

**GROUND SQUIRREL HOLLOW COMMUNITY SERVICES DISTRICT**

5915 Silverado Place  
Paso Robles, California 93446  
(805)238-7040  
*groundsquirrelhollowcsd.org*

**MINUTES FOR October 12, 2011 BOARD MEETING**

**Call to Order and Flag Salute:**

President Fulmer called the meeting to order at 7:02 p.m.

**Roll Call:**

Directors Fulmer, Simons, Turner, Bradley and Milbury were in attendance. Manager Lepore and Secretary Giminez were also present.

**Consent Items:**

Director Turner made a motion to accept and approve the August Minutes, the Treasurer's Report, payment of the outstanding invoices and Manager Lepore's report. Motion was seconded by Director Simons and passed by unanimous vote. The following invoices were approved for payment.

Beverly Giminez	\$ 435.37	Secretarial services thru 9/30/11
Wallace Group	\$ 3793.35	Professional Services thru 8/31/11 Inv. #32196
Crosby Company, CPA	\$ 3500.00	2010/11 Audit

**Public Comments on Agenda:**

None

**Board Action on Agenda Items:**

1. Forked Horn Project

At the August regular meeting, a resident of Forked Horn, Ms. Sue Williams, approached the Board regarding a possible project on Forked Horn funded specifically by the residents along that portion of roadway. The board has supported Ms. Williams' efforts and will continue to provide support where possible.

Ms. Williams received a bid to double chip seal Forked horn from GSH to Buck Way and was quoted an approximate bid of \$35,000 to \$40,000. This would be approximately \$700.00 per resident. Ms. Williams has written a letter outlining the costs for the Residents of Forked Horn. The Board suggested some changes to the letter before distributing to the Property Owners. The Board will consider contributing in the preparation of the road prior to any homeowner funded work is performed, if and when the home owners raise all of the funds necessary to perform work. The Board is legally able to collect money for the job from the home owners but is not willing to do so. The

Board advised Ms. Williams to open an account for funds collected. Ms. Williams will pursue the subject with the homeowners and report back to the Board as necessary.

2. Permit Status Report

There are currently twenty six (26) active permits, five (5) permits on hold and forty two (42) final permits. There were four (4) inspections made during the month of August/early September.

PERMITS ON HOLD

APN 015-331-059 – 5325 Ground Squirrel Hollow Road  
Final Approval issued 09/02/11.

APN 015-144-030 – 5970 Black Tail Place  
Request for leniency granted by director Simons on 08/15/11.

APN 015-292-053 – 5045 Stagg Hill Rd.  
Encroachment Permit issued 09/06/11.

APN 015-243-009 – 5548 Reindeer Place  
Initial Inspection completed 08/24/11.

3. Annual Road Evaluations

At the August regular meeting the Board directed Staff to send notice of Award to Mitch Frederick Sealcoating and Paving and Dave Spurr Excavating to complete previously bid jobs. As of this date the job awarded to Dave Spurr Excavating has not been started.

Director Turner made a motion to direct Staff to contact Dave Spurr Excavating and inform him that the deadline to start the awarded work has passed and the awarded job is to be started within seven (7) days from the contact date or the work will be awarded to the next bidder. The motion was seconded by Director Simons and passed by unanimous voice vote. Manager Lepore confirmed that she would contact Dave Spurr Excavating on 10/13/11 and report back to the Board by e-mail with the start date.

4. Contractor Evaluation

At the August regular meeting the Board approved the Contractor Evaluation Form, and directed Staff to distribute paperwork to the Board in order to complete an evaluation for the recent work performed by Viborg Sand & Gravel.

The Contractor Evaluation Forms were distributed to the Board on September 8, 2011 for the jobs listed below:

WO-002-11 – GSH from Lone Pine to Prancing Deer (\$30,830.00)

WO-003-11 – GSH from Prancing Deer to Forked Horn, Silverado, Peppertree,  
Lone Pine (\$36,847.00)

The Board held a discussion and performance evaluation on Vibork Sand & Gravel. The District staff will compile results and prepare a final “Contractor Evaluation”. Staff will file report in district records and forward a copy to the Contractor.

5. Community Work Party

Last year the district hosted a Community work Party. A community work party is a great way to encourage community involvement and camaraderie amongst neighbors. The Community Service District can organize and host this type of event; pending the following conditions are met:

The event must be advertised to the entire community, stating the date, time and meeting location for such event.

The District must obtain the proper permission from homeowners that have any structures or facilities that encroach onto private property, before they can perform any type of maintenance on the homeowner's property.

Residents participating in the work party must sign a "Liability Waiver" form, which released the District from any type of liability resulting from the volunteer's work.

The Board held a discussion and decided not to host a "Community Work Party" at this time. Although a work party will not be formed the Board decided to proceed with the work at GSH and Morning Star that was approved at a previous meeting. The area will be fenced in order to store materials for road maintenance.

6. Fiscal Year 2010-11 Audit

As required by Law, the district has hired a professional certified public accountant to perform an audit on its financials. The firm retained to perform the audit was Crosby Company. The audit has been completed on time, with all reports submitted to the State on time.

**Board Discussion Items:**

Public Comments:

None

Director Comments:

Director Turner reported that cars are cutting through the empty lot at the corner of Peppertree and Silverado and tracking dirt/mud onto the new chip seal roads. It was suggested that the Board ask the owner of the property for permission to post "No Trespassing" signs.

Director Turner also mentioned that the recent rains caused erosion and washing of the new chip seal on Silverado and Peppertree. She also mentioned that the culvert on Silverado is eroding and may need future maintenance.

Director Fulmer mentioned that there has been some work performed on a driveway by a homeowner on GSH. She was concerned that the homeowner may be obstructing the

creek that may cause flooding by future rains. Parcel number 015-323-066. The Board has directed Staff to call County inspectors to inspect the recent work performed.

**Adjournment:**

A motion was made to adjourn the meeting by Director Turner, seconded by Director Milbury and passed by unanimous voice vote. The meeting was adjourned at 8:25 p.m. The next meeting of the Board of Directors of the Ground Squirrel Hollow Community Services District will be held on Wednesday November 9, 2011 at 7:00 p.m. at the Meridian Fire Station on Branch Road in Paso Robles, California.

Respectfully Submitted by,

Beverly Giminez, Recording Secretary