

FIELDSTONE OWNERS ASSOCIATION
Board of Directors Meeting
Meeting Agenda
February 24, 2024 at 12pm

- **PHYSICAL MEETING LOCATION:** Murphys Suites Hotel, 134 Highway 4
- **ZOOM DETAILS:**
<https://us02web.zoom.us/j/84683531346?pwd=dWVWYmNjQmFBcXhYMjJxakU2RVBnZz09>
Meeting ID: 846 8353 1346 Passcode: 977734
One tap mobile +16699006833,,84683531346#,,,977734#
Dial by phone +1 669 900 6833 Meeting ID: 846 8353 1346 Passcode: 977734

AGENDA

- Meeting Called to Order
- Board Attendance

OPEN FORUM

- This is an opportunity for owners to comment or ask questions.

BOARD ACTIONS

- Election of Officers
- Expenses

The board will consider approving the following **expenses**:

Pre-Approved Monthly Expenditures:

Date:	Vendor: Bdg Line#	Ck#	Amount
2/12/24	PGE#6410	Ck#	322.00
12/31/23	UPUD#6450	Auto Pay	117.96
1/31/24	#6450	Auto Pay (\$131.44-\$201.33)	-69.89
1/18/24	Leon Landscaping#6220	Ck#	1,325.00
12/31/23	Calaveras Pool Service#6320	Ck#	330.00
2/15/24	#6320	Ck#224	164.70
01/00/24	Janitorial	Ck#	-0-
1/24/24	Campora Propane#6415	Ck#	31.48
2/01/24	Murphys Sanitary#6451	Ck#225	60.00
1/10/2024	Sensible Accounting#6015	Ck#222	150.00
	Ebbets Pass Accounting#6015		
1/19/24	Farmers Insurance#6001	Ck#	3,472.58

Deposits:

1/01/2024	US Treasury (Tax Refund)	760.00
1/01/2024	Franchise Tax Board (State Tax Refund)	25.00

Expenditures Requiring Board Approval:

1/01/24	Edward Jones for Reserve	Ck#	8,107.00
2/01/24	Edward Jones for Reserve	Ck#	8,107.00
2/06/2024	WIX.com#	Auto Debit	192.00
1/11/24	Reimbursement to Jeff for postage (6090)		10.02

2/14/24	Reimbursement to Jeff for checks (6080)	161.54
1/24/24	Reimbursement to Denise for Muriatic Acid	43.98
1/24/24	Reimbursement to Denise for plants for Unit 323	26.36
2/24/24	Approve room rental payment to Murphys Suites	100.00

1. BOD to authorize pre-approval of budgeted monthly expenditures such as insurance, utilities, pool, landscape, and reserve contributions based on 2024 budget estimates. Approval would stipulate that no more than budgeted limits could be paid without BOD approval. Pre-approval of routine bills will allow prompt payment of invoices between meetings.
2. BOD to amend policy to allow all the FS BOD members signatory privileges for bank accounts now that only the bookkeeper writes checks.
3. Approve expenditure of \$20 to get a mailbox key for the FS Secretary from easykeys.com.
4. Resolution adopting Revenue Ruling 70-604 stating that excess membership assessments will be carried over into the following years budget.
5. Request BOD approval to attempt to set up monthly insurance premium payment as an electronic debit directly from Farmers Insurance.

- **Other Actions**

- Approval of architectural application to replace damaged front door glass at 228 -- application attached.
- Approval of January financials (attached, except deposit detail).
- Discussion of format of monthly financials.

STATUS REPORTS/DISCUSSION ITEMS

- President's report.
 - Treasurer's report.
 - Cal-Pro warranty claim update and next steps - JEFF
 - Roof gutters and drains cleaning – JEFF
 - Next steps re repair (not including cleaning) of roof gutters (estimated March 2023) at 237, 249, 225, 209, 205, 193, 167, 159, 155, 141, 293. Current photo of 159 attached. Previous estimate 3/28/23 for \$2,380 from Scott's Rain Gutter attached – JEFF, DENISE
 - Next steps for reserve study update – JEFF + BOD roles to be assigned
 - Next board meeting date
- Adjournment.

