

Squire Canyon Community Services District
Board of Directors
1 Squire Canyon
San Luis Obispo, CA 93401
(805) 227-6392
www.squirecanyonsd.com

January 7, 2014 Regular Meeting Minutes

Please Note: The Board meets quarterly. It is the policy of the District to mail out draft Minutes prior to the next Board Meeting to provide information regarding issues and decisions made. ****If you would prefer to have your copy of the minutes sent electronically (via email) instead of U.S. Mail, please contact the District Manager, John Eulberg at john@sqirecanyonsd.com and request to be added to the electronic distribution list. This will help the District save on the cost of printing and mailing. Thank you.**

You are strongly encouraged to attend Board meetings in order to observe and participate first hand. These Minutes are in draft form therefore subject to Board approval at their next meeting: Tuesday, **April 1, 2014** at 7:30 pm at the Avila Beach Community Center, 191 San Miguel in Avila Beach.

Board Members present: Mike Nunno, Tom Murphy, Steve Fiant, Chris Johnson

Board Members absent: Lara Lehmer

Staff present: John Eulberg, G/M

Community: John Hedgepeth, Nancy Nielsen, Mike & Paula Brink, Rosemary McDonald, Steve Budke, Hugh & Eva Brown and various others arriving after the meeting began.

President Mike Nunno called the meeting to order at 7:30 pm.

Public Comments

None

Consent Items

Approval of agenda.

Approval of Minutes for November 12th Special meeting

Michael Nunno moved to approve, Tom Murphy seconded, motion carried.

Financials

Approval of Treasurer's report and Financials.

Approval of Warrant Register

Chris Johnson moved to approve, Steve Fiant seconded, motion carried.

Manager's Report

Mr. Eulberg reported that Squire Canyon CSD's books have been reviewed and brought up to date, and separate funds have been created to account for the various zones. Audit issues have been resolved, and Robert Crosby has been instructed to audit for the last four fiscal years per County Auditor request. The General Manager will negotiate the frequency of future audits with the County Auditor and present a resolution to the board to be considered at the next meeting. A webmaster has been retained and the web site has been transferred, re-worked and updated. It will now be kept current. The mailing list has been purged and updated per county records. The CSDA roster has been updated, and now each board member will receive mailings at their own addresses. The General Manager has performed a preliminary inspection of the roads along with Mr. Nunno.

Board Action Items

A. 2014 Road Work and Maintenance:

The board opened the floor to the public for input, discussion and direction from the various homeowners present regarding pending road repairs. The General Manager recommended that the board consider using a product known as PETROMAT for repair of various cracked areas and presented some estimated costs. The G/M also informed the board that no paving work could begin until the weather was warmer. The board reviewed previous estimates and suggestions and concluded that no board action was advisable at this time. The General Manager was instructed to get bids for two inches of asphalt over a Petromat overlay to repair the two lower bad areas of road as well as any alternatives to that repair. For more cosmetic reasons, the board also considered application of slurry coat over the whole road. The G/M will also solicit bids for that work. All bids to be submitted at the April 1 meeting for final consideration.

B. Fraud/Forgery:

The General Manager recommended turning in a claim to the insurance for the \$6000.00 forged check from last year. The insurance has indicted that they will actively pursue collection from the various parties involved. Tom Murphy moved to submit a claim to SDRMA, Steve Fiant seconded and motion carried.

C. The General Manager recommended switching both bank accounts to Heritage Oaks bank. After discussion, Michael Nunno moved to open both checking and savings accounts at Heritage Oaks Bank with one signature necessary on checking and giving the General Manager and board president permission to move money between the two accounts as deemed necessary either on line or in person as bank policy allows. Tom Murphy seconded, and motion carried.

D. The General Manager suggested to the board that they establish the new web site as the official place of business for Squire Canyon CSD. All Brown Act required notices, etc. would then be posted to the web site, and regular mailings could then be eliminated thus saving the CSD between \$50.00 and \$100.00 per mailing. Copies of agendas and minutes would also be placed in the drop box located near the mail boxes. A sign would need to be placed near the mailboxes informing homeowners of the web site and giving pertinent contact information. The General Manager was instructed to submit a sign format at the next regular meeting. This item was tabled and no board action taken.

E. The recent bicycle vs. automobile accident on upper Squire Canyon Road was discussed with the community members present. No board action was taken.

Adjourn

There being no further business, the meeting was adjourned at 9:13 PM. The next regular meeting of the Squire Canyon Community Services District will be held on Tuesday, April 1, 2014 at 7:30 PM at the Avila Beach Community Center – 191 San Miguel, Avila Beach, CA.

