



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: April 2, 2013
RE: To Consider Listing Agreement with RE/MAX Today for the Selling of 249 Gregory Lane (Action)

The Board of Directors declared the property at 249 Gregory Lane (The Little House) as surplus at the February 28, 2013 regular Board Meeting. Following the government process in declaring the property surplus, the District has notified agencies that deal with low income and affordable housing. The agencies were notified on March 5, 2013 and the agencies have 60 days to contact the District if they are interested in the property.

To date, I have not been contacted by any of the low income and affordable housing agencies. The agencies do have until May 4, 2013 to contact the District. To continue the planning and preparation if the District does not hear from any of the agencies, I would like the District to start preparing for the possible sale of 249 Gregory Lane.

To that end, I would recommend the hiring of Don & Norma Flaskerud of RE/MAX Today to handle the listing and selling of 249 Gregory Lane. The Flaskeruds are experienced realtors that have a successful selling record especially in working the Pleasant Hill area. The listing agreement is attached; however, it is a fairly standard listing agreement with compensation at 6% of the final sales price. This would be split between the seller and buyer agents at 3% each.

This contract is considered "Professional Services" so the District does not have to adhere to the strict bidding process. However, the Board could ask for "Request for Proposals" from other realtors if you would like to consider other professionals. I believe it's a fairly straight forward residential sale and the Flaskeruds have a great record in selling in Pleasant Hill. Both Don & Norma have supported Pleasant Hill Recreation & Park District and this community in numerous ways.

Recommendation

The General Manager is recommending hiring Don & Norma Flaskerud of RE/MAX Today to handle the sale of 249 Gregory Lane.



RESIDENTIAL LISTING AGREEMENT
 (Exclusive Authorization and Right to Sell)
 (C.A.R. Form RLA, Revised 11/12)

1. **EXCLUSIVE RIGHT TO SELL:** Pleasant Hill Rec & Park Distr ("Seller")
 hereby employs and grants RE/MAX Today ("Broker")
 beginning (date) May 3, 2013 and ending at 11:59 P.M. on (date) August 26, 2013 ("Listing Period")
 the exclusive and irrevocable right to sell or exchange the real property in the City of Pleasant Hill
 County of Contra Costa, Assessor's Parcel No. 150131055
 California, described as: 249 Gregory Lane ("Property").

2. **ITEMS EXCLUDED AND INCLUDED:** Unless otherwise specified in a real estate purchase agreement, all fixtures and fittings that are attached to the Property are included, and personal property items are excluded, from the purchase price.

ADDITIONAL ITEMS EXCLUDED: _____
ADDITIONAL ITEMS INCLUDED: _____

Seller intends that the above items be excluded or included in offering the Property for sale, but understands that: (i) the purchase agreement supersedes any intention expressed above and will ultimately determine which items are excluded and included in the sale; and (ii) Broker is not responsible for and does not guarantee that the above exclusions and/or inclusions will be in the purchase agreement.

3. **LISTING PRICE AND TERMS:**

A. The listing price shall be: Two Hundred Ninety-Nine Thousand Dollars (\$ 299,000.00).

B. Additional Terms: _____

4. **COMPENSATION TO BROKER:**

Notice: The amount or rate of real estate commissions is not fixed by law. They are set by each Broker individually and may be negotiable between Seller and Broker (real estate commissions include all compensation and fees to Broker).

A. Seller agrees to pay to Broker as compensation for services irrespective of agency relationship(s), either 6.000 percent of the listing price (or if a purchase agreement is entered into, of the purchase price), or \$ _____, AND _____, as follows:

(1) If during the Listing Period, or any extension, Broker, cooperating broker, Seller or any other person procures a buyer(s) who offers to purchase the Property on the above price and terms, or on any price or terms acceptable to Seller. (Broker is entitled to compensation whether any escrow resulting from such offer closes during or after the expiration of the Listing Period, or any extension).

OR (2) If within 45 calendar days (a) after the end of the Listing Period or any extension; or (b) after any cancellation of this Agreement, unless otherwise agreed, Seller enters into a contract to sell, convey, lease or otherwise transfer the Property to anyone ("Prospective Buyer") or that person's related entity: (i) who physically entered and was shown the Property during the Listing Period or any extension by Broker or a cooperating broker; or (ii) for whom Broker or any cooperating broker submitted to Seller a signed, written offer to acquire, lease, exchange or obtain an option on the Property. Seller, however, shall have no obligation to Broker under paragraph 4A(2) unless, not later than 3 calendar days after the end of the Listing Period or any extension or cancellation, Broker has given Seller a written notice of the names of such Prospective Buyers.

(3) If, without Broker's prior written consent, the Property is withdrawn from sale, conveyed, leased, rented, otherwise transferred, or made unmarketable by a voluntary act of Seller during the Listing Period, or any extension.

B. If completion of the sale is prevented by a party to the transaction other than Seller, then compensation due under paragraph 4A shall be payable only if and when Seller collects damages by suit, arbitration, settlement or otherwise, and then in an amount equal to the lesser of one-half of the damages recovered or the above compensation, after first deducting title and escrow expenses and the expenses of collection, if any.

C. In addition, Seller agrees to pay Broker: _____

D. Seller has been advised of Broker's policy regarding cooperation with, and the amount of compensation offered to, other brokers.

(1) Broker is authorized to cooperate with and compensate brokers participating through the multiple listing service(s) ("MLS") by offering to MLS brokers out of Broker's compensation specified in 4A, either 3.000 percent of the purchase price, or \$ _____

(2) Broker is authorized to cooperate with and compensate brokers operating outside the MLS as per Broker's policy.

E. Seller hereby irrevocably assigns to Broker the above compensation from Seller's funds and proceeds in escrow. Broker may submit this Agreement, as instructions to compensate Broker pursuant to paragraph 4A, to any escrow regarding the Property involving Seller and a buyer, Prospective Buyer or other transferee.

F. (1) Seller represents that Seller has not previously entered into a listing agreement with another broker regarding the Property, unless specified as follows: _____

(2) Seller warrants that Seller has no obligation to pay compensation to any other broker regarding the Property unless the Property is transferred to any of the following individuals or entities: _____

(3) If the Property is sold to anyone listed above during the time Seller is obligated to compensate another broker: (i) Broker is not entitled to compensation under this Agreement; and (ii) Broker is not obligated to represent Seller in such transaction.

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RLA REVISED 11/12 (PAGE 1 OF 4)

Seller's Initials (X) (_____)

Reviewed by _____ Date _____



RESIDENTIAL LISTING AGREEMENT - EXCLUSIVE (RLA PAGE 1 OF 4)

Agent: Don and Norma Flaskerud Phone: 925.676.5859 Fax: 866-674-4182 Prepared using zipForm® software
 Broker: RE/MAX Today 367 Civic Drive, #7 Pleasant Hill, CA 94523

- 5. **OWNERSHIP, TITLE AND AUTHORITY:** Seller warrants that: (i) Seller is the owner of the Property; (ii) no other persons or entities have title to the Property; and (iii) Seller has the authority to both execute this Agreement and sell the Property. Exceptions to ownership, title and authority are as follows: _____ .
- 6. **MULTIPLE LISTING SERVICE:** All terms of the transaction, including financing, if applicable, will be provided to the selected MLS for publication, dissemination and use by persons and entities on terms approved by the MLS. Seller acknowledges that Broker is required to comply with all applicable MLS rules as a condition of entry of the listing into the MLS and Seller authorizes Broker to comply with all applicable MLS rules. MLS rules require that the listing sales price be reported to the MLS. MLS rules allow MLS data to be made available by the MLS to additional Internet sites unless Broker gives the MLS instructions to the contrary. MLS rules generally provide that residential real property and vacant lot listings be submitted to the MLS within 48 hours or some other period of time after all necessary signatures have been obtained on the listing agreement. However, Broker will not have to submit this listing to the MLS if, within that time, Broker submits to the MLS a form signed by Seller (C.A.R. Form SEL or the locally required form).

Information that can be excluded:

A. Internet Display:

(1) Seller can instruct Broker to have the MLS not display the Property on the Internet. Seller understands that this would mean consumers searching for listings on the Internet may not see information about the Property in response to their search; (2) Seller can instruct Broker to have the MLS not display the Property address on the Internet. Seller understands that this would mean consumers searching for listings on the Internet may not see the Property's address in response to their search.

B. Features on MLS Participant and Subscriber Websites:

(1) Seller can instruct Broker to advise the MLS that Seller does not want visitors to MLS Participant or Subscriber Websites that display the Property listing to have (i) the ability to write comments or reviews about the Property on those sites; or (ii) the ability to hyperlink to another site containing such comments or reviews if the hyperlink is in immediate conjunction with the Property. Seller understands (i) that this opt-out applies only to Websites of MLS Participants and Subscribers who are real estate broker and agent members of the MLS; (ii) that other Internet sites may or may not have the features set forth herein; and (iii) that neither Broker nor the MLS may have the ability to control or block such features on other Internet sites. (2) Seller can instruct Broker to advise the MLS that Seller does not want MLS Participant or Subscriber Websites that display the Property listing to operate (i) an automated estimate of the market value of the Property; or (ii) have the ability to hyperlink to another site containing such automated estimate of value if the hyperlink is in immediate conjunction with the Property. Seller understands (i) that this opt-out applies only to Websites of MLS Participants and Subscribers who are real estate brokers and agent members of the MLS; (ii) that other Internet sites may or may not have the features set forth herein; and (iii) that neither Broker nor the MLS may have the ability to control or block such features on other Internet sites.

