

Minutes – San Clemente Estates Board Meeting

September 20, 2022

The San Clemente Estates (SCE) Board of Directors (Board) held a Board meeting by zoom on September 20, 2022, with the following agenda:

- Proof of notice
- Establish quorum
- Approve minutes for July board meeting
- Comments/feedback from property owners in attendance (3 minutes per owner)
- Financials review
 - Special assessment – status of payments and budget planning
- Old business
 - Lighting upgrade to LED – announce email vote
 - ARC membership – Board affirmation of addition of Smith's (
 - Construction concerns and Rules of construction –
 - Observations and concerns
 - Implementation status of fines
 - Enforcement letter template
 - Record with County?
- New business
 - Gate security
 - ARC matters – Professional architect review of plans at owner cost and owner payment towards Construction Liaison
 - Welcome letter for new owners (*Patty and I will have a draft*)
- Closed session
 - Construction liaison
- Return to open session
 - Feedback from Closed session
- Adjourn meeting

Dana Properties distributed the meeting announcement and zoom connection details to property owners via email and posted it on the SCE website according to the electronic notice requirements.

Attendees: The following people attended the meeting:

Brisa Garcia – Treasurer and Vice-President
Karen Foster – Board member
Patty Russell – ARC Chair
Oscar Rico – Dana Properties
Marise Textor – Board President and Secretary

No additional property owners attended the meeting.

Determination of Quorum: With all three Board of Directors members present, the meeting had a quorum.

Approval of Minutes of May Meeting: Brisa moved, and Karen seconded to approve the minutes of the July Board meeting. Motion passed unanimously.

Comments from Property Owners in Attendance: No other property owners attended the meeting so there were no comments received by the Board.

Financial Review: Brisa provided an overview of the finances to-date. See the attached August income statement that Brisa prepared from the financial report. The following summarizes highlights of the discussion:

- SCE has only \$5.64 uncollected in assessments. The ~\$20,000 collected year-to-date for prior years' unpaid dues resolved cash flow issues for 2022.
- \$2976 in expenses for August was lowest ever partly because the water was low due to the refund for the large leak. The rest of the August expenses were normal monthly expenses.
- Brisa did a year-end projection based on average spending. With no other unusual expenses and without the special assessment collection, we are under budget \$9,900 and \$5,200 in the black.
- Oscar can get a quote for arroyo cleanup from Yard Dogs. He can also get two additional quotes.
- With moving forward with the LED lights, we should not see any addition lighting repairs for 3 or 4 years.
- Lights are on in the evenings. LED tends to be whiter and brighter. The wattage seems adequate and prevents any light pollution in the sky.
- Photocells may be turning on too early. What direction are the photocells facing?
- Check status of payments in 15 days – Send an email reminder – MLT action item – gentle reminder.
- Gate security and trash have been the biggest concerns expressed by property owners.

Old Business

Lighting Upgrade to LED: Marise announced that the Board voted by email unanimously to upgrade the outdoor lights to LED, and the conversion is complete. The electrician noted that the wiring to the last pole on upper San Clemente had been cut under a driveway near it. Brisa's husband can probably fix this.

ARC membership: Marise moved, and Karen seconded to include the Smiths on the ARC, and the Board voted unanimously in favor.

Construction concerns and Rules of construction: There is quite a bit of dirt on Stanton St from construction on one property and we need to notify the property owner. Also, the oil spill from the leaking equipment on lower Rocky Pointe never got cleaned up. Regarding the fines, the Board agreed to the wording of the letter template that will be used to notify property owners of any fines levied and to get legal review of it. The Board also agreed unanimously to record the

new Rules of Construction and an updated version of the Requirements Before Construction with the County.

New Business

Gate Security: The Board discussed upgraded electronic access systems for the entrance gate. Oscar agreed to get information on systems available from two vendors, let the Board discuss and decide on options, and then get quotes. The Board also discussed hours that the gate is open in response to a property owner complaint that the gate should be closed more hours of the day and week. The Board elected not to pursue a change in gate hours now because we do not want to give gate codes to all of the contractors coming in and out nor do we want to incur the significant wear and tear on the gates that frequent contractor comings and goings will cause. The Board agreed to reconsider this at a later date when the amount of construction has reduced significantly.

[Another complaint by the same property owner afterwards prompted additional offline discussion and rethinking of this decision. While the Board has not yet agreed to change its decision from the meeting, it will likely pursue setting up a meeting to discuss further with the complaining property owner, other property owners, building contractors, and the Board to determine if we can identify a mutually agreeable and viable solution. That meeting has not yet been scheduled.]

Professional Architect Review of Plans at Property Owner Cost: The Board agreed that we should hire an architect or other professional to review construction plans for conformance to SCE and City Ordinance requirements for the Mountain Plan Development. Each plan review will be at the cost of the property owner as permitted under the Bylaws. Marise will adjust the “prior to construction” document accordingly and include it in the attorney review.

Welcome Letter for New Owners: Patty drafted and Marise edited a welcome letter which the Board discussed. Marise will finalize the letter and have DP send it to all property owners initially and then to any new ones in the future.

Closed Session

The Board met in closed session and announced afterwards in open session that the Board will schedule a meeting with the Construction Liaison.

Meeting Adjournment: The meeting adjourned at 7:05 p.m.

Key Decisions:

1.	The Smiths have been added to the Architectural Review Committee.
2.	The lighting in SCE will be upgraded to LED.
3.	We will record the Rules of Construction and the Requirements Before Construction with the County as official dedicatory instruments for SCE.
4.	The ARC will hire a professional architect to review construction plans for each property and DP will bill the cost of this review to the property owner.
5.	We will leave the gate hours unchanged until construction activity decreases significantly.

