

FIELDSTONE OWNERS ASSOCIATION  
Board of Directors Meeting  
Meeting Agenda  
**December 16, 2023 at 1:00pm**

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- **PHYSICAL MEETING LOCATION:** Murphys Library
- **ZOOM DETAILS:** Meeting ID: 830 7295 4269 Passcode: 551507  
<https://us02web.zoom.us/j/83072954269?pwd=RkN0eGYzdWNlM3VncVdjYkRMSnVzdz09>

One tap mobile +16699006833,,83072954269#,,,,\*551507#

Dial by phone 1 669 900 6833 Meeting ID: 830 7295 4269 Passcode: 551507

### AGENDA

- **Meeting Called to Order**
- **Board Attendance**

### OPEN FORUM

- This is an opportunity for owners to comment or ask questions.

### BOARD ACTIONS

- **Minutes**
  - The board will consider approving the 11/17/23 board meeting minutes

- **Expenses**

The board will consider approving the following **expenses**:

- Tree service (referenced quote and work list are attached):
  - The board will consider an expense of \$5,600 for two days of work as quoted by TMC Construction and Tree Service (Groveland) to cover the tree work specified in the attached list dated 12/01/2023. The vendor will charge for the time required up to the quoted amount. See below.
  - The board will consider a reserve expense of \$1,600 to do heavy pruning on two large, damaged trees behind 233 and remove one large, damaged tree at 281. The trees are outside of the Hwy 4 wall. Note: It might be possible to cover these trees in the two days of site work quoted by TMC. If additional time is required on a subsequent day the expense for this is quoted by TMC at \$1,600. The vendor will charge for the time required up to the quoted amount.
- 12/05/23 Department of Treasury IRS 4<sup>th</sup> Quarterlies, Ck#205, \$2,051
- 12/05/23 Franchise Tax Board, 4<sup>th</sup> Quarterlies, Ck#206, \$796
- The board will consider a payment of \$1,200 to A1 Tree Service.
- The board will consider reimbursing Denise Summersett \$57.81 for muriatic acid.
- The board will consider reimbursing Denise Summersett \$75 for camellia plant for Unit 323.
- The board will consider approving an application for new windows at Unit 269 (attached)

- The board will consider approving the Association Investment Policy Statement as an Operating Rule (attached) – ABIGAIL

### STATUS REPORTS/DISCUSSION ITEMS

- President’s report.
- Treasurer’s report.

#### Monthly Expenditures:

| Date:      | Vendor                   |          | Amount    |
|------------|--------------------------|----------|-----------|
| 11/17/23   | PGE                      | Ck#186   | 173.59    |
| 12/04/23   | UPUD                     | Auto Pay | 139.37    |
| 12/16/23   | Landscaping              | Ck#208   | 1,450.00  |
|            | Calaveras Pool Service   |          |           |
| 11/17/23   | Campora Propane          | Ck#196   | .57       |
| 11/17/23   | Murphys Sanitary         | Ck#195   | 60.00     |
| 12/05/23   | “ “                      | Ck#203   | 60.00     |
| 12/05/23   | Farmers Insurance        | Ck#204   | 3,472.62  |
| 11/17/23   | Edward Jones for Reserve | Ck#202   | 8,497.00  |
| 12/06/23   | “ “ “                    | Ck#207   | 16,994.00 |
| 12/16/2023 | Jeff Muscatine           | Ck#209   | 2,967.11  |

- UPUD bill \$594.38: Letter from Board needed to request forgiveness for an unidentified leak that has since been repaired. - JEFF
  - Cal-Pro warranty claim update and next steps – DENISE & JEFF
  - Letter to S&G terminating their services - JEFF
  - Pool signage – DENISE AND ABIGAIL.
  - Pool deck cleaning and sealing – JEFF
  - Roof gutters and drains cleaning – JEFF
  - Annual Meeting - DENISE
  - Next board meeting date
- 
- Adjournment.



