

**BEAR BRAND RANCH COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS**

TUESDAY, APRIL 22, 2008

*** * * MINUTES * * ***

NOTICE

Upon due notice given and received, the members of the Board of Directors for the Bear Brand Ranch Community Association held a special Board Meeting on Tuesday, April 22, 2008 at 9:00 a.m. at the office of Progressive Community Management located at 27405 Puerta Real, Suite 300, in Mission Viejo, California to conduct regular business needing action.

CALL TO ORDER

Ed Zalta, President, called the meeting to order at 9:00 a.m.

ATTENDANCE

Present: Ed Zalta, President
 Wayne Mertes, Treasurer
 Bill Schenck, Director

Management: Glenda Reid, CCAM, Progressive Community Management

Other: Jim Romano, Boyd & Associates
 Gabriel Ramirez, Boyd & Associates

Absent: Scott Kavanaugh, Vice President
 Fred Burbank, Secretary

COMMITTEE REPORTS

A. Access Committee

Jim Romano and Gabriel Ramirez, representatives of Boyd & Associates, attended the meeting to discuss the current guard services. The Board of Directors thanked them for attending and advised that the level of service and guards had improved. The Board further discussed the weekend patrols and advised that the patrols could end effective April 28, 2008 as the new gate system was scheduled to be completed.

The Board also authorized Boyd & Associates to implement a log that would keep track of all access after 7:00 p.m. The purpose of this tracking is to monitor service providers, deliveries, etc.

CONSENT CALENDAR

The Board of Directors reviewed the Consent Calendar as presented. Upon motion duly made and seconded:

Resolved: To approve the Consent Calendar as presented with the exception of pulling off Items “G, I, and J” for discussion. Approved: Unanimous.

A. **Minutes - Resolved:** To approve the Regular Session minutes from the January 23, 2008 Board of Directors meeting as written.

B. **Minutes – Resolved:** To approve the Regular Session minutes from the March 11, 2008 Board of Directors meeting as written.

C. **Financials: Resolved:** To approve the financial statements for the periods ending January 31, 2008, February 29, 2008 and March 31, 2008 as presented.

D. **Certificates of Deposit Maturity: Resolved:** To approve to roll over the Certificate of Deposit maturing on May 10, 2008 in the amount of \$41,912.16 with Imperial Capital Bank and to roll over the Certificate of Deposit maturing on June 10, 2008 in the amount of \$46,378.13 with Indymac Bank, each for a 6 month term with the highest yield of interest.

E. **Approval to Close Bank Account/American Security Bank:** American Security Bank currently has a small amount of money \$1,275.29 and is inactive at this time.

Resolved: To approve to close the inactive bank account with American Security Bank in the amount of \$1,275.29 and forward all monies to the current bank account with Pacific Western Bank Operating Account.

F. **Ratification/Approval of Permit Processing for Gate:** The Board has been currently working with IEM and Oak-Land for the permit processing to install the approved gate system. The Board reviewed costs for rushing the process in the amount of \$142.00 per hour per permit.

Resolved: To approve the rush permit processing for the installation of the new gate system and said work to be with IEM and Oak-Land for a total cost of \$142.00 per hour, per permit with a not to exceed 2 hours on each permit.

H. **Ratification/Approval of Letter/Trails Master Plan - Resolved:** To ratify the approval of the letter to City of Laguna Niguel requesting assistance in the recent robberies.

- K. **Account BB 9611 – Resolved:** To approve to send to collection services Account BB9611 for delinquent assessments to be in accordance with the Association Delinquency Policy and California Civil Code.
- L. **Account BB 9381 – Resolved:** To approve to write off as bad debt the total amount of \$6,635.19 for Account BB9381 due to the balance being uncollected from prior owners of property and to not pursue small claims.
- M. **Lot E Tract 12769 – CC&R Non-Encumbered – Resolved:** To approve to not pursue collection of the total amount of \$74,273.44 for Lot E/Tract 12769 based on legal opinion from Harle, Janics & Kannen that said property is not encumbered by the CC&Rs of Bear Brand Ranch Community Association.

CONSENT ITEMS REMOVED

(G) OPERATING BUDGET

The Board of Directors reviewed the operating budget for the new fiscal year 2008-2009. Upon motion duly made and seconded:

Resolved: The Bear Brand Ranch Community Association approved the operating budget for the fiscal year 2008-2009 with the modifications discussed and authorized Wayne Mertes, Treasurer, to work with Management for a final version for mailing to the membership and further approved to re-adopt the Delinquency Policy, Insurance Summary, Alternate Dispute Resolution (ADR), Internal Dispute Resolution (IDR) and Association Fine Policy. Approved: Unanimous.

(H) DUMPSTER RULES

The Board reviewed the proposed Dumpster Rules after mailing to the membership for the required 30 day comment period. After taking into consideration all comments, the Board tabled formal approval until the Board could clarify with the Architectural Design Committee.

(I) ARCHITECTURAL FEE STRUCTURE

The Board of Directors reviewed the proposed Architectural Fee Structure after mailing to the membership for the required 30 day comment period. After taking into consideration all comments, the Board tabled formal approval until the Board could clarify with the Architectural Design Committee.

PROPOSAL/STONE WALL REPAIR

The Board reviewed a proposal as submitted by ICON Construction for repairs to the stone wall located at the del Avion entrance. Upon motion duly made and seconded:

Resolved: The Board of Directors for Bear Brand Ranch Community Association approved the proposal as submitted by ICON Construction for the repairs to the common area stone wall located at the del Avion entrance for a total operating cost of \$2,780.00. Approved: Unanimous.

STREET REPAIRS

This matter was tabled until the bids could be received and reviewed from WillDan Engineering (Tom Kirk). A special teleconference meeting will be scheduled for Tuesday, May 6, 2008 with proper notification to the membership for those who wish to join in, and said teleconference meeting would be for the purpose of discussing the street bids received and the special assessment amount.

PAPERLESS DOCUMENT STORAGE

The Board of Directors discussed the paperless format of association documents as provided by Progressive Community Management. Upon motion duly made and seconded:

Resolved: The Board of Directors for Bear Brand Ranch Community Association approved to proceed with paperless storage of all association documents based on the strict back-up system for safe keeping with Progressive Community Management. Approved: Unanimous.

FINANCIAL FORMAT

The Board of Directors discussed receiving the financial report by pdf format. Upon motion duly made and seconded:

Resolved: The Board of Directors for Bear Brand Community Association approved receiving the financial report in pdf format. Approved: Unanimous.

ADJOURNMENT

There being no further business to come before the Board at this time, the meeting was adjourned at 9:45 a.m. The next meeting will be held on Tuesday, May 6, 2008 via teleconference and duly noted to the membership and on Tuesday, July 8, 2008 at the office of Progressive Community Management located at 27405 Puerta Real, Suite 300, in Mission Viejo, California.

ATTEST

Signature _____ Date _____