

SAN ELIJO HILLS HOMEOWNERS ASSOCIATION, INC.
BOARD OF DIRECTORS'
REGULAR MEETING MINUTES
JULY 1, 2020

(No Executive Session was conducted.)

The scheduled Board of Directors' meeting of the San Elijo Hills Homeowners Association, Inc. was held on July 1, 2020. Meeting was conducted telephonically due to the Coronavirus.

Present: Directors Paul Basore, Chris Costello, Bobbie Bissierier, Phil Klein, Chris Allen and JP Palacio

Also Present: Members, Slopes Committee Member Sandy Punch and Recording Secretary Quay

Absent: Director Matt Gleason

- I. Call to Order: The meeting was called to order at 6:30 p.m.
- II. Establish Quorum: A quorum was established.
- III. Approval of the Minutes: Approval of the June 24, 2020 minutes was deferred until the August meeting.
- IV. Member Input: Harley Gordon spoke about updating the governing documents to reflect the changes in California law. Director Basore said that the documents were updated to reflect changes in the laws. In regards to specific items, Director Basore explained that the PC&R's are 95% in compliance and if the community wants or doesn't want specific items, the Board will have to discuss those changes. The governing documents need 2/3rds vote from the homeowners for approval.
- V. Election of Officers: The following officers were elected to serve on the Board from July 1, 2020 through June 30, 2021:
 - a. Office of the President: Director Costello nominated Director Klein. Director Bissierier seconded the motion. Director Klein accepted the nomination. The motion passed and Director Klein was elected Board President.
 - b. Vice President: Director Bissierier nominated Director Basore. Director Basore declined the nomination. Director Bissierier nominated Director Palacio. The motion was seconded by Director Costello. Director Palacio accepted the nomination. The motion passed and Director Palacio was elected Board Vice President.
 - c. Secretary: President Klein nominated Director Basore. The motion was seconded by Director Allen. Director Basore accepted the nomination. The motion passed and Director Basore was elected Board Secretary.
 - d. Treasurer: Director Bissierier nominated Director Costello. Motion was seconded by Secretary Basore. Director Costello accepted the nomination. The motion passed and Director Costello was elected Board Treasurer.
- VI. Committee Report:
 - a. Architectural and Planning Board:

Requests received, decided and closed: Secretary Basore said that there were seven submissions and one was withdrawn: Renovation 525 Santa Victoria; Play Structure at 1333 Santa Luisa; Garage Door 1140 Santa Luisa; Landscaping 759 Santa Camelia;

Landscaping 1140 Santa Luisa; Solar 753 Santa Camelia and Driveway at 1140 Santa Luisa.

Secretary Basore explained that he is following up on some submittals and found that the Board approved a replacement fence at 555 Santa Victoria in April 2019 but nothing has been done. In a case like this, since there is no “sunset provision,” so he suggested notifying the homeowners that the project approval will be administratively withdrawn. President Klein suggested that any future applications that have not been completed for over a year, be automatically withdrawn. Treasurer Costello suggested revisiting the project in April 2021. Director Bisserier suggested adding “project must be completed in a year” on the paperwork and signed by the homeowner. Secretary Basore said that if it is a major construction project, it could take longer than a year so we can’t limit it to 12 months from time of approval. The item will be addressed again in April 2021. Discussion ensued on some homeowners who have not paid their dues but have submitted projects for approval. Secretary Basore made a motion to add a requirement that “a member must be in good-standing” on the architectural request form that must be signed by the homeowner. The motion was seconded by Treasurer Costello. The motion passed.

