

**OCEANSIDE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
GENERAL SESSION - MINUTES**

Wednesday, March 29, 2023

9:30 a.m.

Auditorium/Zoom/OCA-TV

**DIRECTORS PRESENT:** Karen Bishop (KB), Peter Cornog (PC), Lynn Leszczynski (LL), Peggie Moore (PM), Sandy Riser (SR), Evelyn Thomas (ET)

**ABSENT:** Roxanne Rimmel, excused

**MANAGEMENT:** Fernando Montano (FM), Facilities Mgr

**1. CALL TO ORDER**

- A. The meeting was called to order at 9:30 A.M. by President Sandy Riser.
- B. Roll Call by Secretary Bishop.
- C. KB gave the video disclaimer.
- D. Designation of Recording Secretary, Ellen Marciel, by President Riser

**2. EXECUTIVE SESSION DISCLOSURE** - An Executive Session Meeting was held on March 27, 2023.

**3. APPROVAL OF GENERAL SESSION Meeting MINUTES:**

February 22, 2023 minutes Motion: KB Second: PM Approved: 4/0/2 abstain LL, ET (new mbrs)  
Motion for approval with two changes - correct the spelling of Carolyn Kruse and typo on word "Activities" under Committee Reports.

**4. PRESIDENT'S REPORT** - SR reviewed the election of officers on March 18, 2023, her goals as President, highlights from the 3/22/23 Strategic Planning workshop meeting. To increase communication, board issues will be included in the *Hilltop Highlights*, Directors will hold monthly "fireside chats" and town halls will be scheduled as needed. SR thanked the staff for their extraordinary work and requested that all homeowners be polite to office staff.

**GUEST:** SR introduced OCA's new General Manager, Dan Farrar, who begins April 10. He complimented our beautiful community, stated that there are lots of "opportunities" and looks forward to meeting more residents.

**5. SECRETARY'S REPORT** - KB reviewed March 2023 Update which includes the final election results, election of officers, fob installation update, insurance disclosure information and the insurance credit which will appear on the April 2023 statements. (Available on the website.)

**6. TREASURER'S REPORT** – LL indicated that the Financial Committee's review of statements must be ratified by the Board. The committee found the 2/28/2023 financials provided at the meeting to be accurate. Total cash on hand \$98,000. Current liabilities and Accounts Payable are \$102,000. Salaries savings in the last few months help to offset overspending. The Activities Committee is on budget. Reserves are 15.8% funded. Emergency repairs due to rain were budgeted in the reserves fund. Water costs are under budget. Spending, AR and collections will be monitored throughout the month.

**Motion re: Reserves' Cash    Motion: LL    Second: ET    Tabled to April per LL request**  
Move 50% of the Reserve funds in the current reserves' checking account, per the statement from the end of March, into an interest-bearing account where there is no penalty for withdrawal.

**7. HOMEOWNER COMMENTS** Homeowner comments included house painting, board meeting voting procedures, request for explanations when board member abstains, use the compliance process before legal action, Garden club has processes, lack of follow-up by maintenance, Garden Club members' desire to remain a club, communicate the use of herbicides when applied, request a moratorium on herbicides, April 13 event at the Friendship Garden, welcome to the new board, thank you to the board for its service, request for financial information.

**8. FINANCIAL REPORT**

**Motion on Financials:            Motion: LL    Second: KB            Approved 6/0/0**  
Motion to ratify the Financial Committee's review of the 2/28/23 financial statements.

**9. MANAGEMENT REPORTS**

- A. General Manager Report was not included.
- B. Facilities Manager Report - Fernando Montano (FM). PC is working with FM on an emergency capital and priority capital projects spreadsheet, including recent slope failure and water damage to roofs to anticipate infrastructure problems. LL requested a timeline for upcoming projects. Permission for RFP's: FM provided clarification on emergency, roof replacements.

**Motion re: Garages                                    Motion: SR    Second: PC            Approved 6/0/0**  
Fernando will assemble an inventory of all community garages and carports including what OCA maintains, what OCA does not maintain and the history.

