FIELDSTONE OWNERS ASSOCIATION Board of Directors Meeting

MINUTES

June 3, 2023 at 1:00pm At the Fieldstone pool and by Zoom

- Meeting Called to Order at 1pm
- Board Attendance Jeff Muscatine, Elisa Garin, Abigail Padou, Denise Summersett (arrived a few minutes late)
- The board unanimously approved the following meeting minutes: 4/29/23 board meeting minutes, 5/9/23 executive session meeting minutes, 5/18/23 executive session meeting minutes (Motion-AP, Second-JM, DS-absent)
- Summary of the executive session meetings by Jeff:
 - The board voted to hire Sensible bookkeeping.
 - The board discussed the pool contractor and pool maintenance.
 - The board hired Josh Robinson (teenage son of Fieldstone owners) to periodically clean bathrooms and bbq area.
 - The board worked on a list of requirements and a contract statement for a different type of relationship with the landscaper: time & materials instead of monthly lump sum.
- Open forum: homeowners were given an opportunity to comment or ask questions.

BOARD ACTIONS

The board unanimously approved the following payments (Motion-DS, Second-JM):

a.	3/29/23	Calaveras Co Env Health:	Public Pool Permit	\$390.00
	3/12/23	Baydaline & Jacobsen: Leg	al Fees CAM	1,140.00
	4/02/23	Calaveras Junk Removal:		120.00
	5/12/23		Minor Pool Remodel Permit	128.00
u.		t of Drain Covers)		
ρ.	5/01/23	Elisa Garin Postage Stamp	S	12.60
f.	Reimburse Ab		ping previously approved by th	ne board not to
"	exceed \$1,35			1,110.34
g.		athy Stroup for 5/20/23 soc	ial event.	92.71

- The board unanimously approved an amount not to exceed \$2,800 to repair interior rain damage at Unit 193. (Motion-EG, Second-AP)
- The board unanimously approved an amount not to exceed \$500 to replace damaged downspout drain lines at Unit 220. (Motion-DS, Second-EG)
- Replacement of 2 pool drain screens within 2 months as required by law cost still being gathered. Will revisit this item at a future meeting.
- For information only the following bills were paid (pre-approved by the Board):

Monthly Bills:

a.	5/01/23	Murphys Sanitary Ck#127	60.00
	5/12/23	PGE	61.41

_	5/17/23	Farmers Insurance ck #129	2,818.24
	5,,		104.66
d.		Payment (Payment w/in Approved Limits)	1,950.00
e.	5/17/23	Avila Landscaping ck#128	1,950.00

- The Board unanimously approved payment of \$600 to Calaveras Pools: \$300 for March and \$300 for April. (Motion-AP, Second-EG)
- The Board unanimously approved paying Josh Robinson \$20/hour for approximately 1.5 hours/week, twice a week, to clean the pool/BBQ area and bathrooms. (Motion-AP, Second-DS)
- The Board unanimously approved the landscape diagram for Unit 220. (Motion-DS, Second-AP)
- The Board unanimously approved the solar application for Unit 343, with the condition that the
 applicant provide the items necessary to paint the conduit in the correct colors to match the
 roof. (Motion-AP, Second-DS)
- The Board discussed a request to plant 3 hostas at Unit 323. This item is continued to the next board meeting to find plants that are on Fieldstone's approved plant list.
- The Board discussed a request to replace 8 green plastic chairs for approximately \$30 each with tax and shipping. The Board unanimously approved disposing of the existing worn-out plastic chairs. (Motion-DS, Second-EG)
- The Board unanimously approved an amount not to exceed \$100 for a second social event in July or August. (Motion-AP, Second-DS)
- The Board unanimously approved the following motion for a landscape agreement to propose to Avila and other local landscapers if Avila declines (Motion-AP, Second-EG):

The Landscaper shall, at the direction of the board, perform such tasks as are necessary to properly maintain the landscaping at Fieldstone. Examples of such tasks include planting, pruning, weeding, leaf removal, plant removal, irrigation maintenance, and application of herbicides and fertilizers. A more detailed list of examples is attached [Jeff's list will be attached, but amended to add planting and plant removals].

