

Monteville of Scotts Valley, Inc.
BOARD Meeting April 27, 2023 6:00 pm

1. Roll Call: The meeting was called to order at 6:00pm by Lori Strusis. All Board members present. Lori Strusis, President; Gail Evans, Vice President; Shelley Neal, Secretary; Carolee Curtin Treasurer; Rin Deeds, Director; Julia Halladay, Director; and Mary Kelly, Director. Also Rachael Milroy, Community Manager. 12 residents were in attendance.
2. Adoption of Agenda: Gail Evans moved to adopt the agenda, seconded by Mary Kelly, motion carried.
1. Open Forum: 1 resident spoke about a banner at the South Pool instead of painting the wall. 1 resident spoke about the teenagers/young adults trespassing in the South Pool. She has written a letter to the Mayor of Scotts Valley advising him of the issues we are having with trespassing. Greg Edmundson spoke about the Mill lighting and all the functions that we can be programmed in advance, which allows us to preset different types of lighting for various events.
3. Memorials: Harry Israel #28 and Mary Bloxham #218
4. President's Report:

Good evening and thanks for your participation in our April Board Meeting. Isn't it great to have all this lovely weather these past couple weeks! Gardening fever has started around the park and lots of members are using the pool both with the water aerobics classes and open swim. We are all ready to enjoy the sun after the winter we all experienced. Our community was so much luckier than many areas, but not being able to get out to walk and enjoy each other was having its toll. This was the longest cold spell we have experienced and our PG&E bills were upsetting our budget!

We are excited for our Newcomers' Event this Saturday, April 29th from 4-7. We have a good crowd coming with 90 people registered. There should be lovely weather, a great band, and good times for all.

The fencing was replaced at the North Pool and now the contractors are in the middle of rebuilding the spa & pool. In getting the pool ready for resurfacing, the contractors hit a big snag as the pool was not built to code at the time of installation. Now extra work is being done to complete the job. They are working hard to meet the Memorial Day deadline, but we may miss it if any other problems come up. Stay tuned for updates on the opening date.

Keep an eye out for Coyotes! Fred Logan was walking to the Mill this last Monday over the little bridge to the Main Lake and a Coyote jumped right in front of him. Especially if you have dogs, beware!

We have had young adults jump the fence, twice in the last 10 days, to use the spa at the South pool, mostly after hours. One night they came at 2:15 AM and didn't leave until the police were called at 3:45. The other visit was worse for Ed as there was vomit on the pool deck, pool noodles left everywhere, and they were also pulling pieces off the noodles and sticking them in the filtration system. Please don't share your Prox cards

Monteville of Scotts Valley, Inc.
BOARD Meeting April 27, 2023 6:00 pm

with grandkids, or anyone else. Make sure they understand that you need to be with them when they use the facility, as well as what the hours are (8:00am – 10:00pm with 9:00-10:00 being quiet hours). Our course, these kids told the police their grandparents live here. I am guessing that is not the case, and that the intruders were not related to any residents in the Park. Let's do our part to cure this illegal offense and call in if you see anyone at the pool, or fishing at the ponds without a resident present. We are considering more cameras in these areas to identify the violators.

Don't forget that our first party at the Shuffleboard Courts is on May 20th from 4-7. Residents should bring a Savory or Sweet, as well as wines or other beverages to share. Everyone always enjoys visiting and playing shuffleboard, Corn Hole, and/or Horse Shoes. Hope to see you there!

Lori Strusis

President of Monteville

5. Approval of Minutes:

a. Board Meeting, February 16, 2023.

b. Executive meeting, Contracts, March 1 & 9 2023, contracts for N.Pool

Gail Evans moved to approve the minutes, seconded by Julia Halladay, motion carried.

6. Treasurer's Report: January, February and March 2023.

7. Reports:

a. The Architectural report is included with the Park Service Foreman's report.

b. Monteville Park Foreman's & Maintenance Crew Reports for January, February and March 2023.

c. Committee Reports:

Bylaws (N)

Housekeeping (Y)

Personnel (N)

Recreation (Y)

Safety and Emergency (N)

Senior Resources (N)

Social Activities (Y)

All committee reports received are attached at the end of these minutes. In addition, committee reports are all in the Committee Report Binder in the Mill. The following information will be presented by committee representatives at today's meeting.