FIELDSTONE OWNERS ASSOCIATION
Reimbursement Request Form

Requestor Name:	Jeff Muscatine
Item or Service:	Postage, check printing
Date of Purchase:	1.11.24, 2.14.24
Vendor:	USPS, Checksforless.com
Amount Requested:	171.56

Receipts attached (2 pages)

- Code 6080 office \$161.54 - 2.14.24 - Checksforless.com
- Code 6090 postage \$10.02 - 1.11.24 - USPS certified mail (2) to A-1 Land and Severaid & Glahn

Total \$171.56

*All reimbursement Requests must include Proof of Payment in the form of copies of invoice, canceled check, credit card statement, etc.

FS BOD:	
Date of Approval:	
Amount:	
Check Number:	

[Type here]

7022 0410 0002 7762 6956

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Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy) \$0.00

☐ Return Receipt (electronic) \$0.00

☐ Certified Mail Restricted Delivery \$0.00

☐ Adult Signature Required \$0.00

☐ Adult Signature Restricted Delivery \$0.00

Postage \$0.66

Total Postage and Fees \$5.01

Postmark Here

MURPHYS

JAN 11 2024

0247 20

Sample
Rm Nichols - A1 Land
PO Box 130
Angels Camp CA 95224

PS Form 3800, April 2015 PSN 7530-02-000-9007 See Reverse for Instructions

7022 0410 0002 7762 6949

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Extra Services & Fees (check box, add fee as appropriate)

☐ Return Receipt (hardcopy) \$0.00

☐ Return Receipt (electronic) \$0.00

☐ Certified Mail Restricted Delivery \$0.00

☐ Adult Signature Required \$0.00

☐ Adult Signature Restricted Delivery \$0.00

Postage \$0.66

Total Postage and Fees \$5.01

Postmark Here

MURPHYS

JAN 11 2024

Sample
C. G. Gahy - Severaid & Blahn
1787 Tribute Rd Ste D
Sacramento CA 95815

PS Form 3800, April 2015 PSN 7530-02-000-9007 See Reverse for Instructions



MURPHYS
140 BIG TREES RD
MURPHYS, CA 95247-9998
(800)275-8777

01/11/2024 04:17 PM

Product	Qty	Unit Price	Price
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First-Class Mail® Letter	1		\$0.66
Angels Camp, CA 95222			
Weight: 0 lb 0.30 oz			
Estimated Delivery Date Sat 01/13/2024			
Certified Mail®			\$4.35
Tracking #: 70220410000277626956			

Total \$5.01

First-Class Mail® Letter	1		\$0.66
Sacramento, CA 95815			
Weight: 0 lb 0.40 oz			
Estimated Delivery Date Sat 01/13/2024			
Certified Mail®			\$4.35
Tracking #: 70220410000277626949			

Total \$5.01

Grand Total: \$10.02

Credit Card Remit \$10.02

Card Name: VISA

Account #: XXXXXXXXXXXX6875

Approval #: 019050

Transaction #: 742

AID: A0000000031010

AL: VISA CREDIT

PIN: Not Required

Chip CHASE VISA

Text your tracking number to 28777 (2USPS) to get the latest status. Standard Message and Data rates may apply. You may also visit www.usps.com USPS Tracking or call 1-800-222-1811.

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<https://informedelivery.usps.com>

All sales final on stamps and postage.
Refunds for guaranteed services only.
Thank you for your business.

or call

UFN: 055268-0247
Receipt #: 840-59560028-1-4504483-2
Clerk: 20

[Type here]

An EiPrinting Company
CHECKSFORLESS.COM

Sales Receipt

DATE 2024-02-14

ORDER NO 4371212
PAYMENT METHOD Visa
ACCOUNT NUMBER **** * -4215
AUTH CODE 11855D
SHIPMENT METHOD UPS Ground
Acct # 1,294,446

SOLD TO

Jeffrey Muscatine
PO Box 1439
Murphys, CA 95247

SHIP TO

Fieldstone Owners Association
159 FIELDSTONE DR
MURPHYS, CA 95247

COMPONENT NO.	PRODUCT NO.	DESCRIPTION / INFORMATION	QUANTITY	NET AMOUNT
4371212-1	LV1	Laser Voucher Checks Fieldstone Owners Association	500	\$73.95
4371212-2	QBDT1	Quickbooks Deposit Slips 1 Part Fieldstone Owners Association	250	\$58.95
	Tax	Tax		\$9.64
	Shipping	Ground		\$19.00

This is not an invoice.