Date :  
12/05/2023

### JOB PROPOSAL No. 01760

**Proposal Submitted To :** FIELDSTONE OWNERS ASSOC.  
**Street :** \_\_\_\_\_  
**Phone** (650) -814-9089  
**Job Name :** \_\_\_\_\_  
**E-mail:** jeffmuscatine@gmail.com

**City, State , Zip code :** Murphys, CA 95247  
**Job Location :** Unit - Lot. \_\_\_\_\_

#### JOB DESCRIPTION :

- Tree Trimming according to map.
- Chip brush and haul chips away
- Haul wood if necessary.
- \* 2,800 Rate 2 days \$5,600
- \* 1,600 for Reserve Lots 237-281

**Equipment :** ● *Bucket Truck* ● *Chipper* ● *Bobcat* ○ *Excavator* ○ *Climber* ○ *Zone 20*  
 *Completion* \_\_\_\_/\_\_\_\_/\_\_\_\_     *Paid* \_\_\_\_/\_\_\_\_/\_\_\_\_     *NTB*     *Over*

We Propose, to furnish labor and material in complete accordance with the above specifications.

**Proposed Cost : \$5,600**  
(If the job is completed in 2 days)

by / Troy  
Troy Barajas

**Acceptance of Proposal:** The above prices and specifications are satisfactory and hereby accepted.  
*(Payment due on day of Completion).*

Signature : \_\_\_\_\_

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

# Fieldstone Owners Association

## Tree Work

12/1/23

| Unit # | Notes   |
|--------|---|
| 105    |   |
| 106    | 1) Sycamore: remove low branches over driveway and road. 2) Sycamore: prune Maple: prune. Redwood: remove one that interferes with maple. |
| 116    |   |
| 119    |   |
| 120    | 2 Crepe Myrtles: prune away from structure  |
| 123    |   |
| 137    | Chinese Pistache: prune away from structure   |
| 141    | Chinese Pistache: prune away from structure   |
| 142    | Littleleaf Linden: prune away from structure  |
| 146    | Ash: prune away from structure  |
| 155    |   |
| 159    |   |
| 167    | Oak: prune away from roof   |
| 171    |   |

|     |   |
|-----|---|
| 174 |   |
| 186 |   |
| 189 | 2 Maples: prune away from structure   |
| 193 |   |
| 205 |   |
| 209 | Maple: prune away from structure. Liquid Amber: prune/reduce weight                             |
| 220 |   |
| 221 | Liquid amber: clean up  |
| 225 |   |
| 228 |   |
| 233 | Left: clean up. Right: remove small branch above walk   |
| 237 | (see Reserve \$ below)  |
| 249 |   |
| 253 |   |
| 256 | Birch: prune to space canopy. Crepe Myrtle: prune to space canopy. Redbud: prune away from roof |
| 260 | Chinese Pistache: prune away from structure. Redbud: prune away from structure                  |
| 265 | Dogwood: prune away from structure. Birch: prune away from structure                            |

|         |  |
|---------|--|
| 269     | Crabapple: this tree will be separate pending owner consultation with arborist |
| 277     |  |
| 281     | (see Reserve \$ below)   |
| 289     |  |
| 293     | Chinese Pistache: prune away from structure                                    |
| 307     | Liquid Amber: prune away from roof. Birch: prune and lift above driveway       |
| 308     | Redbud: prune away from structure. Chinese Pistache: prune away from structure |
| 311     |  |
| 323     |  |
| 327     | Red Maple: prune away from structure, shape                                    |
| 339     | Tulip: prune away from structure   |
| 343     |  |
| 355     | Red Maple: prune away from structure   |
| 361     |  |
| 362     | Tulip: prune away from structure and to clear stop sign                        |
| Pool    |  |
| Mailbox |  |

|            |   |
|------------|---|
|            |   |
| Reserve \$ |   |
| 237        | 2 evergreens on Hwy 4 side of wall: prune damaged and dead limbs for safety and tree health |
| 281        | Sycamore leaning over Hwy 4 wall towards house: remove                                      |
|            |   |
|            |   |

## ARCHITECTURAL

This packet contains the forms you need to request approval from the Fieldstone Owners Association for any modifications in accordance with the Fieldstone Owners Association's *Fieldstone Planned Development Declaration of Approval* and the *Fieldstone Owners Association's Rules and Regulations*.

If you have questions, contact the Association's secretary at the address listed at the top of this packet. All requests shall have the same number assigned by the Association.

