

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

June 11, 2008

Fire Station #19, 4091 Jefferson Avenue, Emerald Hills, CA  
7:35 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**" or the "**EHHA**"). The meeting was held on the date and at the time referenced above. Attending the meeting were Directors Michael Mangini (Chair), Adriana Botto, Tom Brouchoud (who joined the meeting at 7:55 pm), Tim Farrar, Joe Foraker, Mike Sherman, and Marline Underwood. Directors Frank Fraone and Carla Rayacich were absent. Also present from the community for portions of the meeting were residents Nancy Mangini and Henry Garbutt, and representatives from Emerald Market including the store's Director, George Bouska. 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 brief discussion, approved.

**1. Announcements.** None

**2. Approval of Past Meeting Minutes.**

Director Botto presented meeting minutes from the Association's May 7, 2008 Board meeting for approval.

**MOTION:** Director Foraker moved to approve the May 7, 2008 Board meeting minutes as presented.

**SECOND:** Director Sherman seconded.

A brief discussion followed.

Motion approved.

**3. Visitor Forum (Comments) / Member Input.**

George Bouska, Store Director of Emerald Market, introduced himself and provided the Board with a brief background of the market. He indicated that the market was struggling due to lower than desired patronage and that he believed it was due, in part, to the misconception that Emerald Market is a gourmet market and therefore high-priced market. He explained that while Emerald Market does carry gourmet items, it also carries the items that one would expect from a standard grocery store. He discussed the market's involvement with several local fund raising efforts, including those benefitting our local schools, and reviewed with the Board several of the store's specialty services, including free delivery of groceries, a shuttle service to and from the market, weekend BBQ's, and catering services. He explained his desire to get community feedback about the market, its services and how the market could better serve the needs of the community.

The Board asked several questions of Mr. Bouska and his team and a discussion followed. The Board thanked Mr. Bouska and his team for their time and indicated that they would be in touch over the coming weeks.

#### **4. Correspondence.**

Director Mangini reported to the Board on the correspondence received since the Board's last meeting. He reported that there had been 45 mailed responses to the "No Left Turn" survey in response to the May newsletter (currently 39 responses supported lifting the "No Left Turn" restriction at Edgewood and Cordilleras Roads during non-rush/off-peak hours; 3 responses supported keeping the "No Left Turn" restriction at Edgewood and Cordilleras Roads the way it currently is; 3 responses had no opinion regarding this issue). He further reported that there was a positive response to the request for contributions to the Association. He also indicated there were a small amount of responses to the previously completed "Dirty Dozen" questionnaire.

A discussion followed.

#### **5. Treasurer's Report/Organizational Budget.**

Next Director Farrar provided a report to the Board and outlined a proposed budget for the remainder of the year.

A discussion followed. After discussion,

**MOTION:** Director Underwood moved to accept the Treasurer's Report as presented (Attachment A).

**SECOND:** Director Brouchoud seconded.

A brief discussion followed.

Motion approved.

**MOTION:** Director Brouchoud moved to approve the proposed budget as presented (Attachment B).

**SECOND:** Director Sherman seconded.

A brief discussion followed.

Motion approved.

**MOTION:** Director Mangini moved to authorize the Association Treasurer to explore the possibility moving the Association's bank account.

**SECOND:** Director Underwood seconded.

A brief discussion followed.

Motion approved.

## **6. Organizational Retreat/Mission Statement.**

Director Mangini reviewed the May 28, 2008 Retreat notes including the draft mission statements (prepared by facilitator Regina Neu) with the Board.

A lengthy discussion regarding the proposed mission statements and possible alternatives followed. After discussion,

**MOTION:** Director Farrar moved to approve the following draft mission statement:

"The mission of the Emerald Hills Homeowners Association is to develop a sense of community by providing a collective voice for communication among Emerald Hills residents, with government and other organizations, as well as sponsoring events of common interest."

**SECOND:** Director Sherman seconded.

Additional discussion followed.

Motion approved.

**MOTION:** Director Farrar moved that the draft mission statement be posted on the Association website for Member comment.

**SECOND:** Director Underwood seconded.

Additional discussion followed. It was agreed that Director Mangini would provide additional information regarding the purpose and the outcome of the Board retreat to be posted on the Association website along with the draft mission statement.

Motion approved.

## **7. Visitor Forum (Comments) / Member Input.**

Next, resident Henry Garbutt discussed his opinion of the "Dirty Dozen" newsletter article that appeared in the Association's May 2008 newsletter. He informed the Board that he felt the article was biased toward speed bumps and provided the Board with several arguments against speed bumps including increased response time for emergency vehicles (due to the increased time needed to navigate over speed bumps), increased wear and tear on vehicles, and greater fuel consumption and emissions.

## **8. Community Event Report.**

Director Underwood provided the Board with an update on the community event tentatively scheduled for August 9, 2008. The Board discussed volunteers, children's activities, venue and food. It was agreed that Director Brouchoud would research bounce houses and solicit volunteers to paint faces. Directors Underwood and Mangini agreed to follow up with both the Elks Club and Emerald Market, and to touch base with each other over the following week. The Board also discussed the possibility of using the community event as a fundraising opportunity.

Discussion followed.