Seller acknowledges that for any of the above opt-out instructions to be effective, Seller must make them on a separate instruction to Broker signed by Seller (C.A.R. Form SEL or the locally required form). Information about this listing will be provided to the MLS of Broker's selection unless a form instructing Broker to withhold the listing from the MLS is attached to this listing Agreement.

- 7. **SELLER REPRESENTATIONS:** Seller represents that, unless otherwise specified in writing, Seller is unaware of: (i) any Notice of Default recorded against the Property; (ii) any delinquent amounts due under any loan secured by, or other obligation affecting, the Property; (iii) any bankruptcy, insolvency or similar proceeding affecting the Property; (iv) any litigation, arbitration, administrative action, government investigation or other pending or threatened action that affects or may affect the Property or Seller's ability to transfer it; and (v) any current, pending or proposed special assessments affecting the Property. Seller shall promptly notify Broker in writing if Seller becomes aware of any of these items during the Listing Period or any extension thereof.
- 8. **BROKER'S AND SELLER'S DUTIES:** (a) Broker agrees to exercise reasonable effort and due diligence to achieve the purposes of this Agreement. Unless Seller gives Broker written instructions to the contrary, Broker is authorized to (i) order reports and disclosures necessary, (ii) advertise and market the Property by any method and in any medium selected by Broker, including MLS and the Internet, and, to the extent permitted by these media, control the dissemination of the information submitted to any medium; and (iii) disclose to any real estate licensee making an inquiry the receipt of any offers on the Property and the offering price of such offers. (b) Seller agrees to consider offers presented by Broker, and to act in good faith to accomplish the sale of the Property by, among other things, making the Property available for showing at reasonable times and referring to Broker all inquiries of any party interested in the Property. Seller is responsible for determining at what price to list and sell the Property. **Seller further agrees to indemnify, defend and hold Broker harmless from all claims, disputes, litigation, judgments attorney fees and costs arising from any incorrect information supplied by Seller, or from any material facts that Seller knows but fails to disclose.**
- 9. **DEPOSIT:** Broker is authorized to accept and hold on Seller's behalf any deposits to be applied toward the purchase price.
- 10. **AGENCY RELATIONSHIPS:**
 - A. **Disclosure:** If the Property includes residential property with one-to-four dwelling units, Seller shall receive a "Disclosure Regarding Agency Relationships" (C.A.R. Form AD) prior to entering into this Agreement.
 - B. **Seller Representation:** Broker shall represent Seller in any resulting transaction, except as specified in paragraph 4F.



- C. **Possible Dual Agency With Buyer:** Depending upon the circumstances, it may be necessary or appropriate for Broker to act as an agent for both Seller and buyer, exchange party, or one or more additional parties ("Buyer"). Broker shall, as soon as practicable, disclose to Seller any election to act as a dual agent representing both Seller and Buyer. If a Buyer is procured directly by Broker or an associate licensee in Broker's firm, Seller hereby consents to Broker acting as a dual agent for Seller and Buyer. In the event of an exchange, Seller hereby consents to Broker collecting compensation from additional parties for services rendered, provided there is disclosure to all parties of such agency and compensation. Seller understands and agrees that: (i) Broker, without the prior written consent of Seller, will not disclose to Buyer that Seller is willing to sell the Property at a price less than the listing price; (ii) Broker, without the prior written consent of Buyer, will not disclose to Seller that Buyer is willing to pay a price greater than the offered price; and (iii) except for (i) and (ii) above, a dual agent is obligated to disclose known facts materially affecting the value or desirability of the Property to both parties.
 - D. **Other Sellers:** Seller understands that Broker may have or obtain listings on other properties, and that potential buyers may consider, make offers on, or purchase through Broker, property the same as or similar to Seller's Property. Seller consents to Broker's representation of sellers and buyers of other properties before, during and after the end of this Agreement.
 - E. **Confirmation:** If the Property includes residential property with one-to-four dwelling units, Broker shall confirm the agency relationship described above, or as modified, in writing, prior to or concurrent with Seller's execution of a purchase agreement.
11. **SECURITY AND INSURANCE:** Broker is not responsible for loss of or damage to personal or real property, or person, whether attributable to use of a keysafe/lockbox, a showing of the Property, or otherwise. Third parties, including, but not limited to, appraisers, inspectors, brokers and prospective buyers, may have access to, and take videos and photographs of, the interior of the Property. Seller agrees: (i) to take reasonable precautions to safeguard and protect valuables that might be accessible during showings of the Property; and (ii) to obtain insurance to protect against these risks. Broker does not maintain insurance to protect Seller.
12. **PHOTOGRAPHS AND INTERNET ADVERTISING:**
- A. In order to effectively market the Property for sale it is often necessary to provide photographs, virtual tours and other media to buyers. Seller agrees (or if checked, does not agree) that Broker may photograph or otherwise electronically capture images of the exterior and interior of the Property ("Images") for static and/or virtual tours of the Property by buyers and others on Broker's website, the MLS, and other marketing sites. Seller acknowledges that once Images are placed on the Internet neither Broker nor Seller has control over who can view such Images and what use viewers may make of the Images, or how long such Images may remain available on the Internet. Seller further agrees that such Images are the property of Broker and that Broker may use such Images for advertisement of Broker's business in the future.
 - B. Seller acknowledges that prospective buyers and/or other persons coming onto the Property may take photographs, videos or other images of the Property. Seller understands that Broker does not have the ability to control or block the taking and use of Images by any such persons. (If checked) Seller instructs Broker to publish in the MLS that taking of Images is limited to those persons preparing Appraisal or Inspection reports. Seller acknowledges that unauthorized persons may take images who do not have access to or have not read any limiting instruction in the MLS or who take images regardless of any limiting instruction in the MLS. Once Images are taken and/or put into electronic display on the Internet or otherwise, neither Broker nor Seller has control over who views such Images nor what use viewers may make of the Images.
13. **KEYSAFE/LOCKBOX:** A keysafe/lockbox is designed to hold a key to the Property to permit access to the Property by Broker, cooperating brokers, MLS participants, their authorized licensees and representatives, authorized inspectors, and accompanied prospective buyers. Broker, cooperating brokers, MLS and Associations/Boards of REALTORS® are not insurers against injury, theft, loss, vandalism or damage attributed to the use of a keysafe/lockbox. Seller does (or if checked does not) authorize Broker to install a keysafe/lockbox. If Seller does not occupy the Property, Seller shall be responsible for obtaining occupant(s)' written permission for use of a keysafe/lockbox (C.A.R. Form KLA).
14. **SIGN:** Seller does (or if checked does not) authorize Broker to install a FOR SALE/SOLD sign on the Property.
15. **EQUAL HOUSING OPPORTUNITY:** The Property is offered in compliance with federal, state and local anti-discrimination laws.
16. **ATTORNEY FEES:** In any action, proceeding or arbitration between Seller and Broker regarding the obligation to pay compensation under this Agreement, the prevailing Seller or Broker shall be entitled to reasonable attorney fees and costs from the non-prevailing Seller or Broker, except as provided in paragraph 20A.
17. **ADDITIONAL TERMS:** REO Advisory Listing (C.A.R. Form REOL) Short Sale Information and Advisory (C.A.R. Form SSIA)
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18. **MANAGEMENT APPROVAL:** If an associate-licensee in Broker's office (salesperson or broker-associate) enters into this Agreement on Broker's behalf, and Broker or Manager does not approve of its terms, Broker or Manager has the right to cancel this Agreement, in writing, within 5 Days After its execution.
19. **SUCCESSORS AND ASSIGNS:** This Agreement shall be binding upon Seller and Seller's successors and assigns.



20. DISPUTE RESOLUTION:

A. MEDIATION: Seller and Broker agree to mediate any dispute or claim arising between them out of this Agreement, or any resulting transaction, before resorting to arbitration or court action. Mediation fees, if any, shall be divided equally among the parties involved. If, for any dispute or claim to which this paragraph applies, any party (i) commences an action without first attempting to resolve the matter through mediation, or (ii) before commencement of an action, refuses to mediate after a request has been made, then that party shall not be entitled to recover attorney fees, even if they would otherwise be available to that party in any such action. THIS MEDIATION PROVISION APPLIES WHETHER OR NOT THE ARBITRATION PROVISION IS INITIALED. Exclusions from this mediation agreement are specified in paragraph 20C.

B. ARBITRATION OF DISPUTES:

Seller and Broker agree that any dispute or claim in Law or equity arising between them regarding the obligation to pay compensation under this Agreement, which is not settled through mediation, shall be decided by neutral, binding arbitration. The arbitrator shall be a retired judge or justice, or an attorney with at least 5 years of residential real estate Law experience, unless the parties mutually agree to a different arbitrator. The parties shall have the right to discovery in accordance with Code of Civil Procedure §1283.05. In all other respects, the arbitration shall be conducted in accordance with Title 9 of Part 3 of the Code of Civil Procedure. Judgment upon the award of the arbitrator(s) may be entered into any court having jurisdiction. Enforcement of this agreement to arbitrate shall be governed by the Federal Arbitration Act. Exclusions from this arbitration agreement are specified in paragraph 20C.

