

**SAN ELIJO HILLS HOMEOWNERS ASSOCIATION, INC.
PO BOX 232, SOLANA BEACH, CA 92075**

BOARD OF DIRECTORS' MEETING MINUTES

WEDNESDAY, NOVEMBER 1, 2021

Present: President Klein, Vice President Allen, Secretary Basore, Treasurer Costello, Director Bisserier. Director Krems (arrived during Committee reports); and Members Andreason, Ayers, S. Costello, Dorney (2), Gerber (2), L. Klein, and Punch.

Absent: Director Luque **The meeting was held at the home of Director Bisserier.**

- I. **Call to Order:** The meeting was called to order by President Klein at 6:33 p.m. This was the first board meeting held following the recording of new/restated PC&Rs and Bylaws.
- II. **Establish Quorum:** A quorum of 5 Directors was established.
- III. **Approve Meeting Minutes:** The October 2021 minutes were approved as presented.
- IV. **Member Input:** Member C. Costello asked about the plywood door at 647 Santa Camelia.
- V. **Old Business:** Secretary Basore moved to repeal the Policy Manual in its entirety. It was seconded by President Klein and passed unanimously (5-0).
- VI. **Committee Reports**
 - a. Slopes Committee: The committee was empaneled as a standing committee under the newly approved Bylaws by a vote of 5-0-1, comprised of Director Krems (Chair), Member Punch, and Member Ayers. Member Punch will review the committee's guidance document prior to submitting it to the Membership Committee for posting on the website with a disclaimer that it is only to help retain best practices within the committee and is non-binding on either the committee or Owners. Fall planting, mostly on Santa Camelia, is expected to cost about \$5,500 and tree work in the west half of the development resulting from the arborist inspection will cost about \$15,000. Both are within expected budget. Irrigation lines at 411 Santa Victoria will be moved out of the sideyard and onto the slope after the rainy season is over. Irrigation relocation work at 550 San Mario will be done in December or January. The committee is investigating the feasibility of using reclaimed water on the slopes.
 - b. Architectural Committee: The committee was empaneled as a standing committee under the newly approved PC&Rs and Bylaws for a three-year term by a vote of 6-0, comprised of Secretary Basore (Chair), Vice President Allen, and Member Ayers. Since the last board meeting, the committee received and approved new doors at 1440 Santa Marta, solar panels at 725 San Mario, and fences at 525 Santa Victoria. The committee will update the Request for Architectural Improvement form on the website, including modifications recommended by Vice President Allen.

- c. Membership Committee: The committee was empaneled as a standing committee under the newly approved Bylaws by a vote of 6-0, comprised of Vice President Allen (Chair), Director Bisserier, Member Andreason, and Member S. Costello. The committee recommended, and the board endorsed, holding the December meeting again at Director Bisserier's home to promote recruitment of new volunteers. President Klein agreed to reach out to individuals who may be interested. The website needs to be updated to reflect the new PC&Rs and Bylaws. President Klein will write replacement text for the home page. Secretary Basore will supply the new documents and review the rest of the website. Whether to limit website access to Members only was discussed. Secretary Basore objected to the overhead associated with assigning and reminding Members of their passwords. The board agreed to keep the website open, but to remove sensitive financial and contact information.

VII. Financial Report: Treasurer Costello reported that expenses in October were \$18,836, which was \$2,394 under budget. Expenses year-to-date are \$9,188 over budget, largely due to the high mailing expenses for updating the PC&Rs. No repayment to the reserve fund was made last month. Treasurer Costello investigated hiring a management company to perform some tasks. A typical fee is \$1600 per month for basic bookkeeping and note-taking. He found no neighboring HOA that was happy with the performance of their management company. Vice President Allen and Member Ayers reported having better experiences and will share that information with Treasurer Costello.

VIII. New Business:

- a. Treasurer Costello, with support from Secretary Basore, will work with Mother Lode Bookkeeping to make sure that the documents distributed with escrow requests correctly reflect the newly adopted PC&Rs and Bylaws. He will also attempt to have the bookkeeper collect an email address from new Owners, and he will attempt to have the bookkeeper use a less-obscure email address when sending invoices.
- b. In conjunction with the monthly email blasts of the agenda and minutes, Secretary Basore will notify Members that the email address they gave will continue to be used for conveying the minutes, agendas, and other important HOA matters unless the Member asks to be removed from the notification list. He will also use the email blast closest to the sending of biannual invoices to remind Members to expect an invoice in their email from the bookkeeper.
- c. President Klein reported that the Owner at 1555 Santa Sabina complained that their slope was not being maintained, incurring them a cost to bring the slope into compliance with newly imposed fire safety regulations. That slope has never been maintained by the HOA, and is designated as Owner-Maintained in the new PC&Rs.
- d. Vice President Allen asked that the request to install steps on the slope at 531 Santa Victoria be addressed at the next board meeting.

IX. Adjournment: The meeting adjourned at 7:56 p.m.