

**SAN ELIJO HILLS HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS'
EXECUTIVE MEETING MINUTES SUMMARY
MAY 22, 2019**

The scheduled Board of Directors' Executive Session meeting was held on May 22, 2019 at the Lomas Santa Fe County Club.

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

Absent: Director Dunn

Also Present: Recording Secretary Quay

The Executive Session was called to order at 6:20 p.m. The Board discussed a settlement agreement and requested the attorney prepare a summary of the case to be made available to the members at the Annual Meeting.

**SAN ELIJO HILLS HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS'
REGULAR MEETING MINUTES
MAY 22, 2019**

The scheduled Board of Directors' meeting of the San Elijo Hills Homeowners Association, Inc. was held on May 22, 2019 at the Lomas Santa Fe County Club pursuant to the posted notice.

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

Absent: Director Dunn

Also Present: Recording Secretary Quay and Association Members

- I. The meeting was called to order at 6:45 p.m.
- II. Establish Quorum: A quorum was established.
- III. Approval of the Minutes: The Board Meeting Minutes of April 24, 2019 were approved as amended.
- IV. Member Input: There was no member input.
- V. Committee Reports
 - A. Architecture and Planning Board:
 1. Improvement requests submitted, decided and closed: Vice President Basore said that there were two new submissions: 1) Windows at 717 Santa Camelia, and 2) Fencing at 539 San Mario. In addition, Ms. Conrey, 1435 Santa Marta, submitted new plans. The Board briefly discussed her submittal and asked her to allow a three-foot setback

between the fence and driveway and to use 15 gallon shrubs in the front of the fence. The submittal is subject to further review by the Architecture and Planning Board.

2. Update on Architectural Request Form: President Ayers, Vice President Basore and Chris Allen agreed to meet and review the proposed form. Further discussion on the Architectural Request Form will be on the Board's July 2019 agenda.

B. Slope Committee:

1. Sandy Punch reported that the bees have been removed and Cielo will remove one tree and prune others. The Committee requested an additional \$5,800 for tree removal. She also requested that several items on her 'wish list' be added to next year's budget. President Ayers said that it is important to protect the HOA's assets and evaluate the health of the trees before they are removed. It is also recommended that another tree be planted in its place and stumps removed. Discussion ensued regarding bundling the cost of tree removal and trimming together to get a better price. **President Ayers made a motion requesting the Slope Committee submit a proposal for tree removal/trimming and to approve the Committee's request for additional tree removal not to exceed \$5,800. The motion was seconded by Director Fleming and the motion passed.** The Committee also agreed that it is important to replace and maintain the irrigation and to remove valve boxes on private property.
2. Slope Enhancement Form: Director Fleming suggested discussing the new form at the Annual Meeting and the Board agreed. Eventually the form will be on put the website.

C. Covenants Committee:

1. Violation Letter Templates: Director Fleming submitted a draft of a violation letter that can be modified to address many issues. The Board will discuss enforcement procedures at a future Board meeting.

D. Program and Social Committee Report:

1. Update on Annual Meeting: Secretary Bisserier reported that the Annual Meeting will be held on June 26, 2019 at the Lomas Santa Fe County Club. Representatives from the Sheriff's Department will make a presentation from 5:30 – 6:00 p.m. and Lesa Heebner will be addressing the Board from 6:00-7:00. The regular Board meeting will be held at 7:00 p.m. The Board briefly discussed the proposed SANDAG traffic improvement plan on Loma Santa Fe which is online. The Board said that improvements are needed on the East side of the freeway as well as on the West side. Although FB50 did not pass, another Bill (395) includes low income housing.
2. Update on May 4th Community Sale: Sandy Punch said that approximately 20 homes participated in the community garage sale.

E. Membership Committee Report:

1. Election process status: Ballots will be mailed out on Saturday, May 25th and counted at the beginning of the Annual Meeting on June 26th. The Board thanked Director Dunn for volunteering to help count the ballots but since he is still a Board member until July 1, 2019, it would be a conflict of interest if he was to help count ballots. **President Ayers made a motion to appoint Marilyn and Percy Zelnick to help Daria Quay count ballots at the Annual Meeting. Vice President Basore seconded the motion and it passed.** Discussion ensued on encouraging members to attend the Annual Meeting. The Board suggested distributing flyers announcing the Annual Meeting and emphasizing the

importance of the speakers' presentations. Sandy Punch and Recording Secretary Quay will put the flyer together, Director Fleming volunteered to make copies and Sandy Punch volunteered to distribute them. The Committee also reminded the Board members that no one is allowed to pick up the ballots at the Post Office except Ms. Quay.

VI. Financial Report

1. Approve the Budget: Treasurer Costello distributed the proposed budget and discussion ensued. The HOA currently has \$98,069.00 in checking and \$42,184.00 in savings. Discussion ensued on CD and money market rates. Director Llovera said we may not want to tie our money up.
2. Collections: The Board discussed placing a lien on a property that has been in arrears for many months and, although there have been numerous attempts to contact the owners, the Board has been unable to do so. The current balance owed is \$2,324.00. **Secretary Bisserier made a motion to place a lien on the property. The motion was seconded by Treasurer Costello and the motion passed.**
3. Rate Increase: President Ayers recommended increasing the dues 7% to cover the services provided. **President Ayers made a motion to approve the budget with the 7% increase for the next fiscal year and approve the budget as presented. Director Fleming seconded the motion and it passed.**

VII. New Business:

1. Establish Guidance for Enforcement Notifications: The procedure for enforcement was discussed. President Ayers said that we need to address issues that come up suddenly and not wait 30 days to send out a violation letter. The Board agreed that, if possible, issues should be addressed neighbor-to-neighbor first then a letter from the Board if not resolved.

VIII. Adjournment: The meeting adjourned at 8:20 p.m. The next meeting regular Board meeting is June 26, 2019 directly following the Annual Meeting at 5:30 P.M.