

# BERNARDO SANTA FE HOMEOWNERS' ASSOCIATION

C/o Association Management Group  
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## BOARD OF DIRECTORS MEETING • GENERAL SESSION THURSDAY • NOVEMBER 30, 2017 • 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, November 30, 2017 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 all in attendance.
- Arien Tujague of Association Management Group represented Management.
- There were six (6) homeowner in attendance.
- Norma Masliyah of 220 Camino Del Postigo  
Larry and Anita Palmer of 3318 Camino Marzagan  
Sally Schultz of 254 Camino Tablero  
Joan Buckingham of 288 Camino Tablero  
Jerry Potts of 3248 Via Ribera
- CALL TO ORDER:** Dan Conner officially called the meeting to order at 4:50 p.m.
- EXECUTIVE SESSION  
MEETING REPORT:** Arien 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 July 27, 2017 Executive Session meeting, reviewed delinquent assessments, held hearings to show cause for unresolved rule violations and reviewed the log of outstanding rules violations.
- BOARD MEMBER  
APPOINTMENT:** Upon a motion duly made by Ed Perry and seconded Sandy Eischen, the Board voted unanimously to appoint Jerry Potts to the Board seat vacated by Brooks Deegan and to the office of Treasurer. The term will expire at the September 2018 Annual Meeting.
- HOMEOWNER FORUM:** There were six homeowners in attendance who had an opportunity to speak with the Board.

**Buckingham, 288 Camino Tablero**, inquired about the website update status and who controls what content is added to the website. She further commented that one of the pages is overlaid with two bodies of text and asked that this be corrected.

**Masliyah, 220 Camino Del Postigo**, inquired about how she could give information for the website regarding the book club.

**Palmer, 3318 Camino Marzagan**, expressed their support for the recently installed solar speed limit sign.

**MANAGEMENT  
REPORT:**

Community Manager, Arien 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 Jerry Potts and seconded by Dan Conner, the Board of Directors voted unanimously to approve the July 27, 2017 General Session, September 28, 2017 Annual Meeting and September 28, 2017 Organizational meeting minutes, as submitted.

**Approval of Financial Statement:** : Upon a motion duly made by Jerry Potts and seconded by Sandy Eischen, the Board of Directors voted unanimously to approve the July-October 2017 financial statements, including the review of bank statement and account reconciliations and journal entries, as submitted, pending CPA review.

**Budget:** : Upon a motion duly made by Jerry Potts and seconded by Dan Conner, the Board of Directors voted unanimously to memorialize approval of 2018 budget, as amended to reflect the Board's feedback of no increase to assessments, with authorization to mail to the members in accordance with Civil Code Requirements.

**Reserve Study:** Upon a motion duly made by Ed Perry and seconded by Jerry Potts, the Board of Directors voted unanimously to memorialize Board approval of the reserve study as drafted, with authorization to mail to the members in accordance with Civil Code Requirements.

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

January 18, 2018  
March 22, 2018  
May 24, 2018  
July 26, 2018  
September 27, 2018 (Annual Mtg. and Election of Directors)  
November 29, 2018

**Architectural Committee Membership:** Upon a motion duly made by Sandy Eischen and seconded by Jerry Potts, the Board of Directors voted unanimously to appoint Ed Perry to the Architectural Committee.

**Website:** Upon a motion duly made by Dan Conner and seconded by Ed Perry, the Board of Directors voted unanimously to appoint George Khoury as liaison to send documents to Paola Potts for the association website.

**Archive Purge:** Upon a motion duly made by Jerry Potts and seconded by Dan Conner, the Board of Directors voted unanimously to approve digitizing all documents going forward, rather than archiving physical copies. The Board noted that these should be saved to both an external hard drive and a DVD for purpose of having a backup should the hard drive fail. The Board requested that a list of documents from past archives that must be retained and a sample box of archives be brought to the January meeting.

**Landscape Extras:** Upon a motion duly made by Jerry Potts and seconded by Ed Perry, the Board of Directors voted unanimously to accept proposal 11 from Green Valley, as follows:

#11: Remove two dead trees on the Del Postigo Slope, at a cost of \$400.

The Board directed that two competing bids be obtained for the installation of fertilizer tanks suggested by the landscape vendor.

**Wall Painting:** The Board tabled discussion of wall painting adjacent to common area slopes.

**Lighting Retrofit:** The Board reviewed a bid for retrofitting the street lights with LEDs. While the bulb cost is non-variable, the Board wanted to see more costs for installation. Upon a motion duly made by Jerry Potts and seconded by George Khoury, the Board of Directors voted unanimously to direct management to obtain two bids.

**Fence Replacement:** The Board discussed the small stretches of common area fencing which serve as entrances to the common area slopes. Previously the Board had approved repairing the fences but when the work was initiated, it was determined that damage was much more substantial than anticipated and several areas would need the whole stretch of fence replaced. Upon a motion duly made by Jerry Potts and seconded by Ed Perry, the Board of Directors voted unanimously to approve completing the replacements and repainting of common area gates and fences leading to the slopes with ProTec at a cost of \$7655, to be paid from reserves.

Dan Conner remarked that the North pedestrian gate at the Avenida Magoria entrance to the community was still difficult to open. Sandy Eischen volunteered to contact Reliabuilt fencing to repair.

**Bernardo Santa Fe Homeowners' Association  
Board of Directors Meeting • General Session  
Thursday • November 30, 2017 • 5:00 p.m.**  
At Oakmont of Escondido Hills

**MINUTES**  
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DATE OF THE NEXT  
MEETING:

The next meeting of the Board of Directors is scheduled for January 18, 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 6:30 p.m.

ATTEST:

\_\_\_\_\_  
SIGNATURE:

\_\_\_\_\_  
DATE: