

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

**BOARD OF DIRECTORS' MEETING MINUTES**

**WEDNESDAY, APRIL 5, 2023**

**Present:** President Hellinger, Secretary Basore, Treasurer Sagar, Directors Beck, Costello; and Members Doran, Klein, Punch, and Shriver.

**Absent:** Vice President Carter, Director Wittig

1. **Call to Order:** The meeting was called to order by Secretary Basore at 6:34 pm.
2. **Establish Quorum:** A quorum of 5 out of 7 directors was established prior to Member Input.
3. **Meeting Minutes:** The March 2023 minutes were approved as previously distributed.
4. **Member Input**
  - Member Shriver asked the board to explain why her address was listed on the agenda and then described the circumstances surrounding her recent rear-yard plantings.
  - Member Doran introduced herself (and her baby) as new neighbors on Santa Luisa.
5. **Old Business**
  - President Hellinger explained the reasons why an architectural request form should be submitted by Member Shriver to document her landscape modifications. Member Shriver indicated she will be submitting the form. Secretary Basore will email the form to her.
  - President Hellinger renewed the HOA's liability insurance policy package for the year starting April 1, 2023. The primary liability coverage was transferred from Traveler's Insurance to Accredited Assurance and Casualty, resulting in a reduction in annual premium to \$7657. Secretary Basore will submit the insurance certificate to secure our reservation to use the meeting room at Solana Vista Elementary School for our Annual Meeting on June 7<sup>th</sup>.
6. **Architectural Committee**
  - 1456 Santa Marta: An architectural request for renovation at this address was approved in March 2022. More than a year has passed without work starting, so it was necessary to resubmit the request ([PC&R Article 8.5.4](#)). No adverse input was received at the meeting and the architectural committee plans to approve the renewed request.
  - Other: Solar panel installations were approved at 1309 Santa Luisa, 1223 Santa Luisa, and 555 Santa Victoria.
7. **Slopes Committee**
  - 507 Santa Victoria: The City's corrugated-steel stormwater drain beneath this slope collapsed. The recent heavy rains then washed-out the soil, toppling trees and leaving a large sinkhole. The City estimates more than 200 cubic yards of soil will be needed to

backfill. A path for equipment to access the site has been built starting at the north end of the Santa Victoria cul-de-sac. The City is managing the repairs and will be paying the cost to restore the slope. The HOA will be responsible for replanting the restored slope.

- 1235 Santa Luisa: A tall tree on the adjacent Executive Golf Course toppled onto the HOA-maintained slope during a recent storm. The golf course is paying to remove the tree and repair the fence near the top of the slope, which is owned by the course.
- 1278 Santa Luisa: A large Torrey pine tree is being removed from the HOA-maintained slope at the request of the owners of the two adjacent lots. The HOA was going to pay \$2k to have the tree trimmed this year based on the arborist's inspection, so the board agreed to contribute this amount to its removal, leaving \$4k that will be split between the two owners.
- Annual maintenance: Work still remains to be done behind Santa Sabina and Santa Marta.
- Tree maintenance costs this year will likely exceed the budget by \$5k. This is offset by the savings of about \$8k in water bills due to the heavy rainfall since December.

#### **8. Membership Committee**

- Annual Meeting: The meeting will start at 6 pm on June 7<sup>th</sup>, 2023 in the multi-purpose room at the Solana Vista Elementary School. The agenda will be set at the May board meeting.
- Annual Election: The board reviewed and approved the ballot language that will be mailed to all homeowners in early May. Secretary Basore will distribute the April minutes earlier than normal so that the cover email can include an appeal for homeowners to place their name on the ballot. In addition to filling three board positions, ratification of the Rule requiring neighbors to sign architectural request forms will be on the ballot ([PC&R Article 3.5.2](#)).

#### **9. Neighbor-Friendly Lighting Committee (ad hoc)**

- Member Klein reported that Members Costello and Ettari have joined the committee, which has been renamed (previously referred to as the dark-sky committee). He presented a letter that will be sent to the HOA's email list with the next agenda to seek neighborhood input, and he showed photographs illustrating the less-intrusive lighting he installed on his home.

#### **10. Financial Report**

- Fee collection: The board discussed whether the email address used by the HOA's bookkeeper to send invoices should be changed to something less likely to be overlooked. The decision was to focus on investigating the cause when accounts are more than 60 days overdue to determine the underlying factors, and also to follow-up with a paper invoice.
- Expenses: Treasurer Sagar reported that for the 9 months of the current fiscal year, total expenses have been \$177k out of an annual budget of \$258k, which puts the HOA on-track to finish the fiscal year within budget. Cash flow has been healthy, allowing the reserve fund account for non-recurring expenses to be replenished at a steady pace of \$667 per month.

**11. Adjournment:** The meeting adjourned at 8:40 pm. The next meeting is scheduled for May 3<sup>rd</sup> at 6:30 pm in the upstairs boardroom of the Lomas Santa Fe Country Club.