Fieldstone shall pay <u>\$50 per hour per person, plus materials</u> for such tasks. Landscaper shall submit a time sheet and invoice on a monthly basis for payment.

Landscaper agrees to work approximately 6 hours per week at Fieldstone, on a mutually agreed schedule (for example, 2 workers every Tuesday from 9am-12pm). The weekly hours worked during the dormant season may be less.

The board shall designate a person who will give weekly or monthly instructions to the Landscaper regarding the tasks to be completed.

 The Board unanimously approved the appointments of the following people to the following committees, with the requirement that meeting dates are pre-announced on the Google Group and meeting summaries are emailed to the Board (Motion-DS, Second-EG):

Social Committee: Cathy Stroup, Scarlett Hart, Peggy Sparrow, Marilyn Porras, Jennifer Tarap, Pilar Julian

Landscape Committee: Marilyn Porras, Jennifer Tarap, Denise Summersett, Don Padou

Pool Committee: Scarlett Hart, John Corona, Abigail Padou Communications Committee: Abigail Padou, Denise Summersett, Carolyn Anctil

- The Board considered the current Delinquent Assessment Collection Policy, where the address
 was updated to 344 Fieldstone Drive. The Board unanimously approved updating the address
 (Motion-AP, Second-EG). The rest of the policy will be on the agenda for the next board meeting.
- The Board unanimously approved the new Pool and BBQ Area rules (attached), with the suggested amendment that the BBQ area is open year-round but the Pool is open seasonally. (Motion-AP, Second-DS)
- The Board unanimously approved the revised \$2,400 quote from A1 Tree Service (attached),
 which includes a list of all units that will have tree work done, with the exception of Unit 186
 which should be removed because the tree was trimmed by the homeowner. (Motion-DSSecond-AP)
- The Board unanimously approved authorizing Abigail to develop and post instructions next to the BBQ for using the BBQ. (Motion-AP, Second-EG)

STATUS REPORTS/DISCUSSION ITEMS

- a. President's report: Jeff announced the resignation of John Corona and the prospect of appointing a replacement at a future board meeting.
- b. Treasurer's report Elisa Garin
 - Bank statements are being reconciled every month.
 - Elisa ordered a checkbook from Edward Jones and she will keep it, but she will not have signing authority. Jeff, Denise and Abigail will have signing authority.
 - Sensible Bookkeeping has been hired.
 - There are 2 delinquencies: each one is delinquent by \$322.
- c. Revised 2023 Budget worksheet prepared by Denise is attached.
- d. Estimate for Sidewalk and Driveway Repairs Abigail. Jorge Torres has been unresponsive so she is going to drop it.
- e. Removal of tree roots at Unit 220 Denise. This has been done.
- f. Cal-Pro warranty claim update Denise. Cal-Pro scheduled for 6/20/23 to begin review of all homes. They will survey every house and bring a team.
- g. Sale of leftover irrigation materials Jeff. Continued to next meeting.
- h. Finding a new pool service Denise and Abigail. We will talk to Keith after his honeymoon. Denise has left a message for Bear Bottom pools.
- i. Investment Policy Statement Elisa and Abigail. Continued to future meeting.
- j. Updating Fieldstone contact info on website; uploading plant guide; changing mailing address with Calaveras County Enviro Health and Farmers Insurance Abigail. These have been done.
- k. Next board meeting date: Saturday, July 8 at 1pm at the pool.
- Adjournment. At 3:23pm

These minutes were approved by a vote of the board on 7/8/23

Abigail Padou, Secretary

Fieldstone Owners Association Pool and BBQ Area Rules Adopted by the Board June 3, 2023

Introduction:

The use of the Fieldstone pool and pool areas is a privilege for those who own or rent units within Fieldstone Owners Association. Living in a community association carries with it certain responsibilities including following the rules and regulations set forth by the Board of Directors.

The Fieldstone Pool and BBQ area rules have been approved by the Fieldstone Board. If all who are entitled to use the pool abide by the rules, each of us in our community can enjoy our facility safely. Pool privileges may be revoked for rule violations.

