

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

DATE: Wednesday, July 19, 2023 TIME: 9:37 a.m. PLACE: Auditorium

PRESENT: Board - Karen Bishop (KB), Peter Cornog (PC) attendance by Zoom, Lynn Leszczynski (LL), Peggie Moore (PM), Roxanne Rempel (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 9:37 a.m. by SR.

***Vice President (PC) joined meeting at 9:49 a.m.- online by zoom**

2. EXECUTIVE SESSION meeting was held on July 17, 2023 to discuss compliance, delinquencies, personnel & litigation issues.

3. APPROVAL OF GENERAL SESSION MINUTES: Passed unanimously 6/0/0

***PC unavailable to vote due to internet disconnect at 9:41 a.m.**

A. The minutes of June 28, 2023 were unanimously approved as amended (10.A.3 & 11.E)

B. There is no August 2023 General Session scheduled.

4. PRESIDENT'S REPORT - SR provided the report

5. SECRETARY'S REPORT - KB had no report at this time.

6. TREASURER'S REPORT – LL presented the report.

7. HOMEOWNER COMMENTS included upcoming members' townhall meeting to address ongoing litigation, pool rules not being followed, possibility of hanging additional signs detailing rules, concerns about status of HOA reserves, Oceanside Land Company obligations as HOA landlord, proposal to vote if/when HOA dues go up going forward and landscape overgrowth concerns.

8. FINANCIAL REPORT

A. Financial Report - LL provided the report of June financials.

B. Key/FOB Liability Account- LL reported OCA recovering key liability on balance sheet.

C. Mid-Year Financial Adjustments- LL provided the report, no change to bottom line.

D. 2024 Budget Timeline- LL provided the report to insure 2024 budget is ready for November.

9. MANAGEMENT REPORTS

A. General Manager Report – transition began, staff will assist Members with FirstService Residential QuickConnect.

B. Facilities Manager Report- FM provided the report

C. Unit 2 Slope

**MOTION: Unit 2 slope Motion: KB Second: PC Passed Yes – 6 / No – 1 PM / 0
Board to approve the AF General Bid in the amount of \$78,650.00. Funds to be expended
from Reserves – GL 9043 Slopes.**

D. Garage Roofs Units 8 and 9

Note: The less costly bid did not include city plans and permits.

**MOTION: Roof 8 & 9 Motion: KB Second: RR Passed unanimously
Board to approve the Zenitram Bid in the amount of \$20,500.00. Funds to be expended from
Reserves – GL 9039 Carports/Garages (Roofs).**

E. Contract Signatures (Peggie) / Standard OCA Process to Date (Sandy)

Motion that would supersede previous board motion.

**MOTION: Contract approval Motion: PM Second: none Failed due to lack of 2nd.
All maintenance, facilities, painting and various contracts for approved proposals are to be
reviewed and negotiated by the full Board of Directors prior to President or officer signature.**

10. UNFINISHED BUSINESS

A. Strategic Plan review

1. Facilities Committee Formation – will have draft charter for Sept 23 meeting, PC and RR looking for members on Aug 21, notices in e-blast & HH.
2. Lighting Specialist – GM & PM Obtainable in this current year, to be done in fall.
3. Update of Neighborhood Watch Info to HH – PM & RR
4. Shop Procedures will be reviewed by GM.
5. Action Items Update provided by SR.

B. Community Management update provided by SR.

C. Clubhouse Rental

**MOTION: Rental fee Motion: KB Second: RR Passed unanimously
Motion to reduce the private rental rate for the Clubhouse Auditorium from \$200 to \$150.**

11. NEW BUSINESS

A. Lien on Property

**MOTION: Liens Motion: SR Second: KB Passed unanimously
Based upon the review of homeowner accounts in the Executive Session, the Board approves
recording liens on properties with these assessor's parcel numbers:
160-180-68-00 160-211-29-00 160-211-43-00 160-210-74-00
160-241-05-00 160-241-05-00 160-340-35-00**

B. Election 2024 Timeline – recruit Nominating Cmt members in September.

* Recess called from 10:55 a.m. - 11:07 a.m.

C. Ad-hoc Common Area Committee recommendations:

a. Architecture Committee vs. Landscape Committee Responsibilities

MOTION: Pavers Motion: PC Second: RR Passed unanimously

The Landscape Committee is responsible for the approval of installation of any non-permanent hardscape on common area including pavers, provided there is no conflict with CC&Rs.

