

MORAGA COUNTRY CLUB • HOMEOWNERS ASSOCIATION
ARCHITECTURAL COMMITTEE

MINUTES OF THE MEETING
October 4, 2022, • 5:00 PM, Zoom

I. Call to Order – Establish Quorum

Chair, Tamara Bryan, called the meeting to order at 5:00 p.m. A quorum was established.

Members Present: Tamara Bryan, Diane Donnelly, Becky Bruno, Steve Cetrone, Dave Buckel, Carlyn Tandrow and Meg Foley

Members Absent: Sunun Faulkner and Don Maddison

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

II. Approval of Minutes - Minutes of the September 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 November Meeting.

V. New Business

A. Project Approvals

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

a. **117 Brookline– Front Wall Improvement**

Discussions took place on the project request for front wall improvement at 117 Brookline with no conditions. Further information is required prior to approvals.

b. **633 Augusta Drive – Front Door Replacement**

Discussions took place on the modified project request to replace front door at 633 Augusta drive with the following conditions: to paint the front door a color from the approved paint palette.

c. **1838 St. Andrews Drive – Back Fencing & Trash Enclosure**

Discussions took place on the project request to install back fence & trash enclosure at 1838 St. Andrews Drive with the following conditions: back fence must be 1 foot away from V-ditch, trash enclosure must be natural wood, any changes necessary to Association maintained irrigation because of the location of new fencing will be at homeowner expense.

d. **1819 St. Andrews Drive – Deck Replacement**

Discussions took place on the modified project request to replace back deck at 1819 St. Andrews Drive with the following conditions: permitting required from the Town of Moraga

and Contra Costa County, paint color on deck must match existing, the Association does not allow for cross bracing of any kind.

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

A motion was made, seconded, and passed unanimously to deny project a as submitted to the Committee.

IX. HOA REPORT – We currently have 52 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, 16.9 days for September and down to 11.0 for October!

Building Maintenance – We have 5 work orders for fencing, 3 work orders relating to walkways / driveways, and 2 work orders for stucco / siding issues. Q Termite continues to repair homes on the 2022 paint schedule with a few homes remaining on the schedule. Varsity Painting continues to paint homes on the current paint schedule and has a few touch ups as well.

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. Beginning this week, we will begin reducing irrigation run times, by removing one start time from each cycle. The crew completed an irrigation mainline repair on the corner of Westchester and Augusta. They are investigating a mainline break under the common driveway near 661 Augusta Drive. 21 work orders pending for general maintenance, 5 work orders pending for irrigation repairs, and 4 work orders for tree pruning and trimming requests. Chavez Tree Care removed (2) oak trees and (1) pine tree within the community.

Community Safety Report - We are in the beginning stages of planning our block parties for 2023. We are looking forward to continuing our relationships with all members in the community!

FireWise Report - The scope of work is out to bid for Zones 16-18 and Zones 19-22 are being finalized by our designer to put out to bid.

HOA Pending Projects - Waterway #6 is currently off as the pump went out – we are waiting to bid to replace the motor. The team is also spraying slopes to control the resprouts of coyote brush and the turf aerification and v-ditch cleaning has been completed. Fertilizing of all landscape areas will take place in the upcoming weeks.

X. Board Liaison Report – Tamara Bryan updated the committee on recent items discussed by the Board of Directors. Items included the establishment of the nominating committee for the 2023 Board of Directors Election, the approval of Capital Replacement Recreation reallocations, the approval of a new Budget & Finance Committee Member, as well as Rules & Regulations review and Membership Application approvals.

XI. Requested Board Action – None

XII. Next Meeting – Thursday, November 3, 2022, at 5:00 PM, Board Room

XIII. Adjournment – The meeting was adjourned at 5:37 PM.

Minutes Prepared by Stephanie Sena and Christina French

DRAFT