“NOTICE: BY INITIALING IN THE SPACE BELOW YOU ARE AGREEING TO HAVE ANY DISPUTE ARISING OUT OF THE MATTERS INCLUDED IN THE ‘ARBITRATION OF DISPUTES’ PROVISION DECIDED BY NEUTRAL ARBITRATION AS PROVIDED BY CALIFORNIA LAW AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OR JURY TRIAL. BY INITIALING IN THE SPACE BELOW YOU ARE GIVING UP YOUR JUDICIAL RIGHTS TO DISCOVERY AND APPEAL, UNLESS THOSE RIGHTS ARE SPECIFICALLY INCLUDED IN THE ‘ARBITRATION OF DISPUTES’ PROVISION. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION, YOU MAY BE COMPELLED TO ARBITRATE UNDER THE AUTHORITY OF THE CALIFORNIA CODE OF CIVIL PROCEDURE. YOUR AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY.”

“WE HAVE READ AND UNDERSTAND THE FOREGOING AND AGREE TO SUBMIT DISPUTES ARISING OUT OF THE MATTERS INCLUDED IN THE ‘ARBITRATION OF DISPUTES’ PROVISION TO NEUTRAL ARBITRATION.”

Seller's Initials _____ / _____ Broker's Initials _____ / _____

C. ADDITIONAL MEDIATION AND ARBITRATION TERMS: The following matters shall be excluded from mediation and arbitration: (i) a judicial or non-judicial foreclosure or other action or proceeding to enforce a deed of trust, mortgage or installment land sale contract as defined in Civil Code §2985; (ii) an unlawful detainer action; (iii) the filing or enforcement of a mechanic's lien; and (iv) any matter that is within the jurisdiction of a probate, small claims or bankruptcy court. The filing of a court action to enable the recording of a notice of pending action, for order of attachment, receivership, injunction, or other provisional remedies, shall not constitute a waiver or violation of the mediation and arbitration provisions.

21. ENTIRE AGREEMENT: All prior discussions, negotiations and agreements between the parties concerning the subject matter of this Agreement are superseded by this Agreement, which constitutes the entire contract and a complete and exclusive expression of their agreement, and may not be contradicted by evidence of any prior agreement or contemporaneous oral agreement. If any provision of this Agreement is held to be ineffective or invalid, the remaining provisions will nevertheless be given full force and effect. This Agreement and any supplement, addendum or modification, including any photocopy or facsimile, may be executed in counterparts.

By signing below, Seller acknowledges that Seller has read, understands, received a copy of and agrees to the terms of this Agreement.

Seller X Pleasant Hill Rec & Park Distr Date _____
Address _____ City _____ State _____ Zip _____
Telephone _____ Fax _____ Email _____

Seller _____ Date _____
Address _____ City _____ State _____ Zip _____
Telephone _____ Fax _____ Email _____

Real Estate Broker (Firm) RE/MAX Today DRE Lic. # 00987361
By (Agent) [Signature] Don Flaskerud DRE Lic. # 00971602 Date 3/20/13
Address 367 Civic Drive Suite 7 City Pleasant Hill State CA Zip 94523
Telephone (925) 676-5859 Fax (866) 674-4182 Email DonandNorma@gmail.com

THIS FORM HAS BEEN APPROVED BY THE CALIFORNIA ASSOCIATION OF REALTORS® (C.A.R.). NO REPRESENTATION IS MADE AS TO THE LEGAL VALIDITY OR ADEQUACY OF ANY PROVISION IN ANY SPECIFIC TRANSACTION. A REAL ESTATE BROKER IS THE PERSON QUALIFIED TO ADVISE ON REAL ESTATE TRANSACTIONS. IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL.

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Reviewed by _____ Date _____



SELLER'S ADVISORY

(C.A.R. Form SA, Revised 11/11)

Property Address: 147 Gregory Lane, Pleasant Hill, CA 94523 ("Property")

1. **INTRODUCTION:** Selling property in California is a process that involves many steps. From start to finish, it could take anywhere from a few weeks to many months, depending upon the condition of your Property, local market conditions and other factors. You have already taken an important first step by listing your Property for sale with a licensed real estate broker. Your broker will help guide you through the process and may refer you to other professionals as needed. This advisory addresses many things you may need to think about and do as you market your Property. Some of these things are requirements imposed upon you, either by law or by the listing or sale contract. Others are simply practical matters that may arise during the process. Please read this document carefully and, if you have any questions, ask your broker or appropriate legal or tax advisor for help.

2. **DISCLOSURES:**

A. General Disclosure Duties: You must affirmatively disclose to the buyer, in writing, any and all known facts that materially affect the value or desirability of your Property. You must disclose these facts whether or not asked about such matters by the buyer, any broker, or anyone else. This duty to disclose applies even if the buyer agrees to purchase your Property in its present condition without requiring you to make any repairs. If you do not know what or how to disclose, you should consult a real estate attorney in California of your choosing. Broker cannot advise you on the legal sufficiency of any disclosures you make. If the Property you are selling is a residence with one to four units except for certain subdivisions, your broker also has a duty to conduct a reasonably competent and diligent visual inspection of the accessible areas and to disclose to a buyer all adverse material facts that the inspection reveals. If your broker discovers something that could indicate a problem, your broker must advise the buyer.

B. Statutory Duties: (For one-to-four Residential Units):

- (1) You must timely prepare and deliver to the buyer, among other things, a Real Estate Transfer Disclosure Statement ("TDS"), and a Natural Hazard Disclosure Statement ("NHD"). You have a legal obligation to honestly and completely fill out the TDS form in its entirety. (Many local entities or organizations have their own supplement to the TDS that you may also be asked to complete.) The NHD is a statement indicating whether your Property is in certain designated flood, fire or earthquake/seismic hazard zones. Third-party professional companies can help you with this task.
- (2) Depending upon the age and type of construction of your Property, you may also be required to provide and, in certain cases you can receive limited legal protection by providing, the buyer with booklets entitled "The Homeowner's Guide to Earthquake Safety," "The Commercial Property Owner's Guide to Earthquake Safety," "Protect Your Family From Lead in Your Home" and "Environmental Hazards: A Guide For Homeowners and Buyers." Some of these booklets may be packaged together for your convenience. The earthquake guides ask you to answer specific questions about your Property's structure and preparedness for an earthquake. If you are required to supply the booklet about lead, you will also be required to disclose to the buyer any known lead-based paint and lead-based paint hazards on a separate form. The environmental hazards guide informs the buyer of common environmental hazards that may be found in properties.
- (3) If you know that your property is: (i) located within one mile of a former military ordnance location; or (ii) in or affected by a zone or district allowing manufacturing, commercial or airport use, you must disclose this to the buyer. You are also required to make a good faith effort to obtain and deliver to the buyer a disclosure notice from the appropriate local agency(ies) about any special tax levied on your Property pursuant to the Mello-Roos Community Facilities Act, the Improvement Bond Act of 1915, and a notice concerning the contractual assessment provided by section 5898.24 of the Streets And Highways Code (collectively, "Special Tax Disclosures").
- (4) If the TDS, NHD, or lead, military ordnance, commercial zone or Special Tax Disclosures are provided to a buyer after you accept that buyer's offer, the buyer will have 3 days after delivery (or 5 days if mailed) to terminate the offer, which is why it is extremely important to complete these disclosures as soon as possible. There are certain exemptions from these statutory requirements; however, if you have actual knowledge of any of these items, you may still be required to make a disclosure as the items can be considered material facts.

C. Death and Other Disclosures: Many buyers consider death on real property to be a material fact in the purchase of property. In some situations, it is advisable to disclose that a death occurred or the manner of death; however, California Civil Code Section 1710.2 provides that you have no disclosure duty "where the death has occurred more than three years prior to the date the transferee offers to purchase, lease, or rent the real property, or [regardless of the date of occurrence] that an occupant of that property was afflicted with, or died from, Human T-Lymphotropic Virus Type III/Lymphadenopathy-Associated Virus." This law does not "immunize an owner or his or her agent from making an intentional misrepresentation in response to a direct inquiry from a transferee or a prospective transferee of real property, concerning deaths on the real property."

D. Condominiums and Other Common Interest Subdivisions: If the Property is a condominium, townhouse, or other property in a common interest subdivision, you must provide to the buyer copies of the governing documents, the most recent financial statements distributed, and other documents required by law or contract. If you do not have a current version of these documents, you can request them from the management of your homeowner's association. To avoid delays, you are encouraged to obtain these documents as soon as possible, even if you have not yet entered into a purchase agreement to sell your Property.

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SA REVISED 11/11 (PAGE 1 OF 2)

Seller's Initials (X) (_____)

Reviewed by _____ Date _____



SELLER'S ADVISORY (SA PAGE 1 OF 2)

Agent: Don and Norma Flaskerud Phone: 925.676.5859
Broker: RE/MAX Today 367 Civic Drive, #7 Pleasant Hill, CA 94523

Fax: 866-674-4182

Prepared using zipForm® software

3. **CONTRACT TERMS AND LEGAL REQUIREMENTS:**

- A. **Contract Terms and Conditions:** A buyer may request, as part of the contract for the sale of your Property, that you pay for repairs to the Property and other items. Your decision on whether or not to comply with a buyer's requests may affect your ability to sell your Property at a specified price.
- B. **Withholding Taxes:** Under federal and California tax laws, a buyer is required to withhold a portion of the purchase price from your sale proceeds for tax purposes unless you sign an affidavit of non-foreign status and California residency, or some other exemption applies and is documented.
- C. **Prohibition Against Discrimination:** Discriminatory conduct in the sale of real property against individuals belonging to legally protected classes is a violation of the law.
- D. **Government Retrofit Standards:** Unless exempt, you must comply with government retrofit standards, including, but not limited to, installing operable smoke detectors, bracing water heaters, and providing the buyer with corresponding written statements of compliance. Some city and county governments may impose additional retrofit standards, including, but not limited to, installing low-flow toilets and showerheads, gas shut-off valves, tempered glass, and barriers around swimming pools and spas. You should consult with the appropriate governmental agencies, inspectors, and other professionals to determine the retrofit standards for your Property, the extent to which your Property complies with such standards, and the costs, if any, of compliance.
- E. **EPA's LEAD-BASED PAINT RENOVATION, REPAIR AND PAINTING RULE:** The new rule requires that contractors and maintenance professionals working in pre-1978 housing, child care facilities, and schools with lead-based paint be certified; that their employees be trained; and that they follow protective work practice standards. The rule applies to renovation, repair, or painting activities affecting more than six square feet of lead-based paint in a room or more than 20 square feet of lead-based paint on the exterior. Enforcement of the rule begins October 1, 2010. See the EPA website at www.epa.gov/lead for more information.
- F. **Legal, Tax and Other Implications:** Selling your Property may have legal, tax, insurance, title or other implications. You should consult an appropriate professional for advice on these matters.

