

**MINUTES for the MEETING OF the BOARD OF DIRECTORS  
WHITEHAWK RANCH HOMEOWNERS ASSOCIATION**

Monday, May 09, 2011 (rev 5-21-11)

**DRAFT**

**1. Call meeting to order**

A regular meeting of the Board of Directors for the Whitehawk Ranch Home Owners Association was held in the community center at Whitehawk Ranch on Monday, May 09, 2011 beginning at 10:00 a.m. pursuant to the written Notice of Meetings. Board members Earl Zeigler, Bill Gilbert, Tom Hayes and Mike Burke were present. Mo Tarantino was absent. Also present were Administrative Assistant, Joleen Cline and Water Company Manager, Tom Vannoy and several members of the community.

**2. Roll Call**

See attendees noted above.

**3. Public Comment for items not on this agenda.**

Earl Zeigler reported he had received a letter of resignation from Mo Tarantino. Mo is unable to fill the remaining part of her term as a board member due to health issues. Earl expressed the board's appreciation for Mo's work as a board member and as the chairman of the Architectural Review Committee. Earl will send a community email to invite community members to consider joining the board and filling the remaining part of Mo's term.

**4. Approval of the previous minutes – April 2011**

*After review, upon motion duly made, seconded and unanimously carried, the minutes of the April 2011 board meeting were approved as submitted.*

**5. Committee Reports**

**a. Architectural Review Committee Report – Rich Dunn**

Rich Dunn reported Buzz McCann contacted him and has been hired to supervise the removal of the foundation at 153 Saddle Ridge.

The committee has received plans and approved two landscape projects.

Jay Skutt asked if a letter could be sent to the Boulder Meadow (Stone) property owner to ask that they maintain the siding under the deck as well as rail fence which is falling down.

**b. Road & Open Space Committee Report – Steve Ursenbach**

Steve Ursenbach reported he did a survey of the community with Phil Charbonnier and found several dead trees. He has contacted homeowners, given a 60 day notice to have the dead trees removed.

Steve wrote up a draft policy which denotes protocol for dealing with dead trees on the 3 large ranch parcels in the development. The policy states up to 2 – 3 dead trees per measured acre may remain so long as it does not effect the health of other trees.

*After review, upon motion duly made, seconded and unanimously carried, the board approved the policy as amended.*

Tom Vannoy reported there is a dead tree which has fallen into the HOA easement. He and his staff will remove that tree.

Jay Skutt reported there is a dead tree on Balzan's property. He will mention it to the renter and he is sure it will be removed.

Steve Ursenbach reported he and Bob Wood have marked the roads where asphalt needs to be replaced. They have contacted three paving contractors requesting bids. There is significant breakdown especially on the sides of the roads. They are also asking for a quote on shoulder amendment material to be installed from the sales office all the way down to the bridge. They are asking for a quote on the shoulders that fall from the bridge to the speed bump in front of the tennis courts.

Steve reported a final accounting was completed by Tom Vannoy which denotes 890 man hours were spent on snow removal this past season. In addition, there was 66 hours of drainage work and 163 hours in sapling removal completed. Steve suggests the Home Owners Association compensate the Mutual Water Company for the sapling removal expense. The full report will be reviewed at the Mutual Water Company meeting and later submitted to the HOA.

*After review, upon motion duly made, seconded and unanimously carried, the board approved the reimbursement of \$4,500 to the Mutual Water Company for man hours spent on drainage and sapling removal over the fall and winter.*

**c. Hospitality Committee**

Barbara Allen and Joleen Cline have been in communication regarding new owners. Barbara is working on a budget for the informational basket they are planning to provide to new homeowners.

**6. Treasurer's Report – Joleen Cline**

**a. Include any delinquencies update.**

Joleen Cline provided a review of the financial reports for April 2011 which were previously emailed to the board.

Joleen explained that refund checks were mailed to homeowners who had significantly overpaid dues HOA dues in anticipation of the upcoming review and tax return preparation. Joleen also pointed out the significant savings realized by the HOA this year due to the number of homeowners participating in the paperless communication program.