## ARCHITECTURAL MODIFICATION PACKET

Any person intending to construct, reconstruct, replace, alter or maintain the exterior of any improvements, including, but not limited to, patio covers, awnings, walls, fences, porches, decks, etc., shall first obtain approval from the Association. Approval is required for any new or existing exterior structure or installation, including, but not limited to, any area that will be improved or altered.

### FOR

## FIELDSTONE OWNERS ASSOCIATION

The following documents have been included in this packet. Instructions for each document are provided in the packet.

1. Instructions
2. Rules and Regulations
3. Architectural Modification Application (the "Application")
4. Neighbor Opinion Form

Only completed applications will be considered by the Committee.



## INTRODUCTION

This packet provides the information, application, and forms you need to request approval from the Planning Committee (the "Committee") to modify your lot or residence in accordance with the Governing Documents, including the *Fieldstone Planned Development Declaration of Restrictions* (the "Declaration") of the Fieldstone Owners Association (the "Association").

Please read the enclosed information carefully. If you have questions, contact the Association's managing agent, OMNI, Inc. ("Management"), in writing at the address included at the top of each page. The terms defined in the Declaration shall have the same meaning when used in this document, unless the context clearly indicates a contrary intention by the Association.

Any person proposing to construct, reconstruct, recolor, refinish, alter or maintain the exterior of any improvement, including solar energy installations, patio covers, awnings, satellite dishes, placement of accessory buildings, altering topography or natural or existing surface drainage or installing, planting, altering landscaping in Front Yard areas must first get approval in writing from the Architectural Review Committee (ARC). (see CC&Rs, section 11.03)

The following documents have been provided to you in this packet. Instructions for each document are provided in the pages that follow.

1. **Instructions**
2. **Rules and Procedures**
3. **Architectural Modification Application (the "Application")**
4. **Neighbor Opinion Form**

Only completed applications will be considered by the Committee.

## INSTRUCTIONS

### **STEP 1: Prepare and submit your application to the Committee.**

1. Prepare a scale drawing of your proposed project. Include top and side views as necessary to clearly establish and describe the proposed location, dimensions and construction details of your proposed modification. Your drawing should include existing structures and boundaries where necessary to indicate relative location.

*NOTE: If you are ONLY replacing existing doors or windows without changing their location, size or shape. Be sure that your Application describes clearly which windows or doors you are replacing.*

2. Complete and sign the Architectural Modification Application.
3. We recommend that you meet with the owners of adjacent residences, and other neighbors that may be impacted by your project. Describe your project to them and ask them to complete the Neighbor Opinion Form. Although the Association encourages you to take this step, it is not required. Please note, however, that failure to include the Neighbor Opinion Form can be considered by the Committee in its review of your application.

*Note: Meet with the Owners of the neighboring residences, and not with their tenant(s).*

4. Provide the following completed items to the Committee:
  - (1) Three copies of the scale drawings;
  - (2) Completed Architectural Modification Application;
  - (3) Neighbor Opinion Form (*optional*); and
  - (4) Applicable descriptive material relevant to your project.

### **STEP 2: Fulfill additional requirements as requested by the Committee.**

5. After reviewing your application, the Committee will notify you in writing of its decision. Your project may be approved, denied, or you may be requested to submit additional information.
6. In the event that you are required to submit additional information for the Committee's consideration you must do so within sixty (60) days of the mailing date of the Committee's decision, unless otherwise specified. Failure to provide required additional information by the deadline will have the same effect as an application denial.

7. Approval of proposed projects by the Committee may be subject to conditions, including without limitation requiring the applicant to obtain permits from the City or other applicable agency, submission of modified proposed plans to conform to the Governing Documents, and providing proof of general liability insurance naming the Association and Management as additional insured. The Committee has the discretion to determine the type, scope, and deadlines for any conditions required for approval of the proposed project.
8. If permit(s) are required, please note that it is solely the applicant's responsibility to take the necessary steps to obtain the proper permits from the City or other applicable authority.
9. Failure to provide proof in writing to the Committee of the condition(s) being fulfilled within the deadline(s) designated in the Committee's correspondence will have the same effect as an application denial.

