

BERNARDO SANTA FE HOMEOWNERS' ASSOCIATION

C/o Association Management Group
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BOARD OF DIRECTORS MEETING • GENERAL SESSION TUESDAY • NOVEMBER 23, 2010 • 11:30 A.M.

AT THE ESCONDIDO CITY LIBRARY
239 S. KALMIA STREET, ESCONDIDO

MINUTES

APPROVED

- 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 Tuesday, November 23, 2010 at 11:30 a.m., at the Escondido City Library located at 239 S. Kalmia Street in Escondido, California.
- ATTENDEES:** Dan Conner, Jerry Buck, Jerry Potts and Bill Key were in attendance. Ed Lehman was unable to attend.
- Sandy Cheng of Association Management Group represented Management.
- There were two (2) homeowners in attendance.
- CALL TO ORDER:** Dan Conner officially called the meeting to order at 11:30 a.m.
- EXECUTIVE SESSION
MEETING REPORT:** Sandy Cheng gave the Executive Session meeting report indicating the Board met in Executive Session prior to the General Session meeting and approved the minutes from the July Executive Session and the Organizational Meeting minutes from September 28, 2010. In addition, the Board reviewed the delinquent assessment reports and approved the Lien against a homeowner who is at least three months in arrears with assessments.
- HOMEOWNER
DISCUSSION:** The two (2) homeowners in attendance had an opportunity address the Board with questions and comments. The questions include, but were not limited to, the following:
- Clare Key from 309 Camino Del Postigo and Jolind Eckstein from 3206 Camino Vallareal** were in attendance. Clare introduce Jolind Eckstein as a homeowner who is interested in taking over the responsibility from Clare as the Welcome Committee chair. Clare decided to step down as the committee chair and believes Jolind would be great in taking over the responsibilities.

The Board thanked both Clare and Jolind for attending the meeting.

COMMITTEE REPORTS:

Welcome Committee: Clare Key stated she will no longer be taking on the responsibility of the welcoming committee chairperson and would like to pass on the responsibility to Jolind Eckstein.

Committee Appointment: Upon a motion duly made by Bill Key and seconded by Dan Conner, the Board of Directors voted unanimously to appoint Jolind Eckstein to be the welcome committee chair.

Website Committee: Jerry Potts presented a website evaluation for the Bernardo Santa Fe website. Jerry spent some time listing what needs to be updated and a different responsibility for volunteers to maintain the Association website. Jerry stated the renewal for the hosting is coming up on December 5 and a Board decision is required to approve the website hosting renewal. There was discussion by the Board on whether or not the website is useful to the homeowners and it was determined that homeowners can get a lot of useful information, including the Association's CC&Rs, Bylaws and updated meeting minutes from the website. It was believed by the majority to the Board that Bernardo Santa Fe should continue hosting and maintaining the website for homeowners' benefit.

Approval of Website: Upon a motion duly made by Jerry Buck and seconded by Dan Conner, the Board of Directors voted unanimously to continue the website hosting for a total of \$57.72 and appoint Bill Key to be the website editor for the Association website.

**PROPERTY
MANAGEMENT
REPORT:**

Community Manager, Sandy Stites, previously provided the Board of Directors with a comprehensive written property management report for their review and consideration. There was general discussion on many of the items recorded, during which the following actions were taken during the meeting:

Approval of Minutes: Upon a motion duly made by Jerry Buck and seconded by Dan Conner, the Board of Directors voted unanimously to approve July 27, 2010 General Session Meeting minutes and the September 28, 2010 Annual Meeting minutes, as submitted.

Approval of Financial Statements: Upon a motion duly made by Bill Key and seconded by Jerry Potts, the Board of Directors voted unanimously to approve the July, August, September and October 2010 financial statements, including the review of bank statement, journal entries and account reconciliations, as submitted, pending CPA review.

Delinquent Assessments: Upon a motion duly made by Jerry Buck and seconded by Jerry Potts, the Board of Directors voted unanimously to authorize filing a Lien on account 336602, in accordance with the Association's collection policy.

Year End Financial and Taxes: Upon a motion duly made by Jerry Potts and seconded by Bill Key, the Board of Directors voted unanimously to approve the proposal submitted by Charles Frisbey, CPA, to prepare the year end financial statement and tax returns on behalf of the Association for a total of \$800, as submitted.

