

# RIVERLAKE LAKE ASSOCIATION

## MEETING OF THE BOARD OF DIRECTORS

December 3, 2009

### MINUTES

**NOTICE** Upon due notice given and received, the Board of Directors meeting of the Riverlake Lake Association was held on December 3, 2009 at the Riverlake Community Association office, 799 Lakefront Drive, Sacramento California, 95831.

**BOARD MEMBERS PRESENT** Bob Murphy – President  
Jim Parker – VP  
Tamara Dawn - Secretary  
Dave Skeen – Director  
Calvin Gladden - Director

**BOARD MEMBERS ABSENT** None

**OTHERS PRESENT** Kevin D. Hubred, CCAM, PCAM – General Manager  
Tara Correa, Administrative Coordinator

**CALL TO ORDER** The meeting was called to order at 6:10 PM.

**APPOINTMENT OF OFFICERS** **Election of Officers: The Board of Directors met and appointed the officers of the Association as follows:** Dave Skeen, President; Jim Parker, VP; Richard SooHoo, CFO; David Maggenti, Secretary.

A motion was made, seconded, and passed unanimously.

**RESOLVED:** To appoint Dave Skeen, President, Jim Parker, VP; Richard SooHoo, CFO; and, David Maggenti, Secretary.

**EXECUTIVE SESSION DISCLOSURE** Foreclosure

**OPEN FORUM** There were no homeowners in attendance at the meeting.

A motion was made, seconded, and passed unanimously.

**CONSENT CALENDAR** **RESOLVED:** To approve the consent calendar approving: the regular and executive session minutes from the October 28, 2009 board meetings and the acceptance of the October 28, 2009 financial statements.

**UNFINISHED BUSINESS** NONE

**NEW BUSINESS** **A. Lien Filing**  
According to Civil Code 1367.1 and 1367.4, homeowners associations in the state of California are required to approve the filing of a lien in an open meeting prior to actually filing the lien.

Homeowners located at parcel #031-1220-020-0000) are three months behind in homeowner

assessments.

A motion was made, seconded and passed unanimously.

**RESOLVED:** To file a lien against parcel #031-1220-020-0000).

**B. BAD DEBT WRITE-OFF**

James Ugan – 961Cobble Shores Drive lost his house due to foreclosure with no proceed funds available.

RLA dues owed \$827.81.

A motion was made, seconded and passed unanimously.

**RESOLVED:** To approve the write-off of the unpaid assessments owed by James Ugan, 961 Cobble Shores Drive, in the amount of \$827.81.

There being no further business to discuss, the meeting was adjourned at approximately 8:10 PM.

**ADJOURNMENT**

The next meeting is scheduled for:

**NEXT MEETING**

- Regular Board Meeting on Wednesday, January 27, 2010 at 6:00 PM at the Association office at 799 Lake Front Drive, Sacramento, CA 95831.

**ATTEST:** Respectfully submitted by Kevin D. Hubred, CCAM, PCAM – Riverlake General Manager

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**SECRETARY'S CERTIFICATE**

I hereby certify that I am the duly appointed and acting Secretary of the Riverlake Community Association, and do hereby certify under penalty of perjury that the foregoing is a true and correct copy of the Minutes of the Regular Board Meeting of the Board of Directors held on December 3, 2009.

Dated: January 27, 2010

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Secretary