Please read these Rules carefully. Be sure your family, guests and tenants fully understand and follow them. If you have questions, please contact the Fieldstone Board of Directors at fieldstoneoa@gmail.com.

No Lifeguard is on Duty. Lifeguard services are not provided at any time. Anyone using the recreational facilities shall do so at their own risk, responsibility and liability. It is recommended that individuals do not use the facilities alone. The 'buddy' system is recommended for all swimmers at all times.

Hours:

Pool and BBQ area hours: 8:00 AM to 9:00 PM.

The BBQ area is open year-round.

The pool is open seasonally, usually from a date in May to a date in October. The exact dates are determined by the board based on the weather.

Lanyard Hooks:

Users of the Pool and BBQ area are expected to hang their lanyard on the hook corresponding to their unit. This applies to owners, residents, tenants and guests.

Cleanliness:

Users of the Pool and BBQ area are responsible for keeping it neat and clean. Trash is not collected from the bathrooms or BBQ area. Do not leave dirty diapers or other messes in the bathrooms or BBQ area. Dispose of your trash at your own home.

BBQ Area: The BBQ area is available on a first come first served basis, but everyone is expected to share the facilities and accommodate each other. Residents cannot reserve the Pool or the BBQ area. Users of the BBQ and BBQ area are asked to clean up after themselves and remove their trash.

Pool Area:

- 1. No Diving into the pool.
- 2. Persons under the age of 14 must be accompanied by an adult 18 years or older.
- 3. The pool gate is for entry and exit only and may not be "propped" open. Climbing over the fence to enter or exit the pool area is strictly prohibited.
- 4. No running, pushing or "horseplay" in the pool area.

- 5. Only gear/sports equipment specifically for pools is allowed in the Pool Area; no Frisbees, bicycles, skates, skateboards, roller blades, scooters, or other gear not designed for pools are allowed.
- 6. No pets of any kind in the Pool and BBQ area.
- 7. No smoking in the Pool and BBQ area.
- 8. Never throw foreign objects or substances into the pool.
- 9. Never play with safety equipment which has been provided for emergency use only.
- 10. Remove your own trash when leaving the Pool and BBQ area.
- 11. No glass containers of any type or sharp objects allowed except in designated areas.
- 12. Only music with ear buds or ear phones is allowed in the Pool and BBQ area.
- 13. Intoxicated persons are prohibited from using or being in close proximity to the pool.
- 14. Open swim time is from 8 AM to 9 PM.

A-1 LAND MANAGEMENT, INC. TREE SERVICE Lic. #951857

ESTIMATE/INVOICE

P.O. Box 130 • Angels Camp, CA 95222 Phone (209) 736-6786 • Fax (209) 736-1484 www.A-1treeserviceinc.com

DATE: 04-28-2023

WORK LOCATION:	BILLING LOCATION:
Fieldstone	Go Denise
277 Fieldstone	Page 1 of Z
Murphys, CA 95247	(204) 985-9178

DESCRIPTION OF WORK:
Home # 281: 289
(3) trees prine from home = round over, remove Cable
Home # 293
3) Trees in gravel area, clean-up all (3) trees
Home # 323
(1) Tree, prune from home: round over.
Home # 343
(4) trees, prune from home & round over
Home # 361
4) trees, prune from home : Tound over.
Home # 186
(1) Redwood, trim above fence only
Home # 146
3) trees, prune from home : round over
Home # 105
(2) trees, prune from home : round over
Home # 193
(2) Trees, trim as before
Customer acknowledges that they are the owner of said property and agree to have the above work performed on the same property. Customer agrees with dollar amount due.

after which a 2% per month late payement may apply.

Signature

WORK MAY BE RESCHEDULED DUE TO INCLEMENT WEATHER. This estimate is good for 30 days from original date of estimate.

Thank you for your business!