4. **MARKETING CONSIDERATIONS:**

- A. **Pre-Sale Considerations:** You should consider doing what you can to prepare your Property for sale, such as correcting any defects or other problems. Many people are not aware of defects in or problems with their own Property. One way to make yourself aware is to obtain professional home inspections prior to sale, both generally, and for wood destroying pests and organisms, such as termites. By doing this, you then have an opportunity to make repairs before your Property is offered for sale, which may enhance its marketability. Keep in mind, however, that any problems revealed by such inspection reports or repairs that have been made, whether or not disclosed in a report, should be disclosed to the buyer (see "Disclosures" in paragraph 2 above). This is true even if the buyer gets his/her own inspections covering the same area. Obtaining inspection reports may also assist you during contract negotiations with the buyer. For example, if a pest control report has both a primary and secondary recommendation for clearance, you may want to specify in the purchase agreement those recommendations, if any, for which you are going to pay.
- B. **Post-Sale Protections:** It is often helpful to provide the buyer with, among other things, a home protection/warranty plan for the Property. These plans will generally cover problems, not deemed to be pre-existing, that occur after your sale is completed. In the event something does go wrong after the sale, and it is covered by the plan, the buyer may be able to resolve the concern by contacting the home protection company.
- C. **Safety Precautions:** Advertising and marketing your Property for sale, including, but not limited to, holding open houses, placing a key safe/lockbox, erecting FOR SALE signs, and disseminating photographs, video tapes, and virtual tours of the premises, may jeopardize your personal safety and that of your Property. You are strongly encouraged to maintain insurance, and to take any and all possible precautions and safeguards to protect yourself, other occupants, visitors, your Property, and your belongings, including cash, jewelry, drugs, firearms and other valuables located on the Property, against injury, theft, loss, vandalism, damage, and other harm.
- D. **Expenses:** You are advised that you, not the Broker, are responsible for the fees and costs, if any, to comply with your duties and obligations to the buyer of your Property.

5. **OTHER ITEMS:** _____

Seller has read and understands this Advisory. By signing below, Seller acknowledges receipt of a copy of this document.

Seller _____ Date _____

Print Name Pleasant Hill Rec & Park Distr

Seller _____ Date _____

Print Name _____

Real Estate Broker RE/MAX Today By  _____

(Agent) Don Flakerud

Address 367 Civic Drive Suite 7 City Pleasant Hill State CA Zip 94523

Telephone (925) 676-5859 Fax (866) 674-4182 E-mail DonandNorma@gmail.com

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525 South Virgil Avenue, Los Angeles, California 90020

Reviewed by _____ Date _____





DISCLOSURE REGARDING REAL ESTATE AGENCY RELATIONSHIP

(Listing Firm to Seller) (As required by the Civil Code) (C.A.R. Form AD, Revised 11/12)

(If checked) This form is being provided in connection with a transaction for a leaseholder interest in a dwelling exceeding one year as per Civil Code section 2079.13(j) and (l).

When you enter into a discussion with a real estate agent regarding a real estate transaction, you should from the outset understand what type of agency relationship or representation you wish to have with the agent in the transaction.

SELLER'S AGENT

A Seller's agent under a listing agreement with the Seller acts as the agent for the Seller only. A Seller's agent or a subagent of that agent has the following affirmative obligations:

To the Seller: A Fiduciary duty of utmost care, integrity, honesty and loyalty in dealings with the Seller.

To the Buyer and the Seller:

- (a) Diligent exercise of reasonable skill and care in performance of the agent's duties. (b) A duty of honest and fair dealing and good faith. (c) A duty to disclose all facts known to the agent materially affecting the value or desirability of the property that are not known to, or within the diligent attention and observation of, the parties.

BUYER'S AGENT

A selling agent can, with a Buyer's consent, agree to act as agent for the Buyer only. In these situations, the agent is not the Seller's agent, even if by agreement the agent may receive compensation for services rendered, either in full or in part from the Seller.

To the Buyer: A fiduciary duty of utmost care, integrity, honesty and loyalty in dealings with the Buyer.

To the Buyer and the Seller:

- (a) Diligent exercise of reasonable skill and care in performance of the agent's duties. (b) A duty of honest and fair dealing and good faith. (c) A duty to disclose all facts known to the agent materially affecting the value or desirability of the property that are not known to, or within the diligent attention and observation of, the parties.

An agent is not obligated to reveal to either party any confidential information obtained from the other party that does not involve the affirmative duties set forth above.

AGENT REPRESENTING BOTH SELLER AND BUYER

A real estate agent, either acting directly or through one or more associate licensees, can legally be the agent of both the Seller and the Buyer in a transaction, but only with the knowledge and consent of both the Seller and the Buyer.

In a dual agency situation, the agent has the following affirmative obligations to both the Seller and the Buyer:

- (a) A fiduciary duty of utmost care, integrity, honesty and loyalty in the dealings with either the Seller or the Buyer. (b) Other duties to the Seller and the Buyer as stated above in their respective sections.

In representing both Seller and Buyer, the agent may not, without the express permission of the respective party, disclose to the other party that the Seller will accept a price less than the listing price or that the Buyer will pay a price greater than the price offered.

The above duties of the agent in a real estate transaction do not relieve a Seller or Buyer from the responsibility to protect his or her own interests. You should carefully read all agreements to assure that they adequately express your understanding of the transaction.

Throughout your real property transaction you may receive more than one disclosure form, depending upon the number of agents assisting in the transaction. The law requires each agent with whom you have more than a casual relationship to present you with this disclosure form. This disclosure form includes the provisions of Sections 2079.13 to 2079.24, inclusive, of the Civil Code set forth on page 2. Read it carefully. I/WE ACKNOWLEDGE RECEIPT OF A COPY OF THIS DISCLOSURE AND THE PORTIONS OF THE CIVIL CODE PRINTED ON THE BACK (OR A SEPARATE PAGE).

Buyer Seller Landlord Tenant Pleasant Hill Rec & Park Distr Date

Buyer Seller Landlord Tenant Date

Agent RE/MAX Today DRE Lic. # 00987361 Real Estate Broker (Firm)

By Don Flaskerud DRE Lic. # 00971602 Date 3/20/13 (Salesperson or Broker-Associate)

Agency Disclosure Compliance (Civil Code §2079.14): When the listing brokerage company also represents Buyer/Tenant: The Listing Agent shall have one AD form signed by Seller/Landlord and a different AD form signed by Buyer/Tenant. When Seller/Landlord and Buyer/Tenant are represented by different brokerage companies: (i) the Listing Agent shall have one AD form signed by Seller/Landlord and (ii) the Buyer's/Tenant's Agent shall have one AD form signed by Buyer/Tenant and either that same or a different AD form presented to Seller/Landlord for signature prior to presentation of the offer. (SELLER/LANDLORD: DO NOT SIGN HERE)

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Reviewed by Date



CIVIL CODE SECTIONS 2079.24 (2079.16 APPEARS ON THE FRONT)

