

**SAN ELIJO HILLS #1 HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS'
EXECUTIVE MEETING SUMMARY
SEPTEMBER 26, 2018**

The scheduled Board of Directors Executive Session meeting of the San Elijo Hills #1 Homeowners Association was held on September 26, 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 and Director Llovera

Absent: Director Dunn

Also Present: Recording Secretary Quay

The meeting was called to order at 6:05 p.m. and a quorum was established. The Board discussed legal matters including two matters of litigation and collections and foreclosure procedures. In addition the Board discussed the insurance contract.

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Absent: Director Dunn

Also Present: Recording Secretary Quay and Association Members

- I. The meeting was called to order at 6:50 p.m.
- II. Establish Quorum: A quorum was established.
- III. Approval of the August 29, 2018 Minutes: Secretary Bisserier made a motion to approve the Regular Board Meeting Minutes and Executive Committee Minutes. Director Costello seconded the motion. Vice President Basore amended the motion to include the date and time of future meetings in the minutes. The motion was voted on as amended and passed.
- IV. Member Input:
 - a. Sandy Punch announced that the popular San Elijo Hills #1 Neighborhood Garage Sale will take place in spring 2019. The Board suggested coordinating the arrangements for the sale with the Social Committee.
 - b. Discussion ensued regarding a request Sandy Punch received from a member regarding installing dog waste bag receptacles. The Board asked her to respond to the request and invite the members to the next Board meeting.
- V. Committee Reports:
 - a. Slope Committee:
 1. Slope issues will be accessed and handled on an individual basis to maintain uniformity.
 2. In regards to a homeowner who offered to pay for additional plant material on his slope, the Board asked that the irrigation be checked first and then the Committee will assess the request.
 3. Sandy Punch arranged for an arborist to assess the Eastern part of the property.

4. Discussion ensued on stump removal. Punch said that most of the work has been completed but some stumps can't be removed because of their location. President Ayes suggested the Board establish a policy on tree removal.
 5. Discussion ensued on the current list of approved trees. The Board made a few changes and the revised list will be posted on the website.
- b. Architectural and Planning Board:
1. Requests and Approval: The Board discussed the process for handling architectural drawings and established a more streamlined process.
 2. At the last Board meeting, the Board approved a fence with conditions on the slope at the Lozano residence, 1542 Santa Sabino Court. Sandy Punch will check the property to see if the irrigation is capped and other conditions of approval were completed.
 3. The Committee received a request from a property owner to increase the footprint of their one-story house. Discussion ensued. The Board will invite the homeowners and their neighbors to the next Board meeting to discuss the request.
- c. Program and Social Committee: Secretary Bissierier said that she, Treasurer Costello, Director Dunn and Recording Secretary Quay have keys to the PO Box and will check it on a regular basis. Mail will be sorted and directed to the Board or Committee Chairs for review.
- d. Membership Committee Report:
1. Discussion ensued regarding posting annotated governance documents on the website. Director Fleming suggested the attorneys review the documents. A motion was made by Director Fleming and seconded by President Ayers to approve, not to exceed, \$1000 for Epstein, Grinnell & Howell to review the annotated governance documents. The motion passed.
 2. Treasurer Costello asked that he be removed as Committee Chair from the Membership Committee due to time constraints. Treasurer Costello made a motion to appoint Vice President Basore as Chair. Vice President Basore accepted the position. The motion was seconded by Secretary Bissierier and it passed.
 3. Several changes were made to the organizational chart and the Board requested the revised chart be posted on the website. A motion to approve was made by Vice President Basore and seconded by Director Fleming. The motion passed.
 4. Vice President Basore said that the fence policy on the website is outdated. The Board agreed to remove it from the website.
 5. Discussion ensued on the list of approved trees. Vice President Basore made a motion to remove the list from the website. The motion was seconded by Director Fleming and it passed.
 6. Discussion ensued on posting draft minutes. The Board decided not to post draft minutes but provide a copy to members if requested.
 7. Vice President Basore said that before the attorneys review the annotated PC&R's, they should determine if the HOA is a Common Interest Development (CID). Director Fleming will review the paperwork and if necessary he will ask the attorneys for further clarification. President Ayers made a motion to approve, not to exceed, \$1000 for the HOA's attorneys to determine if the HOA is a CID. It was seconded by Treasurer Costello and the motion passed.

VI. Financial Report:

- a. Expenditure vs. Budget: The Board reviewed the financial data. Treasurer Costello suggested keeping \$40,000 in savings.
- b. The Board agreed to mail the newsletter with the semi-annual slope maintenance fee statements.
- c. Current Account Status: Discussion ensued on the next step to collect from two homeowners who are in arrears.

- VII. New Business:
 - a. Director Llovera will handle insurance matters. The HOA's insurance is due for renewal in March and he will solicit bids.
 - b. Political signage will be removed from monument area.
- VIII. Adjourn. The meeting adjourned at 9:05 p.m. The next Board meeting will be October 24, 2018 at 6:30 p.m. at the Loma Santa Fe Country Club.

Respectfully Submitted:

Daria Quay, Recording Secretary