8. Old business:

a. Update on Redwood Grove remodel. A Grand Opening will be scheduled for all residents to join in a BBQ, Date to be scheduled in late May.

b. Sewer update: The next phase will include 2 projects: **In process.**

I. Replace failed storm drain between Lot 142 and 128 on Mountain View Drive (unplanned)

II. The next phase of the sewer project will be on Monteville Drive with remaining funds after storm drain project.

c. Discussion Item: Mural paintings on far wall of the South pool. After a brief discussion, Carolee Curtin moved to create an Ad-hoc committee to

Montevelle of Scotts Valley, Inc.
BOARD Meeting April 27, 2023 6:00 pm

review the options for the surface of the wall: banner, cement board, painted hard surface, do nothing, etc. The Ad-hoc committee will bring the options back to the Board for a discussion and vote. Each option should include a cost analysis. Rin Deeds will be the Board Liaison and will schedule a meeting to determine a chair and secretary. Motion was seconded by Gail Evans, motion carried.

d. Changing the design in the Montevelle street signs. (Resident request to be tabled to further meeting).

9. New Business:

- a) A/C Form: The application for alterations has been posted for over 30 days, no resident comments. Gail Evans moved to approve the AC application, seconded by Lori Strusis, motion carried.
- b) Discussion on putting out updated Architectural guidelines to match AC form, posting for 30 days for member comments. Carolee Curtin moved to post the AC Guidelines to align with the new AC form for 30 day member comments, seconded by Rin Deeds, motion carried.
- c) Discussion on alternate meeting for no agenda or canceled board meetings. Rin Deeds will discuss this item with the Board and members.
- d) Approval of Committee Chair for Bylaws, Margie Jennings #11. Gail Evans moved to approve Margie Jennings as the new Bylaws chair, seconded by Carolee Curtin, motion carried.
- e) Discuss and approve the bid for lighting at the North Pool. Remove 2 pool lights. Install new brass adapter ring and 2 new LED pool lights. \$3,045.00. Gail Evans moved to approve the bid for Adams Pools to install the new lights at the North Pool for \$3045.00, seconded by Rin Deeds, motion carried.

11. Adjourn Meeting. Gail Evans moved to adjourn the meeting at 6:47pm, seconded by Lori Strusis, motion carried.

Respectfully submitted,
Rachael Milroy
Community Manager
Shelly Neal
Board Secretary.

Dates to Remember:

Shuffle Board Party, **May 20, 2023, 4:00pm** at Shuffle Board Courts
Budget Adoption Board Meeting, **May 25, 2023, 5:00pm** Mill
Monthly Board Meeting to follow, **May 25, 2023** Mill.
San Lorenzo Band, May 27, 2023, 2:00pm, Mill.

Friendly Reminder:

If you have an item that you would like the Board to consider reviewing for addition to the Montevelle agenda, please submit it no later than the 3rd Sunday, of each month (Note: Even though a request for consideration has been made, it is not a guarantee that it will be placed on the agenda. The Board members will review it and make the final determination).

**Monteville of Scotts Valley, Inc.
BOARD Meeting April 27, 2023 6:00 pm**

When submitting your request please included all Monteville Board on your email to the office.

MONTEVALLE TREASURER'S REPORT MARCH 2023

OPERATING ACCOUNTS (used for day to day expenses, monthly bills, wages, etc.)		
Petty Cash		\$300
Comerica Checking		\$91,340
TOTAL OF ALL OPERATING ACCOUNTS		\$91,640
RESERVE ACCOUNTS (Having a reserve account is required by Civil Code.)		
This money is to be used if the repair or replacement is more than \$1,000 and is done less often than every 18 mos.		
Santa Cruz County Bank Reserve Checking & HOA Savings		\$651,163
Comerica Reserve Money Market		\$245,605
TOTAL OF ALL RESERVE ACCOUNTS		\$896,768
TOTAL OF ALL MONTEVALLE ACCOUNTS		\$988,408
(as of March 31, 2023)		

Total funds change from February 28, 2023 = \$10,138.00

Anticipated Reserve Fund expenditures for this fiscal year	1,009,235.	
Actual Reserve Fund expenditures spent to end of month	\$192,764.	19%

Assessments and fees in Arrears:

0 residents for 2 months		
2 resident for > 2 months	Lot 208	\$27,950
Total assessments in arrears		

Assessments in Advance:

4 residents for 1 month		
3 residents for 2 months		
14 residents for > 2mths		
Total assessments in advance		\$24,370

unaudited figures

The financial records for Month end March 2023 have been reviewed by the Treasurer and two board members and are hereby ratified.

