

MINUTES OF 05-29-2004
ROCKY RIDGE PROPERTIES OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING

CALL TO ORDER

- Board President Marshall Shambarger called the meeting to order at 11:00 AM in the Rocky Ridge Beach House
- Board members Ron Benveniste, John Bertone, Gene Campbell, Ted Jones and Bill Trevor also attended the meeting.
- Bill Bauder, Phil Fisher, Mel Gianola, Marie Phipps and Ray O'Neal were also present.

APPROVAL OF THE MINUTES

- Approved the minutes of the 04-12-2004 Board Meeting.

TREASURER'S REPORT

- John Bertone gave the treasurer's report.

THE BOARD TOOK THE FOLLOWING ACTIONS:

- Instructed the Finance Committee to evaluate a software program, called Business Works, to determine if it is suitable to perform the Rocky Ridge accounting functions. Business Works is a candidate to replace the program developed by Dave Allen, who recently retired as the long-time Rocky Ridge Accountant.
- Authorized the Finance Committee to spend \$4,000 to purchase and install Business Works if, in their judgment, it is suitable for use by Rocky Ridge.
- Appointed Ron Benveniste, John Bertone and Ted Jones as nominating committee members to select candidates to fill the three Board of Directors positions for the years of 2004-2006. They are to report their recommendations to the Board by 07-15-2004.
- Approved a new railing configuration for all the Rocky Ridge decks that meets current safety standards. This configuration uses four horizontal 2 x 6 inch (finished) wood rails with the top of the upper rail 36 inches from the deck. The space between the bottom of the lower rail and the deck is approximately 2 inches. All other spaces between rails are slightly less than 4 inches.
- Approved a policy to replace the existing non-conforming railings with the new approved railing configuration, over a target period of two years.
- Denied the request of the owner of Unit 27 to replace an existing window, consisting of two glass panes with a window containing a single pane.

- Confirmed that the placement of satellite TV dishes, on condominiums must have the approval of Project Manager Bill Bauder, who will enforce the existing Rocky Ridge Regulations for the placement of satellite TV dishes, as amended.
- Instructed Bill Trevor to make additional changes to the rough draft of the new By Laws and CC&RS.
- Set a schedule for Rocky Ridge Properties Owners to vote on the new By Laws and CC&Rs after the 09-04-2004 Annual Meeting.
- Authorized Bill Bauder to shorten the end lengths of any protruding external beams, of the various Rocky Ridge condominiums which, in his opinion, require shortening for either cosmetic or maintenance reasons.
- Initiated a policy requiring that each remodeling of a Rocky Ridge condominium must be approved for structural integrity by a licensed civil or structural engineer reporting to the Association, before remodeling can begin, to assure that the structural integrity of the condominium is not compromised by the remodeling.

PROJECT MANAGER BILL BAUDER'S REPORT OF COMPLETED AND ONGOING PROJECTS

- Spring clean-up has been completed.
- Chimneys have been inspected and cleaned.
- The parking area and road have been sealed. The rental office area will be sealed when the weather permits.
- Re-roofing has started on units 57-60.
- Buoys have been inspected. Eight anchor blocks were replaced. The total cost for buoys was \$13,000.
- Deck oiling is complete.
- Deck replacement at units 49-52 and units 65-68 is nearly complete.
- Building repairs are ongoing.
- Painting is ahead of schedule.
- Exterior lights for the units have been ordered and will be installed this summer.
- Walkway repairs will be completed soon.
- Sprinklers have been turned on and several landscaping projects are scheduled for this year.
- Four sprinkler backflow devices are installed. The remaining 24 will be installed this summer.
- Eight skylights were replaced on units 53-56.

LEGAL-INSURANCE COMMITTEE REPORT

- There was no report.

NEXT BOARD MEETING

- The next Board Meeting will be held at 9:00 AM on Saturday September 4, 2004 in the Rocky Ridge Beach House.

ADJOURNMENT

- The Board Meeting adjourned at 2:15 PM.

Ted Jones, Secretary

2003 & 2004 Board & Annual Meeting Schedule

Date-Day-Time	Meeting	Location
04/14/2003 Mon- 1 PM	RR Board	Room 422, 851 Burlway, Burlingame
05/24/2003 Sat- 9 AM	RR Board	RR Beach House
08/30/2003 Sat- 9 AM	RR Board	RR Beach House
08/30/2003 Sat- 11 AM	RR Annual	RR Beach House
10/28/2003 Tue- 1 PM	RR Board	Room 422, 851 Burlway, Burlingame
04/12/2004 Mon-1 PM	RR Board	Suite 450, 400 South El Camino Real, San Mateo
05/29/2004 Sat- 9 AM	RR Board	RR Beach House
09/04/2004 Sat- 9 AM	RR Board	RR Beach House
09/04/2004 Sat- 11 AM	RR Annual	RR Beach House
10/18/2004 Mon- 1 PM	RR Board	Suite 450, 400 South El Camino Real, San Mateo

2005 Tentative Board & Annual Meeting Schedule

Date-Day-Time	Meeting	Location
04/11/2005 Mon- 1 PM	RR Board	Suite 450, 400 South El Camino Real, San Mateo
05/28/2005 Sat- 9 AM	RR Board	RR Beach House
09/03/2005 Sat- 9 AM	RR Board	RR Beach House
09/03/2005 Sat- 11 AM	RR Annual	RR Beach House
10/24/2005 Mon- 1 PM	RR Board	Suite 450, 400 South El Camino Real, San Mateo

DIRECTORS

Names	Terms
Gene Campbell	(2002-2004)
Marshall Shambarger	(2002-2004)
Bill Trevor	(2002-2004)
John Bertone	(2003-2005)
Ted Jones	(2003-2005)
Ed Lial	(2003-2005)
Ron Benveniste	(2003-2005)

OFFICERS

President	Marshall Shambarger
Project Manager-Vice President	Bill Bauder 'Yates'
Vice President	Bill Trevor
Secretary	Ted Jones
Treasurer	John Bertone
Assistant Treasurer	Gene Campbell
Assistant Project Manager	Gary Turpin

ADVISORS

Executive Committee: John Bertone
Bill Trevor
Marshall Shambarger
Ed Lial

Finance Committee: John Bertone
Gene Campbell
Marshall Shambarger

Property Committee: Bill Bauder
Ted Jones
Ed Lial
Ron Benveniste

Legal-Insurance Committee: Roger Gault
Mel Gianola
Bill Trevor

Landscape Committee: Bill Bauder
Gene Campbell
Ron Benveniste
John Gudebski
Bill Trevor

Recreation Committee: