

Minutes

for

Board of Directors Meetings

Note: Minutes from the most recent meeting will be available after being approved at the next regular meeting.

These are the most current available.

Silver Oaks West Homeowners' Association

Cupertino, CA 95014

BOARD OF DIRECTORS MEETING MINUTES

Meeting Date: Tuesday, May 12, 2009
Meeting Time: 18:30
Meeting Location: 22651 Silver Oak Lane, Cupertino, CA

BOARD MEMBERS

President	-	Ken Macon	
Vice President	-	Fran Turbok	Arrived 19:40
Secretary	-	Joanne Poggi	
Treasurer	-	Ben Lee	
Director	-	Lori Dow	

OTHERS PRESENT

Robert C. Schwartzler - CMS

I-CALL TO ORDER

- A. Ken Macon called the meeting to order at 18:45.

II-APPROVAL OF MINUTES

- A. The Board of Directors reviewed and approved the minutes from the February 10, 2009 meeting without any changes. Motion to Approve-Ken Macon. Seconded and carried.

III-COMMITTEE REPORTS

- A. Nothing to Report

IV- ASSOCIATION MANAGER REPORT

- A. Financial
- April 2009 Financials-The Board reviewed financials for the period.
 - Aged Delinquency-Current Aged Delinquency report was reviewed.
- B. Work Order Status Report-Work Order Status Report was reviewed with no questions.
- C. Incoming Correspondence-The Board reviewed Incoming Correspondence for the period.
- D. Outgoing Correspondence-The Board reviewed Outgoing Correspondence for the period.
- E. Item List-Current Item List report was reviewed with no questions.
- F. Violations List-The current Violations List was reviewed by the Board of Directors.
- The Board of Directors requested that this report not be included in future packets unless there are active, open violations.

V-OLD BUSINESS

- A. 'Children Playing' Sign
- A notice will be sent to the BOD at Westgate, informing them that the sign will be removed in 45 days, noting that the area in question is actually Silver Oaks West property and they were never requested to maintain the landscaping in that area.
- B. Driveway Project
- The Board reviewed proposals from MP Concrete for driveway replacement options.
 - The Board would like additional information and cost for colors and stamping.
- C. Management Contract
- A management contract indicating no increase in fees for a period of two (2) years, previously approved by the Board, was endorsed.

VI-NEW BUSINESS

- A. Common Area Benches
- Lori Dow reported that she will provide more information about installation of three (3) new teak benches in the common area. A vote may be solicited via email prior to the next meeting.

Silver Oaks West Homeowners' Association

Cupertino, CA 95014

BOARD OF DIRECTORS MEETING AGENDA

Meeting Date: Tuesday, February 10, 2009
Meeting Time: 18:30
Meeting Location: 22661 Silver Oak Lane, Cupertino, CA 95014

BOARD MEMBERS

President - Ken Macon
Vice President - Fran Turbok
Secretary - Joanne Poggi
Treasurer - Ben Lee
Director - Lori Dow

I-CALL TO ORDER

II-APPROVAL OF MINUTES

Page 2

III-COMMITTEE REPORTS

- A. Landscaping
 - a. Renovations Discussion
 - b. Bush Installation Page 4
- B. Architectural
 - a. 22664 Silver Oak Lane-Fireplace Insert Page 7

IV- ASSOCIATION MANAGER REPORT

- A. Financial
 - a. 2008 YE Financials Page 12
 - b. January 2009 Financials Page 32
 - c. Aged Delinquency Page 54
 - d. 2009 Chart of Accounts Page 55
- B. Work Order Status Report Page 59
- C. Incoming Correspondence
- D. Outgoing Correspondence Page 60
- E. Item List Page 61
- F. Violations List Page 62

V-OLD BUSINESS

- A. 22674 Silver Oak Court-Previous Termite Repairs Page 64
- B. 'Children Playing' Sign Page 84
- C. Trash Area Renovations Discussion
- D. Driveway Project Discussion

