



**OCEANSIDE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS
GENERAL SESSION MINUTES
JULY 26, 2017**

NOTICE

Upon due notice, the members of the Board of Directors for the Oceanside Community Association met in General Session on July 26, 2017 at 9:30 am at the Association Clubhouse Auditorium, 550 Vista Bella, Oceanside, CA 92057.

**CALL TO
ORDER**

Board President, Tom Trompeter called the meeting to order 9:30 am
Vice President Joan Jeffery, announced and led the Pledge of Allegiance.
Secretary Charlie Wendt, read the video disclaimer and conducted a roll call.

ATTENDANCE:

Present: Tom Trompeter, President
 Joan Jeffery, Vice President
 Lynn Port, Treasurer
 Charlie Wendt, Secretary
 Mike Faulkner, Director
 Sherry Jarrett, Director
 Carol Finkas, Director

Absent: None

Management: Patricia Orlando, CCAM
 General Manager

 Jamison Maurer, Maintenance Supervisor

**AGENDA
APPROVAL**

The Board reviewed the General Session Meeting Agenda for approval, noting that Item D under New Business should be tabled until more information can be obtained. Upon a motion made and seconded:

Resolved: To approve the General Session Agenda of June 28, 2017, with the noted changes.
Approved: Unanimous.

APPROVAL OF GENERAL SESSION MINUTES

The General Session Minutes from the June 28, 2017, were presented for approval. Upon motion and seconded:

Resolved: To accept said minutes as presented. Approved: Unanimous

GREEN CLOVER GOLF EMERALD ISLE GOLF CLUB UPDATE

Holly Kennedy provided an update on activities taking place at the Gold Course. Holly noted that the greens are in good shape and the club continues to offer music every Friday through August. The Course will be hosting a Jack and Jill tournament on August 12th. Club Management has had success reaching out to the Ocean Hills community and as a result are seeing an increased participation. A Professional photographer took footage of the golf course and will provide the course with photos and a 3-minute video that will play on the course TVs. Holly would like to offer the completed video to the Association and in order to play the video for our Homeowners at an upcoming meeting.

Resolved: To acknowledge the Emerald Isle Golf Club update with no action necessary.

HOMEOWNER FORUM

For members attending the meeting to address business of the Association with the Board during this time. A three-minute time limit is permitted. Issues presented at this time will be taken under consideration and with Board agreement and direction placed as a future agenda topic.

- **#06/#-** A homeowner from unit #6 expressed concern about water waste throughout the community and noted that he observed water run-off on the sidewalks. This homeowner also felt that the sprinklers were not connected or working properly.
- **#6/#62-** The homeowner requested that the landscape vendor hold off on using the weed whacker until 9:00 am or later.
- **#1/#41-** The member had a concern regarding cars that consistently park in the fire zone near his residence. The homeowner asked for the Safety Committee to inspect more frequently, he also requested that we repaint the red lines. Homeowner asked for clarification on who determines the layout of the red lines and President Tom Trompeter responded that the Oceanside Fire Department determines the layout and the Maintenance Department are in the process of restriping each unit. Homeowner requested a note be inserted in the Highlights that says the Fire Department determines the layout.
- **#7/#37-** Homeowner stated that three men at 7:00 am were taking pictures behind the home. The homeowner requested that management and vendors refrain from taking pictures near homes.

- #8/#105-This homeowner indicated that the Architectural Guidelines state that the Architectural Committee shall select paint colors for the community. He expressed concern this was no longer happening since the Board appointed a Paint Selection Committee.
- #8/#106-This member expressed her viewpoint regarding paint color selection, she does not want to see the Paint Selection Committee dissolved. This member does not feel the need to have a colorist involved in the selection process.
- #14/#13- This homeowner recommended the committee's select soft beach colors for painting throughout the community. She indicated that in her opinion, the Paint Selection Committee should pick the paint colors and the Board of Directors should not be selecting the colors.
- #14/#14-This member, also the Paint Selection Committee Chair, gave an overview of the selection process. She thanks all the Homeowners who attended and participated in prior paint selection meetings.

PRESIDENT'S REPORT

President Tom Trompeter noted that the Board and Management continue to prepare the 2018 budget. The community infrastructure has lasted well beyond its expectant life, and there are many large costly projects currently being worked on and projected for the near future. Some of the necessary repairs include stucco and concrete walls, garage roof and structure repairs, water valves, and a number of other items.