**Monteville of Scotts Valley, Inc.
BOARD Meeting April 27, 2023 6:00 pm**

MONTEVALLE TREASURER'S REPORT FEBRUARY 2023
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OPERATING ACCOUNTS (used for day to day expenses, monthly bills, wages, etc.)

Petty Cash	\$300
Comerica Checking	\$100,614
TOTAL OF ALL OPERATING ACCOUNTS	\$100,914

RESERVE ACCOUNTS (Having a reserve account is required by Civil Code.)
This money is to be used if the repair or replacement is more than \$1,000 and is done less often than every 18 mos.

Santa Cruz County Bank Reserve Checking & HOA Savings	\$630,856
Comerica Reserve Money Market	\$245,501
TOTAL OF ALL RESERVE ACCOUNTS	\$877,357

TOTAL OF ALL MONTEVALLE ACCOUNTS **\$978,270**
(as of February 28, 2023)

Total funds change from January 31, 2023 = \$62,027.00

Anticipated Reserve Fund expenditures for this fiscal year	1,009,235.	
Actual Reserve Fund expenditures spent to end of month	\$170,648.	17%

Assessments and fees in Arrears:

1 residents for 2 months		
1 resident for > 2 months	Lot 208	\$27,490
Total assessments in arrears		

Assessments in Advance:

2 residents for 1 month		
0 residents for 2 months		
12 residents for > 2mths		
Total assessments in advance		\$17,920

unaudited figures

The financial records for Month end February 2023 have been reviewed by the Treasurer and two board members and are hereby ratified.

**Monteville of Scotts Valley, Inc.
BOARD Meeting April 27, 2023 6:00 pm**

MONTEVALLE TREASURER'S REPORT JANUARY 2023

OPERATING ACCOUNTS (used for day to day expenses, monthly bills, wages, etc.)

Petty Cash	\$300
Comerica Checking	\$81,623
TOTAL OF ALL OPERATING ACCOUNTS	\$81,923

**RESERVE ACCOUNTS (Having a reserve account is required by Civil Code.)
This money is to be used if the repair or replacement is more than \$1,000
and is done less often than every 18 mos.**

Santa Cruz County Bank Reserve Checking & HOA Savings	\$588,913
Comerica Reserve Money Market	\$245,407
TOTAL OF ALL RESERVE ACCOUNTS	\$834,320

TOTAL OF ALL MONTEVALLE ACCOUNTS **\$916,243**
(as of January 31, 2023)

Total funds change from December 31, 2023 = \$30,941.

Anticipated Reserve Fund expenditures for this fiscal year	1,009,235.	
Actual Reserve Fund expenditures spent to end of month	\$153,190.	15%

**Assessments and fees in
Arrears:**

0 residents for 2 months		
1 resident for > 2 months	Lot 208	\$26,570
Total assessments in arrears		

Assessments in Advance:

1 residents for 1 month		
0 residents for 2 months		
6 residents for > 2mths		
Total assessments in advance		\$11,380

unaudited figures

The financial records for Month end January 2023 have been reviewed by the Treasurer and two board members and are hereby ratified.

Monteville of Scotts Valley, Inc.
BOARD Meeting April 27, 2023 6:00 pm

Architectural Report 1/19/23-4/24/23

Date:	Name:	Lot#	Job description:	Minor/Major
1/23/23	McCarthy	150	ADA ramp	Minor
1/31/23	Klein	199	Restrain house	Minor
1/31/23	Woodmansee	36	Reroof	Major
2/7/23	Swan	148	Replace dry rot	Minor
2/27/23	Biggs	166	Replace Fascia	Minor
3/6/23	Meadows	206	New outside lights	Minor
3/8/23	Haaheim	135	Replace garage door	Minor
3/9/23	Renwick	207	New Fence	Minor
3/15/23	Carlson	135	Patch Roof	Minor
3/16/23	Evans	19	Install French drain	Minor
4/5/23	Hamdi	69	Repair deck	Minor
4/11/23	Georgiana	125	Repair shingles	Minor
4/17/23	Fam	208	Paint house	Minor
4/18/23	Smith	106	Paint & Dry rot Repair	Minor
4/19/23	Robinson	156	Install heater	Minor
4/20/23	Robinson	156	Replace door, Paint	Minor

Park Service Foreman's Report for January-April 2023

RAIN- RAIN GO AWAY. I think we are ready for spring and to say goodbye to winter. The park has handled the storms fairly well. We have had many complaints about the water running down the road. For those of you that are new to the park, this is a normal thing in winter, and it can last for a month or more. It's from ground water that has no place to go and seeps out from under your foundation and runs down the street.