VI-NEW BUSINESS

- A. 2009 Management Contract Page 88

VII-OPEN FORUM

VIII-ADJOURNMENT

Silver Oaks West Homeowners' Association

- iii. Installation-will a 'lip' be present at entry once installed? Can a ramp be installed to permit easy removal of trashcans?
- B. Reserve Study
 - a. The Board of Directors was informed of the login/password information for the most recent Reserve Study, as completed by Association Reserves. A hard copy is kept at Community Management Services, but the study may also be viewed online.
- C. 2009 Budget Draft 2
 - a. The Board of Directors discussed and approved the 2009 Budget, reflecting an 11% increase in dues to \$300.00 per unit, per month. Motion to Approve-Ken Macon, Seconded-Lori Dow, Unanimously Approved.
- D. Street Sweeping
 - a. The Board of Directors reviewed a bid from Clean Sweep, Inc. for quarterly street sweeping at a cost of \$145 per visit. Being less than \$500, Robert C. Schwartzter endorsed the form.
- E. Driveway Replacements
 - a. Bids from Draeger Construction for driveway replacements were reviewed. The Board of Directors motioned for no action at this time due to high bid costs.
 - b. The Association will continue when more economically feasible, most likely mid-2009.
- F. Landscape Renovations
 - a. Ken Macon requested a bid to have boxwoods and mulch installed in front of each unit's kitchen window. Robert C. Schwartzter will solicit bids.
 - b. Lori Dow volunteered to research replacement common area lights and benches.
- G. 'Children Playing' Sign
 - a. Robert C. Schwartzter reported that the neighboring association refused to remove sign in question without written proof that it is on Silver Oak West property.
 - b. The position of the Board of Directors is that the sign is on Silver Oak West property, blocks gate access and is a potential liability on the part of the Association.
 - c. Ken Macon inquired as to whether or not Donald's, the current landscaping vendor, tends the irrigation in this area, who is providing irrigation and for how long?

VI-NEW BUSINESS

- A. Financial Review
 - a. A bid for Financial Review, provided by Try Van Sloten CPA, has been approved by the Board of Directors, in the amount of \$1,200. Motion to Approve-Ken Macon, Seconded-Ben Lee, Unanimously Approved.
- B. 22658 Silver Oak Lane-Termite Report
 - a. No action shall be taken on the part of the Board of Directors, as termite damage was never officially reported by the previous owner to either management or the Board of Directors.
- C. Tree Pruning
 - a. A bid from McDermott's Tree Service was approved, in the amount of \$6,520. Motion to Approve-Joanne Poggi, Seconded-Ken Macon, Unanimously Approved.

VII-OPEN FORUM

- A. The Board of Directors held a brief Open Forum session with present homeowners.

VIII-ADJOURNMENT

- A. The meeting was adjourned at 8:30 PM.
- B. The next Meeting of the Board of Directors has been scheduled for February 10, 2009 at 6:30 PM.

Minutes Approved as Submitted:

(Signature)



(Date)

2/10/09

Silver Oaks West Homeowners' Association

BOARD OF DIRECTORS MEETING MINUTES

Meeting Date: November 11, 2008
Meeting Time: 06:30 PM
Meeting Location: 22651 Silver Oak Lane, Cupertino, CA

BOARD MEMBERS

President - Ken Macon
Vice President - Fran Turbok
Secretary - Joanne Poggi
Treasurer - Ben Lee
Director - Lori Dow

OTHERS PRESENT

Robert C. Schwartzner - CMS
See sign in sheet

I-CALL TO ORDER

- A. Following the 2008 Annual Meeting of the Board of Directors, the meeting was called to order by Ken Macon at 7:00 PM,

II-APPROVAL OF MINUTES

- A. The Board of Directors reviewed and approved the minutes from the August 12, 2008 meeting without any changes.
Motion to Approve-Joanne Poggi, Seconded-Lori Dow, Unanimously Approved.