Additionally, President Trompeter noted that water usage and water cost continue to rise. It is not realistic to think that the cost of water will decrease in the upcoming months. Volunteers, staff, and contractors continue to monitor the various components that affect the water usage including water valves and regulators. The landscape irrigation schedule is currently three days per week. In order to evaluate domestic water usage, the Maintenance Department recently completed a water pressure test in Unit 7. The results of that test show that 60% of those homes had a pressure reading over the 60lbs PSI.

In closing, President Trompeter noted that the office and maintenance staff have continued with improvement over the last six months. General Manager Patricia Orlando and Maintenance Supervisor Jamison Maurer continue to work with staff to improve productivity and work performance.

Resolved: To accept the President's report as presented with no action necessary.

SECRETARY'S REPORT

Secretary Charlie Wendt gave a brief overview of two executive session meetings – June 20, 2017 and June 28, 2017. Points of discussion at the June 20, 2017, meeting included an update on an upcoming trustee sale, there was no action taken at this meeting. During the meeting held on June 28th, the Board reviewed large delinquency and collection matters; were provided information for a settlement offer, and approved the negotiation of a settlement offer. The Board

approved three accounts to proceed to lien. Other topics included compliance, personnel and an investment strategies policy for the community.

Homeowner issues include a request for reimbursement which was denied due to facts as presented and a homeowner request to install a pool lift. It was noted that the various legal aspects of this request are in process with the Associations legal counsel.

Resolved: To accept the Secretary's Executive Session Summary as presented with no action necessary.

TREASURER'S REPORT

Financial Report; Treasurer Lynn Port reported on the June 2017 financials providing comments and highlights of the Income & Expenses Statement.

Delinquency & Collections Status Report; Treasurer Port reported on the delinquencies as listed on the aging report which was included with the monthly packet. He noted that just under 5% of the total accounts are delinquent, one account was added and one account has almost paid in full.

Home Sales Report; Treasurer Port reported on the home sales year to date, with sales at approximately 5% of the total community. There have been 51 home sales within the community this year, the Association has earned \$20,525.98 in a combination of Homewise document fees and in-house account set-up fees.

Resolved: To accept the Treasurer's Reports as presented with no action necessary.

EXECUTIVE SUB-COMMITTEE REPORTS

Activities Executive Sub-Committee: Vice President Joan Jeffery informed members that minutes were submitted noting approvals and actions taken by the by the Executive Sub-Committee for the Activities meeting which was held on July 11, 2017. The Executive Sub-Committee approved Activities as outlined in the minutes, with one motion forwarded to the entire Board to determine if a community door should be painted.

Resolved: To acknowledge and accept as presented the minutes of the Activities Executive Sub-Committee.

Architecture Executive Sub-Committee: Director Sherry Jarrett informed members that minutes were submitted noting approvals and actions taken by the by the Architectural Executive Sub-Committee for the meeting which was held on July 11, 2017. During the July 11, 2017 meeting, nineteen items were approved, one was tabled, and one was denied. One request was referred to the entire Board and two requests were sent to the Compliance Executive Sub-Committee for penalty assessment consideration.

Resolved: To acknowledge and accept as submitted the Architectural Executive Sub-Committee minutes and approved motions.

Landscape Executive Sub-Committee: Vice President Joan Jeffery informed members that minutes were submitted noting approvals and actions taken by the Landscape Executive Sub-Committee for the meeting which was held on July 13, 2017. A motion and approval to remove a tree within an owner property and bill back the owner was submitted by the Sub-Committee to the entire Board for approval. Upon a motion and seconded:

Resolved: To acknowledge and accept as submitted the Landscape Executive Sub-Committee minutes and approved motions. To further approve the removal of a tree within an owner's property billing back that owner for the cost. Approved: Unanimous.

FMARC Executive Sub-Committee: The Executive Sub-Committee submitted minutes and approvals of the July 19, 2017, FMARC meeting.

Resolved: To acknowledge and accept as submitted the FMARC Executive Sub-Committee minutes and approved motions. To acknowledge and take under consideration for further review the walkway paving policy as presented by FMARC.

Compliance Committee – Summary and Activity: The Compliance Sub-Committee meets on the third Tuesday of each month in order to review, hear and take action on homeowner's compliance issues. Sub-Committee Chair, Joan Jeffery reported that there were 37 compliance requests submitted by members of the community during the month of June. Letters and notices that were mailed during June include: 24 courtesy letters, 7 violation letters and 6 Notice of Hearing letters. 12 members complied with courtesy or first notice requests. The Board President reminded Homeowners that the goal of compliance is to uphold the Community Rules and Regulations - the goal is not to earn money through fines.

Resolved: To acknowledge the June Compliance Executive Sub-Committee report with no further action needed.

