

Minutes - San Clemente Estates Board Meeting

November 1, 2022

The San Clemente Estates (SCE) Board of Directors (Board) held a Board meeting by Zoom on November 1, 2022, with the following agenda:

- Proof of notice
- Establish quorum
- Approve minutes for September board meeting
- Comments/feedback from property owners in attendance (3 minutes per owner)
- Financials review
 - Special assessment – status of payments and overdue payments
- Old business
 - Arroyo cleanup – approval of bid to cleanup
 - Final approval of documents to record with the County as dedicatory instruments:
 - Rules of Construction
 - Requirements Before Construction
- New business:
 - Set date for annual meeting in January.
- Closed session:
 - Construction liaison
- Adjourn meeting

Proof of Notice: 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
Sheldon Wheeler – Dana Properties (DP)
Victor LeGloahec – Property owner
Marise Textor – Board President and Secretary

Other than the one additional property owner noted above, no additional property owners attended the meeting.

Determination of Quorum: Two of the three Board of Directors members were present at the beginning of the meeting, so the meeting had a quorum, and the third member joined a few minutes in to the meeting.

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

Comments from Property Owners in Attendance: Victor asked about the status of holding the gates closed. We discussed the action at the September meeting and plans to upgrade the security system that are in progress, and asked Victor to work on the security system with us as part of a committee with Patty Russell and Oscar Rico (DP). We also discussed that no matter

what we do at the gate, we cannot keep people from coming in. It is impossible to keep people from following others in, for example. The gates are not intended as security gates.

Financial Review: Brisa provided an overview of the finances with the following highlights:

- Brisa asked various questions about where deposits to various accounts came from which Sheldon addressed and agreed to transfer some funds between the asphalt, general, and special assessment accounts that were improperly coded initially. Brisa also asked about other charges which Sheldon addressed.
- Lighting was the only large expense in September, for the conversion of the street lights to LED.
- Invoices for the special assessment for overdue accounts that did not pay the initial invoice were sent on 10/28 but did not include late fees. Sheldon agreed to start applying interest on 11/15, will send late notices at the end of November, and provide a status update in mid-December. The Board discussed making phone calls to owners of delinquent accounts. Marise agreed to review the late letter prior to Sheldon sending it out.
- Sheldon sent his proposal for the 2023 budget. Marise had questions that she will discuss with Brisa.

Old Business

Arroyo cleanup – Marise moved, Brisa seconded, and the Board voted unanimously to spend \$2100 to Yard Dogs for arroyo and other common area cleanup.

Final approval of documents to record with the County as dedicatory instruments: The Board reviewed the Rules of Construction and Requirements Before Construction. Karen moved, Brisa seconded, and the Board voted unanimously to record the documents with the County. Marise will get her signature on them notarized and will provide to Sheldon to record with the County.

New Business

The Board agreed to set an initial date for annual meeting in January with a second meeting to accommodate the quorum requirement a few weeks later. The Board set the meetings for January 8 and February 5.

The Board discussed a few other matters but did not make any other decisions in the open session. Marise agreed to review the requirements for they types of decisions that must be decided in an open meeting compared to what can be decided by an email vote, with reference to the rock wall repair. (Subsequent review revealed that capital upgrades must be decided in open Board meeting and routine repairs may be decided via email vote of the Board.)

Closed session

The Board discussed the Construction liaison on closed session and agreed to have another discussion, provided 30 days to increase performance.

Adjournment

The meeting adjourned at 7:02 p.m.

Key Decisions:

1.	Funds from the special assessment collection will be placed in a “special assessment” account where withdrawals can be made only by a vote of the Board.
2.	The Board gave final approval to the Rules of Construction and the Requirements to be Met Prior to Construction.
3.	The 2023 annual meeting dates will be January 8 and February 5 for the second meeting to establish a quorum. Both meetings will be in person at 4:00 p.m.

Tasks and Action Items: (Status as of January 3, 2023)

	Owner	Due Date	Task
1.	Marise	11/15/2022	Contact builders to discuss changing the gate hours. <i>Not completed yet.</i>
2.	Sheldon	11/3/2022	Transfer the \$677.22 erroneously added to the asphalt account over to the special assessment account. <i>Complete</i>
3.	Sheldon	11/15/2022	Apply interest to the delinquent accounts with unpaid special assessments. <i>Complete</i>
4.	Sheldon	11/30/2022	Send invoices again with the delinquent account letter to those property owners who have not yet paid the special assessment. <i>Complete</i>
5.	Sheldon/Marise	11/15/2022	Review the delinquent account letter as it applies to unpaid special assessments in preparation for sending it out at the end of November. <i>Complete</i>
6.	Board	12/10/2022	Divide up the list of delinquent accounts to make phone calls. <i>Not complete – will reinstate after the holidays based on current status at the time.</i>
7.	Brisa	11/15/2022	Review 2023 proposed budget and make any changes. Share with the Board in preparation for 11/30 meeting. (Note the Board moved the 11/30 meeting to 1/11/2022) <i>Complete</i>
8.	Sheldon	1/15/2023	Include the final approved 2023 budget with the January billing for 2023 dues. (There may be other items to include then too.). <i>Not completed – Sheldon sent the invoices before notifying the board and the budget was not ready.</i>
9.	Oscar	11/2/2023	Communicate to Yard Dogs to proceed with the arroyo and other common area cleanup. <i>Complete</i>
10	Marise	11/4/2023	Obtain notarized signatures on the two documents to file with the County and provide final notarized documents to Sheldon. <i>Complete</i>
11	Sheldon	11/10/2023	Record the two notarized documents with the County and file the recorded versions on the webpage. <i>Complete</i>
12	Patty/Marise	11/5/2023	Send an email to Ruben. <i>Patty completed this as an oral discussion.</i>

Minutes drafted on January 3, 2023.

Minutes approved on January 11, 2023.