**Motion re: Garage RFPs                            Motion: SR    Second: ET            Approved: 6/0/0**  
Fernando will move forward with the RFP's for Units 8 and 9 as presented on pages 13 and 14 of the packet. (GL 9039)

**Motion re: Annex/BB Roof                            Motion: SR    Second: ET            Approved: 6/0/0**  
Permission to start the RFP process on the west half of the Annex/Butler Barn roof. (GL 9005)

**Motion re: Unit 11 Painting                            Motion: SR    Second: PC            Approved: 6/0/0**  
Permission for RFP for Unit 11 painting. (GL 9020)

**Motion re: Fob Install                                    Motion: SR    Second: PM            Approved: 6/0/0**  
Motion for \$875 to be paid to High Tech Wireless for office internet connection to access the fob system from the OCA office. GL contingency funds from the key deposits.

**Item 14.L. was moved to this portion of the agenda, so that Fernando could provide input.**

**Motion re: Painting Ad-Hoc Cmt                            Motion: SR    Second: PC            Approved: 6/0/0**  
Motion to disband the Painting Ad Hoc committee that was created last June or July.

**Motion re: Painting Documents                            Motion: SR    Second: KB            Approved: 6/0/0**  
Motion that the OCA Unit Painting Guidelines (pp 69-71) will be maintained by the office, placed on the website and stored on the office O: drive. Documents will include what work is and is not included and must be communicated to homeowners when they make their paint selection. The

painting schedule needs to be updated to include the history of each Unit's painting schedule and an updated projection of future painting schedules.

**Break at 11:25 AM. Meeting resumed at 11:36.**

## **10. UNFINISHED BUSINESS**

A. Committee and Club Charters - SR reported on progress of updating charters and requested liaisons to work with their committees. SR made a motion that all committee pages on the website should be made consistent with each other. There was no second.

**Motion re: Cmt Charters Motion: LL Second: PC Approved: 6/0/0**

Motion that LL will provide a template for charter template by the May meeting.

**Motion re: Cmt Info Motion: SR Second: KB Approved: 5 / 1 no (LL) / 0**

Motion to have the updated committee info including charters provided for the website by the Board members by the May meeting.

B. FOB Procedures Update - Fobs should be operational by mid-April. Keys must be returned by June 30, 2023 in order to receive return of the key deposit.

**Power outages interrupted transmission of the beginning of New Business.**

**Lunch at 12:08 PM. Back at 12:30 PM.**

## **11. NEW BUSINESS**

### A. Property Management Exploration Committee report

The committee recommends a comparison between Keystone, FirstService, and self-managed.

**Motion re: Prop Mgt Co Motion: KB Second: PC Approved: 5/0/1 abstain PM (absent)**

Motion to proceed with the exploration of hiring a professional property management company or remaining self-managed through the participation by the seven board members. The process will be facilitated by Karen Bishop, chair of the Property Management Company Exploration committee, with participation by committee members. The process will include completion of the self-management analysis, forwarding proposals to board members and board member participation in interview #2 between the dates of April 19 and April 25.

B. Membership Portal for Website - ET proposed that the Website Committee create a password-protected membership portal. Mike Weatherford volunteered to build the portal.

**Motion re: Website Portal Motion: ET Second: KB Approved: 6/0/0**

Motion to approve the proposal by the Website Committee of what will be included in the homeowner portal on the website (pg. 42) with the addition of a link to AppFolio and "OCA News and Upcoming Events."

### C. Committee Policy and Guidelines (dated 2017)

**Motion re: Cmt Policy Motion: SR Second: KB Approved: 6/0/0**

Motion to revise OCA Committee Policy and Guidelines (make Item #9 its own paragraph 3 and paragraph 2 to start with "Our governing documents...") and post on the website.

**Motion re: Cmt Policy Cmt                      Motion: SR   Second: PC                      Approved 6/0/0**

Motion to create an ad-hoc committee to rewrite the Committee Policy and Guidelines: Karen, Peter, Lynn. The "Committee Policy and Guidelines Ad Hoc Committee" will present to the May meeting.

D. Garden Club – SR presented a 3-part motion that was amended as follows:

**Motion re: Garden Club                      Motion: LL                      Second: SR                      Approved: 5/0/1 abstain PM**

Motion to appoint Lynn Leszczynski to work with the current garden club members to research and develop a solution to allow the Garden Club to thrive, but not pose both physical and financial risk to the association and benefit from a different relationship with OCA. A preliminary recommendation is requested by our April board meeting along with steps to achieve the goal.