Paid TOTAL **\$161.54**
Thank you for your business!

*office expense
code 6080*

Custom Note Pads Available!

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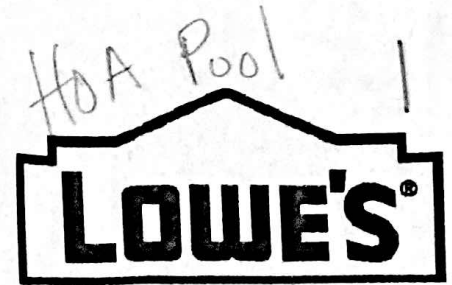


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FIELDSTONE OWNERS ASSOCIATION
Reimbursement Request Form

Requestor Name: D. Summersett
Item or Service: Muriatic Acid - Pool
Date of Purchase: 24 JAN 24
Vendor: Lowe's
Amount Requested: 43.98



LOWE'S HOME CENTERS, LLC
120 OLD WARDS FERRY ROAD
SONOMA, CA 95370 (209) 536-6400

- MILITARY - PERSONAL USE SALE -
- SALE -

SALES#: FSTLAN02 4738096 TRANS#: 377549027 01-24-24

289868 2-GAL KENTEK MURIATIC ACI	40.44
14.98 DISCOUNT EACH	-1.50
3 @ 13.48	
107204 LCC SYSTEM USE ONLY	0.00

SUBTOTAL:	40.44
TOTAL TAX:	3.54
INVOICE 70032 TOTAL:	43.98
LAC:	43.98

TOTAL DISCOUNT: 4.50

THANK YOU FOR YOUR
MILITARY SERVICE

MYLOWE'S CARD NUMBER: 489001127339768

LAL: XXXXXXXXXXXXXXX4993 AMOUNT: 43.98 AUTHCD: 000560

*All reimbursement Requests must include Proof of Payment in the form of copies of invoice, canceled check, credit card statement, etc.

FS BOD:
Date of Approval:
Amount:
Check Number:

FIELDSTONE OWNERS ASSOCIATION
Reimbursement Request Form

Requestor Name: D. SummerseTT
Item or Service: Plant Purchase
Date of Purchase: 24 JAN 24
Vendor: Lowe's
Amount Requested: 26.36

Concludes plant replacement @ 323

*All reimbursement Requests must include Proof of Payment in the check, credit card statement, etc.

FS BOD:
Date of Approval:
Amount:
Check Number:

Reserve #323

LOWE'S®

LOWE'S HOME CENTERS, LLC
120 OLD WARDS FERRY ROAD
SONORA, CA 95370 (209) 536-6400

- MILITARY - PERSONAL USE SALE -
- SALE -

SALES#: FSTLAN02 4738096 TRANS#: 378137489 01-24-24

351864 2.50-QT IBERIS	24.24
8.98 DISCOUNT EACH	-0.90
3 @ 8.08	
107204 LCC SYSTEM USE ONLY	0.00
SUBTOTAL:	24.24
TOTAL TAX:	2.12
INVOICE 70039 TOTAL:	26.36
LAC:	26.36
TOTAL DISCOUNT:	2.70

THANK YOU FOR YOUR
MILITARY SERVICE

MYLOWE'S CARD NUMBER: 489001127339768

rec'd 2/9/24
*1/3***ARCHITECTURAL MODIFICATION APPLICATION****1. OWNER(S) CONTACT INFORMATION**

Lot Address: 228 Fieldstone Drive Murphys CA 85247 _____

Owners Names(s) : Charles M. Blackard and Phyllis Ratzlaf Blackard _____ () -

_____ () -

_____ () -

_____ () -

Mailing Address (if different from Lot Address): _____

2. DESCRIPTION OF PROPOSED ARCHITECTURAL MODIFICATION

Summary: We propose replacement of the damaged glass insert in the front door at 228 Fieldstone Drive. No changes will be made to the door itself, other than replacement of the glass in the same configuration (oval) and size as that now existing. The decorative etching now existing cannot be replicated exactly but the replacement will be similar to others now existing in the Fieldstone development.