MOTION: Possible Addendum of CC& Rs Motion: PM Second: SR Denied 2/5/0

Prior to implementation of points A-D regarding common area, a review of the CC&Rs be done to determine if an amendment be required for the March ballot. Additional information to be brought to the September 2023 Board meeting.

b. Permanent vs. removable

MOTION: Removable modifications

Motion: RR Second: KB Passed Unanimously

The Landscape Committee may approve a non-permanent modification if it meets the OCA adopted quality and installation standards as determined by the Landscape Committee. It must allow for access by other homeowners, allow for HOA regularly scheduled maintenance around the modification and be easily removed upon HOA request or when the home is sold. Homeowner installations of hardscape require current HO-6 insurance policy and the filing of a notarized OCA Revocable License and Maintenance Agreement.

c. Guidelines for use of landscaping contractors

MOTION: Landscape Contractors Motion: PC Second: KB Passed Unanimously

The Landscape Committee may approve modification performed by a licensed, landscape contractor. The work requires prior approval, will be performed at the homeowner's expense, meet the adopted OCA guidelines for quality, installation and maintenance and include a notarized OCA Revocable License and Maintenance Agreement.

d. Violations

MOTION: Violations Motion: KB Second: SR Passed Unanimously

The HOA management will document and implement the adopted OCA form for an immediate cease and desist order in conjunction with commencement of the compliance process on the property for any modification initiated without prior written approval by the Architecture or Landscape Committee.

e. Timeline for common area review includes ongoing objectives by management, Landscape Cmt, Architectural Cmt and Ad-hoc Common Area Committee.

D. Delinquency Policy Approval - The attached Delinquency policy is consistent with the Association's legal documents and has been revised to include FirstService Residential's wording.

MOTION: Policy Motion: SR Second: KB Passed unanimously
Rescind previous board motions concerning delinquency. Adopt the attached Delinquency Policy and distribute to each owner with the next available billing statement.

E. Point of Sale Equipment -

MOTION: POS Equipment Motion: SR Second: ET Passed: Yes – 6 / No 1 – PM / 0
The board authorizes providing members the convenience of remitting electronic payments via a hardware device(s) and the Fran POS point-of-sale platform using a network protected by firewall and anti-virus software. This platform will be used to collect fees for miscellaneous purchases and; authorizes the purchase of 1 hardware device at a cost of \$550.00, not to exceed \$650.00, to be implemented after October 1, 2023. Funds for this purchase to be implemented between the Treasurer and General Manager, and expended from Operating G/L Account #5244 IT/Software.

F. Brush Cutting Proposal for Canyon East of Dog Park (Dan)

MOTION: BV hillside cutting Motion: SR Second: RR Passed unanimously
Board to review and if in agreement, to approve the amount, not to exceed, \$4,455.88 to Brush Cut the tall grasses on the large hillside east of the dog park. Funds to be determined by treasurer and additional bids to be gathered.

G. Soil Injections of System Fungicide for Magnolia Trees (Dan)

MOTION: Magnolia Trees Motion: KB Second: PC Passed Unanimously
Board to review and if in agreement, to approve the Brightview proposal in the amount of \$840 to inject the soil for the magnolia trees. Funds to be expended from GL 9043, Reserve Fund.

H. Civil Code §5380 and §5380 Electronic Transfer of Funds Greater than 10K (Dan)

Background: The legislature enacted Assembly Bill 1101 – this statute requires additional authorization for electronic transfers.

MOTION: Electronic Transfers Motion: KB Second: ET Passed Unanimously
That the Board of Directors, in order to comply with Civil Code, authorizes Management to make the following transfers that may exceed (i) Ten Thousand dollars (\$10,000), or (ii) Five percent (5%) of the Association's total combined reserve and operating account deposits, whichever is lower, from the Association's accounts for the following purposes:

- To fund reserves;
- To pay utilities;
- To move funds pursuant to a Board resolution for a reserve expenditure;
- To implement the Board's directives with regard to invested funds and bank account openings and closings;
- To pay for budgeted expenses, for all services provided by vendors selected by the Board for work the Board has engaged them to carry out, and for Management's compensation and cost reimbursements under its Management Agreement with the Association;

- To remit amounts due to US Bank for transactions made by purchase cards; and
- For other authorized payments/transfers directed or authorized by the Board.

12. EMERALD ISLE GOLF CLUB UPDATE- upcoming event information provided by KB

13. COMMITTEE REPORTS.

The following volunteer was approved: Motion: RR Second: PM Passed unanimously
Sydnie Wauson, CRC

G. Strategic Planning Committee

MOTION: \$500.00 Grant Motion: LL Second: RR Passed Unanimously
\$500.00 received from grant for peer review be given to SPC.

No Committee Reports - board meeting date was a week earlier than usual.

- A. Architecture Committee/ESC
- C. Activities
- D. Community Resource Center (CRC)
- E. Finance Committee
- H. Unit Advisors Committee (Odd Months)
- I. Ad Hoc: IT

MOTION: Consent Calendar Motion: ET Second: PC Passed Unanimously
Approve consent calendar items A-I.

15. ATTENDEE QUESTIONS included budget concerns and FOB deposit use of funds.

16. ROUNDTABLE TOPICS TO INCLUDE:

1. Resident Handbook (Sandy)- will bring to September 2023 Board meeting
2. Renting Homes (Karen)- DF will work with KB and bring to September 2023 Board meeting
3. Painting – what will and what will not, by unit (Dan and Fernando) - update at 9/27 meeting.
4. Painting Schedule – proposed with history (Dan and Fernando) - update at 9/27 meeting.

The meeting was adjourned at 1: 12 p.m.

Next Meeting: Wednesday, September 27, 2023 at 9:30 AM.

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

Respectfully submitted by Karen Bishop & Nina Ybarra on July 19, 2023.

Approved: _____

Date: ____/____/____