We have finished rerouting the plumbing on Madrone court. Next is the emergency storm drain repair from a failed culvert on Mt View to Azalia Court. I Just received plans from C2G engineering and It's going out for bid this month. This job involves rerouting the water down MT View to the storm inlet by the Mill.

The new fencing at the north pool is complete. The old fence, which is on the reserve study to be replaced this year, was rusted out and not in compliance for the county. The redwood grove is near completion. There will be a "grove warming" party very soon! Once it officially opens, you may reserve the grove for a party. Please contact the Monteville Office. The BBQ will be available for Monteville residents but propane will only be available if the grove is reserved. The North Pool will be closed at 9 pm, and any residents who break pool rules can have their pool card restricted. **FOR BOTH POOLS, GUESTS MUST BE ACCOMPANIED BY A MONTEVALLE RESIDENT AT ALL TIMES.**

Demo on the North pool has started demo and a few unforeseen issues have come up, we are hoping to still be completed by Memorial Day. There are major updates to get the pool up to County codes.

It's mosquito season, so please look around for standing water and dump all of your containers out.

The South pool is open 8:00 am to 10:00 pm, but please remember that quiet time is from 9 pm to 10 pm. There was a recent incident of a party and vandalism at the South Pool occurring 9:00 pm to 10:20 pm on April 18th. It is not known if the party was residents or outsiders. Residents who live around the pool are encouraged to contact the non-emergency number for Scotts Valley Police, at

Monteville of Scotts Valley, Inc.
BOARD Meeting April 27, 2023 6:00 pm

(831)440-5670, if they hear partying in the pool after 9:00 pm. We will continue to secure the pool fencing to not allow people to sneak into the area without a prox card.

Enjoy the Spring, since it appears that it has finally arrived!
Tony Steen, Park Service Foreman (831)438-1590

Ed's Monthly Report for January and February 2023.

1. Take down decorations from attic.
2. Install lights at Redwood Grove.
3. Put up handrails at Redwood Grove.
4. Put up string lights at Redwood Grove.
5. Clean South Pool pump houses.
6. Clean chlorine tubs and lines at South Pool.
7. Paint Downstairs bathroom both.
8. Replace toilet paper and seat cover dispensers.
9. Install new lamp at #170.
10. Install new lamp at #150.
11. Redwood Grove Benches.
12. Install faucet at Redwood Grove.
13. Snake out Lower Lake drain pipes.
14. Hook up water lines at Redwood Grove.
15. Fix broken bendy board at Lower Lake.
16. Work on pumps for Water Wheel.
17. Swap out North Pool pump with North Spa pump.
18. Replace pilot light starters at Mill Kitchen.
19. Power wash Redwood Grove.
20. Power wash South Pool Deck.
21. Fix light at #85.
22. Replace 8 pathway lights.
23. Camera sewer at #142.
24. Install Backwash Piston at North Pool.
25. Install posts for Handrails at Redwood Grove.
26. Help with Drama set up.
27. Sand and re-stain Beam at Mill Fireplace.

Kevin's Landscape report, January, February and March 2023

1. Worked at the Ken Carr park weeding and cutting the daisies plants.
2. Weeding the lower lake and trimming the bushes.
3. Cleaning the gutters at the lodge.
4. Worked at the stepping pound weeding.
5. Weeding and trimming the lodge.
6. Trimming the roses around the park.
7. Work in the redwood grove planting and putting soil in dangerous walking areas.
8. Weeding the entrance.
9. Worked at the rose park in front of the house #55 weeding and cleaning up what the pine tree drops off.
10. Pruning the dry plants that are in the lower lake by the bench.

Monteville of Scotts Valley, Inc.
BOARD Meeting April 27, 2023 6:00 pm

11. Cleaning the Old Mill storage room.
12. Weeding the path to the stairs behind Ken Carr park.
13. Worked weeding behind the mill up the stairs.
14. Spraying around the park for the weeds.
15. Worked at Ken Carr park trimming the daisies.
16. Weeding by the office.
17. Work at the oak circle, weeding and trimming.
18. Cutting the yards and cleaning the heads of the irrigation system.
19. Weeding the front entrance.
20. Planting at the front entrance.

