

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

**DATE:** Wed, May 31, 2023                      **TIME:** 9:30 a.m.      **LOCATION:** Auditorium

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

GM - Dan Farrar      FM – Fernando Montano                      Ellen Marciel - Recording Secretary

1. Meeting was called to order at 9:31.

SR recognized Ellen Marciel as recording secretary with gratitude.

2. EXECUTIVE SESSION DISCLOSURE

An Executive Session Meeting was held on May 25, 2023.

3. APPROVAL OF GENERAL SESSION MINUTES:

The minutes of May 10, 2023 were approved unanimously.

4. PRESIDENT'S REPORT was provided by SR including a legal update, common area issues, FirstService Residential will offer employment to the current staff.

5. SECRETARY'S REPORT - Homeowners should notify the office of emails if not receiving e-blast.

6. TREASURER'S REPORT was provided by LL.

7. HOMEOWNER COMMENTS

Trees effecting birds, thank you regarding notice of water shut off, request for litigation update.

8. FINANCIAL REPORT

**MOTION: April financials      Motion: LL      Second: PC      Passed: Unanimously**  
**To ratify the review of OCA's April 2023 financial statements.**

**MOTION: SagePoint Funds      Motion: LL      Second: RR      Passed: Unanimously**  
**Motion to transfer funds in the SagePoint Investments to Davis-Stirling allowable insured investments until such time as FirstService's investment service can be discussed as an option for OCA investments.**

9. MANAGEMENT REPORTS

Dan Farrar, General Manager provided the Management report. Sandy provided an update on the city sidewalk. Gravel in the area between the street and sidewalk was put in and needs to be maintained by OCA.

**MOTION: Parkway Motion: SR Second: ET Passed: Unanimously**  
**Motion for Dan and Fernando to prepare a proposal for what to do with the parkway area (gravel strip along Vista Campana), to be presented at the June general session.**

**MOTION: Pine Tree Motion: PC Second: RR Passed: Unanimously**  
**Motion to remove broken branch on the pine tree at Unit 5, house #8.**

Fernando Montano, Facilities Manager provided the maintenance report.

**MOTION: Unit 2 Slope repair Motion: PC Second: LL Passed: Unanimously**  
**Motion for Fernando to get a RFP for slope repair.**

**MOTION: Unit 9, #59 roof Motion: PC Second: KB Passed: Unanimously**  
**Motion for Fernando to get a RFP for reroofing due to Prestige failure to repair work.**

**MOTION: Unit 9, #75 roof Motion: PC Second: LL Passed: Unanimously**  
**Motion for Fernando to get a RFP for reroofing.**

**MOTION: Unit 11 water leak Motion: PM Second: RR Passed: Unanimously**  
**Motion for staff to provide a complete report at the June meeting of what transpired since October 2022 regarding Unit 11, House 61 and internal damage and continual leak.**

## 10. UNFINISHED BUSINESS

A. Committee Website Need to update charters for arch, landscape, and President to sign the compliance and SPCs charter to be placed on website.

B. Garden Club Updated charter and guidelines were provided by Lynn L and updates will be made as suggested by the Board.

**MOTION: Garden Club Motion: LL Second: KB Passed: Unanimously**  
**Motion to ratify prior board action of March 1995 establishing the Oceana Garden Club as an association club under the umbrella of the Activities Committee subject to amendments, with Lynn serving as liaison through the end of the current board year.**

### C. Strategic Plan

- i. Action Item due dates were updated by the Board.
- ii. Neighborhood Watch presentation by OPD organized by RR and PM. Wednesday, June 6 at 5 p.m. Community Room. A proposal in June will be presented on how (or if) to implement.
- iii. Resource Information was updated and will be sent to the HUB by KB.
- iv. Budgeting: LL and GM working on 2023 budget revision and 2024 budget materials.

- v. Weekly Report to Board being provided by SR and GM.
- vi. Facility Risk Management Walkthrough report on Clubhouse Complex was provided by PC, RR and ET.

