

EMERALD HILLS HOMEOWNERS ASSOCIATION, INC.
MINUTES OF BOARD DIRECTORS MEETING

September 12, 2007
Fire Station #19, 4091 Jefferson Avenue, Emerald Hills, CA
7:40 pm

The following are the minutes of a meeting of the Board of Directors (the "**Board**") of Emerald Hills Homeowners Association, Inc., a California corporation (the "**Association**"). The meeting was held on the date and at the time referenced above. Attending the meeting were Directors Steve Hill (Chair), Adriana Botto, Carolyn Chaney, Steve Harper, Lee Lukehart, Michael Mangini and Milo Medin. Cheryl McGovern was absent. Due to a resignation from the Board, the ninth Board seat was vacant at the time of the meeting. Also present at the meeting from the community was resident Nancy Mangini. Director Botto acted as Secretary and kept the minutes of the meeting.

A quorum being present, the meeting was called to order.

The Agenda was read and after discussion, comments and edits, approved.

1. Correspondence.

Director Chaney reviewed the correspondence received from the County with the Board including information regarding sewer rate increases, the "Summit Jewel" project, a fence request for 3706 Hamilton Way, and plans for a legal subdivision on Tum Suden Way (Woodside).

2. Treasurer's Report.

Director Lukehart presented the Board with the Statement of Financial Activity of 1/1/2007 through 8/31/2007 (attached hereto as **Exhibit A**). He noted that the net inflow/outflow was a negative \$3,600 and that contributions were down, possibly due to the infrequent publishing of Association newsletters.

3. Resolution of Issue of Tape Recording Meetings.

The Board had a lengthy discussion regarding the tape recording of meetings by anyone other than the Association Secretary.

MOTION: Director Lukehart moved to table indefinitely the issue of establishing a policy regarding the taping of Board meetings by Members.

SECOND: Director Mangini seconded.

Further discussion followed.

Motion approved with Director Chaney abstaining.

4. Visitor Forum (Comments) / Member Input. None

5. Approval of Past Meeting Minutes.

Director Botto presented meeting minutes from the Association's May 7, June 4, and June 13, 2007 Board meetings and the June 25, 2007 Member meeting. The Board had an extensive discussion regarding the Association's meeting minutes including their form and content.

MOTION: Director Medin moved to approve the June 4, June 13 and June 25, 2007 meeting minutes as amended.

SECOND: Director Chaney seconded.

Further discussion followed.

Motion approved.

6. Announcements. None

7. Committee Reports.

Director Hill gave a quick update with respect to sewer rate increases.

8. Newsletter.

The Board discussed the need to publish its next newsletter and agreed on its content including:

<u>Article:</u>	<u>Author:</u>
(a) Sewer rate update (lead story)	Hill/Chaney
(b) Drainage article	Medin
(c) Tree health article	Lukehart
(d) CERT update	Chaney (Tuite)
(e) Emerald Market business update	Chaney
(f) Thank you to Fire Station #19, PCRC (Wilson Mora), Members	Mangini

9. Special Meeting Discussion.

(a) Discussion of Results. The Board briefly discussed the results of the Special Meeting of Members.

(b) Communications Policy. The Board has a lengthy discussion regarding the implementation of an official policy with respect to Board communications.

MOTION: Director Mangini moved that it shall be the policy of the Association that all correspondence to the Board whether written on paper or sent electronically, be made available to the Board at each subsequent Board meeting for consideration. When requests come to the Board between meetings, Board members may act individually with copy to the Board. If no individual Board member responds, it becomes the responsibility of the Association President to ensure timely action.

SECOND: Director Botto seconded.

Further discussion followed during which time the Board asked Director Lukehart to add Director Hill to all of the Association's committee alias email addresses and to look into setting up an "Ask the Board" Forum on the Association's website.

Motion approved.

(c) Transparency Policy. (*Deferred to next meeting*)

(d) Legality of Political Contributions. (*Deferred to next meeting*)

(e) Establishing a Policy Book. (*Deferred to next meeting*)

(f) Discussion of "opt out" proposal. (*Deferred to next meeting*)

10. Appointment / Confirmation of Committees and Chairperons. (*Deferred to next meeting*)

11. Review of 2007 Survey of Concerns. (*Deferred to next meeting*)

12. Board Retreat. (*Deferred to next meeting*)

13. Discussion of Staggered Board Issue. (*Deferred to next meeting*)

14. Adoption of Meeting Schedule.

The Board had a brief discussion regarding its next meeting date and regular meeting schedule.

MOTION: Director Mangini moved to set the second Wednesday of the month as the Board's regular meeting date until further notice.

SECOND: Director Harper seconded.

Brief discussion followed.

Motion approved.

15. Adjourn. 9:55 pm

There being insufficient time to address the remaining items on the agenda, the meeting was adjourned.

Respectfully submitted,

Adriana Botto
Secretary

Emerald Hills Homeowners Association
Statement of Financial Activity
1/1/2007 through 8/31/2007

Inflows

Income:

 Donations 1,515.00

Total Inflows

1,515.00

Outflows

Communications:

 Newsletter Postage 1,051.79

 Newsletter Printing 1,855.65

 Website Expense 30.00

Total Communications

2,937.44

Events and Projects:

 Member Meetings 569.21

 School Parent Panel 248.56

Total Events and Projects

817.77

Operations:

 Fees - Bank (print lost statements) 22.00

 Fees - CC Processing 50.08

 Misc.: Quicken 2007 75.76

 Misc: appreciation plaques 86.60

 Pro Fees - Legal 650.00

 Pro Fees - Other (meeting facilitation) 660.00

Total Operations

1,719.44

Political Contributions

 Jerry Hill for Sup., returned -250.00

 (running for State Assembly, instead)

Total Political Contributions

-250.00

Total Outflows

5,224.65

Net Inflows/Outflows

-3,574.65