**STEP 3: Complete your project.**

10. If you received approval or conditional approval of your project, you must submit proof in writing of fulfilling all conditions, if any, required by the Committee. The Committee will notify the applicant of its final decision in writing within sixty (60) days of receipt of the fulfilled conditions. The Committee has discretion to determine whether satisfactory proof of condition fulfillment has been provided by the applicant, and may require additional documentation to be provided to the Committee.
11. Upon final approval of your project, the Committee or the Association's legal counsel will submit your Architectural Modification Agreement to the applicable county recorder's office within sixty (60) days. The applicant is responsible for immediately reimbursing all recording fees, typically amounting to fifty dollars (\$ 50.00). Payment directly to the county recorder's office may be required prior to submitting the Architectural Modification Agreement for recording.
12. Unless otherwise specified or approved by the Committee, the applicant has a maximum of one (1) year in which to complete the construction of the proposed project.
13. The construction of the project must conform at all times to all conditions required by the Committee, and or imposed by the City or other governmental authority.
14. Upon completion of construction, the applicant may be required to submit inspection paperwork or documentation to the Committee within sixty (60) days. If a site inspection is required, the applicant is responsible for scheduling the inspection at a reasonable day and time mutually agreed upon by the applicant and Committee, and at a date no longer than thirty (30) days after construction is complete unless otherwise agreed upon by the Committee.

## RULES AND PROCEDURES

1. Owners, at their own expense, must submit to the Committee the required application forms and documents as described in this Architectural Modification Packet. Only the Owner of record of the lot the proposed project will take place on is eligible to submit an application. In the event there are two or more Owners of the lot, the signature of all Owners is required in order for the application to be deemed complete.
2. Owners are encouraged to discuss their proposed projects with neighbors early in the planning stages to explore and resolve potential problems. Although permission from neighbors is not required for approval, one purpose of the Neighbor Opinion Form is to avoid problems and detrimental impact on neighbors. Such impact is considered by the Committee during the review process. As noted above, failure to submit the completed Neighbor Opinion Form may be considered by the Committee as a basis for its decision.
3. The Committee shall review the application and respond in writing to the applicant within sixty (60) days of receipt of the application. The response may indicate approval or disapproval of the project, or may be a request for additional information. Approval of the project may be subject to conditions, and the conditions specified are at the discretion of the Committee. In the event that the Committee requires additional time to thoroughly consider the proposed project, the Committee shall notify the applicant in writing within sixty (60) days of receipt of the application.
4. The Committee considers each application on a case-by-case basis. Previously approved applications do not constitute precedent and have no effect on the Committee's review and decision regarding the application.
5. If an application is denied, the written decision shall include both an explanation as to why the proposed change is denied and a description of the procedure for reconsideration of the decision by the Committee, if any.
6. If an application is denied, the applicant is entitled to reconsideration by the Committee. If the applicant elects to have the decision reconsidered by the Committee, the applicant shall notify the Committee of their request in writing (the "Request for Reconsideration") within sixty (60) days of the mailing date of the Committee's decision.

7. The Request for Reconsideration must state new documentation, modified proposed plans, or other documentation supporting the applicant's position that the Committee should approve, conditionally approve, or request more information regarding the proposed project.

8. The Committee shall consider the Request for Reconsideration, and shall respond in writing within sixty (60) days. If the proposed change is denied, the written decision shall include an explanation as to why the Request for Reconsideration was denied.

*Note: Reconsideration of a decision that is made by the Committee at a meeting that satisfies the requirements of California Civil Code Section 1363.05 is not necessary.*

9. The decision(s) of the Committee shall be consistent with all applicable laws, including, but not limited to, the Fair Employment and Housing Act (Part 2.8 [commencing with Section 12900] of Division 3 of Title 2 of the California Government Code).

10. Architectural modification projects may be inspected by a designated Association agent before, during and/or after construction to confirm that the changes comply with the approved plans and conditions. The applicant must provide the Association's agent with access to the construction site upon request at a day and time mutually agreed upon between the agent and applicant.

11. The applicant may be required, at their expense, to remove or make corrective changes, if the actual project:

(1) Is not being constructed or is not constructed as described in the Architectural Modification Application;

(2) Fails to comply with applicable City or Association construction guidelines;

(3) Fails to comply with applicable building codes or other applicable local, State, or Federal laws, including without limitation statute and ordinances.

