

**OCEANSIDE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
WEDNESDAY, SEPTEMBER 21, 2022, 9:30 AM  
GENERAL SESSION MINUTES**

**NOTICE**

Upon due notice, the members of the Board of Directors for the Oceanside Community Association met at the Clubhouse Auditorium and through Zoom with the link sent to the community.

**ATTENDANCE:**

Directors Present:

Kelly Byrne, President (Kel)

Karen Bishop, Vice-President (KB)

Anita Romaine, Secretary (AR)

Peggie Moore Treasurer (PM)

Left at 2:30 pm

Peter Cornog, Director (PC)

Steve Gillis, Director (SG) -Via Zoom

Left at 2:00 pm

Sandy Riser, Director (SR)

Management: Scott Humberstone, General Manager (GM)

Amber Effinger, Assistant General Manager (AGM)

**I. CALL TO ORDER**

- A. Board President Kelly Byrne called the meeting to order at 09:30.
- B. Pledge of Allegiance, led by Secretary Anita Romaine
- C. Video disclaimer by Secretary
- D. Roll Call by Secretary. Director Sandy Riser excused.

**II. EXECUTIVE SESSION DISCLOSURE**

An Executive Session Meeting will be held on September 23, 2022, where the Board of Directors will discuss some, or all, of the items related to the following: (1) litigation or potential litigation; (2) matters relating to the formation of contracts with third parties; (3) member discipline; (4) member delinquency, including payment plan requests; (5) personnel matters; and/or (6) approval of Executive Session minutes.

**III. APPROVAL OF GENERAL SESSION MINUTES**

**Resolved:** A motion was made by PC and seconded by KB that the August 31, 2022, general session minutes be approved with the following two amendments: 1. Treasurer's Report-Budget Townhall-September 15<sup>th</sup> at 6:00 pm and September 17<sup>th</sup> at 11:00 am. 2. Landscape Executive Sub Committee remove verbiage boxed in artificial turf outside the home. Motion passed 6/0/1 abstain-Sandy Riser.

**IV. PRESIDENT'S REPORT**

Solar update was provided by Kel. Trenching almost complete, and then an inspection needs to be completed. Fob System update was also provided

**V. SECRETARY'S REPORT**

No report given

## **VI. TREASURER'S REPORT. Submitted**

### A. Financial Report-August

**Discussion:** Financial Reports, all need to be consistent. Anything over 10% variance needs an explanation. Reports are to be run on the 10<sup>th</sup> of the Month.

### B. Delinquency & Collection Status Report was provided.

## **VII. HOMEOWNERS COMMENTS**

The following topics were mentioned during homeowner comment section.

- Identify the meaning of OCA, Activities listed by time, A/C unit in the auditorium, pool hours for visitors, land lease, in person gatherings concerns (Town Halls via Zoom), paint, rental restrictions, increased landscape budget, water usage separation, vendors who solicit, insurance rates, and J street paving.

## **VIII. MANAGEMENT REPORTS**

### A. General Manager report. Provided updates regarding Cox Communication, Brightview Contract, Staff

### B. Facilities Manager report reviewed.

## **BREAK FROM 11:03 AM TO 11:15 AM**

## **IX. UNFINISHED BUSINESS**

### A. Revised Forms for Approval

#### **Adopt-a-Spot Form**

**Resolved:** A motion was made by SR and seconded by PC that the Board of Directors approves the Adopt-a-Spot form as presented by Karen Bishop, form to include full board approval signature. Motion passed 7/0/0

#### **Revised OCA Forms**

**Resolved:** A motion was made by SR and seconded by PG that the Board of Directors approves the forms that were included in the packet with the changes that were made to the landscape form and the changes made to the clubhouse reservation form. Motion passed 7/0/0

### B. Forms on Website Discussion

#### **Clubhouse Reservation Form**

**Resolved:** A motion was made by SR and seconded by PM that the Board of Directors approves the following change to page 1 of the Clubhouse Reservation Form: removing the \$35 set-up fee during the weekday with maintenance staff hours. Motion Passed 5/0/2 abstain Karen Bishop, Anita Romaine.

