

BERNARDO SANTA FE HOMEOWNERS' ASSOCIATION

C/o Association Management Group
Tel: (760) 931-4180 Fax: (760) 931-4188

2131 Las Palmas Drive, Suite A, Carlsbad, CA 92011-1524
Email: amg@sdamg.net

BOARD OF DIRECTORS MEETING • GENERAL SESSION THURSDAY • JANUARY 18, 2018 • 5:00 P.M.

AT OAKMONT OF ESCONDIDO HILLS
3012 BEAR PARKWAY SOUTH, ESCONDIDO

MINUTES

- NOTICE OF MEETING:** Notice of meeting and an agenda for the General Session meeting of the Board of Directors for the Bernardo Santa Fe Homeowners' Association was posted on the community association bulletin board at least four days prior to the meeting held on Thursday, January 18, 2018 at 5:00 p.m., at Oakmont of Escondido Hills, 3012 Bear Parkway South, Escondido.
- ATTENDEES:** Dan Conner, Ed Perry, Sandy Eischen and George Khoury were in attendance. Jerry Potts was unable to attend.
- Cleo Tujague of Association Management Group represented Management.
- There were two (2) homeowners in attendance, representing one home.
- Larry and Anita Palmer of 3318 Camino Marzagan
- CALL TO ORDER:** Dan Conner officially called the meeting to order at 4:50 p.m.
- EXECUTIVE SESSION
MEETING REPORT:** Cleo Tujague gave the Executive Session meeting report, indicating the board met in Executive Session prior to the General Session and took the following actions: approved minutes of the November 30, 2017 Executive Session meeting, reviewed delinquent assessments, and reviewed the log of outstanding rules violations.
- HOMEOWNER FORUM:** There were two homeowners in attendance who had an opportunity to speak with the Board. No comments were made in homeowner forum.
- MANAGEMENT
REPORT:** Community Manager, Cleo Tujague, previously provided the Board of Directors with a comprehensive written property management report for their review and comment. There was general discussion on many of the items recorded, during which the following actions were taken.

Approval of Minutes: Upon a motion duly made by Ed Perry and seconded by Sandy Eischen, the Board of Directors voted unanimously to approve the November 30, 2017 General Session meeting minutes, as submitted.

Approval of Financial Statement: : Upon a motion duly made by George Khoury and seconded by Ed Perry, the Board of Directors voted unanimously to approve the November and December 2017 financial statements, including the review of bank statement and account reconciliations and journal entries, as submitted, pending CPA review.

Year End Financial and Taxes: Management advised the Board that the first draft of the year-end financial was received on the meeting date and would be emailed to allow for time to review the report before the March meeting.

Meetings Schedule: The schedule of Board meetings for the remainder of 2018 is as follows:

March 22, 2018

May 24, 2018

July 26, 2018

September 27, 2018 (Annual Mtg. and Election of Directors)

November 29, 2018

Homeowner Requests: The Board reviewed a request submitted by Sue Smurthwaite 3118 Via Valesco for annual or bi-annual community wide yard sales. The Board commented that a request had been sent to homeowners to solicit interest for such a thing in the past but received only one or two responses. Nevertheless, the Board thinks it might be worthwhile to ask again and has directed that this be put into a newsletter for mailing in concert with the year-end financial statement.

Additionally, the Board reviewed a request submitted in writing at the meeting for a ninety (90) day extension to the landscaping project already approved at 3318 Camino Marzagan (Palmer). Upon a motion duly made by Sandy Eischen and seconded by Ed Perry, the Board of Directors voted unanimously to approve the extension as requested.

Archive Purge: The Board discussed paper archives at length and reviewed the 2016 boxes which had been prepared to send to the offsite document storage facility. The Board decided after much discussion that archives going forward should be maintained digitally when possible but that the paper copies should also be retained as a backup. Upon a motion duly made by Ed Perry and seconded by Sandy Eischen, the Board of Directors voted to approve a program of pulling two years' worth of archives every year to purge any documents which no longer needed to be retained, beginning with the oldest two years on file, by a majority vote (George Khoury voted "no").

Landscape Extras: The Board reviewed a bid for mulching the areas of the community outside the walls and requested that management inquire if the tree trimming debris could be ground up on site and used as mulch.

Lighting Retrofit: Upon a motion duly made by George Khoury and seconded by Ed Perry, the Board of Directors voted unanimously to approve the community wide lighting retrofit with LED bulbs purchased from Solterra (bid to be revised to subtracted those already purchased and installed) and labor provided by ProTec at a cost of \$1570 for labor. Both parts and labor will be paid from reserves.

DATE OF THE NEXT
MEETING:

The next meeting of the Board of Directors is scheduled for March 22, 2018 at 5:00 p.m. at Oakmont of Escondido Hills, 3012 Bear Parkway South, Escondido.

ADJOURNMENT:

There being no further business to come before this Board of Directors, the General Session Meeting for the Bernardo Santa Fe Homeowners Association was officially adjourned at 6:00 p.m.

ATTEST:

SIGNATURE:

DATE: