

**RIVERLAKE LAKE ASSOCIATION**  
**TWENTY FOURTH ANNUAL MEETING OF THE MEMBERSHIP**  
**NOVEMBER 8, 2011**

**MINUTES**

**NOTICE** Upon due notice given and received, the Annual Meeting of the Membership of the Riverlake Lake Association was held on November 8, 2011 at 7:00 P.M., at the Primrose Alzheimer's Facility, 7707 Rush River Drive, Sacramento, California, 95831.

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

**DIRECTORS ABSENT** NONE

**OTHERS PRESENT** Richard Soo Hoo – CFO  
Tara Correa, Riverlake Administrative Coordinator  
Six (6) Homeowners

**CALL TO ORDER** The meeting was called to order at 7:01 P.M. with Bob Murphy, Riverlake Community Association (RCA) board President, officiated the meeting.

**BALLOT INSPECTOR** Bob Murphy announced that the board had appointed Tara Correa and Teena Stone as the Inspectors of the Election.

**QUORUM** A quorum of at least 15% of the voting power, present either in person, absentee ballot, or by proxy, was required for the meeting and was established and announced.

**MINUTES** It was announced that the minutes from the 2010 Annual Membership meeting held on November 9, 2010 was approved at the December 2, 2010 board meeting.

**NOMINATIONS** It was announced that there were three (3) directors to be elected for two (2) year terms. A motion was made, seconded, and passed unanimously.

**RESOLVED:** To accept into nomination, Tamara Dawn, Calvin Gladden, and Jim Parker. There was one nomination from the floor – Robert Piering and his bio was read to the membership that was present.

**CLOSE NOMINATIONS** A motion was made, seconded and passed unanimously.

**RESOLVED:** To close registration at approximately 7:07 PM.

**CLOSE REGISTRATION** A motion was made, seconded, and passed unanimously.

**RESOLVED:** To close registration at approximately 7:07 PM.

**VOTING** A motion was made, seconded, and approved unanimously, the motion passed.

**RESOLVED:** To close balloting at approximately 7:08 PM.

**ELECTION  
RESULTS**

Bob Murphy announced that the tallying of votes for the election of directors and the excess income resolution would be tabulated the following day at the Riverlake office (799 Lake Front Drive, Sacramento, CA 95831) on Wednesday November 9, 2011 by the Inspectors of the Election. Residents were encouraged to attend.

On Wednesday, November 9, 2011 the Inspectors of the Election tallied the votes with the following results.

Appointed candidates in alphabetical order were: Tamara Dawn, Calvin Gladden, and Jim Parker.

**RESOLVED:** The Riverlake membership appointed candidates Tamara Dawn, Calvin Gladden, and Jim Parker for two (2) year terms ending in November 2013.

The Excess Funds Resolution passed allocating any excess funds at the end of the current fiscal year December 31, 2011 to be applied to the subsequent years operating budget.

**RESOLVED:** The Riverlake Lake Association membership voted to apply any excess membership income over expenses, if any, for the fiscal year ended December 31, 2011, as defined in IRS Regulation 1.277-1, to be applied against the subsequent fiscal year's operating budget, as provided by IRS Revenue Ruling 70-604.

**ADJOURN**

A motion was made, seconded, and passed unanimously.

**RESOLVED:** To adjourn the annual meeting of the membership at 7:11 P.M.

**ATTEST**

Respectfully submitted by Tara Correa – Administrative Coordinator

---

**SECRETARY'S CERTIFICATE**

I certify that I am the duly Appointed and Acting Secretary of the Riverlake Lake Association and do hereby certify that the foregoing is a true and accurate representation for the Minutes of the Annual Meeting of the Membership held November 8, 2011.

Date: December 7, 2011

/s/ Tamara Dawn

---

Tamara Dawn - Secretary