APPROVED AS TO FORM:

Michael Nunno
President, Board of Directors
Squire Canyon Community Services District

Respectfully submitted,

John F. Eulberg

General Manager/Secretary

Squire Canyon Community Services District
Income & Expenditures
 July through December 2013

	<u>ZONE 1, INDIAN KNOLL</u>	<u>ZONE 2, SQUIRE CANYON</u>	<u>ZONE 3, ADMINISTRATIVE</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
4000 - Income Summary				
4001 - Assessments Collected	6,907.77	7,467.84	4,293.92	18,669.53
4005 - Interest Income	0.00	0.00	10.31	10.31
Total 4000 - Income Summary	<u>6,907.77</u>	<u>7,467.84</u>	<u>4,304.23</u>	<u>18,679.84</u>
Total Income	6,907.77	7,467.84	4,304.23	18,679.84
Expense				
5000 - Administrative Overhead				
5002 - Bank Service Charges	0.00	0.00	2.00	2.00
5003 - CSDA	0.00	0.00	129.00	129.00
5005 - Insurance	0.00	0.00	1,238.60	1,238.60
5010 - LAFCO Dues	0.00	0.00	98.78	98.78
5020 - Office Supplies	0.00	0.00	122.94	122.94
5025 - Postage	0.00	0.00	45.57	45.57
5030 - Professional Fees				
5030.04 - Management	0.00	0.00	3,478.51	3,478.51
Total 5030 - Professional Fees	0.00	0.00	3,478.51	3,478.51
5035 - Web Site Expense	0.00	0.00	13.98	13.98
Total 5000 - Administrative Overhead	0.00	0.00	5,129.38	5,129.38
5500 - Road Repair & Maintenance				
5515 - Other Road Repairs	3,950.00	1,450.00	0.00	5,400.00
5520 - Weed & Brush Control	0.00	300.00	0.00	300.00
Total 5500 - Road Repair & Maintena...	<u>3,950.00</u>	<u>1,750.00</u>	<u>0.00</u>	<u>5,700.00</u>
Total Expense	3,950.00	1,750.00	5,129.38	10,829.38
Net Ordinary Income	<u>2,957.77</u>	<u>5,717.84</u>	<u>-825.15</u>	<u>7,850.46</u>
Net Income	<u><u>2,957.77</u></u>	<u><u>5,717.84</u></u>	<u><u>-825.15</u></u>	<u><u>7,850.46</u></u>

	ZONE 1, INDIAN KNOLL	ZONE 2, SQUIRE CANYON	ZONE 3, ADMINISTRATIVE	Unclassified	TOTAL
ASSETS					
Current Assets					
Checking/Savings					
1000 · Cash Summary					
1001 · Rabobank Checking - 2013	12,037.66	15,833.94	8,364.96	0.00	36,236.56
1002 · Rabobank_Savings 2013	30,448.42	32,985.79	4.69	0.00	63,438.90
Total 1000 · Cash Summary	42,486.08	48,819.73	8,369.65	0.00	99,675.46
Total Checking/Savings	42,486.08	48,819.73	8,369.65	0.00	99,675.46
Accounts Receivable					
1100 · Accounts Receivable	0.00	0.00	0.00	6,000.00	6,000.00
Total Accounts Receivable	0.00	0.00	0.00	6,000.00	6,000.00
Other Current Assets					
1300 · Prepaid Expenses	0.00	0.00	237.66	0.00	237.66
Total Other Current Assets	0.00	0.00	237.66	0.00	237.66
Total Current Assets	42,486.08	48,819.73	8,607.31	6,000.00	105,913.12
TOTAL ASSETS	42,486.08	48,819.73	8,607.31	6,000.00	105,913.12
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Accounts Payable					
2000 · Accounts Payable	0.00	0.00	251.64	0.00	251.64
Total Accounts Payable	0.00	0.00	251.64	0.00	251.64
Total Current Liabilities	0.00	0.00	251.64	0.00	251.64
Total Liabilities	0.00	0.00	251.64	0.00	251.64
Equity					
3000 · Opening Balance Equity	18,599.94	20,149.91	0.00	0.00	38,749.85
3200 · Retained Earnings	28,349.37	30,711.80	0.00	0.00	59,061.17
Net Income	2,957.77	5,717.84	-825.15	0.00	7,850.46
Total Equity	49,907.08	56,579.55	-825.15	0.00	105,661.48
TOTAL LIABILITIES & EQUITY	49,907.08	56,579.55	-573.51	0.00	105,913.12

Squire Canyon Community Services District
Warrant Register-Checking
November 13, 2013 through January 7, 2014

Date	Num	Name	Memo	Credit
1000 - Cash Summary				
1001 - Rabobank Checking - 2013				
11/21/2013	702	Ferravanti Grading & Paving		5,400.00
11/21/2013	703	County Assessor		100.00
12/05/2013	704	CSDA		129.00
01/07/2014	705	John F. Eulberg SBS	Inv. 91076	1,112.49
Total 1001 - Rabobank Checking - 2013				6,741.49
Total 1000 - Cash Summary				6,741.49
TOTAL				6,741.49