Other Committee Business:

- Unit Advisors- Vice President Joan Jeffery provided an update from the Unit Advisors Committee Meeting held on July 12, 2017. There were no new committee member appointments or resignations. Vice President Jeffery noted that the Unit Advisor Committee is working to revise their charter and further refine and define their duties.
- OCATV-The committee met on July 21, 2017, and their approved meeting minutes and recommendations have been provided to the Board. The Committee Chair noted that Marilyn Thorell resigned as a committee member. The committee is looking for more volunteers and residents who may have an interest can contact Shirley Clinton.

Resolved: To accept the minutes and committee member approvals and resignations as presented. Approved: Unanimous.

**GENERAL MANAGER
REPORT:**

General Manager, Patricia Orlando provided an update on the administrative and maintenance team. The administrative staff continues to assist in the day-to-day follow-up of homeowner concerns and requests. The goal of the administrative team is to continue to improve in providing prompt responses to all homeowner questions or concerns. There were approximately 300 service requests for maintenance, landscape, and compliance matters submitted this month. The administrative team assists in monitoring and responding to all of these requests. The accounting team continues to work towards improved collections and ongoing monitoring of the delinquent accounts.

It was reported that the maintenance team has a new part-time porter, Christian Osuna. Christian works five-days a week on a part-time basis and along with general custodial duties he assists with set-ups, doggie station maintenance and special projects as needed.

Jamison Maurer and the maintenance team members are back on schedule with the drain re-lining project and the team has been doing an outstanding job since being certified by Perma-liner. Two drain re-linings per week are being scheduled by the maintenance supervisor.

Resolved: To acknowledge this update was provided for information only, no action is necessary. To further note that this project will be funded from the reserve account.

UNFINISHED BUSINESS:

Paint Project Status Report

Status Update on Unit 9

Maintenance Supervisor Jamison Maurer provided an update on the Unit #9 paint project. Dynamix Painting, Inc. is on schedule to complete Unit #9 by the start of September. Homeowners in Unit #9 continue to be notified of the start date for the painting schedule for their home. Seventy-three homes have been completed and touch up is needed on some of these homes.

Resolved: To acknowledge the Unit #9 paint project report with no action needed.

Status Update on Unit 4

Maintenance Supervisor Jamison Maurer continues to work on gathering proposals to complete the wood repairs and paint for Unit 4. Chase Construction and Appleton Design submitted a proposal for the necessary wood repairs in Unit #4. Additionally, Jamison reported that he is working with BLD Builders in order to obtain their proposal. A start date for this unit has not been determined.

Resolved: To acknowledge the Unit #4 paint project report with no action needed.

Status Update on Unit 2

The Paint Color Selection Sub-Committee conducted an initial meeting with homeowners and interested residents regarding painting of Unit #2. This meeting was held to provide a status report to attendees and to obtain input from attendees. The input received will be considered as the project moves forward. A start date has not been determined.

Resolved: To acknowledge the Unit #2 paint project report with no action needed.

Slope Repair Update

Project Manager Masood Gaskari submitted the Unit #1 Slope Repair Scope of Work to five additional contractors, two of the five contractors bid the job, the others declined. During a Special General Session meeting of the Board on July 7, 2017, the Board accepted and approved the GroundForce proposal with a bid price of \$80,574.00. Per Dave Hoffman of GroundForce, work is expected to start by mid-September and will take approximately 5 weeks to complete.

Resolved: The update is being provided for information only, no action is necessary.

Water Usage Report – Updated Analysis

President Tom Trompeter updated the community on the water usage report and analysis. Management continues to monitor the situation and gather data and other information regarding water usage and expenses. We are continuing to evaluate the recommendations provided by the San Diego Water Smart Audit and are reviewing watering needs with the Landscape Vendor on a weekly basis. An updated analysis of the meter reads that being taken has been provided in this packet. Adjustment to the irrigation schedule will continue to be made throughout the year as requirements change. Currently irrigation watering is taking place on Sundays, Tuesdays and Thursdays using the semi-automatic capabilities of our controller system. That is believed to provide the optimal duration of watering based on plant material and environmental conditions. The Board and Management are working with the City of Oceanside to investigate the newly installed Unit #8 water meter which we believe is not functioning properly.

Resolved: The update is being provided for information only, no action is necessary.

