

STONELAKE MASTER ASSOCIATION  
OPEN SESSION BOARD OF DIRECTORS MEETING  
Tuesday, December 12, 2017 at 7:00 PM  
Stonelake Club, 3000 Riparian Drive, Elk Grove, 95757

MINUTES

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**DIRECTORS PRESENT**

Douglas Gessell, President  
Jason Stelling, Vice President  
Nicole York, Chief Financial Officer  
Shirley Ng, Director

**DIRECTORS ABSENT**

Alison Aleman, Secretary

**FIRSTSERVICE RESIDENTIAL MANAGEMENT**

Jacqueline Gomez, CMCA®, AMS® - General Manager  
Janelle Rodriguez, Activities & Events Coordinator

**I. CALL TO ORDER**

The Open Session meeting was called to order by President, Douglas Gessell at 7:06 PM

**II. ANNOUNCEMENT – EXECUTIVE SESSION MEETING**

In accordance with Civil Code Section 4935(a) the board met in Executive Session immediately prior the Regular Session meeting in order to discuss legal items, matters relating to the formation of contracts with third parties, member discipline, member delinquency and personnel as specified in Civil Code.

**III. COMMITTEE UPDATE & INVITED GUESTS**

**A. Architectural Committee**

Committee Chair, Steve Hodge, was present. There was dialogue between Steve and the Board regarding the following items:

Paint Schemes – Steve advised per the Builders intent, the Committee approves over color palettes that have consistency with the immediate neighborhoods and maintain a visual aesthetic.

Storm Doors – Steve inquired what the Board’s position/purpose was for Storm Doors as a traditional storm doors are typically for heavy weather purposes, which we don’t get much in Elk Grove.

Lighting – Should go through the appropriate architectural process as they are usually visible from the street/common area. Safety/Flood lighting options should have a continued discussion between the Board and Committee.

**B. Safety Awareness Committee**

The Committee Chair submitted his resignation. Enclosed in this packet for Board acceptance.

#### IV. REPORTS

##### A. **Manager's Report**

Management provided the Board a written and verbal report with updates regarding the Association's Committees, ACC Requests, Annual Election, 2018 Board Planning, Guest Policy, Enforcement statistics, Community Event Updates, Community Classes, Current Reserve Projects and Upcoming Reserve Projects.

2017 Highlights:

- Updated Access Card System
- New Pest Control
- New Pool Maintenance
- New Fountain Maintenance
- New Aerobics room flooring
- New Pool Furniture
- Resurfaced parking lot of Clubhouse
- 5 new treadmills
- Arborist Asses the property and provide a 3 Year Plan
- Use of new Electrician
- Implementation of Email Blasts for the Community, as of December over 1280+ email address are signed up to receive the blasts
- Updated Patrol Service Contract with additional hours
- Updated Waste Management Services regarding usage, Management is also currently reviewing additional service provider options for even more savings
- Reviewed Comcast Contracts to ensure best rates are being provided
- Approved Landscape improvement project for the 2 large islands located on each side of the parking lot of the clubhouse as well as 2 exterior locations on Riparian.
- After contacting 30+ vendors an approved contract for the concrete pool deck replacement and plaster project was executed. Management negotiated a 15%+ decrease in the provide proposal, a reduction of over \$68,000.
- Updated Architectural Request Form to now include a completion form
- Proposals obtained and presented to the Board for an updated Camera System
- Processed 144 Architectural Applications

The following violations were issued out this past month:

Architectural Modification-Not Approved 18  
Architectural Modification-Not Within Architectural Guidelines 1  
Fence/Gate-Paint 4  
Fence/Gate-Repair 2  
Guests-Not Authorized 1  
Inappropriate Behavior-Misconduct 2

Landscaping-General Maintenance 1  
Landscaping-Mulch Landscape 1  
Miscellaneous Items-Remove from View 1  
Paint-Clean and Paint 1  
Signage-Signage Not Permitted 3  
Trash-Improper Storage 1  
Total: 36

*ACTION: Board review & file*

##### B. **Owner Correspondences**

No correspondence for review this month.

**V. OPEN FORUM**

*In accordance with California Civil Code Section 4920(a), the Association must post or distribute the agenda for Regular Session Meetings no fewer than four (4) days prior to a Regular Session Meeting. During Homeowner Forum, items not included on the agenda that are raised by homeowners may be briefly responded to by the Board/Management; however, no action may occur with respect to that item unless it is deemed an emergency by the Board of Directors and developed after the agenda was posted and/or distributed. The Board of Directors may refer informational matters and direct administrative tasks to Management and/or contractors. Each homeowner will be given three (3) to five (5) minutes to speak in accordance with the Open Meeting Act, California Civil Code Section 4925(b), or a total of twenty (20) minutes will be granted for all to address the Board of Directors regarding items of interest or concern.*

Homeowners present discussed the following items:

- Safety and break-ins that have occurred in the Community.

**VI. CONSENT CALENDAR**

**A. Approval of Minutes – November 2017**

RESOLUTION: That the Board approve the November 14, 2017 Open Session Board Meeting Minutes.