**Resolved:** Page 2 of the Clubhouse Reservation Form was tabled for further revisions.

### C. Board Meeting Procedures were presented by Karen

## **BREAK FROM 12:40 PM TO 1:08 PM**

### D. Update was provided by Karen on Election Rules & Election Procedures.

### E. Update was provided by Anita on Repurposed Computer Room

**Resolved:** A motion was made by SR and seconded by PC that the Board of Directors approves the Aladdin project for the Repurposed Computer Room as stated. Motion passed 7/0/0

**Amendment to above motion:** A motion was made by PM and seconded by PC to obtain 3 estimates from flooring vendors and to look at HOA funds available.

- F. Update was provided by Kelly on RV storage lot.
- G. Update was provided on the Strategic plan calendar (FYI only)

## X. NEW BUSINESS

- A. Painting of Homes (Kelly)

**Resolved Motion Withdrawn:** A motion was made by Kel and seconded by SG to allow homeowners who live in their house to request through architectural committee the following: paint their house at their own expense, follow the current paint palette, homeowner may do the work themselves or pay someone.

- B. Contact information form request from Community (Karen)
- C. Board and architectural Committee to work on new additions for guidelines. (Kelly)

**Resolved:** Tabled until October Board Meeting further documentation needed.

## XI. EMERALD GOLF REPORT: Kel provided updates

## XII. EXECUTIVE SUB COMMITTEE REPORTS

- A. Activities: Approved the following new members: Margaret O'Keefe, Karen Frisch, and Delia Owens.
- B. Architectural: No new members or resignations
- C. Landscape: Approved the following new member: Phyllis Allinson

**Resolved:** A motion was made by PM and seconded by Kel that the Board of Directors denies the request of \$1000 from LSC funds for the use of the friendship garden. Motion passed 6/1/0 Steve Gillis absent

**Resolved:** A motion was made by Kel and seconded by AR that the Board of Directors denies any tree replacement in the area where the ficus tree removed due to insurance risk. Motion passed 6/1/0 Steve Gillis absent.

## XIII. COMMITTEE REPORTS

- A. Community Resource Committee (CRC): No new members. Received resignation from Don Betts.
- B. Finance Committee: No new members or resignations
- C. Hub Communication: No new members or resignations
- D. OCA-TV

**Resolved:** A motion was made by AR and seconded by PC to change the name of OCA-TV to OCA-Media. Motion passed 5/2/0 Steve Gillis and Karen Bishop absent.

- E. Safety Committee: No new members. Received resignation from John Moore.
- F. Strategic Planning Committee: Approved the following new member: Lisa Baggett
- G. Unit Advisors: No new members or resignations
- H. Website: No new members or resignations.
- I. Painting Ad-Hoc Committee
- J. Bylaws Ad-Hoc Committee-Bylaws Townhall of the Membership scheduled 10:00 am October 22, 2022 and on October 29, 2022 at 10:00 am Bylaws Townhall about the Board of Directors.

**Resolved:** A motion was made by PC and seconded by PM to approve the following volunteers and resignations for Executive Sub Committees and Committees: Margaret O'Keefe, Karen Frisch, and Delia Owens as new members of the Activities Committee. Phyllis Allinson as a new

member of the Landscape Committee and Lisa Baggett as a new member of the Strategic Planning Committee. Approved resignations from Don Betts from the CRC, John Moore from Safety Committee. Motion passed 5/2/0. Steve Gillis and Karen Bishop absent.

**XIV. QUESTIONS FROM ATTENDEES**

**XV. ROUND TABLE TOPICS:**

- A. Reverse 911 discontinue
- B. Landscape-Nursery-Garden Club

Meeting adjourned at 3:09 pm. Next meeting is Wednesday October 26, 2022, 0930 Clubhouse

NO ADJOURNMENT TO EXECUTIVE SESSION.

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APPROVED DATE

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APPROVAL SIGNATURE

\_\_\_\_\_  
PRINTED NAME

