

**Oceana Marin Association  
Board Meeting Minutes  
March 15, 2008**

- Called to order at 9:05 a.m. by President Bessie Lee
- Attendees:
  - Board members: Bessie Lee (via phone out of town), David Shaw, Robert Southard, Bob Bell, Dave Oxford (via phone out of town)
  - Dale Holmes, Safety
  - Chris Grace, Exterior Lighting Committee
- Approval of Minutes:
  - The December 2007 minutes were approved.
  - The January 2008 General Membership Meeting minutes were approved.
  - There was no January 2008 Board Meeting. A note will be posted stating this on the OMA website.
  - The February 2008 minutes were approved, with minor amendments as discussed.
- Members Forum: None
- Safety and Maintenance Report: Dale Holmes
  - No new issues to report
  - Spring Break is coming, so it will start becoming busier
  - David Shaw noted that the Board had previously agreed that if Dale needs additional support from Spartan Security for any given period, he can call and make the arrangements directly. Should he notify a Board member if he does so? All agreed that he should notify at least one Board member.
- Correspondence: None
- Design Review: David Shaw
  - Painting is in progress at Lot 93, 14 Kailua Way,
  - Remodeling is in progress at Lot 237, 528 Oceana Drive
  - Remodeling is continuing at Lot 250, 464 Oceana Drive
  - The owners of Lot 73, 310 Oceana Drive plan to demolish the existing house and build a new one. They wish to allow the Fire Department to burn the house down as a training exercise for the firemen. David Shaw will ask the owners to make a presentation to a special meeting for the Board of Directors, the Design Review Committee, and the General Membership. The owners will need to present a full plan detailing; impact

on surrounding homes, who will be responsible, what additional insurances will be needed and secured, traffic control plans, wind effects mitigation, debris removal, timelines, etc. The presentation meeting will need to be in a larger venue than the OMA office, possibly the home itself, or the Tomales Fire Station. David Shaw will make arrangements.

○ Treasurer's Report: Bob Bell

- February's monthly report is not available as yet.
- Bob is continuing to input the OMA budget into a Peachtree program
- The check for payment to The Pressure's On did not arrive again. Bob went to Eugene Burger Management Corporation (EBMC) to retrieve it.
- Bob requested a resolution from the Board to terminate the OMA contract with EBMC at the earliest opportunity, but not later than the end of the OMA fiscal year of June 30, 2008. The resolution was moved, seconded and approved. Bessie Lee will go with Bob to EBMC on April 4 to terminate the contract between OMA and EBMC.
- Bob will close the Comerica account that EBMC is on, and will open a new account with Wells Fargo.
- We will need to develop another method for sending out mailings (meeting notices, election ballots, CCRs to new members, etc.) - either a mailing committee, or we can take the mailings to Kinko's.
- Bob will automate payments for the OMA office rent, The Pressure's On, the OMA phone bill, etc. There are only about 10 checks written by the OMA per month, so those that are not automated can be written out by hand. The checks will need to be signed by a second Board member.
- Bob will begin looking into a suitable rugged laptop to be owned by the OMA as a backup for OMA records and accounting books. The laptop will need to be loaded with Peachtree software.
- Bob purchased and installed a new phone and answering machine in the OMA office. He will terminate the automatic forwarding to EBMC's office, and record a greeting that notifies the caller that it is an unstaffed office.
- Bob will change the OMA phone line to a less costly long-distance provider.
- Dale Holmes noted that all of the parking placard materials should be at EBMC, and will need to be retrieved as well.

○ Roads, Traffic, Drainage: Robert Southard

- There was a sewage spill in the ravine below Waikiki Lane. The North Marin Water District (NMWD) cleaned up the spill. Furlong Brothers Construction repaired the leaking pipe.
- Robert received the estimate for road repairs. To do an overlay will be about \$839,000. To grind off and re-lay the surface will be about \$1,400,000. Bob Bell will look into adjusting the OMA reserves for this future expense.
- Additional repairs are needed on the Elephant's Trunk drainage pipe. About \$2400 to anchor it against the wind is needed ASAP. About \$2900 to apply a rust-proof coating when the weather is better is also needed.

- On Maui Lane there is a problem with flowing away from the gutter and creating an algae field across the road. Robert will investigate further to determine a solution.
- Exterior Lighting Committee: Chris Grace
  - The Committee held one informal meeting with three people in attendance. The discussion focused on ensuring that holiday lights come down within a certain time frame, and do not stay on all night long. Consideration was given to allowing each home a maximum number of days to display holiday lights per year, and allowing the homeowner to choose which days.
  - Chris has contacted other homeowners associations for reference on their lighting policies.
  - Bob Bell noted that he would like to avoid the need for paperwork in order to put up lights.
  - David Shaw asked if the Committee had discussed the question of how much lighting would be allowed. Chris noted that it is difficult to define a reasonable level. Typically nobody goes overboard, but it could happen. We could start with broad rules, and tighten them if it becomes necessary.
  - The Committee will meet again and will bring recommendations back to the Board.
- Old Business:
  - Elections – Unsure whether any nominations have been received by EBMC. Bob Bell will go there and check on Monday, March 17. If there are any, the Board will need to verify that the nominees are members in good standing.
  - Rental Application Form review – Postponed to April 2008 Board meeting.
  - Lot 193 late fee waiver – Bessie Lee will send a letter to the homeowners notifying them that the waiver was approved.
  - OMA contract with The Pressure's On – Bessie Lee has the agreed upon list of responsibilities. She will forward the information to attorney Glenn Youngling's office to get a new contract drafted.
- New Business:
  - Towing or booting of illegally parked cars – Robert Southard found boots available for about \$500 each. It is uncertain whether we can legally use them, or under what conditions. Dale Holmes noted that we are not allowed to block a car from leaving while waiting for a tow truck to tow it away. American Towing says that new laws prevent them from coming out to tow cars from here. Bessie Lee noted that the Sherriff can write tickets, but they are not out here often. David Shaw will look into finding a new towing company, and will discuss the matter with Pam Welling. Bessie Lee will ask Glenn Youngling about the legalities.
  - Trees in the Kailua Way ravine – David Shaw is waiting for a call back and a written bid from Clear View.
  - Pampas grass on Lot 142, 439 Oceana Drive – Dale Holmes monitors and contains the pampas grass off of OMA property.

- Website overhaul – Alan Clark has moved back into the area, and will attend the April 2008 Board meeting to discuss changes to the OMA website. The meeting will need to be held where there is a good internet connection.
- Next Meeting:
  - April 19<sup>th</sup>, 2008, at 09:00 AM. Location TBD (either David Shaw's or Robert Southard's house for web access).

There being no further business, President Bessie Lee adjourned the Board meeting at 10:40 AM.

Respectfully submitted,  
Dave Oxford  
Secretary  
OMA Board of Directors