Year End Disclosure: Upon a motion duly made by Jerry Buck and seconded by Bill Key, the Board of Directors voted unanimously to approve the year end disclosure to be mailed out to the homeowners as required by law.

Architectural Request: Gary Hoyer from 3319 Camino Marzagan submitted a plan to re-landscape the front and side yard. Management sent a letter to Gary requesting more information, such as the list of plants Mr. Hoyer plans on installing. So far, management has not heard back from Mr. Hoyer. Management will send a follow up letter.

The Board discussed the existing landscape standards in the architectural guidelines. The existing landscape standards do not allow thorny plants in certain areas. In addition, rocks, gravel and mulch should also be limited, according the existing guidelines. Management suggested some basic guidelines to limit the conversion of any homeowner landscape to a 50/50 ratio of lawn to mulch or planters with rock beds. It was also suggested the Board may use the list of drought tolerant plants from the City of Escondido/San Diego as a basic guideline for plant materials to choose from. The Board agreed to review management's recommendations and form a committee to revise the guidelines. Final revisions will be submitted to management for implementation so the revisions can be sent to the homeowners for comment and Board adoption.

Architectural Application: The Board reviewed the architectural application submitted by Jerry Buck from 3380 Camino Marzagan to replace the front door, as the previous homeowner damaged the front door when the house was foreclosed on by the bank. Jerry was at the meeting and explained for the past year, he has been making partials repairs to the front door, but the door really needs to be replaced.

Architectural Approval: Upon a motion duly made by Jerry Potts and seconded by Bill Key, the Board of Directors voted unanimously to approve the architectural application submitted by Jerry Buck from 3380 Camino Marzagan to replace his front door as submitted.

Newsletter: Management proposed to prepare a December newsletter and presented a request from Gerrie Gould from 3318 Camino Marzagan to include a mention of a community network where neighbors will help each other by carpooling to and from the airport. The Board believes this type of mention is not considered advertising and directed management to include a brief article about this network.

Committee Volunteer: Sandy Eischen from 3345 Camino Vallareal volunteered to serve on the architectural review committee and the social/welcoming committee. The Board reviewed the committee participation survey from Sandy Eischen and decided to table appointing Sandy Eischen to be on the committee until January 2011 because Ed Lehman, the architectural committee chair was no in attendance. The Board would like to get Ed's feedback before appointing Sandy Eischen to be on the committee.

Via Ribera Lawn: The Board reviewed the proposal submitted by ResCom to convert the stripe of lawn along Via Ribera next to the slope to mulch and planter areas. The proposal was submitted because the rabbits have been destroying the turf and rather than installing new sod, ResCom proposed to convert the area into a planter with flowering plants.

Via Ribera Lawn Conversion: Upon a motion duly made by Jerry Potts and seconded by Bill Key, the Board of Directors voted unanimously to accept the proposal from ResCom Service to convert the lawn area on Via Ribera into a planter with flowering plants for a total of \$3,500, to be pulled out of reserves.

Pre-Emergent: The Board reviewed the bid to apply pre-emergent throughout the community and decided it was too expensive and the bid was not detailed enough. The Board did not recall apply pre-emergent herbicide in the past years and directed management to obtain more information from ResCom before the Board reconsiders the bid.

Brow Ditch: The Board reviewed the proposal to repair the collapsed brow ditch by 288 Camino Tablero submitted by ResCom for a total of \$2,559.

Repair Brow Ditch: Upon a motion duly made by Bill Key and seconded by Jerry Buck, the Board of Directors voted unanimously to approve the proposal submitted by ResCom to repair the brow ditch for a total of \$2,559 as submitted.

**DATE OF THE
NEXT MEETING:**

The next meeting of the Board of Directors will be held on January 25, 2011 at 11:30 am at the Escondido City Library, 239 S. Kalmia Street, Escondido California.

Bernardo Santa Fe Homeowners' Association
Board of Directors Meeting • General Session
Tuesday • November 23, 2010 • 11:30 a.m.
At the Escondido Public Library
MINUTES
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ADJOURNMENT: There being no further business to come before this Board of Directors, the meeting was officially adjourned at 1:30 p.m.

ATTEST:

SIGNATURE:

DATE: