

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

WEDNESDAY, JANUARY 23, 2008

*** * * MINUTES * * ***

NOTICE

Upon due notice given and received, the members of the Board of Directors for the Bear Brand Ranch Community Association met on Wednesday, January 23, 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 their regular business meeting.

CALL TO ORDER

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

ATTENDANCE

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

Management: Glenda Reid, CCAM, Progressive Community Management
Leslie Camp, CCAM, Progressive Community Management
Cathy Acquizzano, CCAM, Progressive Community Management

Other: Michael Berumen, Security Committee
Elizabeth Aghajanian, Landscape Committee
One (1) Homeowner

Absent: Scott Kavanaugh, Vice President

HOMEOWNER FORUM

Guard services was discussed during Homeowner Forum.

COMMITTEE REPORTS

A. Landscape Committee Report

Elizabeth Aghajanian provided a landscape report. There was no action required by the Board at this time.

B. Architectural Design Committee

The Board reviewed the Architectural Log and Minutes from the August and September ADC meetings. There was no action required by the Board at this time.

C. Access Committee

Michael Berumen provided a report at this time. Mr. Berumen advised that he was currently obtaining proposal for guard services and would be providing a summary to the Board.

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 Item “I” for discussion. Approved: Unanimous.

- A. **Minutes - Resolved:** To approve the Regular Session minutes from the October 16, 2007, Board of Directors meeting as written.
- B. **Financials - Resolved:** To approve the financial statements for the periods ending October 2007, November, 2007, and December 2007 as presented, noting the Wells Fargo (formerly Bank of Orange) reserve account balance of \$152,775.51. There will be a balance due at the completion of the new gate security system installation of approximately \$53k.
- C. **Revised Authorization for SBS Lien Services for Non-Judicial Foreclosure - Resolved:** To approve the revised authorization for SBS Lien Services for non-judicial foreclosure proceedings.
- D. **Request for Contract Fee Increase from Bemus Landscape - Resolved:** To approve the contract rate increase for Bemus Landscape for contract landscape maintenance services at a total cost of \$12,915.00 per month.
- E. **Request for Contract Increase from Personal Touch Cleaning & Maintenance - Resolved:** To approve the contract rate increase for Personal Touch Cleaning & Maintenance for contract janitorial services at a total cost of \$239.06 per month.
- F. **Proposal for Asphalt Repairs - Resolved:** To ratify the approval of the proposal from JB Bostic for asphalt repairs, at a total cost of \$2,150.00 to be expensed to Reserves – Streets.
- G. **Installation of Monitoring Cameras Inside Both Gatehouses- Resolved:** To ratify the approval to allow Boyd & Associates to install web-based cameras inside both gatehouses in order to monitor their staff at both gates. The cameras will be installed by Boyd & Associates at their expense. There is no cost to the Association.
- H. **Payment of Invoice from Seabreeze Management Company - Resolved:** To ratify the approval to pay the invoice submitted by Seabreeze Management Company for unpaid management expenses, at a total cost of \$4,636.11 to be expensed to Contingency.
- J. **Authorization to Obtain Title Reports – Resolved:** To ratify the approval to Jake Harle of Harle, Janics & Kannen to obtain title reports for 2 parcels representing the “4 O’Hill” lot in order to pursue delinquency collection, at a total cost of \$1,850.00.

- K. Authorization for Security Patrols – Resolved:** To ratify the emergency approval of four nightly random patrols on Friday, Saturday, and Sunday by Boyd & Associates, at a cost of \$204.00 per week. The Board has deemed this matter an urgent and emergency item due to the large number of recent home burglaries in the community.
- L. Revisions of Directors & Officers Insurance Policy – Resolved:** To ratify the approval of the cancellation of the Traveler’s policy and the acceptance of the AIG policy for D&O insurance retroactive to December 17, 2007, at a total cost of \$2,534.00, to be expensed to Insurance.

**RECORDED GRANT
LANDSCAPE MAINTENANCE
EASEMENT/19 OLD RANCH ROAD**

The Board discussed this item separate from the Consent Calendar. Upon motion duly made and seconded:

Resolved: The Board of Directors for Bear Brand Ranch Community Association approved and authorized Fred Burbank to modify the landscape maintenance easement document for 19 Old Ranch Road as needed for the proper recording with the City of Laguna Niguel and in accordance with Civil Code Section 1363.07(a)(3)(E). Approved: Unanimous.

BUSINESS ITEMS

A. SB528/Bulletin Boards

The Board discussed the new law for the Open Meeting Act. Upon motion duly made and seconded:

Resolved: The Board of Directors for Bear Brand Ranch Community Association authorized Wayne Mertes, Treasurer, to select and install two (2) bulletin boards for the purpose of posting the meeting agendas 4 days prior to each meeting to be in accordance with the new law SB528 and Civil Code. Approved: Unanimous.

B. Pavement Improvements

The Board reviewed information and costs as provided by WillDan Engineering for the street repairs. This matter was tabled until full costs could be received from Tom Kirk, Engineer, relating to project management.

C. 2008 Annual Calendar

The Board reviewed the 2008 Annual Calendar.

Resolved: The Board of Directors for Bear Brand Ranch Community Association approved the 2008 Annual Calendar with changes to the Board meeting dates to include April 22, 2008, July 8, 2008 and October 22, 2008. Approved: Unanimous.

D. Management Policy Review

The Board reviewed the current Management policies for the new year. Upon motion

duly made and seconded:

Resolved: The Board of Directors for Bear Brand Ranch Community Association approved the Management Policies as presented. Approved: Unanimous.

E. Paperless Document Storage:

The Board reviewed the paperless document storage for Association files. This matter was tabled until further research could be done for a third back-up before scanning and shredding.

NEW BUSINESS

There was no new business to discuss in order to be in accordance with SB528 and Open Meeting Act 1363.05(f).

NEWSLETTER IDEAS

Board President Ed Zalta will coordinate with Management on content for each month's newsletter.

GOALS FOR 2008

The Board reviewed the goals for 2008, which include:

1. Adopting new security/gate protocols * *Vote passed, will proceed*
2. Complete an accurate reserve study with use of street/asphalt engineering **Revised study with updated street information pending – new study deferred till 2009*
3. Resolve legal disputes, provide legal disclosure update to membership and prepare reserve repayment plan of action. *Ongoing.*
4. Reconcile O'Hill assessments status. * *At Jake Harle's office*
5. Continue to build upon the E-Mail directory each month through newsletter. **Ongoing.*
6. Smart Timer controller/rebate consideration. * *In progress with Landscape Committee.*

ADJOURNMENT TO EXECUTIVE SESSION

At 10:30 a.m. the Board adjourned into Executive Session to discuss legal issues.

RECONVENE INTO GENERAL SESSION

At 11:00 a.m. the Board reconvened into General Session.

Upon motion duly made and seconded:

Resolved: The Board authorized Fred Burbank, Architectural Design Committee, to contact Mark Hopkins, Attorney of Harle, Janics & Kannen, for assistance in a potential legal matter relating to architectural.

ADJOURNMENT

There being no further business to come before the Board at this time, the meeting was adjourned at 11:15 a.m. The next meeting will be held 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.

ATTEST

Signature _____ Date _____