A-1 LAND MANAGEMENT, INC. TREE SERVICE Lic. #951857

WORK LOCATION:

ESTIMATE/INVOICE

P.O. Box 130 • Angels Camp, CA 95222 Phone (209) 736-6786 • Fax (209) 736-1484 www.A-1treeserviceinc.com DATE:

BILLING LOCATION:

Fieldstone	To Devise
277 Fieldstone	Page Z of Z
Murphys, cA 95247	(209) 985-9178
DESCRIPTION	I OF WORK:
Home # 237	
(2) Trees in front, pr	une from home:
round over.	
Home # 221	
(2) Liquid Ambars: (1) Crape	Myrtle, trim as before
Home # 228	
2) Trees in front of her	ne, prune both trees
round over.	
Home # 260	
2) trees right of home, (1)	tree left of home, prune
from home: round one	
Home # Z69	
Prune tree from over	driveway.
Home # 249	
Donas tree from and dimens	11 A/1 A From 1 1 A

Customer acknowledges that they are the owner of said property and agree to have the above work performed on the same property. Customer agrees with dollar amount due.

remove

167

ALL PAYMENTS DUE UPON COMPLETION, after which a 2% per month late payement may apply.

AMOUNT DUE: \$ 2,400 %

WORK MAY BE RESCHEDULED DUE TO INCLEMENT WEATHER.

Press • Murphys, CA | 6.22 #65438

This estimate is good for 30 days from original date of estimate.

Thank you for your business!

X_____ Signature

cme

Fieldstone Owners' Association 2023 PROPOSED BUDGET

2023 PR	OPOSED BUDGE	New Proposed Warksheet						
income	Jan-Aug '22 Actual	Jan-Aug '22 Budget	Variance	2022 Annual Budget	1	POSED BUDGET ed No Increase	2023 PR	OPOSED BUDGET ore Realistic
Membership Income	**** *** *** *** *** ** **	#440 F0D 0D	(\$00.00)	\$177,843.00	\$	177,744	¢	177,744
4010 - Income from Member Assessments	\$118,496.00 \$639.20	\$118,562.00 \$0.00	(\$66.00) \$639.20	\$0.00	ð	1//,/44	7	277,7
1020 - Income from Member Late Fees & Interest				\$177,843.00	\$	177,744	3	177,744
<u> otal Membership Income</u>	\$119,135.20	\$118,562.00	\$573.20	\$177,843.00	Þ	1//,/44	Ą	117,744
<u> Other Income</u> 1455 - NSF Check Fee	\$50.00	\$0.00	\$50.00	\$0.00	_			
Total Other Income	\$50.00	\$0.00	\$50.00	\$0.00				
Total Income	\$119,185.20	\$118,562.00	\$623.20	\$177,843.00		<u></u>	:	
Expense								
Seneral & Administrative Expense								
010 - Accounting & Tax Preparation & BOOKKEEPER	\$1,625.00	\$1,083.36	(\$541.64)	\$1,625.00	\$	4,150		4,150
052 - Income Taxes	\$3,171.43	\$666.64	(\$2,504.79)	\$1,000.00	\$	11,388	\$	11,388
5060 - Insurance	\$7,952.00	\$11,000.00	\$3,048.00	\$16,500.00	\$	33,579	\$	33,579
5070 - Legal	\$0.00	\$1,213.36	\$1,213.36	\$1,820.00	\$	1,800	\$	1,800
6075 - License & Permits	\$0.00	\$266.64	\$266.64	\$400.00	\$	400	\$	400
5080 - Management Contract	\$4,300.00	\$5,200.00	\$900.00	\$7,800.00	\$	-	\$	•
5090 - Management Late Fee Service	\$240.95	\$0.00	(\$240.95)	\$0.00	\$	-	\$	-
5105 - Office/Admin Expenses	\$940.65	\$1,066.64	\$125.99	\$1,600.00	\$	600	\$	900
5110 - Reserve Study	\$0.00	\$200.00	\$200.00	\$300.00	\$	300	\$	300
5135 - Website	\$29.90	\$0.00	(\$29.90)	\$0.00	\$	240	\$	240
Total General & Administrative Expense	\$18,259.93	\$20,696.64	\$2,436.71	\$31,045.00	\$	52,457	\$	52,757
Landscaping Expense					-			
7115 - Landscape Contract	\$15,600.00	\$11,960.00	(\$3,640.00)	\$17,940.00	\$	18,000		23,400
7120 - Landscape Maintenance & Repairs	\$3,402.48	\$1,633.36	(\$1,769.12)	\$2,450.00	\$	2,500		5,000
Total Landscaping Excense	\$19,002.48	\$13,593.36	(\$5,409.12)	\$20,390.00	\$	20,500	\$	28,400
Pool Expense						7 000		8,100
7175 - Pool & Spa Contract	\$3,620.00	\$1,360.00	(\$2,260.00)	\$2,040.00	\$	7,000	٥	0,100