12. The Owner and all subsequent purchasers of their lot are solely responsible for the maintenance, repair and replacement of all aspects of Architectural Modifications made by the Owner, during and after construction.

13. If a project causes damage or affects Association property in any way the Owner is responsible for the cost of repair or replacement, as deemed appropriate by the Association.

FIELDSTONE OWNERS ASSOCIATION

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**ARCHITECTURAL MODIFICATION APPLICATION**

**1. OWNER(S) CONTACT INFORMATION**

Lot Address: 269 Fieldstone Dr, Lot 3

Owners Names(s): Laureen Carrillo ( x ) -  
\_\_\_\_\_ ( ) -  
\_\_\_\_\_ ( ) -  
\_\_\_\_\_ ( ) -

Mailing Address (if different from Lot Address): -SAME-

**2. DESCRIPTION OF PROPOSED ARCHITECTURAL MODIFICATION**

Summary: Replace and match all 9 existing windows with Milgard Trinsic, Single Hung, White Interior Finish and White Exterior Finish., Colonial Pattern  
\_\_\_\_\_  
\_\_\_\_\_

Start Date: DETERMINED UPON HOA APPROVAL

Completion Date: DETERMINED UPON HOA APPROVAL

Color(s): WHITE INTERIOR/EXTERIOR

Location: ALL WINDOWS IN LIVING RM, DINING RM, MASTER BDRM, LOFT

Dimensions: PLEASE SEE ATTACHED PROJECT SPECIFICATIONS

Material(s): PLEASE SEE ATTACHED PROJECT SPECIFICATIONS

Supplier: HOME DEPOT

Contractor(s): HOME DEPOT

License Number: -----

Describe any impact to Association (if none, please explain): UNKNOWN

NO KNOWN REASON TO IMPACT NEIGHBORS WHEN THEY WILL ONLY BE  
INSTALLED TO RENEW FOR EFFICIENCY PURPOSES.

Describe any impact to Neighbors (if none, please explain): -----

SELF EXPLANATORY

Did you provide neighboring Owners with a Neighbor Opinion Form?    Yes    No

If No, please explain: NO NEED

### SIGNATURES

I/We, the undersigned Owner(s), agree to protect, defend, hold harmless and indemnify the Fieldstone Owners Association and its directors and managers against any claims or expenses incurred in connection with the approval, construction or maintenance of the above described improvements. I/We further agree that any such expenses incurred and not paid by me/us may be charged to me/us as a reimbursement assessment.

**Submitted by Owner(s) of:** -----

|            |                          |
|------------|--------------------------|
| Date _____ | Owner (Signature) _____  |
|            | Owner (Print name) _____ |
| Date _____ | Owner (Signature) _____  |
|            | Owner (Print name) _____ |

**Received by Officer/Agent for Fieldstone Owners Association:**

|            |                                 |
|------------|---------------------------------|
| Date _____ | Officer/Agent (Signature) _____ |
|------------|---------------------------------|

MEMORANDUM FOR THE RECORD

This form has been provided to you as a courtesy by the Owner(s) listed below who are seeking to apply for Architectural Modification approval by the Piedmont Owners Association (the "Association") Primary Committee. **Officer/Agent (Print name)** \_\_\_\_\_, listed below. If you wish to have the Committee review your opinion and comments regarding the proposed project, please complete the completed form within 30 (30) days to the Committee. This form is optional, but your feedback will be considered by the Committee as part of its review of the Owner's application. Please note that pursuant to the Piedmont Planned Development Declaration of Association (the "Declaration" or "CDD") you may not challenge the Committee's decision once it has been made.

The Committee is soliciting your opinion about the proposed project submitted in this form, and requests that you in advance for your time and consideration of this proposed project.

Section 1) Completed by the Owner submitting the Architectural Modification Application.

Owner's Name: \_\_\_\_\_  
Unit Address: \_\_\_\_\_

Description of Proposed Modification:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Section 2) Completed by the architecting agent of the proposed project building.

