

**Draft Minutes**  
SADDLE CREEK COMMUNITY SERVICES DISTRICT  
MINUTES FOR THE MEETING OF THE BOARD OF DIRECTORS

April 16, 2013

CALL TO ORDER

The Saddle Creek Community Services District (CSD) Board of Directors held their monthly meeting on Tuesday, April 16, 2013. President DeBaldo called the meeting to order at 2:00 PM in the Gold Room and led the Directors and staff in the Pledge of Allegiance.

ROLL CALL: Roll call indicated the following directors were present:

President:	Darlene DeBaldo
Vice President:	Sue Russ
Director:	Scott Baker
Director:	Charlie Robinson
Director:	Kent Lazarus

Staff: The following staff members were present:

General Manager:	Charles Martin
Site Manager:	Greg Hebard
Clerk/Treasurer:	Vicki Robinson (acting)

Public:	Castle & Cooke	Bob Higgins
	Resident	Beth Portfolio
	Residents	Roy and Bev Mapps
	Residents	Larry and Suzy Hoffman
	Resident	Ed Neiman

APPROVAL OF MINUTES:

M/ by Director Russ and S/ by Director baker to approve the minutes of the March 19, 2013. M/ passed unanimously.

## CHANGES TO THE ORDER OF AGENDA:

None suggested.

## PUBLIC COMMENT:

Ms. Beth Portfolio had the following comments:

1. Does Castle & Cooke pay “dues” on the lots they claim to own.  
GM Martin responded that Castle & Cooke pays CSD assessments on “finished” lots – those that are ready to sell.
2. The gate attendants do not have a list of license plates of Saddle Creek property owner.  
GM Martin agreed. Site Manager Hebard stated that gate attendants record the license plate numbers of visitors.
3. What happened to the process of issuing “guest passes” to visitors?  
GM Martin responded that the process was found to be ineffective and was discontinued.
4. Is a Neighborhood Watch program being considered?  
President DeBaldo stated that a Neighborhood Watch program is not within the purview of the CSD.
5. Is Greg Hebard’s mother, who does gardening on the property, employed by the CSD?  
GM Martin stated it is not illegal for CSD employees to have any sort of relationship to or with other employees and that Mrs. Hebard is not employed by the District. Site Manager Hebard stated that his mother is an employee of Castle & Cooke.

Mr. Roy Mapps asked why gate operations was on the April Agenda if the issue had been resolved at a prior meeting.

President DeBaldo explained that Greg Hebard had an update on the update of the software update and the Board needed to vote on the next steps. GM Martin stated that the Board could discuss the gate operations at any time and could make any adjustments they deemed appropriate at any time.

Mr. Larry Hoffman stated that he thought the new procedures for the gate were very good.

Mr. Ed Neiman wanted to know

1. If Ordinance 03-002 had been passed. He read the Ordinance aloud and asked why physical permits were not issued to everyone entering the property.

GM Martin responded that the Ordinance has been passed and the Board has directed that when the gate are opened, visitors are deemed "permitted."

2. If the District had plans to have employees repair cracks in the roads.

GM Martin stated that some repairs are budgeted for this year. Site Manager Hebard stated the work has been contracted out; that the work would begin when the contractor thinks the weather is warm enough; and that the first area to repaired will be in Phase 1.

CONSENT CALENDAR: Consent Calendar items are considered routine and will be acted upon by one motion. There will be no separate discussion of these items unless a member of the Board, Staff or a member of the public requests specific items to be set aside for separate action.

- a. M/ by Director Robinson and S/ by Director Baker move approval of expenditures incurred by the district during the month of March. M/ passed unanimously.

CORRESPONDENCE: (Board will briefly address/respond/refer)

None.

#### OLD BUSINESS

- a. ACTION/SIMPLE MOTION: During the regular meeting of March 19, 2013 the Board directed staff to include review of Entry Gate Operations on the April 16, 2013 agenda. As a part of the review the Board may act to amend operational policies they deem appropriate.

Site Manager Hebard updated the Board that the installation of the new software has been completed. The construction gate has been programmed and existing clickers will operate that gate. Once the implementation of the new system had been approved by the Board, a

notice will be sent to property owners explaining the new system and providing them with form to download, complete and return if they wish to use any of the additional access methods the new system offers.

M/ by Director Baker and S/ by Director Robinson to move that the Board approve a charge of \$40.00 per clicker requested by property owners in addition to the two free clickers the District provides; a charge of \$10.00 for each electronic access card requested by property owners; and that effective May 1, 2013, the new entry system will be operational and that the entry gates are to remain open and unmanned only during the hours of 6:45 am – 5:00 pm, Monday through Friday. All other hours the gates are to remain closed, subject to arrangements previously made with Castle & Cooke.

#### NEW BUSINESS

None.

#### STAFF REPORTS

Site Manager: Two employees have been hired to replace those that have left. Mosquito abatement has be begun and will continue, as the weather permits.

#### DIRECTORS REPORTS:

President DeBaldo – None.

V/President Russ – Confirmed with Site Manager Hebard that street repair will begin when the weather warms up. Site Manager Hebard stated the work would likely begin in June, at the contractor's discretion.

Secretary Lazarus – None.

Director Baker – None.

Director Robinson – None.

ADJOURNMENT – Having no further business, President DeBaldo adjourned the meeting at 2:35 PM. CSD’s next board meeting date is May 21, 2013.

---

Vicki Robinson, Acting CSD Clerk/Treasurer

---

Charles Martin, General Manager

APPROVED BY:

---

Darlene DeBaldo, Board President

---

Sue Russ, Vice President

SEAL