LAKE DON PEDRO OWNERS' ASSOCIATION
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BOARD OF DIRECTORS MINUTES
July 9, 2026 @ 6:30pm
Don Pedro High School, 3090 Merced Falls Road, La Grange CA 95329

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE – *Andrea Walker, President*
Meeting was called to order at 6:34pm

II. ROLL CALL/QUORUM – *Andrea Walker, President*
Quorum established. Directors present: Banuelos, Burritt, Cummings, Myers, Walker.

III. EXECUTIVE SESSION REPORT – *Shelley Cummings, Secretary*
June 11, 2026 Executive Session Minutes – approved by Directors in Executive Session

IV. APPROVAL OF MINUTES – *Shelley Cummings, Secretary*
June 11, 2026 General Session Minutes
Motion to approve Minutes tendered by Director Banuelos; seconded by Director Burritt; unanimous; motion carried.

V. APPROVAL OF SPECIAL MEETING MINUTES – *Shelley Cummings, Secretary*
June 30, 2026 Special Meeting Minutes
Motion to approve Special Meeting Minutes tendered by Director Burritt; seconded by Director Myers; unanimous; motion carried.

VI. APPROVAL OF JULY 2, 2026 EMERGENCY TELECONFERENCE MEETING MINUTES –
-Shelley Cummings, Secretary
Discussion by Directors that the meeting was properly noticed and quorum was established; work provided by Canepa Well Drilling; came in at $1200 under original $2000 quote. Director Myers reported he made calls on his own volition to the following companies: Canepa Well Drilling; Bill @ Power Hydro Dynamics; Justin – Central (unknown by Director Myers); Myers has no documentation at this time to support these phone inquiries.
Motion to approve Minutes tendered by Director Burritt; seconded by Director Cummings; unanimous; motion carried.

VII. TREASURER'S REPORT – *David Myers, Treasurer*
Monthly Financial Report – June 2026 – unavailable by Director Myers

VIII. COMMITTEE REPORTS

1. Budget Committee — David Myers, Chair

Chair Myers had no report; nothing completed in past month; asking for member involvement

2. ACC — Shelley Cummings, Chair

Chair Cummings reported on total open complaints in both Mariposa & Tuolumne Counties

3. Facility/Maintenance — Andrea Walker, Chair

Chair Walker reported on facility maintenance; water tank replacement; well data input; landscaping; El Prado Park utilizing housekeeping staff while facility is closed; tree trimming

4. Parks & Trails — Andrea Walker, Chair

Chair Walker reported that the Trailblazers will be working on Violeta 7/25/26

5. Activities/Events — Renee Burritt, Chair

Chair Burritt reported on the upcoming Craft Fair November 14-15, 2026

6. Community Outreach — Eva Banuelos, Chair

Chair Banuelos reported on National Night Out 8/4/26 – vendor spots $20
OctoberFest 10/17/26 @ El Prado Park; Father/Daughter Dance on 6/27/26 throug Love Don Pedro was a success; digital kiosk signs at key entrances to Association is a long-term goal.

AD HOC COMMITTEES:

7. Tech Oversight/Maintenance — David Myers, Chair

No report due to facility closure

8. Bylaws/CC&Rs Update — Suspended until August 2026

IX. OLD BUSINESS:

1. Septic Line Project Start/Update

President Walker reported that the deposit has been made to Sierra Construction; start date week of 7/13/26; facility can open while this project is underway with proper safety safeguards in place (provided water tanks are installed and functioning.

2. Water Tank Project Start/Update

President Walker reported that the tanks will be delivered week of 7/13/26 and facility re-opening is anticipated end of July/early August.

3. Security Access Tag Completion Update

President Walker reported that Dennis Long (Association member installed the original security system and is certified to work on KERI system; CGIT is not certified to work on this segment; Mr. Long will provide a bid and will not require a new dedicated computer.