Member's Name: \_\_\_\_\_  
Piedmont Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ (work) \_\_\_\_\_ (home)



**NEIGHBOR OPINION FORM**

This form has been provided to you as a courtesy by the Owner(s) listed below who are seeking to apply for Architectural Modification Approval by the Fieldstone Owners Association's (the "Association") Planning Committee for the proposed project described below. If you wish to have the Committee review your opinions and comments regarding the proposed project, please submit this completed form within thirty (30) days to the Committee. This form is optional, but your feedback will be considered by the Committee as part of its review of the Owner's application. Please note that pursuant to the Fieldstone Planned Development Declaration of Restrictions (the "Declaration" or "CC&Rs") you may not challenge the Committee's decision even if you submit this form.

The Committee looks forward to reviewing your opinions about the proposed project submitted in this form, and sincerely thanks you in advance for your time and consideration of this proposed project.

**Section 1: Completed by the Owner submitting the Architectural Modification Application.**

Owner's Name \_\_\_\_\_

Unit Address \_\_\_\_\_

Description of Proposed Modifications:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 2: Completed by the neighboring owner of the proposed project location.**

Neighbor's Name \_\_\_\_\_

Fieldstone Address \_\_\_\_\_

Phone                      (home) \_\_\_\_\_                      (work) \_\_\_\_\_

As a neighbor who may be impacted by this project, I have reviewed the modification request.

\_\_\_\_\_ I APPROVE this project.

\_\_\_\_\_ I DO NOT APPROVE this Project for the following reasons:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that the Committee considers comments from neighbors, along with other materials submitted by the Owner in their application, and that the Committee has the authority to approve or deny the request as its sole discretion

Date \_\_\_\_\_ Adjacent Owner (Signature) \_\_\_\_\_

\_\_\_\_\_ Adjacent Owner (Print Name) \_\_\_\_\_

As a condition of Association approval, Owner has already or shall comply with the following requirements as identified with an "X":

- Work performed by \_\_\_\_\_ a licensed and insured contractor
- A building permit obtained and all work performed in accordance with that permit and all applicable building codes (where applicable)

Adjacent Parcel No: \_\_\_\_\_

**[SAMPLE]**

**AGREEMENT AFFECTING REAL PROPERTY**

Lot address: \_\_\_\_\_, California, \_\_\_\_\_, [ZIP CODE]

also described as Lot No. \_\_\_\_\_, on \_\_\_\_\_

\_\_\_\_\_

( ) Complete work not later than \_\_\_\_\_

\_\_\_\_\_

[INSERT LEGAL DESCRIPT OF MAP]

NOTICE is hereby given that the Fieldstone Owners Association (the "Association") and

\_\_\_\_\_

the Owner of record of the above property (the "Owner"), have entered into an agreement binding all owners, and their successors and assigns.

Owners have requested the Association approve the following:

\_\_\_\_\_

As a condition of Association approval, Owner has already or shall comply with the following requirements as identified with an "(X)":

- ( ) Work performed by \_\_\_\_\_, a licensed and insured contractor
- ( ) A building permit procured and all work performed in accordance with that permit and all applicable building codes. (Where applicable)

Assessor's Parcel No.: \_\_\_\_\_

**[SAMPLE]**

**ARCHITECTURAL MODIFICATION AGREEMENT AND HOLD HARMLESS,**

- ( ) A licensed architect's or engineer's written opinion that the (proposed) modification does not impact the structural integrity, fire separation, or acoustical separation in the building. (If it does this must be addressed in detail before the request can be processed by the Association).
- ( ) Written "non-opposition" from the owner of the following neighboring address: (where applicable) \_\_\_\_\_
- ( ) Complete work not later than \_\_\_\_\_

Association has agreed to grant approval for said architectural alteration in exchange for Owners' covenants herein and as follows and where an "(X)" has been placed:

- ( ) Owner shall be responsible to maintain, repair and replace all aspect of the alteration.
- ( ) Owner shall disclose this agreement to all subsequent purchasers of the unit.
- ( ) Owner shall indemnify, hold harmless, protect and defend the Association, Directors and Management against any and all claims arising from or in any way related to the approval of the alteration or the alteration itself, including but not limited to, any and all acts, omissions, or claims arising in connection with the approval, construction, maintenance, repair, or use of said alteration.
- ( ) In the event of a dispute regarding this agreement, the prevailing party shall be entitled to attorneys' fees and costs.
- ( ) Owner agrees to maintain general liability insurance on the property.
- ( ) Owner shall add the Association and Management as additional insured on the general liability insurance.