The Landscape contracted company has started back and will be in the park on Fridays. I will continue to work with them on Fridays to do the weekly park rotations.

Housekeeping Committee April 2023

We identified lots of cobwebs behind the curtains in the Mill colored windows. Please advise cleaners to clean and check more often.

The beams in the Mill great room are very dusty and have never been cleaned thoroughly since the redo of the furnishings etc.

If any housekeeping concerns are identified by residents, please call Housekeeping committee members Betty Dodd, Erin Edmundson or Diane Overbo and let us know. Sometimes residents don't know who to take their observations to and our Committee is willing to try to address these issues and solve, if possible. Our phone numbers are in the directory.

Betty Dodd
Housekeeping chair
April 23, 2023

SOCIAL ACTIVITIES MEETING MINUTES March 27, 2023

ATTENDING: Marian Brown, Shelley Neal, PJ Carlson, Judy Bland, Judy Smith, Lori Strusis, Julie Mazurek, Bonnie Schwank, Sheri Beatton and Angela Clark

Marian called the meeting to order at 3:04pm at her home.

TREASURER: Judy Smith reported that we had spent \$110 for the refreshments served at the Monteville Players production.

NEWCOMER EVENT: We reviewed and discussed the initial invitations and made changes as necessary. Food was discussed in detail. Angela volunteered to make chocolate covered strawberries for dessert. Drinks will include lemonade, water, wine and beer. We decided it would be best to use paper plates to help with clean-up duties. Some questions came up about the garlic bread – price was in question. Lori suggested we form a small cooking group to look into the food situation and come up with a per-person cost for the event. Lori will inform PJ of the cost later this week. We will be using serving carts to serve the Lasagna and the dessert. Marian volunteered to make the vegan Lasagna. The salad and bread will be placed on the tables before folks arrive.

Monteville of Scotts Valley, Inc.
BOARD Meeting April 27, 2023 6:00 pm

Sheri will do a poster to advertise the event and post sign-up sheets for set-up people, servers, check-in folks and clean-up help. PJ will get the invitations out before April 10th. We plan to use a heavy tablecloth this time instead of the paper we used last year. Marian volunteered to wash the tablecloths after the event. We probably need 23 tables – 1 for check-in, 3 for food and plating and the rest for guests.

NEXT MEETING: TBD

ADJOURNED: 4:05pm PJ Carlson

Monteville Rec Committee Minutes – Meeting 3/9/23

Present: Peter Tyzack - Chair, members: Gail Evans, Shelley Neal, Suzy Hunt; and Board Liaison - Lori Strusis

Absent: Paul Machlis, Sylvia Lee and Barbara Brocchini

Shuffleboard parties:

Scheduled for June 3 from 4-7pm, and August 12 from 4-7pm. Lori offered to check the equipment.

Pools:

There was discussion about whether to allow guests age 18 and older access to the pools without requiring a Monteville resident be present. The majority said no.

North Pool is set to open May 27 contingent upon completion of construction which includes resurfacing the pool and upgrading the rest rooms. The canopy will also be removed due to repeated need for maintenance and the fact that there are now trees providing shade.

South pool is set to open April 10. It will be available to children on Mother's Day, May 14.

Six "noodles" are needed to be purchased for water aerobics classes. Tony was going to purchase these online for a cost of around \$70. Lori mentioned she'd seen them for around \$5 each. It was decided to wait on buying these right now. Gail will let Tony know.

Suzy will edit the flyer to reflect the correct dates and the Mother's Day accessibility, then give this to Rachael for circulating to residents.

Pool set-up times for committee members are: South Pool April 6 at 1:00pm and North Pool tentatively May 17 at 1:00pm.

MONTEVALLE ARCHITECTURAL GUIDELINES (Updated 4/24/2023 for approval in May 2023)

Purpose

The staff supports the Board of Directors in making aesthetic decisions about what is appropriate for the community.

This document is intended to provide detailed guidance to Montevelle owners about the criteria the Community Manager/Park Service Forman uses for approval of exterior projects, (excluding plantings), and notification of neighbors. The CC&Rs provide general guidance in this area. Variation in what is approved occurs because each lot in Montevelle is unique, differing in size, terrain, elevation and view.

General Guidance and Definitions

General guidance is provided in Montevelle's CC&Rs Articles 4 and 10, and should be referred to before undertaking any projects.