E. Compliance Procedures – Compliance Cmt chair, KB reviewed process.

**Motion re: Compliance                      Motion: SR                      Second: KB                      Approved: 6/0/0**

Motion to put the Compliance Committee on the website including the flow chart.

F. 2023-24 Strategic Plan - SR reviewed the 2023-24 Strategic Plan (pp 48-55) with the action items. Directors will vote on the plan on 5/31/23.

G. Liens – After review in the 3/27 Executive Session, the Board authorizes and resolves the following:

The Board authorizes and resolves that a lien be recorded on the property identified by assessor's parcel number 160-211-24-00. Vote: 6/0/0

The Board authorizes and resolves that a lien be recorded on the property identified by assessor's parcel number 160-341-23-00. Vote: 6/0/0

The Board authorizes and resolves that a lien be recorded on the property identified by assessor's parcel number 160-330-29-00. Vote: 6/0/0

**Break at 1:54 PM. Resume at 1:59 PM**

**12. EMERALD ISLE GOLF CLUB UPDATE** – no report submitted

**13. EXECUTIVE SUB-COMMITTEE REPORTS**

General comments - Submit committee reports to SR and GM.

Do not list resident names in minutes or notes.

A. Architecture Committee – Ex-sub only

**Motion re: Arch Cmt    Approved: 6/0/0.**

Accept the Architecture Committee's Executive Sub-Committee notes in packet.

B. Landscape Committee – PM reviewed Board Actions Required (BAR's)

SR: in the future, please clarify what Board actions are being requested by LSC in the BAR's.

**Motion re: Landscape Cmt    Approved: 6/0/0.**

Accept the Landscape Committee's Executive Sub-Committee notes in packet.

**MOTION re: volunteers      Approved: 6/0/0**

Motion to approve new volunteers - Morgan McGregor, Karen Frisch for Share and Wear; Unit Advisor for unit 3, Laura Bennett

Motion to accept the resignation of Chris Scantlin, Website Cmt.

**F. HUB Communication - LL requested assistance in finding a new chair.**

**Motion to accept Hub meeting notes.    Approved 6/0/0**

**14. COMMITTEE REPORTS – Consent Calendar**

**Motion re: Cmt Reports      Approved: 6/0/0**

Motion to accept the following committee reports:

- C. Activities
- D. Community Resource Center (CRC)
- G. Strategic Planning Committee
- H. Unit Advisors Committee
- I. Website Committee

J. Ad-Hoc IT Committee

**Motion re: Tech Cmt      Motion: KB    Second: SR    Approved: 6/0/0**

Motion to modify the Tech Ad-Hoc Committee (created 2/22/23) to include all forms of technology in the community. The goal of the committee would be to review, inventory and document the following:

- Document storage      All office systems/software
- Website                      Presentation technology in Auditorium
- OCA TV                      Tech and software for use with communications systems
- CRC administrative procedures
- Access to administrative login and FOB system

**Motion re: Members      Motion: SR    Second: ET    Approved: 6/0/0**

Motion to add the General Manager to Tech Ad Hoc committee.

M. Bylaws Ad-Hoc Committee

**Motion re: Bylaws Cmt      Motion: PM    Second: PC    Approved: 4/2 no (KB and SR)/0**

Motion to table further work by the Bylaws Cmt until January 2024.

**15. QUESTIONS FROM ATTENDEES - Sue Moore will help with finding old LSC Board action.**

**16. ROUNDTABLE TOPICS TO INCLUDE:**

1. Water Intrusion Policy – PM will submit (include look at interior water damage due to HOA responsibility).
2. Clubhouse Rental policies – KB will work with Patrick (ins agent)
3. Architecture/Landscape Coordination – KB will present guidelines for consideration
4. 2023-34 Strategic Plan – SR will update
- 5.

Meeting was adjourned at 2:57 p.m.

**Next Meeting:** Wednesday, April 26, 2023

Respectfully submitted on March 30, 2023 by Karen Bishop, Secretary.

Approved: Karen Bishop

Date: 4/26/23