**[SAMPLE]**

The undersigned are the owner(s) of record of the above referenced lot at:

\_\_\_\_\_

Date \_\_\_\_\_ Owner (Signature) \_\_\_\_\_

Owner (Print name) \_\_\_\_\_

Date \_\_\_\_\_ Owner (Signature) \_\_\_\_\_

Owner (Print name) \_\_\_\_\_

Date \_\_\_\_\_ Owner (Signature) \_\_\_\_\_

Owner (Print name) \_\_\_\_\_

**Officer/Agent for Fieldstone Owners Association, Inc.:**

Date \_\_\_\_\_ Officer/Agent (Signature) \_\_\_\_\_

Officer/Agent (Print name) \_\_\_\_\_

**PLEASE ATTACH NOTARY CERTIFICATES**

# PROJECT SPECIFICATION



|   |  |
|---|--|
| Date: <u>09/26/2023</u>                             | Branch: <u>Sacramento</u>                          |
| Sales Consultant : <u>Denise Hembree</u>            | CSC Phone: <u>HOME DEPOT PHONE: (877)-903-3768</u> |
| Sales Consultant<br>Phone # : <u>(209) 601-5950</u> | License(s):  |

INSTALLATION ADDRESS: 269 fieldstone drive

Murphys CA 95247

Job #: F37768278

| PURCHASER(S):           | Work Phone | Home Phone | Cell Phone            |
|-------------------------|------------|------------|-----------------------|
| <u>Laureen Carrillo</u> |            |            | <u>(650) 678-3594</u> |
|                         |            |            |                       |

PROJECT NAME: Windows Quote

Customer  
Signature:

Date: 09/26/2023

## PROJECT SPECIFICATIONS

|  |                   |
|--|-------------------|
| 1  | 1st/LIV/Windows   |
| Milgard Trinsic, Single Hung, White Int. Finish, White Ext. Finish, Width 35, Height 71, Width + Height 106, Sculptured - Grids Between Glass Grid, COLONIAL Pattern, White Int. Grid Color, White Ext. Grid Color, TOP Grid Position, 2 Bar(s) Vertical, Glass - Energy Star - South Central V6 |                   |
| 2  | 1st/LIV/Windows   |
| Milgard Trinsic, Single Hung, White Int. Finish, White Ext. Finish, Width 35, Height 71, Width + Height 106, Sculptured - Grids Between Glass Grid, COLONIAL Pattern, White Int. Grid Color, White Ext. Grid Color, TOP Grid Position, 2 Bar(s) Vertical, Glass - Energy Star - South Central V6 |                   |
| 3  | 1st/BREAK/Windows |
| Milgard Trinsic, Single Hung, White Int. Finish, White Ext. Finish, Width 30, Height 71, Width + Height 101, Sculptured - Grids Between Glass Grid, COLONIAL Pattern, White Int. Grid Color, White Ext. Grid Color, TOP Grid Position, 2 Bar(s) Vertical, Glass - Energy Star - South Central V6 |                   |
| 4  | 1st/BREAK/Windows |
| Milgard Trinsic, Single Hung, White Int. Finish, White Ext. Finish, Width 30, Height 71, Width + Height 101, Sculptured - Grids Between Glass Grid, COLONIAL Pattern, White Int. Grid Color, White Ext. Grid Color, TOP Grid Position, 2 Bar(s) Vertical, Glass - Energy Star - South Central V6 |                   |

# PROJECT SPECIFICATION



|   |                        |
|---|------------------------|
| Purchaser's Name: <u>Laureen Carrillo</u> | Job#: <u>F37768278</u> |
|---|------------------------|