III-COMMITTEE REPORTS

- A. Landscaping
a. The Board of Directors would like the landscaping vendor, Donaldo's, to check irrigation in the courtyard area, as it is regularly very soggy.
B. Architectural-None

IV- ASSOCIATION MANAGER REPORT

- A. Financial
a. Financials-The Board reviewed financials for the period.
b. Aged Delinquency-The Board of Directors reviewed the Aged Delinquency Report for the period.
B. Work Order Status Report-Work Order Status Report was reviewed with no questions.
C. Incoming Correspondence-The Board reviewed Incoming Correspondence for the period.
D. Outgoing Correspondence-The Board reviewed Outgoing Correspondence for the period.
E. Item List-Current Item List report was reviewed with no questions.
F. Violations List-The current Violations List was reviewed by the Board of Directors.

V-OLD BUSINESS

- A. Trash Enclosures
a. The Board of Directors reviewed and approved a bid from The Repair People to raze the existing trash area for the four-plex in preparation for installation of new trash enclosures. Motion to Approve-Ken Macon, Seconded-Fran Turbok, Unanimously Approved.
b. The Board requested that Robert C. Schwartzner research the following prior to ordering previously-approved storage units:
i. Flooring-will enclosure include flooring or will unit rest directly on ground?
ii. Security-will units lock together or can they be secured to the ground?

Silver Oaks West Homeowners' Association

BOARD OF DIRECTORS MEETING MINUTES

Meeting Date: August 12, 2008
Meeting Time: 06:30 PM
Meeting Location: Common Lawn Area, Silver Oaks West, Cupertino, CA

BOARD MEMBERS

President - Ken Macon
Vice President - Fran Turbok
Secretary - Joanne Poggi
Treasurer - Ben Lee Arrived-8:10 PM
Director - Lori Dow

OTHERS PRESENT

Gachina Landscaping - Dee Sanders
CMS - Robert C. Schwartzer

I-CALL TO ORDER

- A. The meeting was called to order by Ken Macon at 6:35 PM.

II-APPROVAL OF MINUTES

- A. The Board of Directors reviewed and approved the minutes from the May 13, 2008 meeting without any changes.
Motion to Approve-Fran Turbok, Seconded-Lori Dow, Unanimously Approved.

III-COMMITTEE REPORTS

- A. Landscaping
- Dee Sanders, Director of Operations for Gachina Landscaping, discussed options as related to the bid provided in order to reduce overall costs by approximately half, per the request of Ken Macon. Gachina Landscaping will submit a schematic with images of plant material superimposed over a photo of the courtyard area.
 - The landscaping bid from Wildscapes was reviewed. The Board determined that the document was nearly illegible and difficult to compare to the Gachina Bid.
 - ITAP Update-Robert C. Schwartzer reported that the inspection has been completed and the Santa Clara County Water District irrigation report should be received shortly.
- B. Architectural-None

IV- ASSOCIATION MANAGER REPORT

- A. Financial
- Financials-The Board reviewed financials for the period July 2008.
 - Aged Delinquency-There was \$0.00 Delinquency for the period July 2008.
- B. Work Order Status Report-Work Order Status for the period July 2008 was reviewed.
- C. Incoming Correspondence-No Incoming Correspondence for the period.
- D. Outgoing Correspondence-The Board reviewed Outgoing correspondence for July 2008.
- E. Item List-Current Item List report was reviewed.
- The Board would like to change the existing locks on the gates to the common area to restrict access to owners. Robert C. Schwartzer will verify compliance with Fire Codes.
 - The Board of Directors requested that a Homeowner Packet be created with relevant site information and rules. Robert C. Schwartzer will create a draft and email to the Board members for review.
 - The Board of Directors requested a bid for regular street sweeping. CMS will solicit bids.
 - The Board of Directors requested a bid for driveway improvement options. CMS will solicit bids.

