

**OCEANSIDE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
MINUTES**

DATE: Wednesday, June 28, 2023 **TIME:** 9:30 a.m. **LOCATION:** Auditorium

PRESENT: Board - Karen Bishop (KB), Peter Cornog (PC), Lynn Leszczynski (LL), Peggie Moore (PM), Roxanne Rimmel (RR), Sandy Riser (SR), Evelyn Thomas (ET)
General Manager - Dan Farrar (GM) Nina Ybarra - Recording Secretary

1. CALL TO ORDER. The meeting was called to order at 9:30 a.m. by SR.

2. EXECUTIVE SESSION DISCLOSURE

Executive Session Meetings were held on May 31, June 14, and June 26.

3. MINUTES - The minutes of the May 31, 2023 General Session minutes were approved unanimously. The July General Session is July 19. No General Session in August 2023.

4. PRESIDENT'S REPORT - SR read update of OLC replacement litigation including a timeline and update from attorney, Bill Smelko from Procopio Law Firm.

5. SECRETARY'S REPORT - Weekly update through the Friday e-blast.

6. TREASURER'S REPORT - Preparing to realign categories of budget items for second half of the year. Preparing for FirstService to transition to their accounting system.

7. HOMEOWNER COMMENTS

Issues regarding Unit 11 including painting carport ceilings.

Land lease issues - recommend update to calendar.

OLC litigation - request for town hall, request to postpone.

Litigation expenses - request for additional information, transparency.

Possibility of resuming volunteer program for painting of community utility boxes.

8. FINANCIAL REPORT – LL forwarded the total May 31 financial packet to the board and Finance Cmt on June 16. There is no recommendation for approval from the Finance Cmt.

9. MANAGEMENT REPORTS

A. General Manager, Dan Farrar provided the Manger's Report.

MOTION: BV special project Motion: PM Second: ET Passed Unanimously
Dan can contract with BV for a one day of special projects.

B. General Manager, Dan Farrar presented the Facilities Manager Report.

C. Policy and Procedure Documentation

MOTION: Revisions to docs Motion: SR Second: RR Passed unanimously.

From this point forward, all policies and procedures by Management and the Board will include an author name, approved by, and date.

10. UNFINISHED BUSINESS

A. Strategic Plan

1) Neighborhood Watch update by PM and RR. As to insurance broker's recommendation, the board cannot advocate Neighborhood Watch. Will forward info to Hilltop Highlights.

2) Facilities Committee - RR, PC, & ET have been walking OCA and presented a draft charter.

MOTION: Facilities Cmt Motion: RR Second: PM Passed Unanimously

Motion to approve the concept for the creation of a Facilities Committee.

3) High Risk Activities - PM walked the property with management and the insurance broker to identify, evaluate and make recommended procedures for high-risk activities (trip and fall).

MOTION: Lighting Specialist Motion: PM Second: RR Tabled to July for cost estimate

Motion to evaluate the effectiveness of our nightly lighting by a lighting specialist in 2023 budget if possible.

MOTION: Shop procedures Motion: PM Second: ET Passed unanimously

Motion for management to oversee the review, document and post instructions of equipment used in ceramics, woodshop and lapidary shop and pickleball training and safety guidelines.

MOTION: Scheduled walk-thrus Motion: PB Second: SR Passed: 6 / 0 / 1 abstain PC

Motion to have the future Facilities Committee possibly establish a schedule for monthly or quarterly search for potential trip and fall areas as well as procedures and time-table for immediate resolve of all potential risks noted.

4) Action Items calendar and progress was updated by SR.

B. Community Management - FirstService transitioning over summer.

11. NEW BUSINESS

A. Painting Maintenance

MOTION: Painting List Motion: KB Second: SR Passed unanimously

To have management present a detailed listing of what OCA is responsible for regarding painting, and what will and will not be repaired or painted, including termite damage, by the September 2023 board meeting.

B. Painting Schedule

MOTION: Painting Schedule Motion: KB Second: SR Passed unanimously.

To have management present a proposed painting schedule including the history including the projected cost in 2023 dollars based upon research of the last time STUCCO was painted by the September 2023 board meeting.