Proposed Concrete Slab – Unit 9-Home 66

Director Sherry Jarrett provided an update on an architecture request that was previously reviewed and forwarded to the Board by the Architectural Committee. At the Architecture Committee meeting on July 11, 2017, the homeowner of #9/#66 submitted a request to install a 14 X 8 concrete slab to improve what has proved to be an area that is barren. The Architecture committee recommended approval of this homeowner request to install a concrete patio slab. The Executive Sub-Committee referred this matter to the entire Board for review for a second time. The landscape vendor has been consulted for a second time and has been asked to provide an evaluation of the area to determine what landscaping options are viable for this area. Discussion took place and comments were heard from all Board Members. The Board concluded that they intend to find a solution but at this time move to table this issue, until further input is provided by the landscape contractor. Upon a motion and seconded:

Resolved: To table this issue until further information is provided by the Landscape Contractor.
Approved: Unanimous.

Policy Discussion – Homeowner Requests for Pavers & Walkway

At the June FMARC meeting the committee approved sending their recommendations for a policy regarding homeowner requests for additional walkways. Included for the Board's review and consideration was the draft policy as presented by FMARC. Addition information regarding reasonable accommodations as outlined in the Federal Fair Housing policy was also provide for Board consideration. It was noted that pavers have been previously allowed by FMARC but

have not been allowed by the Architectural Committee. Board Members agreed that on the need to take this topic under advisement, assessing requests in order to resolve in an equitable manner throughout the community. It was further agreed that more discussion was necessary and this policy discussion should be tabled for future consideration. Upon a motion and seconded:

Resolved: To table this issue until further analysis and discuss can take place. Approved: Unanimous.

NEW

BUSINESS

Paint Color Selection Sub-Committee Proposed Charter

To effectively deal with the issues surrounding paint color selections and the Paint Color Selection Sub-Committee, discussion and consideration took place in order to adopting a charter for the sub-committee. That charter, rather than individual Board motions, will establish the authority and process for paint color selection. Because this Board is looking for a long-term process that will be embraced and utilized by future Boards, it is being suggested that a charter is the most effective way to achieve that goal. Two versions of the Charter were included for discussion. Q&A took place among all Board Members. Upon a motion and seconded:

Resolved: To adopt the charter as presented with alternative #2 as presented by Director Jarrett which requires the use of an approved professional paint colorist noting that the colors are to be reviewed for final approval by the Board of Directors. To further note the approved policy has been added to this set of minutes. Approved: four in favor, three opposed. President Tom Trompeter, Treasurer, Lynn Port and Director Mike Faulkner opposed this motion.

ADA Update – Shower Repairs & Compliance Matters

In trying to obtain multiple bids for the needed repairs to the women's shower, Maintenance Supervisor Jamison Maurer was advised that complying with ADA requirements may be necessary in order for city approval and permits. Craig Lobnow, ProCASP Accessibility Consultant, completed an inspection and provided a full report with recommendations. Craig Lobnow has indicated that the pool area restrooms may be able to move forward with the necessary repairs without the need to become ADA compliant. He indicated that this is a gray area. He is available to support the community on this project in either direction that the Board chooses to move forward.

Rough estimates from our potential contractors indicate that making the repairs in an ADA compliant manner would cost approximately \$20,000 more. A major question is whether the City will approve plans that are not ADA compliant and we will not know the answer to that until we submit plans. Discussion and Q&A took place among Board Members. Upon a motion and seconded after discussion took place:

Resolved: To approve obtaining architectural plans and contractor proposal for these repairs that do not comply with ADA requirements. Approved Unanimous.

Asphalt Repairs

Maintenance Supervisor Jamison Maurer obtained three bids from asphalt vendors in order to make needed asphalt repairs of streets in the community and to repair, slurry seal and restripe the clubhouse parking lot. Each of the proposals include repairs in Unit #8 (7 areas), Unit #9 (3 areas) and Unit#6 (1 area). All three vendors were competitively priced for the slurry seal at an average of 10.6 cents per square foot. The Board reviewed the proposals and had discussion on the matter. Upon a motion and seconded:

Resolved: To approve the Eagle Paving proposal at a cost of \$23,081.00. Approved: Unanimous.

Unit 8 Garage Repair Proposals

Jamison Maurer, the Maintenance Supervisor, obtained three bids from general contractors in order to complete the Unit 8 garage repairs that had been previously determined to be a priority for this year. The proposals included repairs to garages 19, 20, 21, 22, 27, 28, and 60.

Resolved: The Board of Directors amended the agenda to table this matter until more information can be obtained.