X. NEW BUSINESS:

1. Board Policy on Committee Structure/Chair Authority – President Walker

President Walker handed out Board Policy (see attached) for Director review; Director Myers stated this document should be reviewed and inspected by Association Attorney; discussion by Directors that Board Policy and adoption does not need attorney review nor does the Association need to bear the burden of attorney review cost.

Motion to approve Board Policy Adopted 7/9/26 was tendered by President Walker; seconded by Director Burritt; Walker, Banuelos, Burritt and Cummings voting approval; Director Myers voting "nay" and further stated "this is a clique and I will never be able to push another vote while I'm on this Board." Motion carried.

2. Director Code of Conduct & Ethics – President Walker

President Walker handed out Board of Directors Code of Conduct and Ethics (see attached) for Director review; Director Myers stated this document was very broad, not specific and should be inspected by Association attorneys; discussion by Directors.

Motion to approve Board Policy Adopted 7/9/26 was tendered by President Walker; seconded by Director Banuelos; Walker, Banuelos, Burritt and Cummings voting approval; Director Myers abstaining from vote; motion carried.

3. Discussion and Possible Action Regarding Censure of a Director

President Walker ready an official censure paragraph and breach of fiduciary duties regarding Director Myers. Director Myers spoke with vendor Rick Canepa on 7/2/26 @ 12:55pm without Board approval and out of purview of Facility Chair and Maintenance. Myers contacted vendor unilaterally without Board approval.

Motion to censure Director Myers was tendered by President Walker; seconded by Director Cummings; Director Banuelos, Burritt, Cummings and Walker voting approval of censure; Director Myers voting "nay"; motion carried.

4. Virtual Association Meeting Integration/Timeline - tabled
5. Pool Open/Close Date Extension

   Motion to extend the pool opening until October 15, 2026 (weather permitting) was tendered by President Walker; seconded by Director Burritt; unanimous; motion carried.
6. Dues – Extension of Due Date until August 31, 2026 due to Hacienda closure

   Discussion that Board and office staff do not have authority to change date of dues payments; 3 options for members to pay include on website; dropbox at Hacienda and pay by phone.

7. Bylaws/CC&R Update Project – suspended until August 2026

8. El Prado Park Tiny Tot Lot Fundraiser – Director Banuelos would like to coordinate a Tiny Tot Fundraiser so that the play equipment can be utilized. Discussion of fundraiser options (i.e.: Bunco, GoFundMe, Movie Night at the Pool; Craft Fair funds.

XI. OPEN FORUM – member input

XII. ADJOURNMENT – meeting adjourned at 8:17pm

Respectfully submitted,

Shelley Cummings – Board Secretary
Approved by Board of Directors 8/20/26

Board Policy on Committee and Department Structure and Chair Authority

Adopted by the Board of Directors on July 9th, 2026

I. General Policy – Applicable to All Committees and Departments

The Board of Directors recognizes that effective governance requires clear delegation of responsibilities while maintaining overall Board authority. The following general rules shall apply to all standing and ad hoc committees:

1. Appointment of Chairs: The Board shall appoint a Chair for each committee and department. The Chair serves at the pleasure of the Board.

2. Authority of the Chair: The Committee Chair shall have primary operational responsibility and day-to-day coordination authority within the scope of their committee. This includes directing the Maintenance Manager (or other staff) on committee-related matters, scheduling site visits, managing contractor communications, soliciting and reviewing bids, and coordinating routine activities — subject to Board oversight and approval for major decisions or expenditures.

3. Role of Individual Directors: All directors are encouraged to participate and provide input. However, individual directors shall not independently direct staff, schedule contractor visits, solicit bids, or issue instructions in a committee's area of responsibility without prior coordination with the Committee Chair (or Board approval in urgent situations). This policy is intended to prevent conflicting directives, reduce liability exposure, ensure efficient operations, and maintain clear accountability.