C. Unit 11 Painting

MOTION: PM Recusal

Motion: PM Second: RR

Motion Failed: 2 yes - RR, PM / 4 - KB, PC, LL, SR / 1 abstain ET

Peggie Moore, Board Director, and impacted homeowner in Unit 11 not be recused from voting on Motion #2, she was not recused from voting on the proposal as an impacted homeowner and should not be recused from participation in discussion and vote. There is no conflict of interest and/or financial benefit uncommon to other homeowners.

Director Peggie Moore was recused for the vote on the painting of Unit 11.

MOTION: Painting Carports / Patios

Motion: KB Second: ET Recused: PM

Passed: 5 yes KB, PC, LL, RR / 0 / 1 abstain SR

Motion to paint exposed wood patios and carport ceilings including extensions that were added in Unit 11 at HOA expense.

D. Resident Handbook will be updated in September.

E. Reserve Study

Motion: Reserve Study

Motion: SR for DF

Second: PC

Passed unanimously

For the Board of Directors to review and approve the SCT Reserve Consultants Level II (on-site update) proposal in the amount of \$2,800, being paid out of GL 5425. Study estimated to be done by August 2023 and present to The Board by mid-September 2023.

F. Alarm System for Office

Motion: SR

Second: PC

Passed unanimously

Motion: That the Board of Directors approve the purchase of the Simplisafe Alarm System for the Administrative Offices at a cost of \$867.75 plus tax out of GL 5235, along with the Professional Monitoring service at a cost of \$29.99 per month, to be paid out of GL 5209.

G. Mobile Services - CRC liaison, RR, presented motion and will check with insurance broker.

Motion: Mobile Services

Motion: RR

Second: KB

Passed unanimously

Approval that CRC to explore having mobile services to come on-site for residents use and convenience.

H. Common Area (Karen, Peter, and Roxanne)

INFORMATION ITEM - Motion passed from June 26, 2023 Executive Session

MOTION: Violations

Motion: KB

Second: RR

Passed Unanimously

In the event management documents that a homeowner commenced work on any project without prior approval of the Architectural or Landscape Committee as documented in the committee's minutes, the Compliance Committee will implement the highest level of fine for the first offense after going through the compliance procedures and require the homeowner to return the area to the original condition or apply for approval within thirty days or inaction will result in increased disciplinary action.

12. EMERALD ISLE GOLF CLUB UPDATE

Emerald Isle is having a free event for July 3.

13. COMMITTEE REPORTS

The new volunteers, resignations and new chair were approved unanimously.

- A. Resignation - Don Jones/Activities Cmt
- B. New volunteers - Gisela Laver & Dorothy Holm / Activities Cmt
- C. New chair - Gail Olenick / The HUB

Charters: Compliance Committee charter was approved unanimously.
The Architecture Committee charter needs to be signed.

Reports: The following reports were accepted on a consent calendar.

- E. Finance Committee
- F. HUB Communications
- H. Unit Advisors - no meeting to report
- I. Website Committee - no June mtg.
- J. Ad-hoc: IT on hold

Reports: The following reports were discussed and accepted.

- A. Architecture Committee/ESC
- B. Landscape Committee/ESC
- C. Activities Cmt - Extended pickleball hours for indoor use. Get estimate to paint kitchen.
- D. Community Resource Center (CRC) - Move meeting to second Wednesday if possible.
- G. Strategic Planning Committee - Applied for a grant without board approval.
- I. Website Committee - The Website Committee is moved under The HUB.

15. Homeowners' Questions included:

- Unit 5 weeding - HOA providing additional services.
- Unit 11 painting - being paid for by HOA.

16. Roundtable Items for future topics:

- 1. Renting Homes (Karen)
- 2. Resident Handbook (Sandy)
- 3. Permission from SDG&E repainting utility boxes. (GM)
- 4. Ad-hoc Common Area (KB, PC, RR)
- 5. Budget process in September 2023 (LL)

The meeting was adjourned at 12:21 p.m.

Next Meeting: Wednesday, June 19, 2023 at 9:30 a.m.

Note: There is no scheduled General Session in August 2023.

Respectfully submitted by Karen Bishop & Nina Ybarra on June 28, 2023.

Approved: _____

Date: ____/____/____