see photo

Start Date: Upon approval by the POA Board of Directors _____

Completion Date: One week after start _____

Color(s): No change _____

Location: N/A _____

Dimensions: N/A _____

FIELDSTONE OWNERS ASSOCIATION

2/3

Material(s): Glass _____

Supplier: Not determined as yet _____

Contractor(s): N/A _____

License Number: N/A _____

Describe any impact to Association (if none, please explain): None-No change in existing appearance _____

Describe any impact to Neighbors (if none, please explain): None-No change in existing appearance _____

Did you provide neighboring Owners with a Neighbor Opinion Form? ☐ Yes ☒ No

If No, please explain: NOT required

SIGNATURES

I/We, the undersigned Owner(s), agree to protect, defend, hold harmless and indemnify the Fieldstone Owners Association and its directors and managers against any claims or expenses incurred in connection with the approval, construction or maintenance of the above described improvements. I/We further agree that any such expenses incurred and not paid by me/us may be charged to me/us as a reimbursement assessment.

Submitted by Owner(s) of: 228 Fieldstone Drive _____

Date 01/29/2024

Owner (Signature)

Charles M. Blackard

Owner (Print name)

Charles M. Blackard

Date _____

Owner (Signature)

Phyllis E. Blackard

Owner (Print name)

Phyllis E. Blackard

Received by Officer/Agent for Fieldstone Owners Association:

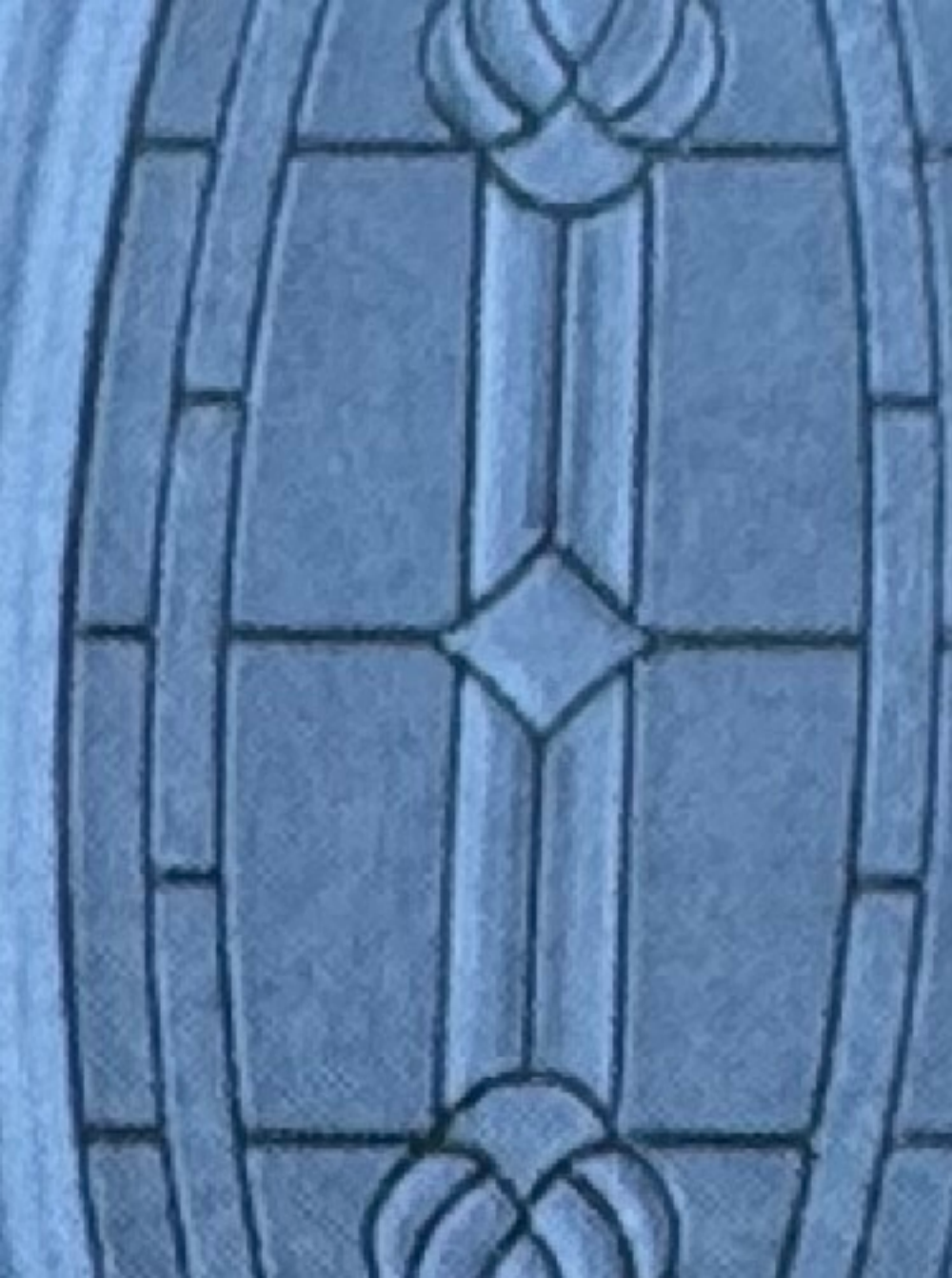
Date 2/9/2024

Officer/Agent (Signature)

[Signature]

Officer/Agent (Print name)

[Print Name]



Fieldstone Owners Association

Balance Sheet Prev Year Comparison

As of January 31, 2024

	Jan 31, 24	Jan 31, 23	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
5300 · Pacific Western Bank-Dues	0.00	1,632.03	(1,632.03)	(100.0)%
5302 · Pacific Western Bank-MM	0.00	182,706.90	(182,706.90)	(100.0)%
5303 · Pacific Western Bank-Oper	0.00	4,800.51	(4,800.51)	(100.0)%
5304 · 8562 US Bank	20,427.02	21,040.13	(613.11)	(2.9)%
5310 · Edward Jones	788,342.07	495,412.39	292,929.68	59.1%
Total Checking/Savings	808,769.09	705,591.96	103,177.13	14.6%
Accounts Receivable				
1200 · Assessments Receivable	1,147.60	(6,182.09)	7,329.69	118.6%
Total Accounts Receivable	1,147.60	(6,182.09)	7,329.69	118.6%
Other Current Assets				
12000 · Payments to be Deposited	325.17	1,932.00	(1,606.83)	(83.2)%
1300 · Prepaid Insurance	14,251.00	14,251.00	0.00	0.0%
Total Other Current Assets	14,576.17	16,183.00	(1,606.83)	(9.9)%
Total Current Assets	824,492.86	715,592.87	108,899.99	15.2%
TOTAL ASSETS	824,492.86	715,592.87	108,899.99	15.2%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Other Current Liabilities				
2700 · Prepaid Owner Assessments	7,316.99	0.00	7,316.99	100.0%
Total Other Current Liabilities	7,316.99	0.00	7,316.99	100.0%
Total Current Liabilities	7,316.99	0.00	7,316.99	100.0%
Total Liabilities	7,316.99	0.00	7,316.99	100.0%
Equity				
3000 · Homeowners Equity	197,575.66	197,575.66	0.00	0.0%
32000 · Unrestricted Net Assets	272,924.34	199,646.84	73,277.50	36.7%
3500 · Reserve Fund Balance	322,834.39	322,834.39	0.00	0.0%
Net Income	23,841.48	(4,464.02)	28,305.50	634.1%
Total Equity	817,175.87	715,592.87	101,583.00	14.2%
TOTAL LIABILITIES & EQUITY	824,492.86	715,592.87	108,899.99	15.2%