2079.13 As used in Sections 2079.14 to 2079.24, inclusive, the following terms have the following meanings:

(a) "Agent" means a person acting under provisions of title 9 (commencing with Section 2295) in a real property transaction, and includes a person who is licensed as a real estate broker under Chapter 3 (commencing with Section 10130) of Part 1 of Division 4 of the Business and Professions Code, and under whose license a listing is executed or an offer to purchase is obtained. (b) "Associate licensee" means a person who is licensed as a real estate broker or salesperson under Chapter 3 (commencing with Section 10130) of Part 1 of Division 4 of the Business and Professions Code and who is either licensed under a broker or has entered into a written contract with a broker to act as the broker's agent in connection with acts requiring a real estate license and to function under the broker's supervision in the capacity of an associate licensee. The agent in the real property transaction bears responsibility for his or her associate licensees who perform as agents of the agent. When an associate licensee owes a duty to any principal, or to any buyer or seller who is not a principal, in a real property transaction, that duty is equivalent to the duty owed to that party by the broker for whom the associate licensee functions. (c) "Buyer" means a transferee in a real property transaction, and includes a person who executes an offer to purchase real property from a seller through an agent, or who seeks the services of an agent in more than a casual, transitory, or preliminary manner, with the object of entering into a real property transaction. "Buyer" includes vendee or lessee. (d) "Dual agent" means an agent acting, either directly or through an associate licensee, as agent for both the seller and the buyer in a real property transaction. (e) "Listing agreement" means a contract between an owner of real property and an agent, by which the agent has been authorized to sell the real property or to find or obtain a buyer. (f) "Listing agent" means a person who has obtained a listing of real property to act as an agent for compensation. (g) "Listing price" is the amount expressed in dollars specified in the listing for which the seller is willing to sell the real property through the listing agent. (h) "Offering price" is the amount expressed in dollars specified in an offer to purchase for which the buyer is willing to buy the real property. (i) "Offer to purchase" means a written contract executed by a buyer acting through a selling agent which becomes the contract for the sale of the real property upon acceptance by the seller. (j) "Real property" means any estate specified by subdivision (1) or (2) of Section 761 in property which constitutes or is improved with one to four dwelling units, any leasehold in this type of property exceeding one year's duration, and mobile homes, when offered for sale or sold through an agent pursuant to the authority contained in Section 10131.6 of the Business and Professions Code. (k) "Real property transaction" means a transaction for the sale of real property in which an agent is employed by one or more of the principals to act in that transaction, and includes a listing or an offer to purchase. (l) "Sell," "sale," or "sold" refers to a transaction for the transfer of real property from the seller to the buyer, and includes exchanges of real property between the seller and buyer, transactions for the creation of a real property sales contract within the meaning of Section 2985, and transactions for the creation of a leasehold exceeding one year's duration. (m) "Seller" means the transferor in a real property transaction, and includes an owner who lists real property with an agent, whether or not a transfer results, or who receives an offer to purchase real property of which he or she is the owner from an agent on behalf of another. "Seller" includes both a vendor and a lessor. (n) "Selling agent" means a listing agent who acts alone, or an agent who acts in cooperation with a listing agent, and who sells or finds and obtains a buyer for the real property, or an agent who locates property for a buyer or who finds a buyer for a property for which no listing exists and presents an offer to purchase to the seller. (o) "Subagent" means a person to whom an agent delegates agency powers as provided in Article 5 (commencing with Section 2349) of Chapter 1 of Title 9. However, "subagent" does not include an associate licensee who is acting under the supervision of an agent in a real property transaction.

2079.14 Listing agents and selling agents shall provide the seller and buyer in a real property transaction with a copy of the disclosure form specified in Section 2079.16, and, except as provided in subdivision (c), shall obtain a signed acknowledgement of receipt from that seller or buyer, except as provided in this section or Section 2079.15, as follows: (a) The listing agent, if any, shall provide the disclosure form to the seller prior to entering into the listing agreement. (b) The selling agent shall provide the disclosure form to the seller as soon as practicable prior to presenting the seller with an offer to purchase, unless the selling agent previously provided the seller with a copy of the disclosure form pursuant to subdivision (a). (c) Where the selling agent does not deal on a face-to-face basis with the seller, the disclosure form prepared by the selling agent may be furnished to the seller (and acknowledgement of receipt obtained for the selling agent from the seller) by the listing agent, or the selling agent may deliver the disclosure form by certified mail addressed to the seller at his or her last known address, in which case no signed acknowledgement of receipt is required. (d) The selling agent shall provide the disclosure form to the buyer as soon as practicable prior to execution of the buyer's offer to purchase, except that if the offer to purchase is not prepared by the selling agent, the selling agent shall present the disclosure form to the buyer not later than the next business day after the selling agent receives the offer to purchase from the buyer.

2079.15 In any circumstance in which the seller or buyer refuses to sign an acknowledgement of receipt pursuant to Section 2079.14, the agent, or an associate licensee acting for an agent, shall set forth, sign, and date a written declaration of the facts of the refusal.

2079.16 Reproduced on Page 1 of this AD form.

2079.17 (a) As soon as practicable, the selling agent shall disclose to the buyer and seller whether the selling agent is acting in the real property transaction exclusively as the buyer's agent, exclusively as the seller's agent, or as a dual agent representing both the buyer and the seller. This relationship shall be confirmed in the contract to purchase and sell real property or in a separate writing executed or acknowledged by the seller, the buyer, and the selling agent prior to or coincident with execution of that contract by the buyer and the seller, respectively. (b) As soon as practicable, the listing agent shall disclose to the seller whether the listing agent is acting in the real property transaction exclusively as the seller's agent, or as a dual agent representing both the buyer and seller. This relationship shall be confirmed in the contract to purchase and sell real property or in a separate writing executed or acknowledged by the seller and the listing agent prior to or coincident with the execution of that contract by the seller.

(c) The confirmation required by subdivisions (a) and (b) shall be in the following form.

(DO NOT COMPLETE, SAMPLE ONLY)

is the agent of (check one): the seller exclusively; or both the buyer and seller.

(Name of Listing Agent)

(DO NOT COMPLETE, SAMPLE ONLY)

is the agent of (check one): the buyer exclusively; or the seller exclusively; or both the buyer and seller.

(Name of Selling Agent if not the same as the Listing Agent)

(d) The disclosures and confirmation required by this section shall be in addition to the disclosure required by Section 2079.14.

2079.18 No selling agent in a real property transaction may act as an agent for the buyer only, when the selling agent is also acting as the listing agent in the transaction.

2079.19 The payment of compensation or the obligation to pay compensation to an agent by the seller or buyer is not necessarily determinative of a particular agency relationship between an agent and the seller or buyer. A listing agent and a selling agent may agree to share any compensation or commission paid, or any right to any compensation or commission for which an obligation arises as the result of a real estate transaction, and the terms of any such agreement shall not necessarily be determinative of a particular relationship.

2079.20 Nothing in this article prevents an agent from selecting, as a condition of the agent's employment, a specific form of agency relationship not specifically prohibited by this article if the requirements of Section 2079.14 and Section 2079.17 are complied with.

2079.21 A dual agent shall not disclose to the buyer that the seller is willing to sell the property at a price less than the listing price, without the express written consent of the seller. A dual agent shall not disclose to the seller that the buyer is willing to pay a price greater than the offering price, without the express written consent of the buyer. This section does not alter in any way the duty or responsibility of a dual agent to any principal with respect to confidential information other than price.

2079.22 Nothing in this article precludes a listing agent from also being a selling agent, and the combination of these functions in one agent does not, of itself, make that agent a dual agent.

2079.23 A contract between the principal and agent may be modified or altered to change the agency relationship at any time before the performance of the act which is the object of the agency with the written consent of the parties to the agency relationship.

2079.24 Nothing in this article shall be construed to either diminish the duty of disclosure owed buyers and sellers by agents and their associate licensees, subagents, and employees or to relieve agents and their associate licensees, subagents, and employees from liability for their conduct in connection with acts governed by this article or for any breach of a fiduciary duty or a duty of disclosure.

Buyer's Initials (_____) (_____)

Seller's Initials (**X** _____) (_____)



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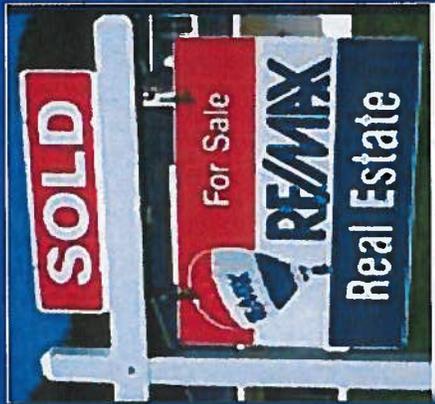
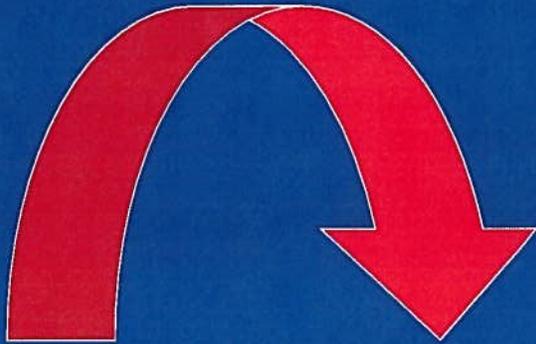




Direct: 925.676.5859

Email: DonandNorma@DonandNorma.com

Web: www.PleasantHillRealEstate.com



Specialty:

- Representing sellers of homes in central Contra Costa County:
- Pleasant Hill, Walnut Creek, Martinez, Lafayette, Concord



Don & Norma's Marketing Plan

**Designed to Serve
Pleasant Hill Rec &
Park District
1477 Gregory Ln
Pleasant Hill**



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Our Objective

- To Sell Your House:**
- For the Highest Possible Price
 - In the Shortest Period of Time



Focus Is On Selling YOUR HOME



**85% of our
business
is representing
home sellers**



Marketing Management



ACTION PLAN: Prior to Coming On The Market



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Comparative Market Analysis

ESTABLISH THE
CORRECT
PRICE FOR YOUR
HOUSE!

A list price based on current comparables.