4. Escalation: Any disagreement regarding committee operations shall be brought to the full Board for resolution.

5. Reporting: Committee Chairs shall provide regular updates to the Board.

6. Amendments: This policy may be amended by a majority vote of the Board.

II. Specific Committee Responsibilities and Chair Authority

A. Facilities Chair

Responsible for all physical infrastructure, maintenance, repairs, and improvements to common areas, buildings, and systems (including septic, plumbing, electrical, structural elements, etc.).

• The Facilities Chair has primary authority to coordinate with the Maintenance Manager on all facility-related site visits, contractor communications, bid solicitations, and project oversight.

• Contractor site visits and bid processes must be scheduled through or with the approval of the Facilities Chair.

B. Office/Operations Chair

Responsible for administrative operations, office management, record-keeping, vendor contracts for office services, insurance coordination (non-legal), and general association operations.

• The Office/Operations Chair has primary authority over administrative staff direction, operational vendors, and office-related processes.

C. Architectural Control Committee (ACC) Chair

Responsible for reviewing and approving (or denying) homeowner requests for modifications, alterations, or additions to properties that affect the community's aesthetic, structural, or compliance standards, per the CC&Rs and ACC guidelines.

• The ACC Chair has primary authority to manage the application review process, communicate with homeowners, and enforce architectural standards.

D. Parks and Trails Chair

Responsible for the maintenance, improvement, and oversight of all parks, open spaces, trails, landscaping, and recreational common areas.

• The Parks and Trails Chair has primary authority to coordinate landscaping contractors, irrigation, safety inspections, and related projects in these areas.

E. Events/Activities Chair

Responsible for planning, organizing, and executing community events, social activities, and recreational programs.

• The Events/Activities Chair has primary authority to coordinate event vendors, bookings, budgeting for activities, and event execution.

F. Community Outreach Chair

Responsible for communication with homeowners, newsletters, website/social media content (non-emergency), welcoming new residents, and fostering community engagement.

• The Community Outreach Chair has primary authority over approved communication channels and outreach initiatives.

Board of Directors Code of Conduct and Ethics

Adopted by the Board of Directors on July 9th 2026

The Board of Directors of Lake Don Pedro Owners Association is committed to serving the best interests of the membership with integrity, respect, and professionalism.

All directors agree to abide by the following standards:

1. General Principles

• Act at all times in the best interest of the Association and its members.

• Fulfill fiduciary duties of care, loyalty, and good faith.

• Maintain confidentiality of executive session discussions and sensitive information.

• Comply with all applicable laws, governing documents, and board policies.

2. Professional Conduct and Respect

• Treat fellow directors, staff, contractors, and community members with courtesy and respect.

• Refrain from personal attacks, derogatory comments, or inflammatory language in communications or meetings.

• Disagree respectfully and focus on issues, not personalities.

• Avoid undermining the authority of the President, Committee Chairs, or other directors.

3. Collaboration and Chain of Command

• Work through established board processes and committee structures.

• Directors shall not independently direct staff (including the Maintenance Manager) or contractors in areas assigned to a specific committee without prior coordination with the Committee Chair.

• Additional bids, site visits, or projects must follow timelines and procedures established by the Board or relevant Committee Chair.

4. Communication and Transparency

• Communicate board-related matters professionally and through appropriate channels.

• Directors may communicate with members but shall not misrepresent board positions or disclose confidential information.

• Threats to bypass the Board and take issues directly to the membership in order to pressure a vote or decision are considered inappropriate.

5. Conflicts of Interest

• Disclose any potential conflicts of interest promptly.

• Abstain from voting or participating in decisions where a conflict exists.

• Avoid any appearance of favoritism toward specific contractors, vendors, or community members.

6. Violations and Enforcement

• The Board may, by majority vote, issue a formal censure for violations of this Code.

• Repeated or serious violations may lead to further action as permitted by the bylaws and applicable law.

7. Acknowledgment

All directors shall sign or acknowledge this Code of Conduct upon joining the Board and annually thereafter.