Tasks and Action Items:

	Owner	Due Date	Task
1.	Oscar	10/15/2022	Get a quote for arroyo cleanup from Yard Dogs plus two other bids.
2.	Oscar/Sheldon	10/15/2022	Obtain legal review of the model letter template to property owners to levy fines for violations, the Rules of Construction, and the Requirements Before Construction. <i>Complete</i>
3.	Oscar	10/15/2022	Obtain information about new electronic access systems for the entrance gate. <i>In Progress – the system in use nearby does not have adequate camera operation.</i>
4.	Marise	10/15/2022	Revise the “prior to construction” document to indicate that the property owner will be required to pay for architectural review of their construction plans. <i>Complete</i>

Minutes submitted for approval by Marise Textor, October 31, 2022.
Approved by SCE Board, November 1, 2022.

San Clemente

Run Date: 09/05/2022 Run Time: 11:30 PM

INCOME STATEMENT
Start: 08/01/2022 | End: 08/31/2022
Income

Account	Current			Year to Date			Yearly			remaining	Forecasted
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	Budget	Budget		
61000 Association Dues	0.00	0.00	0.00	52,050.40	49,266.00	2,784.40	49,266.00				
63000 Late Fees	0.00	83.33	(83.33)	652.46	666.64	(14.18)	1,000.00				
64000 Insurance Claim	0.00	0.00	0.00	4,547.54	0.00	4,547.54	0.00				
70000 Interest	1.02	0.83	0.19	3.09	6.64	(3.55)	10.00				
Total	1.02	84.16	(83.14)	57,253.49	49,939.28	7,314.21	50,276.00				
Expense											
Account	Current			Year to Date			Yearly			remaining	Forecasted
	Actual	Budget	Variance	Actual	Budget	Variance	Budget	avg	four months	Year-End	
80100 Landscape Maintenance San Clemente	367.16	350.00	(17.16)	2,807.38	2,800.00	(7.38)	4,200.00	350.98	1,403.92	4,211.30	
80200 Stanton Median Maintenance to Sky Island	-	0	0	1,865.43	4,000.00	2,134.57	5,000.00	233.18	932.72	2,798.15	
80250 Stanton Median Water Reimbursement to Overlook	0.00	0.00	0.00	573.16	1,700.00	1,126.84	2,000.00	71.65	286.58	859.74	
80300 Sprinkler Repair San Clemente	185.97	333.33	147.36	1,237.50	2,666.64	1,429.14	4,000.00	154.69	618.75	1,856.25	
80500 Plant Replacement San Clemente	0.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00	-	-	
80600 Street Repairs	0.00	83.33	83.33	220.00	666.64	446.64	1,000.00	27.50	110.00	330.00	
80700 Lighting	0.00	333.33	333.33	2,197.95	2,666.64	468.69	4,000.00	274.74	1,098.98	3,296.93	
81500 Gate Repairs	0.00	375.00	375.00	2,794.73	3,000.00	205.27	4,500.00	349.34	1,397.37	4,192.10	
81520 Signage	0.00	41.67	41.67	840.00	333.36	(506.64)	500.00	105.00	420.00	1,260.00	
81570 Common Area Maintenance	0.00	416.67	416.67	1,040.00	3,333.36	2,293.36	5,000.00	260.00	1,040.00	2,080.00	
83100 Water	131.33	333.33	202	2,999.44	2,666.64	-332.8	4,000.00	374.93	1,499.72	4,499.16	
83200 Electricity	69.61	66.67	(2.94)	568.22	533.36	(34.86)	800.00	71.03	284.11	852.33	
83300 Telephone	244.64	82.50	(162.14)	832.21	660.00	(172.21)	990.00	104.03	416.11	1,248.32	
84100 Management Contract	500.00	500.00	0.00	4,000.00	4,000.00	0.00	6,000.00	500.00	2,000.00	6,000.00	
84150 Site Manager	1,200.00	1,166.67	(33.33)	9,600.00	9,333.36	(266.64)	14,000.00	1,200.00	4,800.00	14,400.00	
84210 Insurance	253.00	208.33	(44.67)	1,265.00	1,666.64	401.64	2,500.00	158.13	632.50	1,897.50	
84300 Postage	0.00	25.00	25.00	280.44	200.00	(80.44)	300.00	35.06	140.22	420.66	
84400 Photocopies/Printing	24.70	33.33	8.63	842.08	266.64	(575.44)	400.00	105.26	421.04	1,263.12	
84500 Legal Fees	0.00	33.33	33.33	336.00	266.64	(69.36)	400.00	42.00	168.00	504.00	
84525 Credit Bureau Reporting	0.00	0.00	0.00	(82.00)	500.00	582.00	500.00	0.00	-	-	
84600 Accounting Fees	0.00	0.00	0.00	0.00	300.00	300.00	300.00	0.00	-	-	
84700 General Expense	0.00	41.67	41.67	0.00	333.36	333.36	500.00	0.00	-	-	
Total	2,976.41	4,424.16	1,447.75	34,217.54	42,893.28	8,675.74	61,890.00		17,670.00	\$ 51,969.54	
Net Income	(2,975.39)	(4,340.00)	1,364.61	23,035.95	7,046.00	15,989.95	(11,614.00)			\$ 5,283.95	
1 of 1										\$9,920.46	