

RIVERLAKE LAKE ASSOCIATION
TWENTY THIRD ANNUAL MEETING OF THE MEMBERSHIP
NOVEMBER 10, 2009

MINUTES

NOTICE Upon due notice given and received, the Annual Meeting of the Membership of the Riverlake Lake Association was held on November 10, 2009 at 7:00 P.M., at the Primrose Alzheimer's Facility, 7707 Rush River Drive, Sacramento, California, 95831.

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

**DIRECTORS
ABSENT** Dave Skeen – Director

**OTHERS
PRESENT** Richard Soo Hoo – CFO
Kevin D. Hubred, CCAM, PCAM - Riverlake General Manager
Tara Correa, Riverlake Administrative Coordinator
Three (3) Riverlake Homeowners

Bob Murphy, Riverlake Community Association (RCA) board president, officiated the meeting.

**CALL TO
ORDER** The meeting was called to order at 7:07 P.M.

**BALLOT
INSPECTORS** Bob Murphy announced that the board had appointed Kevin D. Hubred as the appointed inspector 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 2008 annual membership meeting held on November 12, 2008 were approved at the December 4, 2008 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 approved unanimously, the motion passed.

RESOLVED: To accept into nomination, Tamara Dawn, Calvin Gladden and Jim Parker. There were no nominations from the floor.

CLOSE OF NOMINATIONS

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

RESOLVED: To close nominations at 7:13 PM.

**CLOSE
REGISTRATION**

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

RESOLVED: To close registration at approximately 7:15 PM.

VOTING

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

RESOLVED: To close balloting at approximately 7:16 PM.

**ELECTION
RESULTS**

Bob Murphy announced that the tallying of votes for the election of directors and the excess income resolution would be tabulated at approximately 9:00 AM at the Riverlake office (799 Lake Front Drive, Sacramento, CA 95831) on Wednesday November 11, 2009 by the inspector of the election. Residents were encouraged to attend.

On Thursday November 1, 2009 the Inspector 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 2011.

The Excess Funds Resolution passed allocating any excess funds at the end of the current fiscal year December 31, 2009 to be applied to the subsequent years operating account.

RESOLVED: The Riverlake membership voted to apply any excess membership income over expenses, for the fiscal year ended December 31, 2009, 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 approved unanimously, the motion passed.

RESOLVED: To adjourn the annual meeting of the membership at 7:22 P.M.

ATTEST

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

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 10, 2009.

Date: December 3, 2009

Secretary