Silver Oaks West Homeowners' Association

BOARD OF DIRECTORS MEETING MINUTES

Meeting Date: May 13, 2008
Meeting Time: 06:30 PM
Meeting Location: 22661 Silver Oak Lane, Cupertino, CA 95014

BOARD MEMBERS

President - Ken Macon
Vice President - Fran Turbok
Secretary - Joanne Poggi
Treasurer - Ben Lee
Director - Lori Dow
Gachina Landscaping - Dee Sanders
CMS - Robert C. Schwartzner

I-CALL TO ORDER

- A. The meeting was called to order by Ken Macon at 6:30 PM.

II-APPROVAL OF MINUTES

- A. The Board of Directors reviewed and approved the minutes from the February 20, 2008 meeting without any changes.
Motion to Approve-Joanne Poggi, Seconded-Ken Macon, Unanimously Approved.

III-COMMITTEE REPORTS

- A. Landscaping
- Dee Sanders, Director of Operations for Gachina Landscapnig, gave a presentation about his company and answered questions regarding the proposal submitted for landscape maintenance.
 - Gachina Landscaping will submit a bid, at the request of Ken Macon, for a complete landscaping renovation plan, which could be accepted without contracting for landscape maintenance also.
 - Robert C. Schwartzner to contact the SCVWD to arrange for irrigation study in preparation for landscape renovations.
- B. Architectural-None

IV- ASSOCIATION MANAGER REPORT

- A. Financial
- April 2008 Financials-The Board reviewed financials for the period April 2008.
 - Aged Delinquency-The Board reviewed the delinquency for the period April 2008.
- B. Work Order Status Report-Work Order Status for the period April 2008 was reviewed.
- C. Incoming Correspondence-The Board reviewed Incoming correspondence for April 2008.
- D. Outgoing Correspondence-The Board reviewed Outgoing correspondence for April 2008.
- E. Item List-Current Item List report was reviewed.
- New mailboxes will be waxed once by the installing vendor.
 - Right-most mailbox at the 4-plex will have its post shortened to better align the height to match the other area mailboxes.
 - Bright Outlook to be contacted to return to complete gutter cleaning, per contract.
- F. Violations List-No open violations.

V-OLD BUSINESS

- A. Sign (Westridge)
- Board of Directors requests that Westridge remove traffic sign near Royal Oak completely from Silver Oak property.
 - Robert will contact the City of Cupertino to research options to reduce speeding in this area.

SILVEROAKS WEST HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
February 20, 2008

BOARD MEMBERS

President	Ken Macon	Present
Vice President	Fran Turbok	Present
Treasurer	Ben Lee	Present
Secretary	Joanne Poggi	Present
Director at Large	Lori Dow	Absent

OTHERS PRESENT

Samita Chidre	Homeowner
Richard Overhouse	Community Management Services, Inc.

ITEM I – CALL MEETING TO ORDER

President, Ken Macon called the meeting to order at 6:40 p.m.

ITEM II – HEARING

Samita Chidre promised to ensure whoever was taking out the trash/recycling during any extended trip would abide by the association rules to have the totes returned to storage within 24 hours.

ITEM III – OPEN FORUM

Samita Chidre asked about the use of the central common area for a birthday party. The Board advised her to submit a request, either in writing or by email, with all the details to Richard Overhouse at CMS.

ITEM III – MINUTES

Ken Macon moved, seconded by Joanne Poggi, to approve the minutes of November 13, 2008. Motion passed.

ITEM IV – TREASURER’S REPORT

- Month ending November 30, 2007 ~ Board reviewed and accepted the financial report.
- Month ending December 31, 2007 ~ Board reviewed and accepted the financial report.
- Month ending January 31, 2008 ~ Board reviewed and accepted the financial report.

The Board directed Richard Overhouse to review the amounts under Gas expense as well as the water usage as the figures appeared unusual.