Discuss Advantages & Options for Using Water Pressure Regulators

Director Mike Faulkner provided background on water pressure by reviewing a document included in the Board packet. Discussion of advantages and options regarding use of water pressure regulators for the domestic water system. Research indicates that a savings on domestic water usage of up to 30% can be obtained by using water pressure regulators to lower the water pressure to 30 psi for homes. In addition to saving on water waste, it also avoids wear and damage to appliances including water heaters. Homes in the community have water pressure regulators on them already but we do not have a policy in place about reducing water pressure using these regulators and there are questions regarding enforceability. Due to age, many of the existing regulators may need to be replaced. It was reported that the Maintenance Test has tested the pressure regulators in Unit 7 and will continue testing others throughout the community. There is a plan in place for testing further information will be provided in upcoming months.

Resolved: The update is being provided for information only, no action is necessary.

Guest RV Parking – Daily Rate, Proposed Increase, & Guidelines

The Board discussed that the guest short-term RV parking space is for a maximum of seven days within a thirty-day period and the current rate is \$7.00 per day. Director Mike Faulkner provided research on daily rates for guest parking at area parks noting that the range was from \$4.50 to \$9.00. Director Faulkner noted the \$7.00 rate was competitive and in his viewpoint, should not be increased at this time.

Resolved: To note no action necessary at this time, it was agreed upon to keep to the current rate of \$7.00 per day for the guest RV rental space rate.

Discussion-Draft Investment Policy

Board Members were provided an update on investment options being considered for the future. A draft Reserve Fund Investment Policy was presented for discussion. Upon a motion and seconded:

Resolved: To approve adopting the draft Reserve Fund policy noting that the under Delegation of Authority the insertion of the word OR and deletion of the word and after the President... is the one agreed upon change. Approved Unanimous.

HOMEOWNER COMMENTS

For members attending the meeting to address business of the Association with the Board during this time. A three-minute time limit is permitted. Issues presented at this time will be taken under

consideration and, with Board agreement and direction, placed as a future agenda topic.

- **#7/#9**-This member is a Unit Advisor and thanked the office staff for assisting with the decrease in complaints being heard or noticed around the community. She requested that there be a process put in place so the Unit Advisors and Staff are informed of new owner contact information.
- **#2/#66**-This homeowner addressed her concern over the legality of installed a pool lift and requested information regarding a homeowner complaint to the attorney general as outlined in the executive session posted agenda.
- **#8/#105**-This homeowner asked for clarification on the motion for a paint colorist. The Board President responded that the charter was approved for Paint Selection Sub-Committee and that charter allocated for a paint colorist to be hired to assist the Paint Selection Sub-Committee in selecting paint colors throughout the community. The Board of Directors will review and approve the final list of colors.
- **#12/#26**-This homeowner asked for clarification on the qualifications required when hiring a paint colorist. The homeowner requested that the Board ask the City of Oceanside for more information on using recycled water. She encouraged homeowners to replace their light bulbs with LED, have their plumbing checked, use water efficient toilets, and replace the pressure regulator every 7 years.
- **#7/#11**-This member asked if the colorist has been given guidelines when assisting the Paint Sub-Committee with selecting colors. This member stated the importance of establishing policies and guidelines for the colorist before hiring.
- **#2/#2**-Homeowner asked if there is an additional cost in hiring a paint colorist or if they are being recommended by the paint vendors. This member further asked the Board to consider removing the current RV parking space and making it a space where homeowners can park, stating that Unit 3 needs more guest. This homeowner requested that consideration be given to the addition of a small RV parking space in lot 7A.
- **#6/#?** -This homeowner asked about the watering in the community and was concerned that fungus and mushrooms are growing because of moisture built up in the soil due to watering at 8:00 pm. He noted that in his opinion if watering took place when the sun was out, then moisture may not build up and would resolve this problem. This homeowner further noted that watering takes place 7 days a week in the past. He asked that homeowners are informed with updates in the Highlights on matters involving pressure regulators and watering.
- **#4/#32**-Homeowner recommended the Board consider the implications of moving forward without becoming ADA Compliant.
- **#1/#40**-This homeowner commented on investment practices for the Association and noted that the Association investments may need to be insured by a Federal Government Agency.

- **#8/#106**-This member noted that the homes were white with dark brown trim that needed to be painted on a routine basis when she moved into the Association. Homeowner liked that the Association has moved forward with a paint colorist and Paint Selection Sub-Committee. The homeowner liked the current choice of colors and would like to join the Paint Selection Sub-Committee.

**ADJOURNMENT TO
EXECUTIVE SESSION**

President, Tom Trompeter, adjourned the General Session Meeting at 11:43 am. The next General Session is scheduled for Wednesday, August 30, 2017 at 9:30 am in the Auditorium.

Respectfully Submitted,
(approved via e-mail, signature to follow)

Charles D. Wendt, Secretary

Dated: _____

Approved,

Officer of the Board

Dated: _____