prepared to accept the 2014/2015 reserve study. Management will ensure that the required annual disclosures are included in your budget package.

b. **Budget** - The Finance Committee and Management have finalized the Draft 2014/15 Budget for Board review and approval. A preliminary copy was e-mailed to each Board member for review, and thus far we have not received any feedback or questions regarding the budget. Based upon the findings of the Finance Committee and Management, we are proposing a 5% increase to the overall budget, of which 3% will be dedicated to reserve funding and the other 2% for operating.

ACTION: At this time the Board should be prepared to approved the 2014/15 Budget and direct Management to distribute the budget along with the required annual disclosure package. As your fiscal year begins July 1, the package must be postmarked no later than June 1, 2014.

c. **Greenbelt Renovation** – Located on pages 31 – 42 are three renditions for Phase III of the greenbelt renovation. A copy of the plans have been posted at the clubhouse for the past two weeks. Homeowners were informed that the plans were available for review via the newsletter, e-blast, website and call-em-all. Over 150 homeowners have taken the time to review the renditions, and their surveyed results are 36 in favor of #1, 88 in favor of #2 and 14 in favor of #3. The landscape committee has chosen rendition two as the preferred plan, by 4 – 2 vote. Upon approval, David Reed will be contacted to move forward in writing the specs and taking the project out to bid.

ACTION – At this time the Board should be prepared choose rendition #2.

VIII. UNFINISHED BUSINESS

a. **Rules & Regulations Updates** – Located on pages 42 – 55 are the proposed updates to the existing rules and regulations, as proposed by the Executive Committee. Upon review and approval, the revised documents will need to be distributed to the membership for at least a 30 day period for review. Upon expiration of the review, the Board will review any written comments submitted and is required to open the floor to members who wish to comment on the rules and regulations. As we discussed, the proposed rules and regulations will be included with the annual budget and disclosure package. Additionally, the proposed documents will be posted on the website and also send out via an e-blast.

ACTION – The Board should come to the meeting prepared to discuss the proposed changes and either request additional edits or accept them as proposed for distribution in the annual budget and disclosure package.

IX. MANAGEMENT REPORT:

a. **All Inclusive Contract Menu** - **Informational Only** – Attached for your review. Pages 56 – 57.

b. **General Correspondence** – **Informational Only** Pages 58 - 60

c. **Board Indoctrination** – Just a reminder that your Board Indoctrination / Workshop is scheduled for May 13, 2014 at 9:00 a.m. in the clubhouse. A copy of all Board Governance and Operating Policies have been provided for review. The orientation will begin at 9:00 a.m. with a review of state statues and best business practices, as well as a review of your governing documents. For members who have previously attended the indoctrination, your attendance is not required; but you are certainly welcome. A working lunch will begin at 12:00, at which time we will review all Board Governance and Operating Policies and expectations. All Board members are required to attend the 2nd session.

X. ADJOURMENT - Date of Next Regular Meeting – June 24, 2014

HAPPY ACRES HOMEOWNERS ASSOCIATION
OPEN SESSION MEETING MINUTES
APRIL 20, 2014

I. **CALL TO ORDER –** The meeting was called to order at 6:05 p.m.

II. **VERIFICATION OF QUORUM**

Board Members Present:	Nathan Fillion – President
	Paula Abdul – Vice-President
	Cindy Crawford – Treasurer
	Axel Rose – Member at Large
Board Members Absent:	Morgan Freedman – Secretary

Vicki MacHale and Christine Brookes of ARK Management were also in attendance.

III. **HOMEOWNER OPEN FORUM –** The floor was opened to members wishing to address the Board of Directors.

IV. **MARCH 14, 2014 EXECUTIVE SESSION MEETING DISCLOSURE** – The President disclosed that the following was discussed and/or acted upon at the March 14, 2014 Executive Session Meeting of the Board.

- Approval of 2014 Executive Meeting Minutes for 1/14/14 Meeting.
- Member Discipline Matters
- Litigation Matters
- Collection Matters
- Review of Trash / Recycling Proposals – No decision made
- Personnel Issues

V. **CONSENT CALENDAR** – Upon a motion made, seconded and unanimously carried, the Consent Calendar was approved as follows:

a. **Secretaries Report** – Acceptance of Open Session Meeting Minutes of the March 14, 2014 Board of Directors Meeting.

b. **Treasurer's Report** – Acceptance of the March 2014 financial reports subject to the CPA's year-end report:

Operating:	$282,849.56
Reserves:	$ 956,179.18

Accounts Receivable:	$ 91,842.88
Total Liabilities & Equity:	$ 1,334,473.99

c. **Committee Reports:**

1. **ACC Minutes** of the March 23, 2014 meeting were accepted

2. **Landscape Committee Update –** Acceptance of unofficial notes as submitted by Joann Smith in regards to the turnover of the Phase II greenbelt from Brickman Construction to Brickman Landscape.

VI. **COLLECTIONS** – Upon a motion made, seconded and carried unanimously, the following accounts were approved for lien.

APN XXXX-XXXX APN XXXX-XXXX APN XXX-XXXX

VII**. NEW BUSINESS**

a. **Reserve Study –** Upon a motion made, seconded and carried unanimously, the 2014 / 2015 Reserve Study was accepted as prepared by Reserve Studies R Us.

b. **Budget** – Upon a motion made, seconded and carried with Axel Rose opposed, the draft 2014/15 budget was approved as submitted.

c. **Greenbelt Renovation** – Upon a motion made, seconded and carried unanimously, rendition #2 was approved for Phase III of the greenbelt renovations.

VIII**. UNFINISHED BUSINESS**

d. **Rules & Regulations Updates** – Upon a motion made, seconded and carried unanimously, the rules and regulations updates were approved as submitted and will be placed in the 2014/15 budget and disclosure package for member review.

IX. **MANAGEMENT REPORT:**

d. **All Inclusive Contract Menu** – The Board reviewed the ARK Management Menu of Services.

e. **General Correspondence** – The Board reviewed general correspondence. No action was taken.

f. **Board Indoctrination** – Management reminded the Board that their annual Indoctrination / Workshop is scheduled for May 13, 2014 at 9:00 a.m. in the clubhouse. The Board requested that Management invite all committee members to attend the indoctrination.

X. **ADJOURMENT –** With no further business to come before the Board, the meeting was adjourned at 7:20 p.m. The date of the next regular meeting is June 24, 2014.

Prepared by: Vicki MacHale

Attest: ______________________________ Date: ____________________