- b. Slopes Committee: Discussion ensued about responding to homeowner requests which is the primary function of the committee. Sandy Punch said that the three trees on Santa Victoria/Santa Luisa have been done and that over 40 trees were trimmed and 16 trees were removed last year. Discussion ensued on several trees on the slope list.
- c. Program and Social Committee: Director Bisserier said that the check to hold a room for the Annual Meeting was not cashed so the check was voided. Director Bisserier will continue welcoming all new community members to the neighborhood.
- d. Membership Committee: Discussion ensued on the website. Vice President Palacio offered to help work on the website. President Klein asked if renters get copies of the PC&R’s and Secretary Basore said that they typically do not.
- e. Confirm Committee Chairs: (The Committee Chairs decide who will be on their committee.) President Klein said that since he is now President, he would like to turn his position on the Slopes Committee over to Director Gleason unless Director Gleason would prefer being a member of the Architectural Committee. Director Bisserier offered to talk to Director Gleason. Vice President Basore made a motion that was seconded by Treasurer Costello that Director Allen Chair the Membership Committee and Director Bisserier Chair the Program and Social Committee. The motion passed. The members of the Architectural and Planning Board are Secretary Basore as Chair, Director Allen and Ken Ayers.

President Klein will remain on the Slopes Committee for the time being.

VII. Covenants Compliance:

- a. Request to park a camper trailer in the side yard of 624 San Mario: Jessica Mann said that the previous owners were given Board approval in 1976 to store their RV on a large side area of the house big enough for an RV. The homeowners are asking the Board to approve storing a small camping trailer in the same area that is screened from the street. Director Costello stated that he looked at the area and there is nice screening so nothing can be seen from the street. Sandy Punch, the next door neighbor, said that it is a small

trailer and expressed support for the request. Director Allen made a motion to approve the request. Secretary Basore said that technically they can't have a trailer on their side yard unless the Board grandfathers it in. Vice President Palacio asked about the precedent for grandfathering other situations in and does it open up issues with storing vehicles. Vice President Palacio suggested the Board members look at the site before approving it. Director Allen agreed and retracted his motion. Secretary Basore said that the only basis for approval is because it was approved by the Board in 1974 and has remained hidden from view. The Board agreed that some architectural control adds to the value of the neighborhood but there needs to be tight controls on storage. Discussion ensued on what basis to approve the request as the grandfather clause may not hold up. The Board opined that it might be a question for the attorney. President Klein made a motion that the Board members look at the site before the end of business day on Friday and then vote. The motion was seconded by Vice President Palacio and it passed.

VIII. Updating of Governance Documents:

- a. Posting of document templates on the website: Secretary Basore made a motion to put the governing documents on the website so homeowners can start reviewing them. Treasurer Costello seconded the motion. Discussion ensued. President Klein suggested waiting until the Board had a plan on exactly how they are going to proceed in future and how to deal with comments and suggestions. He further stated that he would like a sub-committee to get input from the community on the revised documents. Vice President Palacio explained onboarding, an easy way to process information, and suggested using it. Discussion ensued. Secretary Basore volunteered to lead the sub-committee with Vice President Palacio, President Klein and Grai Andreason and to propose a method to distribute the PC&R's changes to the homeowners. President Klein suggested the subcommittee meet before the next regular Board meeting. The motion was not voted on and tabled until the next meeting.

- IX. Repeal of Policy #2 (Board Member Selection): Secretary Basore made a motion to repeal Policy #2 that states how to do the Annual Meeting but the policy has not been followed for several years. Secretary Basore then read the policy. The motion failed for a lack of a second. In discussion, the Board indicated a preference to wait until the new PC&Rs are accepted by the Members, and to repeal the entire Policy Manual at that time.

X. Financial Report:

- a. Review and Approve 2020-2021 Budget: Treasurer Costello explained several changes in the budget which now reflects a 7% increase. He added that the HOA is currently \$5,000 under budget. Discussion ensued. Treasurer Costello made a motion to approve the budget. Director Allen seconded the motion and it passed.

- XI. New Business: Director Bissierier said that the voting for this election went well but this year there were 9 unsigned ballots. The Board agreed to put that discussion on a future agenda. The election results were posted and the posting of new officers will be done shortly. Treasurer Costello said that he found a way to use credit cards through PayPal and that the HOA can do its own platform. Vice President Palacio said that Square is another platform and the fees are similar.

- XII. Adjournment: The meeting adjourned at 9:00 p.m. The next regular meeting is August 5, 2020.