## **9. Website Report.**

Next Director Sherman reviewed with the Board the map of the Association's website that he had prepared. He indicated that in order for the Board to best determine what the Association website should do in the future, that the Board needed to know and understand what it does today. He reported that the majority of the site's current content is informative and that the site is not really interactive, especially without an operating discussion forum. Director Sherman asked the Board to review the website map and consider what features could be enhanced, changed or modified.

The Board discussed, among other things, the content and purpose of the current website, the pros and cons of the current site, the possibilities of porting information to a new site such as Big Tent and/or enabling a new discussion forum on Big Tent or Yahoo!, and the cost for maintaining the website.

Further discussion followed and it was agreed that Board members would review the content on the Association website prior to the next Board meeting and be prepared to provide feedback at that meeting.

## **10. Newsletter Report.**

Director Sherman then reviewed with the Board the newsletter creation process map that he and Director Botto had prepared. The Board discussed the importance of having written processes in place, such as the newsletter creation process, so that all current and future directors could create a newsletter in the absence or unavailability of any other director.

The Board then had a discussion regarding the importance of mapping out other key Association processes, including but not limited to, database management (both resident addresses and email addresses), website management, and bank processes (including the receipt and acknowledgment of donations).

The Board also discussed using the newsletter as a fundraising tool. After further discussion,

**MOTION:** Director Farrar moved that the Association permit local merchants to advertise in the Association newsletter, subject to Board approval and mutually agreeable terms and conditions.

**SECOND:** Director Foraker seconded.

Discussion followed.

Motion approved.

**MOTION:** Director Farrar moved to delegate the authority to Directors Mangini and Underwood to negotiate advertisements in the Association newsletter with potential sponsors of the upcoming community event.

**SECOND:** Director Sherman seconded.

Discussion followed.

Motion approved.

**11. Watershed Community Meeting.**

Next Director Mangini provided a recap of the June 5, 2008 County sponsored watershed community meeting that he and Director Botto had attended. He provided a high level summary of the community responses and the information provided by the County.

**12. Appointment of Committees and Chairpersons. (Tabled)**

**13. For the Good of the Order (Approval of July Board Meeting Date).**

Due to the unavailability of the community room at Fire Station #19 on July 9, 2008, the Board discussed holding its next meeting on July 8 or July 10, 2008. The directors in attendance were afforded opportunity to discuss any future scheduling conflicts and it was agreed that the Board would hold its next meeting on Thursday, July 10, 2008 at its regularly scheduled time and location.

**14. Adjourn. 10:30 pm**

There being no further business to come before the Board, the meeting was adjourned.

Respectfully submitted,

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Adriana Botto  
Secretary

## Attachment A

### **Treasurer's Report, June 11, 2008**

During April, 16 donation checks totaling \$555 were received in response to the March 2008 newsletter. There has been a much greater and very welcome response to the appeal for funds in the May 2008 newsletter, with 43 donations totaling \$2,060 received to date.

Expenditure during the April-June period totaled \$2,046.27, with \$1,633.77 spent on printing and postage for the May 2008 newsletter (including printing of sufficient donation envelopes for the next year) and \$412.50 in costs occurred for Peninsula Conflict Resolution Center's moderation of the March 2008 annual member meeting.

The Board retreat, held on May 28, was paid for by the Board out of pocket, without any expense to the Association, and therefore is not included in the above income and expenditures.

The recent donations have gone some way towards improving the state of the Association's finances, with total assets as at June 11 (between the checking account and the PayPal account) standing at \$5,422.07, compared to \$4,808.13 as of April 2008. However, the minimum balance required to avoid a \$16 per month bank fee at First Republic Bank is \$7,500. At present this fee is being waived until August 2008, however, it is recommended that consideration be given to seeking an alternative bank with a lower minimum account balance.

Other activities undertaken by the treasurer have included establishing a new PayPal account for the Association, sending out acknowledgement letters/receipts to donors, and developing a proposed budget for the remainder of the calendar year (see attached). It is recommended that a process be defined for handing over other information received with donations (e.g. requests to receive the newsletter by email) to the appropriate Board member.

## Attachment B

### **Proposed EHHA budget June-December 2008**

Below is the budget proposed by the treasurer for EHHA activities between June and December 2008 (excluding income and expenditures up to June 11). This budget takes a conservative position on future donations, although if the response to the most recent newsletter were repeated, then total donations could be somewhat higher. It is recommended that the budget be revisited after seeing the response to the next newsletter, and when the expenditures associated with the community event have been identified in more detail, to discuss whether additional activities (e.g. the tree giveaway) can be funded during 2008.

#### **Income**

Donations:	\$3,000
Other income (newsletter advertising, etc.):	\$500
<b>Total income:</b>	<b>\$3,500</b>

#### **Expenditure**

Newsletter printing and postage (x2):	\$1,800
Community event:	\$1,000
Other (office supplies, bank/CC charges):	\$200
<b>Total expenditures:</b>	<b>\$3,000</b>

<b>Current bank balance:</b>	<b>\$5,422</b>
Projected cash flow (Jun-Dec 2008):	\$500
<b>Projected bank balance (Dec 2008):</b>	<b>\$5,922</b>