

**SAN ELIJO HILLS HOMEOWNERS ASSOCIATION, INC.  
PO BOX 232, Solana Beach, CA 92075**

**BOARD OF DIRECTORS' MEETING MINUTES  
February 3, 2021**

**The meeting was held via Zoom and telephonically due to COVID restrictions.**

**There was no Executive Session**

**OPEN SESSION**

Present: President Klein, Vice President Palacio, Secretary Basore, Treasurer Costello, Directors Allen, Stang and Bisserier

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

1. Call to Order: The meeting was called to order at 6:30 p.m.
2. Establish Quorum: A quorum was established.
3. Approve Meeting Minutes: The January 6, 2021 minutes were approved as amended.
4. Member Input: Harley Gordon asked about the Google form on the website and the importance of having a website where members can express their views. Mr. Grider thanked the Board for following-up with the trimming of the neighbor's Bottle Brush Tree and asked the Board to also address his view issue with the neighbor's Bird of Paradise.
5. Old Business:
  - a. Status of view obstruction response at 1134 Santa Luisa: President Klein said that the Board recommended the neighbors trim their Bird of Paradise and required they trim the Bottle Brush Tree in increments which they have started per agreement. The Board will address trimming the Bird of Paradise at future date.
  - b. Status of landscaping at 563 San Mario: Secretary Basore said that he has photos of the landscaping which is now 90% complete. All that is left to be done is the glass on the pilasters in the front. President Klein made a motion that the landscaping is 90% complete and therefore, there will be no enforcement at this time. Director Bisserier seconded the motion and it passed unanimously.
6. Committee Reports:
  - a. Architectural and Planning Board: Comments were made on the following: Driveway at 507 Santa Victoria approved; 538 San Camelia withdrew request for deer fence; 411 Santa Victoria landscaping plan pending modifications; 563 San Mario rear yard landscaping approved; and 654 Santa Camelia landscaping approved. In regards to 411 Santa Victoria, Sandy Punch said they are redoing their plans to work within their area rather than going into the slopes. She expressed concern that their landscaper is not insured or licensed and that homeowners' contractors should be insured and bonded.
  - b. Slopes Committee: Director Stang gave the following report:
    - (1) The Committee is focusing on the slopes and are developing a plan and cost estimates. Mario continues to replace irrigation.

- (2) Completed clean-up after the winds and rains. It was noted that there were a lot of fallen limbs and the Committee will discuss with the arborist. However, no trees or major limbs came down during the high winds so our tree removal and trimming is working well.
  - (3) Rotting eucalyptus tree at 1531 Santa Sabina. The estimate to remove it is \$1800.
  - (4) Removal work has begun on the Pampas grass on San Mario.
  - (5) Landscaping materials and tools were removed on the slopes behind 1211 Santa Luisa.
  - (6) The leaning pine tree at 654 Santa Camelia has been removed. Stump will be removed this week.
  - (7) Action item: Debris removal under the high wires. (This property is owned by San Elijo Hills #2.) Sandy Punch will be attending the San Elijo Hills #2 Board meeting in February to discuss this issue. This item will be on our March agenda.
- c. Program and Social Committee: Director Bissier met with two new residents and one expressed an interest in being a Board member. In addition, she drafted an informational welcome letter. The Board suggested new members also get a copy of the PC&R's. Secretary Basore said that the Policy Manual should be adequate at this point. Director Bissier will email the draft welcome letter to the Board for approval. President Klein made a motion to develop a handout to include the Policy Manual. The information packet will be circulated to the Board for approval and/or comments. Director Allen seconded the motion and it passed unanimously. Vice President Palacio offered to help with the welcome letter.
  - d. Membership committee: Director Allen said that the HOA now has 140 email addresses and that the information to the new owners will be helpful.
  - e. Ad Hoc Committee on Updating the PC&R's
    - (1) Release of draft restated PC&Rs and Bylaws on website: The Board discussed the draft PC&Rs and Bylaws on the website and the Board's suggestions will be given to Sharon Costello. She will make the changes and distribute the revisions to the Board members.
    - (2) Status of the Google Form: The Board discussed changes to the Google form. Vice President Palacio said that he will respond to any questions about the form. The Board will make sure it is what they want and easy for the homeowners to use. The link to the forms will be emailed to all the members.

## 7. Financial Report:

- a. Treasurer Costello reported that there is \$40,214.33 in checking and \$22,273.98 in savings. The HOA is under budget this month but over budget YTD by \$7,574. Operating expenses are over by \$16,323 YTD and capital expenses are under by \$8,749. The two settlement checks totaling \$30,000 have cleared and \$20,000 was moved from savings to checking to cover the checks. The Board asked Treasurer Costello to insert a footnote in the budget so members know that the expenditure of \$30,000 was to settle the lawsuit.
- b. Discussion ensued regarding extra, unplanned tree trimming costs.
- c. The dues notices are sent out in March and Treasurer Costello asked if the Board wanted to include a newsletter. President Klein recommended doing a newsletter since the Board has addressed some important issues (i.e., lawsuit settlement, PC&R's/Bylaws,

Landscaping, etc.). Secretary Basore offered to put it together if someone else can help generate content. President Klein, Sandy Punch and Director Stang offered to help. Each Committee should write a couple of paragraphs and then email content to Secretary Basore.

- d. Treasurer Costello explained the electronic invoicing. After a brief discussion, the Board approved emailing the invoices. If payment is not received in two weeks, a reminder invoice will be emailed. Another invoice will be sent via US mail if payment is not received in 30 days. The HOA is not accepting credit cards at this time.
8. New Business: Secretary Basore said the Architectural Committee has a responsibility to bring up items to the Board that have not been approved. The homeowners at 1229 Santa Luisa, who have unapproved landscaping, have not yet responded to the Committee. Although the landscaping looks good, their neighbors should have been notified and the Slope Committee needs to know how the drainage is being handled. The Board suggested sending a letter to the homeowner about the HOA approval process and putting information on the process in the newsletter. Member Gordon opined that most members don't read the newsletter and suggested the Board do a Blog. Director Allen said that he was a Director on another HOA, and they sent out a reminder to the members that they need to follow procedures. President Klein said that he doesn't think giving the Board members more responsibilities is necessary. The HOA posts information on its website and newsletters are sent out twice a year.
9. Adjournment: The meeting adjourned at 8:15 p.m. The next meeting will be March 3, 2021 at 6:30 p.m. via Zoom.