*After review, upon motion duly made, seconded and unanimously carried, the board approved the April 2011 financial reports as submitted.*

**b. Motion to file liens on delinquent accounts.**

The board held a discussion regarding delinquent accounts. Joleen recapped the policy and the steps taken so far to bring homeowners current.

*After review, upon motion duly made, seconded and unanimously carried, the board directed Joleen Cline to file liens on 4 separate properties which are significantly delinquent in dues.*

**7. Community Board updates - from the CSD, TOA or MWC.**

No reports

**8. Old Business**

**a. HOA insurance review**

Insurance Agent, Rick Russo was introduced. Rick distributed copies of the annual insurance disclosure. With regard to this HOA, coverage includes entry monuments, roads (both public and private). However, the bridge over Sulpher Creek on Whitehawk Drive is not included. The policy covers a blanket limit.

One Million dollars of D & O coverage is included. In addition the association has excess liability coverage. The policy covers defense costs as well as judgments up to 16 million.

Rick explained there are many coverages which are “miscellaneous” and will never be used, but are “throw ins” and basically almost no cost individually to the association.

Rick explained the current property coverage accounts for approximately \$100 of the premium. The rest of the premium is the liability coverage.

Tom Hayes requested a quote for flood damage coverage on the two bridges. Steve Ursenbach reported he would investigate replacement costs for the bridges.

Rick explained the board may want to consider a 5 or 10 million dollar umbrella. The exposures for this HOA are small.

The board asked for an explanation of what might happen in the event of a claim beyond the coverage. Rick explained the insurance policy would bow out after the limits of the policy, and then the board could make a special assessment for

the balance of any claim. Rick explained in his years in the insurance industry, the worst claim he knows of was 6.8 million. This is well below the association's current policy coverage.

**b. Update on Hawk Ridge sub-phasing application**

Earl Zeigler reported the developer of Phase IX unit 3b has 40 lots which are unsold. The current HOA policy is that until the first lot of a phase is sold, there are no dues paid.

At this time the HOA is responsible to maintain the streets in the phase even though no dues have been paid since no lots have been sold. The developer has submitted an application to sub-phase the property in order to reduce the dues they might have to pay upon the first sale.

Earl reported the developer has not heard back from the Department of Real Estate with regard to their application for sub-phasing. The board understands there are 4 lots currently in escrow pending the DRE decision. Steve Ursenbach reported in the next 12 – 24 months a slurry coat should be applied to the roads in that phase. The cost for this could be approximately \$12,000 **to the existing HOA Members.**

The board held a discussion regarding the sub-phasing. The board decided, if the DRE were to ask the board for their stand on the sub-phasing, the response would be that the board objects. The board was determined to maintain the same policy for all developers – past and present.

**c. Update on Saddle Ridge property.**

This item was addressed in 5.a.

**9. New Business**

**a. ARC Chairmen & HOA board member replacement**

*After review, upon motion duly made, seconded and unanimously carried, the board appointed Rich Dunn as the Chairman of the Architectural Review Committee.*

**b. Request for variance on current short term leasing policy**

Earl Zeigler reported the current CC&Rs state that short term rentals are allowed in the townhomes only (Phase IV and V). In phase II, it appears there is no policy with regard to short term rentals. (Short term is defined as 30 days or less).

A perspective buyer has requested a variance of the short term rental property for a home in Phase I. This change would require a CC & R amendment. A variance is not an allowed action.

The board held a discussion and will report back to the perspective homeowner that a variance is not available. In addition the board is not interested in taking on the legal expense at this time to investigate a CC&R change for this issue.

c. Other

Terry Skutt reported the fire department committee met and at this time lot 24 is the preferable lot for building the new station.

**10. Adjournment**

The next scheduled meeting of the board will be on June 13, 2011 beginning at 10:00 a.m.

*After review, upon motion duly made, seconded and unanimously carried, the meeting was adjourned at 11:34.*