

**SAN ELIJO HILLS HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS'  
EXECUTIVE SESSION SUMMARY  
NOVEMBER 28, 2018**

The scheduled Board of Directors Executive Session was held on November 28, 2018 at the Lomas Santa Fe Country Club pursuant to the posted notice.

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

Absent: Secretary Bisserier

Also Present: Recording Secretary Quay and Past Board President Irwin Willis

The meeting was called to order at 6:05 p.m. and a quorum was established. The Board discussed two matters of litigation and the requirements of a Common Interest Development (CID).

**SAN ELIJO HILLS HOMEOWNERS ASSOCIATION, INC.  
BOARD OF DIRECTORS' MEETING  
NOVEMBER 28, 2018**

The scheduled Board of Directors meeting was held on November 28, 2018 at the Lomas Santa Fe Country Club pursuant to the posted notice.

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

Absent: Secretary Bisserier

Also Present: Recording Secretary Quay and Association Members

- I. The meeting was called to order at 7:00 p.m.
- II. A quorum was established.
- III. Approval of the October 24, 2018 Minutes: ***Vice President Basore made a motion to approve the Regular Board Meeting minutes and Executive Session minutes. Director Costello seconded the motion and it passed.***
- IV. Member Input: Sandy Punch announced that the Loma Santa Fe Executive Golf Course has been sold and the new owners want to change the zoning requiring City approval. President Ayers asked that a discussion on the sale of the property be added to the January agenda for discussion.
- V. Committee Reports:
  - a. Architectural and Planning Board:

1. A homeowner has asked the Board to review his plans to add 1,000 sq. ft. to his single level, 2000 sq. ft. home for a 'granny flat' and a garage. The Board discussed the current proposal and made the following suggestions: 1) mitigate hardscape in the front with landscaping, 2) additions should be contiguous, and 3) relocate and screen AC to mitigate noise. The Board will review the plans again when they more fully developed.
  2. The Committee approved proposed improvements to 563 San Mario Drive and 753 Santa Camellia Drive for new garage doors and a pending proposal at 1247 Santa Luisa Drive to extend a wrought iron fence.
  3. Policy Manual: Vice President Basore said that he has updated the policy manual. President Ayers suggested the Board members read through it before voting on any changes/updates. Director Fleming suggested discussing it in January and added that the CC&R's will eventually have to be revised too.
- b. Slope Committee:
1. Sandy Punch said that the previous Board voted to give Mario a \$500.00 bonus since he has been an important advisor to the Board. The Board concurred with the previous Board's decision and approved the bonus.
  2. Sandy Punch explained that the arborist inspected the eastern part of the community and found a few more dead trees and seven that needed trimming on the Executive Golf Course. The contract went out for bid and Cielo Tree Care was the lowest bid at \$6,000. **President Ayers made a motion to accept Cielo's bid of \$6,000 for tree removal and trimming. Vice President Basore amended the motion to include obtaining written permission from the Lomas Santa Fe Executive Course. President Ayers agreed to the amendment. Vice President Basore seconded the amended motion and it passed.**
  3. Discussion ensued on the landscaping budget. Treasurer Costello said that the HOA was almost at budget for landscaping now. Sandy Punch explained that ice plant should be planted this time of year and asked for \$2,800 for plantings and labor. **President Ayers made a motion to approve the request for \$2,800. Director Dunn seconded the motion and it passed.**
- c. Program and Social Committee: No report given.
- d. Membership Committee Report:
1. Vice President Basore asked the Board to allow the Membership Committee to make necessary changes to the HOA's website. A brief discussion ensued. **Director Fleming made a motion to approve the request to allow the Committee to make minor changes to the website without first submitting the details to the Board for approval. Major changes (i.e., relating to governance documents) to be approved by the Board. President Ayers seconded the motion and it passed.**
  2. Letterhead Template: Vice President Basore distributed copies of a new letterhead template. **Director Fleming made a motion to approve the letterhead as the official San Elijo Hills Homeowner Association, Inc. letterhead. Vice President Basore amended the motion to use the letterhead as-is until an official logo is adopted and added to the letterhead. Director Fleming agreed to the amendment. The motion was seconded by Vice President Basore and it passed.**

- VI. Financial Report: Treasurer Costello reported that there is \$80,796.36 in checking and \$42,152.67 in savings. The HOA is over budget for water and legal costs and another reminder has been mailed to several members who are late with their payments. He added that the HOA is not building on its reserves and he recommended maintaining \$40,000.
- VII. New Business: No new business was discussed.
- VIII. Adjourn: The meeting adjourned at 9:05 p.m. The next meeting is Wednesday, January 23, 2019.

Respectfully Submitted:

Daria Quay, Recording Secretary