7180 - Pool & Spa Maintenance/Repair	\$2,250.85	\$1,066.64	(\$1,184.21)	\$1,600.00	\$ 2,500	\$	3,500
Total Pool Expense	\$5,870.85	\$2,426.64	(\$3,444.21)	\$3,640.00	\$ 9,500	\$	11,600
Repairs & Maintenance Expense							F 000
7085 - General Repairs & Maintenance	\$3,922.00	\$3, 333 .36	(\$588.64)	\$5,000.00	\$ 5,000	1	5,000
7190 - Roofing & Gutters	\$0.00	\$2,666.64	\$2,666.64	\$4,000.00	\$ 4,000	\$	8,000
Total Repairs & Maintenance Expense	\$3,922.00	\$6,000.00	\$2,078.00	\$9,000.00	\$ 9,000	\$	13,000
<u>Utilities</u>						_	2.505
8015 - Electricity	\$1,325.64	\$1,866.64	\$541.00	\$2,800.00	\$ 2,500		2,500
8025 - Propane	\$3,192.56	\$3,333.36	\$140.80	\$5,000.00	\$ 3,500	\$	5,000
8045 - Sewer	\$498.00	\$666.64	\$168.64	\$1,000.00	\$ 750	\$	1,000
8055 - Water	\$816.41	\$2,000.00	\$1,183. 5 9	\$3,000.00	\$ 1,200	\$	3,000
Total Utilities	\$5,832.61	\$7,866.64	\$2,034.03	\$11,800.00	\$ 7, 9 50	\$	11,500
Reserve Funding							400 000
9010 - Reserve Contribution	\$61,605.65	\$67,978.64	\$6,372.99	\$101,968.00	\$ 78,337	\$	108,392
Total Reserve Funding	\$61,605.65	\$67,978.64	\$6,372.99	\$101,968.00	\$ 78,337	\$	108,392
Total Expense	\$114,493.52	\$118,561.92	\$4,068.40	\$177,843.00	\$ 177,744	\$	225,649

