

# *Summit Ridge at Saddle Mountain Homeowners Association*

**DRAFT**

**Annual Membership Meeting Minutes  
April 25, 2005**

**Board Members Present:**

<b>Christopher Burnley</b>	-	<b>President</b>
<b>Howard Edelman</b>	-	<b>Vice President</b>
<b>Susan Young</b>	-	<b>CFO/Secretary</b>
<b>Matt Hansen</b>	-	<b>Director</b>
<b>Daric Wong</b>	-	<b>Director</b>

**Management Representatives  
Present:** **Julie Barnes**

## **Call to Order**

The Annual Meeting of the Members of the Summit Ridge at Saddle Mountain Homeowners Association was called to order on April 25, 2005 at 6:02 p.m., in the Lawson Hall, 125 Accacia Street, Daly City, California.

## **Establishment of Quorum & Introductions**

A quorum of the Members was established with the combination of Members in attendance and proxy statements.

## **Report of Officers**

### **President's Report**

1. Christopher Burnley reported the following:
  - a. Requirements pertaining to architectural control dictated under protective provisions of the governing documents of the Association, related processing procedures and property inspection requirements were reviewed.
  - b. Landscape maintenance standards were reviewed along with a reminder of the necessity to eradicate the highly invasive gorse weed throughout the property.
  - c. To promote a greater sense of neighborhood a community party is being planned and will be held in the summer 2005.
  - d. There was general discussion regarding the Board's efforts to date to define a workable solution to the previously reported problem of theft of community mail. Following the discussion the following action was taken:

**Resolution:** On motion of Matt Hansen and second of Howard Edelman, it was unanimously resolved to establish an Ad Hoc Committee for the purpose of investigating possible solutions with the U.S. Postal Service of Daly City to prevent periodic theft of community mail. By same motion it was unanimously resolved to appoint Member Daniel Garcia and Member Jane Contreras Chua to serve on the Ad Hoc Mail Box Investigation Committee.

- e. Matters of business under on-going consideration of the Board are:
  - i. Mailbox Security
  - ii. Feasibility of installation of speed bumps to control vehicular speeding
  - iii. Establishment of Neighborhood Watch Program

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### Vice President's Report

2. Howard Edelman reported the following:
  - a. The first publication of the Summit Ridge Newsletter prepared by the Board was published in January 2005.
  - b. The need to establish a Newsletter Committee was discussed and members present were encouraged to volunteer to serve on the Committee or submit items for future publication. No appointments to the Committee took place.
  - c. A community Website has been established and is currently under construction.

### Chief Financial Officer's Report

3. Referencing the March 2005 financial reports, Susan Young reported the following:
  - a. Operating fund balance is \$87,433.11.
  - b. Reserve fund balance is fully funded in the amount of \$5,564.45.
  - c. The fiscal year-end is 12/31.

### Election of Directors

1. Members Sirinpong Kasiwat and Xenia Dea were appointed inspectors of election.
2. Election voting procedures were explained.
3. The candidates were introduced and given an opportunity to speak to the members.
4. Ballots were distributed to the owners; votes were cast and counted resulting in election of directors to the Board:

<b>Name</b>	<b>Address</b>	<b>Term of Office</b>
Mathew Hansen	953 Farrier Place	2 Year
Daric Wong	976 Farrier Place	2 Year

### Annual Resolutions

1. Following general discussion, the following actions were unanimously resolved.

**Resolution:** On motion of Member Jane Contreras Chua, second of Member Tao Ye, it was unanimously resolved to provide that any amounts collected by or paid to the Association in excess of operating expenses for the year ended 12/31/05, shall be set aside to fund operating expenses for the 2006 fiscal year.

**Resolution:** On motion of Member Sirinpong Kasiwat and second of Member Tao Ye, it was unanimously resolved to ratify the actions of volunteer directors taken during the year preceding the annual meeting.

### Open Forum

There was general discussion resulting in no formal resolutions or actions.

### Adjournment

With no further business before the Membership, the meeting was adjourned at 8:45 p.m.

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Susan Young  
Secretary

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Date