**B. Financial Statement September 2017**

That the Board approves the September 30, 2017 interim financial reports and bank reconciliations as presented, subject to annual audit. The report reflects a year-to-date net operating income/(loss) of \$(70,097.55) and year-to date reserve funding of \$150,908.70 compared to the year-to-date reserve funding budget of \$146,835.00. The reserves are funded through September 30, 2017. The association has \$826,177.63 in operating funds, which represents 10.25 months of budgeted expenses and reserve contributions. The association has \$1,223,870.13 in reserve funds.

**C. Lien Approval**

RESOLUTION: Per the provided resolution dated August 30, 2017, Management is requesting authorization to place liens on the following accounts should the delinquent assessments not be paid within the time period established in the intent to lien letter.

Account Number	Total Amount Due
0040-01	\$313.82
0741-03	\$148.64
1154-01	\$128.00
1267-01	\$319.14
1300-01	\$196.31
1467-01	\$205.17
0026-02	\$348.58

MOTION: Doug Gessell

SECOND: Jason Stelling

RESOLUTION: That the Board approve consent calendar items A-C.

VOTE: All in favor

**VII. UNFINISHED BUSINESS**

**A. Committee - Open Seats (ACC & Safety Awareness)**

Currently we still have two (2) seats the Safety Awareness Committee and one (1) for the Architectural Committee. Management has been soliciting for additional volunteers to no avail. We are keep this on the Agenda, should anyone attending the meeting want to be appointed.

*ACTION: Tabled until volunteers submit applications.*

**B. Guest Policy Review**

Per Board request, the Guest Policy has been placed on the Agenda for review. During a previous Open Session, a new Member was concerned why the Association allowed outside people into the Facilities. It was requested for the Board to review the current policy.

Current Policy - Each Household is allowed 4 Guests. They are allowed an additional 4 Guests, at \$4 each for a total of 8 Guests.

Member Only days are currently Monday's.

The Board can reduce the number of allowed Guests, or add an additional Member's Only day should a change be desired.

Management has solicited feedback from the Membership and provided those responses to the Board for review.

MOTION: Doug Gessell

SECOND: Shirley Ng

RESOLUTION: That the Board approve to add an additional Member's Only day, selecting Monday and Fridays as Member Only Days, as well as decrease guest limit to 3 Guests per household, with an option to have an additional 3 Guests at \$4.00 each, for a total of 6 allowable Guests on non-Member only days. Management will send this out to the Membership for 30 day Comment Period.

VOTE: All in favor

**C. ACC Appeal – Adams**

Homeowner for retro-active approval for the painting. After review, the Architectural Committee denied the request as the dark gray garage door does not go with the immediate scheme of the neighborhood.

There were 3 Board Members present during the last meeting, with one recusing themselves from the vote. The vote was split, and now carried over to this meeting. Also provided was a correspondence from a Committee Member regarding dark grey garage doors.

MOTION: Nicole York

SECOND: Jason Stelling

RESOLUTION: That the Board respectfully denies the homeowner's request to appeal the garage door color as they are in agreement with Architectural Committee's determination of it not being harmonious with the Community's aesthetics.

VOTE: All in favor, Doug Gessell recused, Shirley Ng opposed.

#### **D. Storm Doors**

Due to the last vote being inaccurate, this item is being placed back on the Agenda for Board consideration with the full Board present.

Previously the Board requested additional storm door options to be presented. The Architectural Committee provided their options to the Board. Some Board Members would like an option to consider the vented storm doors.

MOTION: Doug Gessell

SECOND: Jason Stelling

RESOLUTION: That the Board respectfully deny the addition of vented Storm Doors as in agreement with the Architectural Committee.

VOTE: All in favor, Shirley Ng opposed.

### **VIII. NEW BUSINESS**

#### **A. ACC Appeal – Khoury**

The homeowner has submitted a correspondence appealing the ACC's determination to not allow an already installed screen door. When one of the homeowners attended the ACC meeting, she advised, she never initially submitted for the door as she new it wouldn't be approved. The homeowners advise the door has been installed for 5 years.

MOTION: Doug Gessell

SECOND: Nicole York

RESOLUTION: That the Board respectfully deny the homeowner's appeal request to keep the screen door, pending review of the timeline of installation and action taken.

VOTE: All in favor, Shirley Ng opposed.

#### **B. Architectural Committee Request – Board Policy**

As we begin to receive more request for improvements, the Architectural Committee would like a Board Policy/Direction regarding:

- Exterior Lighting (i.e., carriage lights and safety motion type lighting)
- Security and/or storm doors

*ACTION: The Board of Directors would like the Architectural Committee to provide their recommendations for exterior lighting.*

**IX. NEXT MEETING**

The next Board of Directors Open Session meeting will be Tuesday, January 9, 2018 at 7:00 PM at 3000 Riparian Drive, Elk Grove, CA 95757.

**X. ADJOURNMENT**

Vice President, Jason Stelling adjourned the Open Session meeting at 8:23 PM.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

DRAFT