All neighbors must receive a curtesy notification BEFORE the work starts if a lot is in close view and/or is adjacent to the property, which includes neighbors who will be impacted by the project because of view, noise, dust and other disturbances must be notified about the project before the application is submitted to the Montevelle Office with exception of "if you are unable to reach a neighbor in person, please contact them by phone and or leave a note in their mailbox". Neighbor's notification is not an approval of the project, just a courtesy.

Forms can be obtained in the bin on the bulletin board in the Mill hallway across from the mail room.

The work hours for contractors and other service providers are Monday-Saturday, 8:00 a.m. to 5:00 p.m., except holidays: New Year's Day, Easter, Fourth of July, Thanksgiving and Christmas (CC&Rs: 10.26) Homeowners may also work on Sundays and holidays, but must limit the noise (CC&Rs: 10.26).

Application for MINOR Work Includes:

- 1) Exterior painting of a different color (color samples, 2' x 2' for body color and 2' x 4" for trim must be submitted with application).
- 2) Replacement of same size doors, shutters, windows, and awnings.
- 3) New gutters and new or replacement of skylights.
- 4) New or replacement of decks, porches, patio covers, skirting and gazebos.
- 5) Fences and retaining walls.
- 6) Stairs, lifts, and elevators.
- 7) Driveways and sidewalks.
- 8) Air conditioners, antennas, and dishes.
- 9) Roof repairs or replacement.

Monteville of Scotts Valley, Inc.
BOARD Meeting April 27, 2023 6:00 pm

Fences:

Front yard fences: Must be approved by the Board of Directors and should be of an unobtrusive, see-through fabrication, no more than three feet high, with a five-foot setback from the edge of the property.

Side fences:

- Minimum five-foot setback from the front edge of the property and a maximum of 3 three feet in height for the **first eleven feet from the front edge of the property**. Side fences may not exceed six feet in height from the ground.

Rear fences:

-Maximum height of six feet from the ground.

Skirting

The area between the bottom of the manufactured home and the ground must be covered in a material that will keep out animals.

Application for MAJOR Work:

- 1) Exterior remodeling (e.g. different size windows and doors, new siding), etc.
- 2) Demolition or removal of current home.
- 3) Additions of existing square footage.
- 4) Solar system installations
- 5) Installation of a new home.
- 6) Driveway, adding square footage.

All applications for major work, as well as all changes to plans, must be approved by the Park Service Foreman and Community Manager and/or the Board of Directors.

A Major Remodel / New Home Agreement must be signed and deposit received in addition to the application.

- Owner may be required to have a survey of the property by a licensed California engineer/surveyor. All corners of the property must be marked with permanent pins and with flags. All utility locations, easements and sewer laterals must be clearly marked.
- Owner shall provide a brief description of the proposed work and shall provide 2 copies of scaled drawings. Include dimensions on existing and new plot plans, setbacks, elevations (including foundation dimensions above and below ground), drainage plan, driveways, paved areas, decking and other descriptive information.
- Drawings must be stamped approved by the Community Manager/Park Foreman and BOD before submittal to the City of Scotts Valley for a building permit. Any changes to the original plans must be approved by the Architectural Committee

Montevelle of Scotts Valley, Inc.
BOARD Meeting April 27, 2023 6:00 pm

and BOD before resubmitting to the City of Scotts Valley.

Any changes to the original plans must be approved by the *Park Service Foreman and Community Manager* and Board of Directors before resubmitting to the City of Scotts Valley.

- Project start times are defined when the applicant or contractor starts work on the site, after applicable permits have been obtained and copies have been provided to the Montevelle Office.
- Provide color samples and/or other descriptive information on textures/materials.
- The Architectural Committee may request that story poles to be installed for visual appearance.
- Roof height no higher than 14 feet from subfloor.
- After Board approval, plans must be placed on the community bulletin board for 2 weeks.
- In the event a neighbor has an issue with the plans the owner may contact the AC in order to arrange a meeting with the owner, neighbor and AC committee to discuss issue.
- Each extension granted is for 4 ½ months. The extension involves only the exterior completion of the home.

Demolition/Removal of Home

In order to make room for a new manufactured home, the present home may be removed or demolished. The owner is responsible for any and all damage incurred during demolition or removal.

Installation of New Manufactured Homes:

A manufactured home must be bought from an authorized dealer and meet CC&R 10.22 e and f.