

**OCEANSIDE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
WEDNESDAY, OCTOBER 26, 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)  
Peter Cornog, Director (PC)  
Steve Gillis, Director (SG) -Via Zoom  
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.
- E. Guest: Patrick Prendiville from Prendiville Insurance Agency

**II. EXECUTIVE SESSION DISCLOSURE**

An Executive Session Meeting will be held on October 28, 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 AR and seconded by PC that the September 21, 2022, general session minutes be approved with the following three amendments: 1. Karen Bishop left at 2:30 pm, not Peggie Moore. 2. XII C. 1<sup>st</sup> motion passed 6/0/1 abstain-Steve Gillis, 2<sup>nd</sup> motion passed 6/0/1 abstain-Steve Gillis. 3. XIII D. motion passed 5/0/0.  
General Session Minutes dated September 21, 2022 -Motion passed 7/0/0

**IV. PRESIDENT'S REPORT**

Pool security and safety update was provided by KEL.

**V. SECRETARY'S REPORT**

No report given

**VI. TREASURER'S REPORT.**

- A. Treasurer Report was provided by PM
- B. Delinquency & Collection Status Report was provided.

**VII. HOMEOWNERS COMMENTS**

The following topics were mentioned during homeowner comment section.

- To seek out Management Companies, Landscaping Budget-decrease landscaping, Finances-Golf Course Capital Asset, Insurance.

## VIII. FINANCIAL REPORT

### A. 2023 Budget Approval

**Resolved:** A motion was made by KB, seconded by PG to postpone a vote on the 2023 Budget for 2 weeks until answers are given for the following; insurance costs, until the Board gets to meet with Attorney Smelko, breakdown of assessments is given to the Board, until a determination of how much money is needed to borrow from reserves this year and will need to be paid back as a loan in the next year. Deadline to provide all information on or before November 22, 2022. Motion passes 4 (AR, PC, PM, KB) /2 (KEL, SG) /1 (SR).

### BREAK FROM 11:01 AM TO 11:11 AM

**Resolved:** A motion was made by SR, second by SG to develop what the Board of Directors is going to do over the next 2 weeks to get to where they can vote on the 2023 Budget. Over the next 2 weeks, the following items need to be addressed; Contract Landscaping, meeting with Smelko, where to pay for OLC litigation, address the shortfall (via audit) and how to pay for it, rainy day/contingency fund, and Insurance. General Session Meeting is set for November 2, 2022, at 9:30 am. Motion passes 7/0/0.

### B. Financial Report

- a. Acknowledge Receipt of September Financials-add dates to narrative, use month end dates on reports, add GL's and names. Reserve Income Statement March 2022 \$51,847.15 is incorrect. GL 9054 account name changed to Litigation, Restoration, Replacement. GL 7113 changed account name to Payroll Processing Fees/Worker's Comp.

## IX. MANAGEMENT REPORTS

- A. General Manager report was provided regarding updates on the following topics; REA, Budget, Landscaping, New Phone Answering System.
- B. Facilities Manager report reviewed.

### BREAK FROM 12:20 PM TO 12:55 PM

## X. UNFINISHED BUSINESS

- A. Revised Forms for Approval – Tabled until November Meeting.
- B. Election Rules/ Election Procedures  
**Resolved:** A motion was made by SR, seconded by PC for the Board of Directors to send the proposed revised Election rules out for a 30-day comment period to the membership. To be approved at the November 30, 2022, General Session Meeting. **Amended Motion by SG**, to include the provisor that during the 30-day comment period, to seek legal counsel advice from Kreiger on questions that were raised to ensure that OCA is in compliance with the Bylaws and current law. Motion passes 7/0/0.
- C. Board Meeting Procedures – No motions made.
- D. Community Room - Aladdin Project completed
- E. CRC/New Computer room – Computer Room hours are Wed, Sat, Sun only. CRC Hours are Mon, Tues, Thurs, and Fri. No combining.

