

MORAGA COUNTRY CLUB • HOMEOWNERS ASSOCIATION
ARCHITECTURAL COMMITTEE

MINUTES OF THE MEETING

September 1, 2022, • 4:00 PM, Zoom

I. Call to Order – Establish Quorum

Chair, Tamara Bryan, called the meeting to order at 4:00 p.m. A quorum was established.

Members Present: Tamara Bryan, Sunun Faulkner, Don Maddison, Diane Donnelly, Becky Bruno, Steve Cetrone, Dave Buckel, and Carlyn Tandrow

Members Absent: Meg Foley

Staff Present: Eric Jacobsen, Christina French, Stephanie Sena and Luis Ballesteros

Others Present: Caroline McCormick (Homeowner 6 Doral)

II. Approval of Minutes - Minutes of the August 4, 2022, approved unanimously.

III. Open Forum – None

VI. Old Business – None

A. Architectural Committee Rules Review

Additional discussions took place on the proposed Architectural Committee Rules with a proposed recommendation to the Board of Directors at the October Meeting.

V. New Business

A. Architectural Committee Charter

Reviews and discussions took place on the existing Architectural Committee Charter which outlines the Committees area responsibilities.

B. Association Disrepair Procedure

Christina French updated the Committee on the new process for homes becoming in a state of disrepair. Moving forward updates will be provided in the HOA Management report.

C. Project Approvals

All the following projects were reviewed by the Committee during the weekly site visits for preliminary reviews and discussions.

a. **108 Brookline– Skylight Installation**

Discussions took place on the project request to install skylight at 108 Brookline with no conditions.

b. **752 Augusta Drive – Home Remodel**

Discussions took place on the modified project request to remodel interior and exterior of home with the following conditions: retrofit window replacements are not allowed, all replacement windows to match existing windows, any damage or future leaking to the siding in the new installation will become the sole responsibility of the homeowner, all exterior design elements other than stone type & color and roof type previously submitted, must be submitted through

ARC for approval, any changes necessary to the original plans must be resubmitted to the ARC prior to the commencement of work on said change, landscape and hardscape to be under separate application and approval process, notify the association at commencement of work, given the closeness to neighbors and site location, please follow rules of conduct for contractors closely.

c. **30 Sea Pines – Rear Steps Installation**

Discussions took place on the project request to install rear steps at 30 Sea Pines.

Recommendation to deny the steps down to the golf course as there is a safety concern at landing and crossing over the Associations V-Ditch. Recommended approval only for upper-level gravel area.

A motion was made, seconded, and passed unanimously to approve projects a and b as submitted to the Committee with the proposed conditions.

A motion was made, seconded, and passed unanimously to deny the steps down to the golf course as part of project c as submitted to the Committee.

IX. HOA REPORT – We currently have 62 open projects throughout the community. An improvement to note – our average cycle time for processing work orders is down from 65.6 days in January, 46.2 days in February, 39.9 days in March, 27.1 days for April, 26.6 days for May, 21.1 days for June, an increase to 30.4 days for July, 23.1 days for August and down to 16.9 for September!

Building Maintenance – We have 4 work orders for fencing, 1 work orders relating to walkways / driveways, and 3 work orders for stucco / siding issues. Q Termite continues to repair homes on the 2022 paint schedule with 52 completed so far. Varsity Painting continues to paint homes on the current paint schedule. They have completed painting 47 homes so far with all touch ups completed. Varsity will be offsite the middle of August through middle of September while Q Termite completes the remaining homes on the schedule. All homeowners have selected their paint colors.

Landscape Maintenance - We are still irrigating under the 10% mandatory EBMUD cut back. The irrigation system is watering the same run times as last month with the turf areas three times per week, three times per day on each cycle. Shrubs are being water two times per week, twice per day with four minutes on each cycle. 12 work orders pending for general maintenance, 6 work orders pending for irrigation repairs, and 8 work orders for tree pruning and trimming requests. Chavez Tree Care will be onsite next week to remove (2) oak trees and (1) pine tree within the community.

Community Safety Report - We had our final community safety pool party of the season on August 14th at the Doral Pool. We are looking forward to having monthly block parties in 2023 to continue to build relationships in the community!

FireWise Report - As previously reported, all zones have been remediated and tree encroachment work has been completed throughout the community. The newly executed contract with Trimacs Landscape which began on August 1st will include maintaining the landscaping to FireWise

standards as part of regular maintenance. The designer has finalized plans for Zones 16-18 as the next set for replanting and the work is currently out to bid.

HOA Pending Projects

We are continuing to review the scope of work needed to reinstate the Association's main drainage line behind 951-935 Augusta Drive a result from the landslide in 2016. In addition, we have (2) locations in the community under review as well on Baltusrol and Doral.

- X. **Board Liaison Report** – Tamara Bryan updated the committee on recent items discussed by the Board of Directors. Items included the proposed St. Mary's short game practice facility, the upcoming ballots for the CC&Rs and Bylaws modernization as well as the 2023 budget preparation.
- XI. **Requested Board Action** – None
- XII. **Next Meeting** – Thursday, October 4, 2022, at 5:00 PM, Zoom
- XIII. **Adjournment** – The meeting was adjourned at 4:26 PM.

Minutes Prepared by Christina French