**PROJECT NAME:** Windows Quote

## PROJECT SPECIFICATIONS

|  |                   |
|--|-------------------|
| 5  | 1st/BREAK/Windows |
| Milgard Trinsic, Single Hung, White Int. Finish, White Ext. Finish, Width 30, Height 71, Width + Height 101, Sculptured - Grids Between Glass Grid, COLONIAL Pattern, White Int. Grid Color, White Ext. Grid Color, TOP Grid Position, 2 Bar(s) Vertical, Glass - Energy Star - South Central V6 Tempered Glass Full       |                   |
| 6  | 1st/MBED/Windows  |
| Milgard Trinsic, Single Hung, White Int. Finish, White Ext. Finish, Width 35, Height 71, Width + Height 106, Sculptured - Grids Between Glass Grid, COLONIAL Pattern, White Int. Grid Color, White Ext. Grid Color, TOP Grid Position, 2 Bar(s) Horizontal, 2 Bar(s) Vertical, Glass - Energy Star - South Central V6      |                   |
| 7  | 1st/MBED/Windows  |
| Milgard Trinsic, Single Hung, White Int. Finish, White Ext. Finish, Width 35, Height 71, Width + Height 106, Sculptured - Grids Between Glass Grid, COLONIAL Pattern, White Int. Grid Color, White Ext. Grid Color, TOP Grid Position, 2 Bar(s) Horizontal, 2 Bar(s) Vertical, Glass - Energy Star - South Central V6      |                   |
| 8  | 1st/LOFT/Windows  |
| Milgard Trinsic, Single Hung, White Int. Finish, White Ext. Finish, Width 35, Height 59, Width + Height 94, Sculptured - Grids Between Glass Grid, COLONIAL Pattern, White Int. Grid Color, White Ext. Grid Color, TOP Grid Position, 1 Bar(s) Horizontal, 2 Bar(s) Vertical, Glass - Energy Star - South Central V6, WOCD |                   |
| 9  | 1st/LOFT/Windows  |
| Milgard Trinsic, Single Hung, White Int. Finish, White Ext. Finish, Width 35, Height 59, Width + Height 94, Sculptured - Grids Between Glass Grid, COLONIAL Pattern, White Int. Grid Color, White Ext. Grid Color, TOP Grid Position, 1 Bar(s) Horizontal, 2 Bar(s) Vertical, Glass - Energy Star - South Central V6, WOCD |                   |
|  |                   |

## DRAFT INVESTMENT POLICY – FIELDSTONE OWNERS ASSOCIATION

The Board of Directors shall invest money held in the Association's Reserve Fund with the primary goal of earning the maximum amount of interest income that is consistent with a prudent regard for capital safety and preservation. A secondary goal is the structuring of any investments to ensure the accessibility and liquidity of funds to meet both anticipated and unanticipated expenses.

The Treasurer, under the supervision of the Board, has the responsibility to both implement this Investment Policy and to ensure that the Board's fiduciary duties with respect to the Reserve Fund are met.

Investments by the Reserve Fund are limited to the types of investments made by a prudent investment manager such as investments in: certificates of deposit, money market accounts, money market funds, and investment grade bonds, bills or notes.

Excess funds shall not be kept in the Operating Account, but shall be transferred to the Reserve Account on a monthly basis. Excess funds refer to the monthly income remaining after all monthly operating expenses have been paid. The Association may maintain a cushion in the Operating Account for unanticipated expenses, but such a cushion may not exceed \$15,000.

All Reserve Fund investments shall be held at a bank, brokerage or other financial institution that is insured under a government program such as FDIC or SPIC. The Reserve Fund shall not be held in the same financial institution as the Operating Account, in order to avoid commingling of funds.

A portion of the Reserve Fund known as the Ready Reserve, shall be invested in highly liquid, but prudent investments such as money market accounts or money market funds. The Ready Reserve shall be determined by the Board each January after consulting the most recent Reserve Study. In no case shall the Ready Reserve amount be less than \$50,000.

Any funds in excess of the Ready Reserve shall be invested at different maturities to ensure liquidity and availability of funds to meet expenses anticipated in the Reserve Study as well as unanticipated expenses. For example, funds in excess of the Ready Reserve might be invested in debt instruments with maturities of one, two and five years.

The Treasurer shall ensure that money is properly reinvested upon the maturity of any investment. Reserve Funds shall not be allowed to languish uninvested, such as in a non-interest bearing or nominally interest bearing account.

In April of each year, the Treasurer shall email to all members a statement describing how the Reserve Fund is invested. The statement shall list all investments held by the Reserve Fund; the name of the financial institution where the investments are held; the



amount of money held in each investment; and the interest rate earned by each investment; and the maturity date of each investment (if applicable).

This Investment Policy was adopted by the Board on \_\_\_\_\_ by a vote of \_\_\_\_\_ after the Policy was presented to the Membership for at least 30 days.