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- Order Pest Control Report
- Home Inspection
- Roof Inspection
- Pool Inspection
- Chimney Inspection



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Listing Syndication:Remax.com

- Trulia Zillow
- WSJ.com (Wall Street Journal)
- Global.Remax.com
- Homes.com
- Yahoo.com



AGENT
INFO



**Don and Norma
Flaskerud**

925-676-5859

Home > Back To List > Virtual Tour #376025

VIRTUAL TOUR #376025

- Pleasant Hill Far
- Back Yard
- Master Bath 3
- 4th Bedroom 2
- Kitchen 1
- Front View
- Pleasant Hill City
- Lawn
- 2nd Bedroom 1
- Guest Bath
- Kitchen 2
- Outside Entry
- Pleasant Hill Dow
- Fruit Trees
- 2nd Bedroom 2
- Master Bedroom
- Dining Bar
- Inside Entry
- Shed
- 3rd Bedroom 1
- Master Bedroom
- Family Room 1
- Living Room
- Side Yard
- 3rd Bedroom 2
- Master Bath 1
- Family Room 2
- Fireplace
- Pleasant Hill Park
- Bathroom
- Master Bath 2
- 4th Bedroom 1
- Dining Room



Pleasant Hill

Gregory Gardens
\$759,000
4 bedroom(s), 3 bathroom(s)

Don and Norma Flaskerud
 925-676-5859
 Send Email

RE/MAX C.C. Connection





207 Poshard St, Pleasant Hill \$679,000

Lovely 4 acre yard offers a new dock, expansive lawn, blooming roses and a lit sport-court with built-in basketball hoop, horse-shoe pits. Side-yard access to covered parking/workshop. Gleaming hardwood floors in charming 1947 home; spacious updated kitchen, large family room, plus living room. Vintage tiled master bath.

- 3 bedrooms, 2 baths, 1893 sq ft; lovely living room features hickory hardwood floors, charming fireplace, formal dining area
- Spacious kitchen: granite counters, new range, dishwasher, dining bar, adjoins casual dining and family rooms. Craftsman window
- Master bedroom includes 2 closets, built-in drawers, bathroom with shower. Hall bath shower-over-tub. Central heat & air + wall heat
- Walk to Sequoia Elementary and Middle Schools, Pleasant Hill Middle School, Strandwood Elementary, College Park High School

Classic Poets Corner Charming Home on .4 acre lot!

RE/MAX C.C. Connection Inc



Don and Norma Flasterud

Realtors

925-676-5859 (Main)

DonandNorma@gmail.com

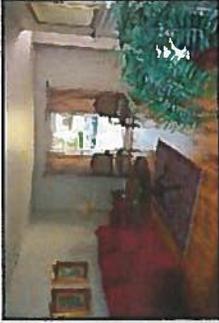
www.PleasantHillRealEstate.com

RE/MAX



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RE/MAX C.C. Connection Inc
2790 North Avenue, Ste 148
White Oak, CA 14077



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MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: April 2, 2013
RE: To Set a Date for Tour of the Community Center

I would like to recommend that the Board tour and view the progress of the new Community Center. We could schedule prior to the April 25th Board Meeting or another date if everyone is not available on April 25th.



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: April 2, 2013
RE: Updates on Bond Projects

The General Manager and Staff will give updates and progress of the following projects:

- Senior Center/Teen Center
- Community Center
- Pleasant Oaks Park



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: April 2, 2013
RE: Consent Calendar

Attached are the warrant transmittal for the Board of Director's review and approval.

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
18186	04/11/2013	Aflac	Aflac	88.40	000000
18187	04/11/2013	AmerSta	American Stage Tours	1,377.00	000000
18188	04/11/2013	AmFid	American Fidelity	2,442.80	000000
18189	04/11/2013	Antai	Antai Solutions LLC	6,859.00	000000
18190	04/11/2013	ATT3	ATT CALNET 2	42.59	000000
18191	04/11/2013	BerBob	Robert B. Berggren	350.00	000000
18192	04/11/2013	BillAce	Bill's Ace Hardware	1,961.00	000000
18193	04/11/2013	BNY Admi	BNY Admin Fee	2,226.00	000000
18194	04/11/2013	BonaSan	Sandra Bonato	200.00	000000
18195	04/11/2013	BPI	BPI Printing	1,607.97	000000
18196	04/11/2013	CaliBan	California Bank of Commerce	14,663.38	000000
18197	04/11/2013	CassGen	Genesis Cassidy	20.00	000000
18198	04/11/2013	CaSt	California State Disbursement	297.00	000000
18199	04/11/2013	CCWat	Contra Costa Water District	272.96	000000
18200	04/11/2013	Cleansou	Cleansource	260.35	000000
18201	04/11/2013	Cole	Cole Supply Co., Inc.	22.26	000000
18202	04/11/2013	CommPool	Commercial Pool Systems, Inc.	3,294.45	000000
18203	04/11/2013	ConSoft	Concord Softball Umpires	3,348.00	000000
18204	04/11/2013	CopySt	Copy Station	26.48	000000
18205	04/11/2013	CornMar	Mark Cornelius	1,872.00	000000
18206	04/11/2013	Cresco	Cresco Equipment Rentals	155.92	000000
18207	04/11/2013	Denelect	Denalect Alarm Company	384.30	000000
18208	04/11/2013	DLFalk	DL Falk	278,604.20	000000
18209	04/11/2013	DonDen	Dennis A. Donaghu	200.00	000000
18210	04/11/2013	Eames	Eames Hardware & Supply	257.98	000000
18211	04/11/2013	EastBay	East Bay Blue Print & Supply C	44.30	000000
18212	04/11/2013	EBMUD	East Bay Mud	669.88	000000
18213	04/11/2013	Ed2go	Education To Go	336.25	000000
18214	04/11/2013	Ewing	Ewing Irrigation	710.23	000000
18215	04/11/2013	FranTx	Franchise Tax Board	90.00	000000
18216	04/11/2013	Furber	Furber Saw, Inc.	720.27	000000
18217	04/11/2013	GlovBob	Bobby Glover	200.00	000000
18218	04/11/2013	GNU	GNU Group	12,222.13	000000
18219	04/11/2013	Javis,Fa	Javis Fay Doportto & Gibson LLP	37.68	000000
18220	04/11/2013	KidzLove	Kidz Love Soccer Inc	4,867.44	000000
18221	04/11/2013	LawsJod	Jody Lawson	2,599.53	000000
18222	04/11/2013	LincEqu	Lincoln Equipment, Inc.	1,551.52	000000
18223	04/11/2013	McFadden	McFadden Construction	150,000.00	000000
18224	04/11/2013	MDUSD2	MDUSD	2,077.00	000000
18225	04/11/2013	MurdDeb	Debbie Murdock	798.00	000000
18226	04/11/2013	Nextel	Nextel Communications/Sprint	669.82	000000
18227	04/11/2013	OneWork	One WorkPlace	350.46	000000
18228	04/11/2013	PaciGen	Pacific General Engineering	24,753.00	000000
18229	04/11/2013	PERS	PERS	14,341.55	000000
18230	04/11/2013	PG&E	Pacific Gas & Electric Co	3,472.97	000000
18231	04/11/2013	PHFOCUS	Community Focus LLC	225.00	000000
18232	04/11/2013	PleaHill	Pleasant Hill Rec & Park Distr	99,932.83	000000
18233	04/11/2013	RJM	RJM	176.10	000000
18234	04/11/2013	ShessZac	Zac Shess	200.00	000000
18235	04/11/2013	SiePac	Sierra Pacific Tours	2,248.75	000000
18236	04/11/2013	StePrint	Steven's Printing	299.46	000000
18237	04/11/2013	SterSher	Sherry Sterrett	200.00	000000
18238	04/11/2013	Subtron	Subtronic Corporation	2,318.75	000000
18239	04/11/2013	Travel	Travel Center, Tours & Travel	250.00	000000
18240	04/11/2013	TurfInd	Turf & Industrial Equipment	192.33	000000
18241	04/11/2013	USBank	U.S. Bank	1,919.84	000000

<u>Check</u>	<u>Date</u>	<u>Vendor No</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Voucher</u>
18242	04/11/2013	USBankP	U.S. Bank Corporate Payment	27,235.75	000000
18243	04/11/2013	Valic	Valic	1,350.00	000000
18244	04/11/2013	WateIrr	Watersavers Irrigation Inc	266.68	000000
18245	04/11/2013	WonStan	Stan Wong	145.00	000000
18246	04/11/2013	WRA	WRA	350.00	000000

CHECK TOTAL:				\$678,656.56	



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: April 3, 2013
RE: To Consider Nominations for Soroptimist Youth Recognition Night
(**Action**)

The annual Soroptimists Youth Recognition Night will again be held in Pleasant Hill on April 18th at our new Teen Center. The event will start at 7:00 PM.

This year the staff is recommending the recognition of Ex-Officio Member Genesis Cassidy and current Teen Council Chair Helena Strand. Attached is information on Helena...she was also selected "Teen of the Year" at the annual Community Awards Night.

Genesis Cassidy will have completed two terms as the Ex-Officio Board Member representing College Park High School. She is currently the Sophomore Class President, member of the Pleasant Hill Teen Council, volunteer at the Animal Rescue Foundation, has volunteered the last two summers at Pleasant Hill Aquatic Center, and has a part-time job at Melo's Pizza.

Memo



To: Bob Berggren
From: Katrina Hunn
CC:
Date: 4/3/2013
Re: Soroptimist Youth Award Nominations

For this year's Soroptimist Youth Award I would like to nominate our Teen Council Chair Helena Strand.

Helena has been a member of the Pleasant Hill Teen Council since 2009 and is currently serving as the Chair. In this position, she has demonstrated excellent leadership and motivational skills by involving the Teen Council in many community events such as the Youth Summit, Relay for Life and the Grand Opening of the Teen Center. She is an articulate spokesperson for her peers and has represented the Teen Council at public events and meetings.

As a Teen Council member, she has served on event committees and volunteered hundreds of hours over the past several years at practically every City, Chamber and Recreation & Park District event.



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: April 3, 2013
RE: To Consider Resolution 2013-04-11 for Nomination of Sherry Sterrett to the Board of Directors of the California Special Districts Association
(Action)

Board Member Sherry Sterrett has served for 16 years on the California Special Districts Association Board of Directors including two terms as President. Part of the CSDA requirements to run for a Board seat is to submit a resolution from the member's District. Attached is the resolution supporting Sherry's nomination to the California Special Districts Association.



