

SAN ELIJO HILLS #1 HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS' MEETING
AUGUST 29, 2018

The scheduled Board of Directors meeting of the San Elijo Hills #1 Homeowners Association was held on August 29, 2018 at the Lomas Santa Fe County Club (Solana Beach) pursuant to the posted notice.

Present: President Ayers, Vice President Basore, Secretary Bisserier, Treasurer Costello, Director Fleming, Director Dunn and Director Llovera

Also Present: Recording Secretary Quay and Association Members

- I. The meeting was called to order at 7:15 p.m.
- II. Establish Quorum: A quorum was established.
- III. Approval of the July 25, 2018 Minutes: ***The minutes of the regular meeting and executive session were approved. Motion to approve was made by Vice President Basore and seconded by Secretary Bisserier. The motion passed.***
- IV. President's Report:
 - a. During the July 25, 2018 Board Meeting, several members asked the Board for assistance with various issues. President Ayers and Sandy Punch met with the homeowners on slope issues, a sidewalk repair, and landscape and drainage concerns. President Ayers explained that the issues were address with the individual homeowners. He also reported that the new electrical boxes were wired incorrectly but have now been repaired.
 - b. Sandy Punch reported that several trees and stumps had to be removed and the Association will be adding more color on Highland when the weather cools. The entrance area will be expanded and more ice plant will be eliminated. She said that they will not be doing any more projects until they get approval from the Board.
 - c. The Board inquired about the whereabouts of the post office box key. When the key is located, duplicates will be given to Secretary Bisserier and Recording Secretary Quay. President Ayers asked that the mail box be checked on a regular basis and the mail be distributed to the proper people.
- V. Member Input: A member, who is installing an air conditioning unit in his back yard, asked the Board for recommendations on minimizing noise. In addition to landscaping, President Ayers suggested installing a block wall around the unit.
- VI. Homeowner Landscape/Maintenance Issues: (See President's Report)
- VII. Appoint Committee Chairs:
 - a. Slopes Committee: ***Vice President Basore made a motion to appoint President Ayers Committee Chair with authority to select the members of his committee. Director Fleming seconded the motion and it passed.***
 - b. Architectural/Planning Committee: Director Dunn offered to Chair the Committee with additional Committee members President Ayers and Vice President Basore. ***Secretary Bisserier made a motion to appoint Director Dunn Committee Chair and appoint Committee members President Ayers and Vice President Basore. Director Llovera seconded the motion and it passed.***

- c. Program and Social Committee: *Vice President Basore made a motion that was seconded by Treasurer Costello to appoint Secretary Bisserier Committee Chair. Secretary Bisserier will appoint committee members as needed. The motion passed.*
 - d. Membership Committee: *Vice President Basore made a motion to appoint Treasurer Costello Committee Chair. Secretary Bisserier seconded by motion and it passed.* Grai Andreason suggested the newsletter be included in the September assessment mailing. President Ayers suggested asking Bill MacConnell to help write an article for the newsletter and coordinate the Grai Andreason.
- VIII. Financial Report: Treasurer Costello reported that the Association is under budget and that the September statements will reflect a 7% increase that was approved by the prior Board. President Ayers asked that an amount be budgeted for reserves. The Board will be reviewing and approving a new budget at the next meeting.
- IX. Authorize Second Signer on Checks: Treasurer Costello explained that Mission Federal requires two people as authorized check signers. They will need to sign signature cards and Mission Federal needs a signed copy of the approved minutes authorizing those signers. *Secretary Bisserier made a motion to authorize Vice President Basore and Treasurer Costello as check signers on the San Elijo Hills #1 Homeowner Association's account at Mission Federal. Previous check signers, Bill MacConnell and Donna Mancuso's names are to be removed from the account. Director Fleming seconded the motion and it passed.*
- X. Annual Tree Trimming: Discussion ensued regarding the list of approved trees and replacing four dead trees with new trees on the list. President Ayers suggested hiring a landscape architect once a year to walk the property and review the overall vision of what the Association is trying to accomplish and to also hire an arborist to determine the health of the trees.
- XI. Maintenance Report: (See President's Report)
- XII. Discussion on Slope Encroachment Policy: Discussion ensued on establishing a slope encroachment policy. The Board determined that approvals will be on a case-by-case basis and that fencing should be uniform and the requests are reviewed by the Board and signed off by the neighbors.
- XIII. Covenant/Architectural Report:
- a. Discussion ensued on a homeowners request to pay for additional water on slope area. Director Fleming suggested adding a value and asking Mario to look at the area and determine if the Association should be increasing the water usage in that area.
 - b. Discussion ensued on a homeowners request to pay for approved plants on slope area. President Ayers suggested the Slope Committee look at the area and make its recommendation at the next Board meeting.
 - c. *Director Fleming made a motion to approve a fence on the slope at the Lozano residence at 1542 San Sabino Court. The Association's Architectural Committee and the neighbors approved the fence and the Association's irrigation value will be capped off. Vice President Basore seconded the motion and it passed.*

- XIV. Approve Demand Letters to Homeowners in Arrears: The Board briefly discussed the situation with two homeowners whose accounts are in arrears. The Association currently has liens against the two properties and suggested foreclosing on the properties. ***Director Fleming made a motion to approve mailing demand letters to the two homeowners and to approve \$500.00 for outside counsel to look into foreclosure procedures. The motion was seconded by President Ayers. The motion passed.***
- XV. New Business: Discussion ensued on inputting the website and the Cloud. Sharon Costello manages the website and Vice President Basore and Treasurer Costello will input Board approved documents in the Cloud. (Note: During New Business, a motion was made to approve a fence at 1542 San Sabino Court. Motion was put in XIII(c) under Architectural Committee Report.)
- XVI. The meeting was adjourned at 9:05 p.m. The next regular Board meeting will be held on Wednesday, September 26, 2018 at 6:30 p.m.

Respectfully submitted,

Daria Quay, Recording Secretary