## F. Painting of Homes

**Resolved:** A motion was made by SR, second by PC to allow homeowners to request, through the architectural committee, the following:

- To paint their entire house at their own expense and they must follow the current paint palette for their home.
- To do the work themselves OR hire someone, following the architectural guidelines. If hiring someone to paint the home, they must use a licensed contractor for a project of \$500 or more for combined labor and materials costs.
- Repairs to fascia, stucco, vents, windows, etc. And decorative pre-approved additions must go through a separate architectural committee request and follow approved guidelines.
- For connected units, when the unit/house is selected for painting by the association, they must allow their house to be painted in the new paint pallet.
- For standalone units, when the unit/house is selected for painting by the association, they can elect to have their house painted in the new paint pallet.
- The paint selection team for standalone homes select colors that are complementary to the previous paint pallet so homeowners who chose to previously paint their own house do NOT have to repaint, if they so desire.

Motion passes 7/0/0.

**Resolved:** A motion was made by SR, second by SG to add the painting of homes to the Architectural Guidelines. Motion passes 7/0/0.

## G. Strategic Planning-Update only

### **BREAK FROM 2:00 PM TO 2:10 PM**

## **XI. NEW BUSINESS**

A. Executive Sub Committees Discussion-Tabled until November Meeting, pros/cons need to be brought.

B. Garden Club- Common area, Risk, Insurance Liability (Peter/Karen)

**Resolved:** A motion was made by PM, seconded by AR for the Garden Club Membership to meet and decide to take on the concept of the Nursery & Orchard and work on the Charter. The Garden Club Chair to present the Charter and concept at the November Board Meeting. Motion Passes 5/ 2 (KEL, SG) /0

C. Nursery Discussion

D. Nominating Committee-5 confirmed Candidates

**Resolved:** A motion was made by SG, seconded by AR approving the following volunteers to serve on the Nominating Committee: MaryAnne Dilloway, Dennis Wiens, Robin Ynacay Nye, MaryAnn Alger, and Maggie Conant. Motion passes 7/0/0.

E. Inventory-Maintenance and Administrative (Peggie)

**Resolved:** A motion was made by PM, seconded by SR that the Board of Directors requests a full inventory of OCA Maintenance (tools, yard equipment, vehicles, etc) on a quarterly basis, starting December 31, 2022, to also include all Administrative (computers, supplies, etc). Motion passes 7/0/0.

**XII. EMERALD GOLF REPORT:** KEL provided updates

**XIII. EXECUTIVE SUB COMMITTEE REPORTS**

- A. Activities: Approved the following new member: Pam Spangler
- B. Architectural: No new members, approved the following resignations: Lesa Jones, Jay Norris
- C. Landscape: No new members or resignations

**XIV. COMMITTEE REPORTS**

- A. Community Resource Committee (CRC): No new members or resignations
- B. Finance Committee: No new members or resignations
- C. Hub Communication: No new members or resignations
- D. OCA Media: No new members or resignations
- E. Safety Committee: Approved the following new member: Tom Burke
- F. Strategic Planning Committee: No new members or resignations
- G. Unit Advisors: No new members, approved resignation of Andrea Anderson
- H. Website: No new members or resignations.
- I. Painting Ad-Hoc Committee: No new members or resignations.
- J. Bylaws Ad-Hoc Committee: No new members or resignations.

**Resolved:** A motion was made by KEL, seconded by AR to approve the following volunteers and resignations for Executive Sub Committees and Committees: Pam Spangler as new member of the Activities Committee. Tom Burke as a new member of the Safety Committee. Approved resignations from Lesa Jones and Jay Norris of the Architectural Committee, and Andrea Anderson of the Unit Advisors Committee. Motion passes 7/0/0.

**XV. QUESTIONS FROM ATTENDEES**

**XVI. ROUND TABLE TOPICS:**

- A. Committee Charter Updates (Sandy)
- B. Management Research
- C. Townhall-Water/Landscaping (Brightview)

Meeting adjourned at 3:45 pm. Next meeting is Wednesday November 30, 2022, 9:30 AM Clubhouse

NO ADJOURNMENT TO EXECUTIVE SESSION.

December 9, 2022

APPROVED DATE

Anita Romaine

APPROVAL SIGNATURE

Anita Romaine

PRINTED NAME