**California Special
Districts Association**
Districts Stronger Together

PLEASANT HILL REC. & PARK
DISTRICT
FEB 25 2013
RECEIVED

DATE: February 22, 2013

TO: CSDA Voting Member Presidents and General Managers

FROM: CSDA Elections and Bylaws Committee

**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT B**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2014 - 2016 term.

The leadership of CSDA is elected from its six geographical regions. Each of the six regions has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA regular member located within the geographic region that they seek to represent. (See attached Region Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration.

Commitment: Serving on the Board requires one's interest in the issues confronting special districts statewide. A board member is expected to attend all board meetings held every other month, usually on the second Friday of the month, at CSDA's office in Sacramento. Besides serving on the Board, each Board Member is expected to participate on at least one committee, which usually meets 3-4 times a year in Sacramento. CSDA reimburses directors for their related expenses for Board and Committee meetings as outlined in Board Policy. In addition, all Board Members are expected to attend CSDA's two annual events: Special Districts Legislative Days (held in the spring) and the Annual Conference (held in the fall) as part of their obligation to the CSDA membership; expenses for these two events are not reimbursed by CSDA, even if a board meeting or committee meeting is held in conjunction with the event.

Nomination Procedures: Any regular member Independent Special District is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of

Directors. **A copy of the member district's resolution or minute action must accompany the nomination. The deadline for receiving nominations is May 24, 2013.** Nominations and supporting documentation may be mailed or faxed.

Nominees will receive a Candidate's Packet in the mail. The packet will include campaign guidelines.

CSDA will mail ballots on June 7th. The ballots must be received by CSDA no later than 5:00 p.m. August 2, 2013 and must be the original ballot (no faxes or e-mails). The successful candidates will be notified no later than August 6th. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in September.

Expiring Terms

(See enclosed map for regional breakdown)

Region 1	Seat B	Greg Orsini, McKinleyville Community Services District*
Region 2	Seat B	Ginger Root, Tuxedo Country-Club Rural Fire Protection*
Region 3	Seat B	Sherry Sterrett, Pleasant Hill Recreation and Park District*
Region 4	Seat B	Tim Ruiz, East Niles Community Services District*
Region 5	Seat B	Kathy Tiegs, Cucamonga Valley Water District*
Region 6	Seat B	Bill Nelson, Orange County Cemetery District*

(* = Incumbent is running for re-election)

If you have any questions, please contact Charlotte Lowe at 877-924-CSDA or charlottel@csgda.net.



Board of Directors Resolution

PLEASANT HILL RECREATION & PARK DISTRICT
COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA
BOARD OF DIRECTORS

IN THE MATTER OF

RESOLUTION 2013-04-11

**NOMINATING THE PLEASANT HILL RECREATION AND PARK
DISTRICT TO CALIFORNIA SPECIAL DISTRICTS ASSOCIATION
(CSDA) BOARD**

THE PLEASANT HILL RECREATION & PARK DISTRICT BOARD OF DIRECTORS DOES FIND:

WHEREAS, the Pleasant Hill Recreation & Park District is a member of California Special District's Association (CSDA) program, which is a governing body responsible for all policy decisions related to CSDA's member services, legislative programs, education and resources. Its functions are crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration; and

WHEREAS, the District is hereby nominating Sherry Sterrett to serve on the Board of Directors which adopts policy and governs the affairs of the California Special Districts Association (CSDA); and

WHEREAS, it is the advantage and best interest of the Pleasant Hill Recreation & Park District that it has a representative on the board of directors of the California Special District's Association Board; and

THEREFORE, BE IT RESOLVED THAT, Sherry Sterrett, elected Board of Director for the Pleasant Hill Recreation & Park District, is hereby being nominated to serve as a director for Region 3 of the California Special Districts Association Board.

PASSED AND ADOPTED on April 11, 2013, by the following vote:

AYES:
NOES:
ABSENT:

Bobby Glover, Chair

I hereby certify that the foregoing resolution was approved by the vote indicated herein above at the regular meeting of the Board of Directors on April 11, 2013.

Robert B. Berggren, Clerk of the Board



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: April 2, 2013
RE: To Set a Meeting Date for the Program Committee

Committee Members Sterrett & Shess will set a Program Committee meeting date.



MEMORANDUM

TO: Board of Directors
FROM: General Manager
DATE: April 3, 2013
RE: To Consider Proposal to Provide 1972 Act Assessment Engineering Services for Valley High II, Woodside Hills I & Woodside Hills III Landscaping & Lighting District (**Action**)

The Board of Directors approved this contract last year to combine Woodside Hills I & III and raise the assessment for Valley High II. We ran out of time to complete the process last year and never started the contract. The District did not pay Habib Isaac who, at that time, was with Willdan Financial Services. I went back to Habib Isaac since he did handle the assessment increases the last time we completed them and is now working with Raftelis Financial Consultants, Inc. However, he is still handling the same responsibilities at Raftelis in dealing with assessment districts as he was at Willdan.

The reason we need to raise the Valley High II assessment is that the assessment district has been running a deficit that is currently just over \$9,000. The current assessment is \$124.58 per year. In order to raise the assessment, we need a majority vote of the home owners that vote. There are currently 109 homes in the Valley High II assessment district. We are currently handling the basic maintenance in Valley High II that includes:

- 12 acres of open space
- 1 acre of landscaped area
- Slopes, which include maintenance and servicing that protects the integrity of the slopes
- 3,250 linear feet of V-Ditches
- Weed abatement
- 3,500 linear feet of asphalt trail/path
- Small turf area at Falls Court that requires weekly mowing

We have determined that Woodside Hills I & III can be combined into one assessment district as Woodside Hills III is running at a small deficit, however Woodside Hills I has a surplus of just over \$41,000. Current assessment for Woodside Hills I is \$219.46 and Woodside Hills III is \$200.00. By combining Woodside Hills I & III, the maintenance district would include:

- 32 acres of open space
- 6.65 acres of landscaped areas
- 5,300 linear feet of v-ditches
- Landscape frontage along Heritage Hills Drive, Taylor Blvd, and Grayson Road

- Weed Abatement
- Trimming of trees and shrubs

The current proposal from Raftelis is not-to-exceed \$15,000 for:

1. Prepare Engineer's Report
2. Prepare Board Resolutions
3. Prepare Notices and Ballots
4. Print and Mail Notices and Ballots
5. Public Hearing and Ballot Tabulation

The \$15,000 fee will need to be pro-rated to the specific assessment districts: Valley High II, Woodside Hills I & III. The District will pay the contract fees and be reimbursed by the specific assessment districts over a five year period. For your information, the Willdan Financial Services fee for their proposal last year was \$13,500.

The General Manager is recommending approving the proposal from Raftelis Financial Consultants, Inc. to work with the District in combining Woodside Hills I & III and raising the assessment for Valley High II. Attached is the proposal from Raftelis Financial Consultants, Inc.



201 S. Lake Avenue
Suite 301
Pasadena, CA 91101

Phone 626 . 583 . 1894
Fax 626 . 583 . 1411

www.raftelis.com

March 25, 2013

Mr. Robert Berggren
General Manager
Pleasant Hill Recreation and Park District
147 Gregory Lane
Pleasant Hill, California 94523

Subject: Proposal to Provide 1972 Act Assessment Engineering Services to the PHPRD

Dear Mr. Berggren:

As a follow up to our recent conversation regarding the re-balloting of the Valley High 2 and Woodside Hill 3 Landscaping and Lighting Districts formed by the Pleasant Hills Park and Recreation District (PHPRD), the following outlines the Raftelis Financial Consultants, Inc. (RFC) proposed scope of services and budget to re-engineer and re-ballot the districts. These services will be performed under the provisions of the Landscaping and Lighting Act of 1972 and Article XIID of the California Constitution (Proposition 218).

Scope of Services

Task 1: Prepare Engineer's Reports

Description: Prepare an Engineer's Report for each landscaping and lighting (L&L) district that addresses the goals and objectives of the District, integrating the method of apportionment and benefit analysis established to fund the maintenance of landscaping improvements. These reports, prepared under the Landscaping and Lighting Act of 1972 and the provisions of the California Constitution Article XIID (Proposition 218) will be the basis for developing the assessment ballots and notices to be mailed to the property owners and will be presented to the Board of Directors for consideration. The Engineer's Reports will contain the following information:

- Plans and specifications describing the area of special benefit, the proposed increased assessment, and the improvements;
- Method of Apportionment outlining special benefit conferred on properties from the improvements, the calculations used to establish each parcel's proportional special benefit assessment, and a description of the assessment range formula establishing the maximum assessment rate in subsequent fiscal years (if desired);
- Budget that outlines the costs and expenses to provide, service and maintain the improvements; including authorized incidental expenses;
- Assessment diagram that identifies the boundaries of the districts;
- Assessment Roll that contains each of the Assessor Parcel numbers that comprise the district and the proportional new maximum assessment; and
- Affidavit stating that a Professional Engineer has prepared the report.

Meetings: None.

Deliverables: One (1) draft Engineer's Report for review by District staff prior to submittal to the Board of Directors for approval.

Task 2: Prepare Resolutions

Description: Prepare resolutions for the Intent Meeting and Public Hearing. We will forward all resolutions to the District for review prior to the Board meeting agenda deadline. We anticipate that the following resolutions will be necessary for each L&L district.

