

**DIAMOND HILLS RANCH MAINTENANCE CORP.
GENERAL SESSION//MANAGEMENT REPORT
March 17, 2009**

The Board of Directors Meeting of the Diamond Hills Ranch Maintenance Corp. General Session was called to order at 7:19 pm by Frank Canseco.

DIRECTORS PRESENT: President, Frank Canseco; Vice President, Rick Ishitani

ABSENT: Treasurer/Secretary, James Choe called in via phone conference at 7:30 pm

EUCLID REPRESENTATIVE:
Michelle Singh Association Manager

HOMEOWNERS PRESENT:
Homeowners present per sign in sheet.

EXECUTIVE SESSION DISCLOSURE:
In Executive Session the Board reviewed, and discussed the following: delinquencies, discipline issues, legal issues and approved and signed the following liens:

The Board **Approved** the following liens;
Account # 52267-2-033-1- Frank Canseco motioned; Rick Ishitani seconded the motion, motion carried (M/S/C 2-0)
Account # 52267-5-031-2- Frank Canseco motioned; Rick Ishitani seconded the motion, motion carried (M/S/C 2-0)
The Board **Approved** the following Foreclosure;
APN #8701-058-024 - Frank Canseco motioned; Rick Ishitani seconded the motion, motion carried (M/S/C 2-0)

HOMEOWNER INPUT: The following items were discussed; Guard Services and Committee Report; Newsletter; Mailbox Quality, Landscape Contract; Guard House Maintenance; Asphalt Slurry Seal; Signs at the Entrance; and Neighborhood Watch.

- DIRECTIVES:**
- Follow up with the Access Gate Committee regarding issues discussed.
 - Boyd & Associates to relocate Camera in the Guard Shack at no extra cost.
 - Add Neighborhood Watch program to the May 2009 Agenda; invite Police Department Representative to attend the next meeting.
 - PM to include the following items in the May 2009 Newsletter;
 - Boyd and Associates will be sending an Information request to all Homeowners and Tenants; please update all information to keep records accurate.
 - Email address request for website
 - Asphalt Seal coming soon
 - Fire Access Gate padlock has now been re-keyed to match your pedestrian gate keys; please use this key if you need to open the gates for an emergency.

SECRETARY'S REPORT:

The Board approved the meeting minutes from January 20, 2009. James Choe motioned; Rick Ishitani seconded the motion, motion carried (M/S/C 3-0)

TREASURER'S REPORT: A motion was made by James Choe and seconded by Frank Canseco to approve the financial report from January- February 2009 as presented, motion carried (M/S/C/ 3-0)

DIRECTIVES:

The Board **Approved** to transfer \$48,000.00 from there operating Money Market Account #238108989405 in to there operating cash in bank- Union Bank Account # 1800091043 in order to increase there operating funds.

The Board **Approved** to take the remainder of funds from there operating Money Market account #238108989405 after the \$48,000.00 transfer and split this amount equally in order to purchase (2) CD's from Account# 238108989405 as follows; account should be closed upon completion.

- 1st CD at a 12 month term at the highest interest rate offered
- 2nd CD at an 18 month term at the highest interest rate offered

James Choe motioned; Rick Ishitani seconded the motion, motion carried (M/S/C 3-0)

Association Manager to;

- Meet with Treasurer James Choe to sign all Signature Cards
- Update Profile to have all checks mailed to James Choe- Treasurer

BIDS & PROPOSALS:

The Board **Approved** the bid prepared by **Nelson Paving** to complete the asphalt slurry seal as proposed with any corrections or additions to be added to the final contract at **\$19,957.00**. In addition this Bid has been provided by a Homeowner at Diamond Hills HOA and resides at 23610 Ridgecrest Court, the Board has considered all 4 bids obtained and concludes that the best price and service will be from Nelson Paving, the Board has also requested a courtesy bid from the other 3 vendors to review there prices at 3 moves in order to have comparative bids. Frank Canseco motioned; Rick Ishitani seconded the motion, motion carried (M/S/C 3-0).

The Board **Approved** to have the **Association Manager** purchase two (2) signs from **Peachtree Catalog** to be installed at the Fire Emergency Exit Gates stating "No Trespassing" . Frank Canseco motioned; Rick Ishitani seconded the motion, motion carried (M/S/C 3-0).

The Board **Approved** the bid prepared by **Automated gates** to remove and replace the damaged gear box at **\$950.00**. Frank Canseco motioned; Rick Ishitani seconded the motion, motion carried (M/S/C 3-0).

The Board **Approved** the bid prepared by **JW Lock** to re-key the Fire Access Gate Padlocks to match the pedestrian access key, also to add an additional padlock that is a knox padlock to allow the Fire Department access at **\$377.00**. Frank Canseco motioned; Rick Ishitani seconded the motion, motion carried (M/S/C 3-0).

The Board **Approved** the amended contract prepared by **Cal West Maintenance** to lower the monthly maintenance cost to **\$8,640.00 per month**, they also propose to reduce the watering near the slopes which will reduce there need to trim the and remove weeds. Frank Canseco motioned; Rick Ishitani seconded the motion, motion carried (M/S/C 3-0).

DIRCTIVES:

- Contact Cal West regarding the slopes at Ridgecrest and ask for any advisement on prevention of slope erosion, provide bids if needed.
- Obtain bids on the interior improvements to the Guard House- such as a new desk; mirror; hot water; and any other specifications that will be determined by the Access Gate Committee.
- Obtain a bid on the addition of flood lights at the entrance; lights to be facing the oak trees.
- Have Bert's Handyman complete an inspection of the mailbox closures, ensuring that all are in operable condition.
- Add a Billing Statement to advice Homeowners of the Fire Access Gate; this has been re-keyed to there pedestrian key to allow immediate access in case of an emergency.

ARCHITECTURAL COMMITTEE:

610 Crestview (Cheng)-The Board **Tabled** the architectural application to install solar panels until the Association Manager can conduct further research on the civil code requirements as well as the Architectural Committee will need time to contact the vendor for questions. Once a final decision has been made by the Architectural Committee they will notify EMC via email and the Board will ratify this decision at the next Board meeting. Frank Canseco motioned; Rick Ishitani seconded the motion, motion carried (M/S/C 3-0)

****Add James Choe to the Architectural Committee,
All Architectural Applications to be mailed to Bill Sippel****

MANAGEMENT REPORT: Manager Presented the 2009 Annual Calendar.

- Respond to Homeowner letter on pg. 145 that the Board has taken all of there concerns under advisement, and invite them to the next Board meeting.
- Follow up on the Markings throughout the Association that indicate future construction.
- Add Sign at Entrance and Board Meeting Location to the next agenda.
- Mail Rick Ishitani and Frank Canseco pedestrian keys.
- Mail Frank Canseco the 2009 Reserve Study.


ANNOUNCEMENT OF THE NEXT MEETING:

The next meeting is scheduled for May 19, 2009 at 6:30 p.m. located at the AQMD.

ADJOURNMENT OF MEETING:

With no further business to discuss, the business meeting was adjourned at 9:55 p.m .


BOARD MEMBER SIGNATURE


DATE