

RIVERLAKE LAKE ASSOCIATION

MEETING OF THE BOARD OF DIRECTORS

Wednesday, September 28, 2011

6:15 PM

MINUTES

NOTICE	Upon due notice given and received, the Board of Directors meeting of the Riverlake Lake Association was held on September 28, 2011 at the Riverlake Community Association, 799 Lakefront Drive, Sacramento California, 95831.
BOARD MEMBERS PRESENT	Dave Skeen – President Jim Parker – Vice President Bob Murphy – Director Calvin Gladden – Director Tamara Dawn - Secretary
BOARD MEMBERS ABSENT	NONE
OTHERS PRESENT	Tara Correa – Administrative Coordinator
CALL TO ORDER	The meeting was called to order at 6:15 PM.
EXECUTIVE SESSION DISCLOSURE	Authorization to Publish Sale/Small Claims Action Personnel
OPEN FORUM	There were no homeowners present during the open forum portion of the meeting.
CONSENT CALENDAR	The Board reviewed the regular and executive session minutes from the August 12, 2011 board meeting. A motion was made, seconded and passed unanimously. RESOLVED: To approve the consent calendar approving the regular and executive session board meeting minutes from the August 12, 2011 regular and executive session Board meetings as submitted.
FINANCIAL REPORT	The financial statements for the period ending July 31, 2011 and August 31, 2011 were presented for review by the Board of Directors, but had not yet been reviewed by the Financial Committee.
UNFINISHED BUSINESS	NONE
NEW BUSINESS	A. PEABODY BOAT RAMP REHABILITATION DESIGN PLANS The Board hired Ross Peabody, along with the Construction Committee, to design plans for the rehabilitation of the boat ramp. The following items were presented: <ul style="list-style-type: none">• There will be a thirty (30) inch wide concrete footing behind the existing bulkhead, which could set a few inches below the bulkhead or be made flush with the bulkhead.• The landscape portion of the project could be separate with its own plans and budget.

- The cost estimate was presented at \$45-50,000, which includes dirt for backfilling the landscape and adding of cobble around the boat ramp.

A motion was made, seconded and passed unanimously.

RESOLVED: To approve the boat ramp rehabilitation design plans with the thirty (30) inch footing behind the bulkhead; the concrete will be made flush with the top rail of the bulkhead. To approve the estimated amount of \$45-50,000, this includes dirt for backfilling landscape and adding cobble around the boat ramp. To approve the landscape project as separate from the estimated cost of the boat ramp rehabilitation.

B. LIENS – NOTICE OF DELINQUENT ASSESSMENT (NODA)

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. The Board reviewed the Notices of Delinquent Assessments for the following parcels: Parcel numbers 031-1310-052-0000 and 031-1230-087-0000.

A motion was made, seconded and passed unanimously.

RESOLVED: To approve not filing a lien on parcel 031-1310-052-0000 and 031-1230-087-0000 at this time.

C. COMPUTER SERVER UPGRADE

The Association's operating system is outdated (2003) and has been crashing frequently. Bob Murphy agreed with management (Tara Correa) to make to approve \$4,033 plus tax for The Thomas Group to purchase the hardware and software upgrades, because it is an immediate need and we could not wait until the scheduled board meeting. The cost for labor to install the new hardware in software is \$2,100.

A motion was made, seconded and passed unanimously.

RESOLVED: To ratify the decision to purchase the hardware and software upgrades for the server and front desk for a cost of \$4,033 plus tax. To approve the labor cost of \$2,100 to install the new equipment.

D. 2011 ANNUAL MEMBERSHIP MEETING

The annual membership meeting will take place on Tuesday, November 8, 2011. The ballots and annual notices will be mailed no later than October 3, 2011 to ensure the notices are received 30 days prior to the meeting.

The following five items were presented to the board of directors for a decision:

1. The Record Date of Ownership
2. Opening Ballots
3. Transfer of excess funds for fiscal year end 2011 to 2012 operating budget.
4. Appoint the Inspector(s) of the Election
5. Voting Rights Suspension

A motion was made, seconded and passed unanimously.

RESOLVED: To approve the following:

1. The Record date of Ownership will by Friday October 7, 2011.
2. The Ballots will be open on Wednesday/Thursday, November 9/10th.
3. Add to the ballot the transfer of excess fund from 2011 to 2012 operating for membership vote.
4. Appoint Tara Correa and Teena Stone (Staff) as Inspectors of the election.
5. Not to suspend voting rights.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at approximately 8:00 PM.

**NEXT MEETING
DATE**

The next meeting is scheduled for:

- The next meeting is scheduled for Wednesday, October 26, 2011 at 6:15 PM at the Association office at 799 Lake Front Drive, Sacramento, CA 95831

ATTEST: Respectfully submitted by Tara Correa – Administrative Coordinator

SECRETARY'S CERTIFICATE

I hereby certify that I am the duly appointed and acting Secretary of the Riverlake Lake 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 September 28, 2011.

Approved at the board meeting held on October 26, 2011

Tamara Dawn, Secretary