Intent Meeting (two [2] resolutions):

- Resolution Initiating Proceeding; and
- Resolution of Intention (preliminarily approves the proposed increased assessments outlined in the Engineer's Report; sets the Public Hearing date; calls for mailed ballots).

Public Hearing (two [2] resolutions):

- Resolution declaring results of the balloting; and
- Resolution approving the Engineer's Report; and ordering the levy and collection of assessments.

Meetings: None.

Deliverables: A total of four (4) resolutions per district will be required for approval by the Board.

Task 3: Prepare Notices and Ballots

Description: Prepare the required notices for the Public Hearing and the assessment ballots to be mailed to each property owner in compliance with the provisions of the California Constitution. Draft copies will be sent to District staff and the District attorney to review and approve prior to finalization of the documents.

Notices and ballots will be tailored so as to specifically address the assessments per individual property owner.

Meetings: None.

Deliverables: Draft notices and ballots will be delivered to District staff and the District attorney to review and approve prior to finalization of the documents for printing and mailing.

Task 4: Print and Mail Notices and Ballots

Description: Coordinate and cause the printing, processing and mailing of notices and ballots to property owners of record that will be subject to the proposed assessments in accordance with the California Constitution. Mailing of the ballots and notices will be done a minimum of 45 days prior to the Public Hearing date as required by law.

Meetings: None.

Deliverables: Notices and ballots mailed to the property owners of record within district boundaries.

Task 5: Public Hearing and Ballot Tabulation

Description: Upon the close of the Public Hearing, the Board Secretary will be directed to open the ballots received, and upon completion of the tally, announce the results either at the same Board meeting or the next regularly scheduled session.

Meetings: Attendance at the Public Hearing to answer questions and assist with ballot tabulation.

Deliverables: None.

Client Responsibilities

The District will prepare or provide the following, if necessary:

- Provide sample District resolutions in electronic format and in sufficient detail to establish the required format;
- Prepare internal memos, staff reports and other supporting documents necessary for agendas to the Board of Directors;
- Maintenance budget for the proposed improvements to be funded by the L&L district; and review the draft reports and resolutions before the final documents are prepared. This review is typically performed by District staff and legal counsel. Requested changes shall be submitted to RFC in writing.

The Pleasant Hill Recreation and Park District acknowledges that RFC shall be relying upon the accuracy of the information provided by the District, property owner(s) and the County Assessor, and agrees that RFC shall not be liable for any inaccuracies contained in such information.

Fees for Service

RFC proposes to perform the tasks outlined in the Scope of Services **Not-To-Exceed \$15,000**.

- Additional task or meetings, including public workshops, outside our proposed scope of work will require an additional fee.
- Our fee assumes that the proceedings for each district will be performed concurrently.
- We will invoice the District monthly based on percentage of project completion.

Additional Services

Additional services may be authorized by the District and will be billed at our then-current hourly overhead consulting rates. Our current hourly rates are:

Chair	\$350
Chief Executive Officer	\$325
President	\$325
Chief Operating Officer	\$275
Senior Vice President	\$260
Vice President	\$250
Director of Stormwater Management	\$250
Director of Governmental Services	\$250
Senior Manager	\$230
Director of Florida Operations	\$200
Manager	\$210
Senior Consultant	\$185
Consultant	\$160
Associate Consultant	\$130
Analyst	\$95
Administrative	\$60
Technology/Communications Charge*	\$10

We appreciate this opportunity to serve the Pleasant Hill Recreation and Park District and look forward to hearing from you. If you have any questions regarding our proposal, please contact me directly at (951) 595-9354 or via email at hisaac@raftelis.com.

Sincerely,

Habib Isaac
Senior Consultant

RAFTELIS FINANCIAL CONSULTANTS

Sudhir Pardiwala, PE
Vice President

District Budgets Fiscal Year 2012-2013

The following provides the proposed budget and increased maximum assessment rate for Fiscal Year 2012-2013. The budget includes the District's estimate of anticipated expenditures, deficits, surpluses, revenues, and reserve fund balances associated with the annual maintenance and operation of the improvements.

Budget Item	Woodside Hills I 2012-2013	Woodside Hills I 2011-2012	Woodside Hills I 2010-2011
Annual Maintenance	2012-2013	2011-2012	2010-2011
Electricity	0	0	0
Water	\$ 450.00	\$ 400.00	\$ 420.00
Agricultural Supplies	\$ 550.00	\$ 600.00	\$ 520.00
Facility Maintenance/Supplies	\$ 500.00	\$ 1,000.00	\$ 500.00
Labor (PHR&PD)	\$ 3,250.00	\$ 6,000.00	\$ 5,500.00
Contracted Disking Maintenance	\$ 2,000.00	\$ 3,000.00	\$ 2,700.00
Contract Tree Service	\$ 2,000.00	\$ 2,000.00	\$ 4,000.00
Vehicle Maintenance/Fuel	\$ 250.00	\$ 350.00	\$ 250.00
Subtotal	\$ 9,000.00	\$13,350.00	\$14,000.00
Replacement/Rehabilitation (CIP)	\$ 460.00		
Administration			
Administration Expenses	\$ 1,550.00	\$ 2,000.00	\$ 1,550.00
Total Costs & Expenses	\$11,010.00	\$ 15,350.00	\$16,014.00
Individual Levy/Assmt/Home	\$ 219.46	\$ 219.46	\$ 219.46
Projected Expenses	\$11,010.00	\$ 15,350.00	\$16,680.00
Levy Received	\$11,850.00	\$ 11,850.00	\$11,850.00
Difference	\$ 840.00	\$(3,499.00)	\$(4,829.00)
Est Ending Fund Balance	\$41,484.00	\$ 40,644.00	\$ 44,143.00

District Budgets Fiscal Year 2012-2013

The following provides the proposed budget and increased maximum assessment rate for Fiscal Year 2012-2013. The budget includes the District's estimate of anticipated expenditures, deficits, surpluses, revenues, and reserve fund balances associated with the annual maintenance and operation of the improvements.

Budget Item	Woodside Hills III 2012-2013	Woodside Hills III 2011-2012	Woodside Hills III 2010-2011
Annual Maintenance			
Electricity	\$ 350.00	\$ 350.00	0
Water	\$ 1,500.00	\$ 1,900.00	\$ 350.00
Agricultural Supplies	\$ 1,000.00	\$ 900.00	\$ 1,800.00
Facility Maintenance/Supplies	\$ 1,000.00	\$ 800.00	\$ 1,000.00
Labor (PHR&PD)	\$ 3,400.00	\$ 2,000.00	\$ 5,536.00
Contracted Disking Maintenance	\$ 2,300.00	\$ 1,800.00	\$ 2,200.00
Contracted Tree Service	0	0	0
Vehicle Maintenance/Fuel	\$ 300.00	\$ 350.00	\$ 250.00
Subtotal	\$ 9,850.00	\$ 8,100.00	\$11,136.00
Replacement/Rehabilitation (CIP)	\$ 530.00		
Administration			
Administration Expenses	\$ 1,100.00	\$ 1,100.00	\$ 1,000.00
Total Costs & Expenses	\$11,480.00	\$ 9,200.00	\$12,136.00
Individual Levy/Assmt/Home	\$ 200.00	\$ 200.00	\$ 200.00
Projected Expenses	\$11,480.00	\$ 9,200.00	\$12,136.00
Levy Received	\$11,600.00	\$ 11,600.00	\$11,600.00
Difference	\$ 120.00	\$ 2,400.00	\$ 536.00
Est Ending Fund Balance	\$ (53.00)	\$ (53.00)	\$(2,453.00)

District Budgets Fiscal Year 2012-2013

The following provides the proposed budget and increased maximum assessment rate for Fiscal Year 2012-2013. The budget includes the District's estimate of anticipated expenditures, deficits, surpluses, revenues, and reserve fund balances associated with the annual maintenance and operation of the improvements.

Budget Item	Valley High II	Valley High II	Valley High II
Annual Maintenance	2012-2013	2011-2012	2010-2011
Electricity	\$ 320.00	\$ 320.00	\$ 300.00
Water	\$ 1,700.00	\$ 1,600.00	\$ 1,650.00
Agricultural Supplies	\$ 600.00	\$ 600.00	\$ 1,500.00
Facility Maintenance/Supplies	\$ 200.00	\$ 200.00	\$ 200.00
Labor (PHR&PD)	\$ 5,500.00	\$ 4,000.00	\$ 8,126.00
Contracted Disking Maintenance	\$ 3,000.00	\$ 2,700.00	\$ 2,700.00
Contract Tree Service	0	\$ 1,200.00	0
Vehicle Maintenance/Fuel	\$ 300.00	\$ 300.00	\$ 200.00
Subtotal	\$11,620.00	\$11,020.00	\$14,676.00
Replacement/Rehabilitation (CIP)	\$ 590.00	\$ 540.00	\$ 719.00
Administration			
Administration Expenses	\$1,300.00	\$1,450.00	\$ 2,192.00
Total Costs & Expenses	\$13,510.00	\$12,470.00	\$ 11,276.00
Individual Levy/Assmt/Home	\$ 124.58	\$ 124.58	\$ 124.58
Projected Expenses	\$13,510.00	\$ 12,470.00	\$16,868.00
Levy Received	\$13,579.00	\$ 13,579.00	\$ 13,579.00
Difference	69.00	\$ 1,109.00	\$ 3,289.00
Est Ending Fund Balance	(\$ 9,004.00)	(\$ 9,073.00)	\$(10,182.00)