

**ROYAL PALM RANCH HOMEOWNERS ASSOCIATION**  
**BOARD OF DIRECTORS MEETING – OPEN SESSION MINUTES**  
**FEBRUARY 5, 2018**

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**MEMBERS PRESENT**

Tambra Williams – President  
Donna Oates – Vice President  
Paul Quiray – Treasurer

**MEMBERS ABSENT**

**ALSO PRESENT**

Dan Saldana  
Homeowners

Haven Management LLC  
Per sign in sheet

**I. 2018 ELECTION RESULTS**

1. The attempt to conduct the Annual Election took place on February 5, 2018 at 6:00pm. This election attempt was held at the Chino Community Center: 5443 “B” Street, Chino CA 91710. Due to a lack of quorum and to avoid the extra expense to extend the election meeting, a motion was made by Donna Oates and seconded by Samuel Contreras to postpone the Annual Election until 2019. The motion unanimously passed by the members present.

**II. CALL TO ORDER**

1. Tambra Williams, Board President, called the open session meeting of the Royal Palm Ranch Homeowners Association to order at 6:05p.m.

**III. HOMEOWNER FORUM**

1. The floor was open to homeowners at this time.

**IV. APPROVAL OF MINUTES**

1. A motion was made by Tambra Williams and seconded by Paul Quiray to approve the minutes of January 8, 2018 as submitted. The motion passed 3-0-0.

**V. LIEN ACCOUNTS**

1. There were no lots to lien at this time.

**VI. FINANCIAL**

1. A motion was made by Tambra Williams and seconded by Paul Quiray to approve the financial of December 31, 2017 as submitted. The motion passed 3-0-0.
2. **CD – Breakdown New Account** – A motion was made by Tambra Williams and seconded by Paul Quiray for management to open three (3) CD Plus accounts with Union Bank with the amount of \$35,000.00 in each account. One (1) account with a term of three (3) months, the second account with a term of six (6) months and the last account with a term of twelve (12) months. The motion passed 3-0-0.

**VII. OLD BUSINESS**

1. There is no old business to review at this time.

**VIII. NEW BUSINESS**

1. **Work Order Track Report** – The board reviewed and no action was required.

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- 2. **Board Member Resignation** – A motion was made by Tambra Williams and seconded by Paul Quiray to accept the resignation of Antoinette Burnett. The motion passed 3-0-0.
- 3. **Association Reserves Reserve Study Proposal** – A motion was made by Donna Oates and seconded by Tambra Williams to table the reserve study proposal for review at the April board meeting. The motion passed 3-0-0.


**IX. CORRESPONDENCE**

- 1. There is no correspondence to review at this time.

**X. EXECUTIVE SESSIONS**: Matters discussed in Executive Session: owner compliance issues, delinquent accounts and review patrol options.

**XI. ADJOURNMENT**

A motion was made by Tambra Williams and seconded by Paul Quiray to adjourn the meeting at 6:45p.m. The motion passed 3-0-0.

ATTESTED TO:  \_\_\_\_\_

DATE: \_\_\_\_\_

Respectfully submitted by Haven Management LLC.