**Break from 11:07 – 11:13 a.m.**

D. Community Mgt Company negotiations continue aiming for an August 1 start.

## 11. NEW BUSINESS

A. Grants - Create a digital financial packet for Grant Submissions. Concern that a grant on behalf of OCA is in process without authorization by the BoD.

**MOTION: Digital File      Motion: PM    Second: RR    Passed: yes 6 / no PC / 0**  
**Motion to develop a grant-writing policy that complies with OCA governing documents and have a set of digital files typically required for any grant submission readily made available by GM, Board Treasurer or designee so we are prepared to submit a grant when an opportunity arises.**

**MOTION: Grant Writing      Motion: SR    Second: PC    Passed unanimously**  
**Motion to have Lynn analyze components of grant application and create a potential road map to develop grant writing policies and procedures.**

B. Red Fire Line - ET researched parking enforcement.

**Motion: Red Fire Lane      Motion: ET    Second: PC    Passed unanimously**  
**Motion to have GM contact Oside fire department to make sure red fire lanes are in compliance.**

C. Painting Unit 11 Petition signed by houses 58-67. Review of history of color choices.

**Motion: Unit 11 painting      Motion: PM    Second: RR**  
**Vote: Yes 2 (PM, ET)/No 4 (RR, SR, PC, LL) / 1 abstain (KB). Motion failed.**  
**Motion that management honor the homeowners petition from Unit 11 Houses 58-67, who have requested and wish to have their homes painted white stucco and white trim.**

D. Resident Handbook - Update of Resident Handbook will be started in September with FirstService input.

12. EMERALD ISLE GOLF CLUB UPDATE was provided via email and read by SR.

13. EXECUTIVE SUB-COMMITTEE REPORTS

**New Volunteers were approved unanimously.**

**Activities – Ellen Pritchard    Architecture – Maura Parsons    CRC – Karen Wickersham**  
**Finance – Nancy Norton    Website – Gail Olenick**

**Motion that the following minutes were accepted with the following notations.**

**Motion: SR    Second: KB    Passed unanimously.**

- A. Architecture Committee – ex-sub and committee minutes approved.
- B. Landscape Committee - no minutes, meeting was too late in May
- C. Activities correction – HOA pays for Butler Barn roof.
- D. Community Resource Center (CRC) – recommend computer volunteers fall under CRC.
- E. Finance Committee – noted item 7.B, no report regarding employee headcount as it had not changed.

14. COMMITTEE REPORTS

**Motion to approve the following committee reports by consent. Motion: SR    Second: KB**  
**Passed unanimously.**

- F. Hub Communication
- G. Strategic Planning Committee (Even Months)
- H. Unit Advisors Committee (Odd Months)
- I. Website Committee (April and May)
- J. Ad Hoc: IT on hold.

15. ATTENDEES' QUESTIONS

Clarified that the reworking of the budget will not change totals, just GL distributions.  
To decrease water usage, turf removal is being advocated by Landscape and SPC.  
If trees are removed from gravel areas, the city should replace or restore the gravel.

16. ROUNDTABLE TOPICS TO INCLUDE:

- 1) Identify, evaluate and recommend procedures for high-risk activities (PM)
- 2) CRC volunteers possibly training the new computer center volunteers (RR)
- 3) Grant writing policy proposal (LL)

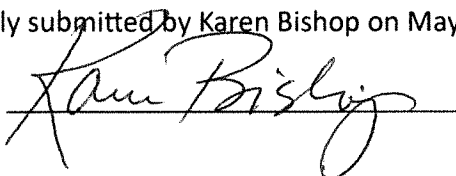
The meeting was adjourned at 12:33 p.m.

**Next General Session Meeting:** Wednesday, June 28, 2023 at 9:30 a.m.

There will be no General Session board meeting on August 30, 2023 due to Directors' absences.

Respectfully submitted by Karen Bishop on May 31, 2023.

Approved: \_\_\_\_\_



Date: \_\_\_\_\_

6/28/23