11:53 AM

02/09/24

Fieldstone Owners Association
Check Detail
January 2024

Type	Num	Date	Name	Item	Account	Paid Amount
Check		01/02/2024	Union Public Utility...		5304 · 8562 US Bank	
				6450 · Water		(121.15)
TOTAL						(121.15)
Check		01/22/2024	Farmers Insurance		5304 · 8562 US Bank	
				6001 · Insurance Ex...		(3,472.58)
TOTAL						(3,472.58)
Check	216	01/11/2024	Murphys Sanitary ...		5304 · 8562 US Bank	
				6451 · Sewer		(60.00)
TOTAL						(60.00)
Check	217	01/11/2024	Calaveras Pool Ser...		5304 · 8562 US Bank	
				6320 · Swimming P...		(330.00)
TOTAL						(330.00)
Check	218	01/11/2024	USPS		5304 · 8562 US Bank	
				6090 · Postage/Deli...		(66.00)
TOTAL						(66.00)
Check	219	01/18/2024	Leon Landscaping		5304 · 8562 US Bank	
				6220 · Landscape C...		(1,325.00)
TOTAL						(1,325.00)
Check	220	01/18/2024	PG&E		5304 · 8562 US Bank	
				6410 · Electricity		(107.85)
TOTAL						(107.85)

Fieldstone Owners Association
Check Detail
January 2024

Original Amount

(121.15)

121.15

121.15

(3,472.58)

3,472.58

3,472.58

(60.00)

60.00

60.00

(330.00)

330.00

330.00

(66.00)

66.00

66.00

(1,325.00)

1,325.00

1,325.00

(107.85)

107.85

107.85

11:46 AM

02/16/24

Accrual Basis

Fieldstone Owners Association

Profit & Loss

January 2024

	Jan 24	Jan 23	\$ Change	% Change
Ordinary Income/Expense				
Income				
4000 · INCOME				
4001 · Membership Assessments	17,250.00	14,490.00	2,760.00	19.1%
4010 · Late Fees & Penalties	112.50	89.40	23.10	25.8%
4050 · Reimbursed Expenses	26.83	0.00	26.83	100.0%
4070 · Income-Operations Interest	0.06	0.00	0.06	100.0%
4075 · Income-Reserves Interest	0.00	24.74	(24.74)	(100.0)%
4085 · Interest-Edward Jones	11,138.67	0.00	11,138.67	100.0%
Total 4000 · INCOME	28,528.06	14,604.14	13,923.92	95.3%
Total Income	28,528.06	14,604.14	13,923.92	95.3%
Gross Profit	28,528.06	14,604.14	13,923.92	95.3%
Expense				
6000 · ADMINISTRATIVE				
6001 · Insurance Expense	3,472.58	16,821.68	(13,349.10)	(79.4)%
6030 · Fed/State Taxes	(796.00)	0.00	(796.00)	(100.0)%
6075 · Assoc Management	0.00	831.70	(831.70)	(100.0)%
6081 · Reserve Study	0.00	300.00	(300.00)	(100.0)%
6090 · Postage/Delivery/Copies	66.00	0.00	66.00	100.0%
Total 6000 · ADMINISTRATIVE	2,742.58	17,953.38	(15,210.80)	(84.7)%
6200 · LANDSCAPING				
6220 · Landscape Contract	1,325.00	0.00	1,325.00	100.0%
Total 6200 · LANDSCAPING	1,325.00	0.00	1,325.00	100.0%
6300 · POOL				
6320 · Swimming Pool Service	330.00	0.00	330.00	100.0%
Total 6300 · POOL	330.00	0.00	330.00	100.0%
6400 · UTILITIES				
6410 · Electricity	107.85	441.66	(333.81)	(75.6)%
6415 · Gas	0.00	0.12	(0.12)	(100.0)%
6450 · Water	121.15	86.00	35.15	40.9%
6451 · Sewer	60.00	0.00	60.00	100.0%
Total 6400 · UTILITIES	289.00	527.78	(238.78)	(45.2)%
7000 · REPAIRS AND MAINTENANCE				
7050 · Maintenance & Repair	0.00	587.00	(587.00)	(100.0)%
Total 7000 · REPAIRS AND MAINTENANCE	0.00	587.00	(587.00)	(100.0)%
Total Expense	4,686.58	19,068.16	(14,381.58)	(75.4)%
Net Ordinary Income	23,841.48	(4,464.02)	28,305.50	634.1%
Net Income	23,841.48	(4,464.02)	28,305.50	634.1%