Fieldstone Owners' Association 2023 PROPOSED BUDGET

						~~~~~	V			
	Jan-Aug '22	Jan-Aug '22		2022		<u> </u>				
	Actual	Budget	Variance	Annual Budget	2023 PROPOSED BUDGET		2023 PROPOSED BUDGET			
Income	•	·	· · · · · · · · · · · · · · · · · · ·		No D	ues Increase	\$377	er month dues		
Membership Income					<del></del>					
4010 - Income from Member Assessments	\$118,496.00	\$118,562.00	(\$66.00)	\$177,843.00	\$	177,744	\$	208,104		
4020 - Income from Member Late Fees & Interest	\$639.20	\$0.00	\$639.20	\$0.00			_			
Total Membership Income	\$119,135.20	\$118,562.00	\$573.20	\$177,843.00	\$	177,744	\$	208,104		
Other Income				•						
4455 - NSF Check Fee	\$50.00	\$0.00	\$50.00	\$0.00				· · ·		
Total Other Income	\$50.00	\$0.00	\$50.00	\$0.00						
Total Income	\$119,185.20	\$118,562.00	\$623.20	\$177,843.00			<u> </u>			
Expense										
General & Administrative Expense										
5010 - Accounting & Tax Preparation	\$1,625.00	\$1,083.36	(\$541.64)	\$1,625.00	\$	1,625		1,625		
5052 - Income Taxes	\$3,171.43	\$666.64	(\$2,504.79)	\$1,000.00	\$	1,000		1,000		
5060 - Insurance	\$7,952.00	\$11,000.00	\$3,048.00	\$16,500.00	\$	33,579	\$	33,579		
5070 - Legal	\$0.00	\$1,213.36	\$1,213.36	\$1,820.00	\$	-	\$	1,500		
5075 - License & Permits	\$0.00	\$266.64	\$266.64	\$400.00	\$	400	\$	400		
5080 - Management Contract	\$4,300.00	\$5,200.00	\$900.00	\$7,800.00	\$	7,800	\$	7,800		
5090 - Management Late Fee Service	\$240.95	\$0.00	(\$240.95)	\$0.00	\$	-	\$	-		
5105 - Office/Admin Expenses	\$940.65	\$1,066.64	\$125.99	\$1,600.00	\$	1,200	\$	1,600		
5110 - Reserve Study	\$0.00	\$200.00	\$200.00	\$300.00	\$	300	\$	300		
5135 - Website	\$29.90	\$0.00	(\$29.90)	\$0.00	\$	<u>-</u>	\$	120		
Total General & Administrative Excense	\$18,259.93	\$20,696.64	\$2,436.71	\$31,045.00	\$	45,904	\$	47,924		
Landscaping Excense										
7115 - Landscape Contract	\$15,600.00	\$11,960.00	(\$3,640.00)	\$17,940.00	\$	17,940	\$	17,940		
7120 - Landscape Maintenance & Repairs	\$3,402.48	\$1,633.36	(\$1,769.12)	\$2,450.00	\$	2,450	\$	2,450		
Total Landscaping Expense	\$19,002.48	\$13,593.36	(\$5,409.12)	\$20,390.00	\$	20,390	\$	20,390		
Pool Expense								0.400		
7175 - Pool & Spa Contract	\$3,620.00	\$1,360.00	(\$2,260.00)	\$2,040.00	\$	4,500	\$	8,100		

7180 - Pool & Spa Maintenance/Repair	\$2,250.85	\$1,066.64	(\$1,184.21)	\$1,600.00	\$ 2,500	\$ 2,500
Total Pool Expense	\$5,870.85	\$2,426.64	(\$3,444.21)	\$3,640.00	\$ 7,000	\$ 10,600
Repairs & Maintenance Expense						
7085 - General Repairs & Maintenance	\$3,922.00	\$3,333.36	(\$588.64)	\$5,000.00	\$ 5,000	\$ 5,000
7190 - Roofing & Gutters	\$0.00	\$2,666.64	\$2,666.64	\$4,000.00	\$ 4,000	\$ 4,000
Total Repairs & Maintenance Expense	\$3,922.00	\$6,000.00	\$2,078.00	\$9,000.00	\$ 9,000	\$ 9,000
<u>Utilities</u>						
8015 - Electricity	\$1,325.64	\$1,866.64	\$541.00	\$2,800.00	\$ 2,000	\$ 2,800
8025 - Propane	\$3,192.56	\$3,333.36	\$140.80	\$5,000.00	\$ 4,000	\$ 5,000
8045 - Sewer	\$498.00	\$666.64	\$168.64	\$1,000.00	\$ 750	\$ 1,000
8055 - Water	\$816.41	\$2,000.00	\$1,183.59	\$3,000.00	\$ 1,200	\$ 3,000
Total Utilities	\$5,832.61	\$7,866.64	\$2,034.03	\$11,800.00	\$ 7,950	\$ 11,800
Reserve Funding						
9010 - Reserve Contribution	\$61,605.65	\$67,978.64	\$6,372.99	\$101,968.00	\$ 87,500	\$ 108,392
Total Reserve Funding	\$61,605.65	\$67,978.64	\$6,372.99	\$101,968.00	\$ 87,500	\$ 108,392
Total Expense	\$114,493.52	\$118,561.92	\$4,068.40	\$177,843.00	\$ 177,744	\$ 208,106