

## Minutes - San Clemente Estates Board Meeting

January 11, 2023

The San Clemente Estates (SCE) Board of Directors (Board) held a Board meeting by Zoom on January 11, 2023, with the following agenda:

Agenda:

- Proof of notice
- Establish quorum
- Approve minutes for November 2022 board meeting
- Comments/feedback from property owners in attendance (3 minutes per owner)
- Financials review
  - 2022 Year-end actuals review and status of overdue payments for special assessment
  - Budget proposal for 2023 and approval action by Board
- Old business
  - Cameras and electronic gate management system – discussion of options and bids, and approval action by Board
  - Rock wall repair – discussion of bids, and approval action by Board
- New business:
  - Goals for 2023
  - Discuss construction violations and possible approval action by Board to move ahead with fines for one or more of the following properties:
    - 428 San Clemente
    - 432 San Clemente
    - 413 Rocky Pointe
    - 401 Rocky Pointe
    - 387 Rocky Pointe
    - 367 Rocky Pointe
    - 363 Rocky Pointe
- 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)  
Ruben Schaffer – Construction Liaison  
Luisa Miller – Property Owner, 441 Cross Canyon  
Roberto Moreno - Property Owner, 367 Rocky Pointe  
Samuel Moreno - Property Owner, 386 Rocky Pointe  
Marise Textor – Board President and Secretary

**Determination of Quorum:** All three Board of Directors members were present at the beginning of the meeting, constituting a quorum.

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

**Comments from Property Owners in Attendance:** A discussion of trash blowing from construction properties took place.

**Financial Review:** Brisa provided an overview of the finances and presented the proposed budget for 2023. Marise moved to accept the budget as presented (grey column, F) subject to changes during the year as needed for actual bids on projects. Karen seconded the motion, and the vote was unanimous in favor.

Karen asked about the Stanton St sprinkler system. Sheldon will help to get a meeting together for the other two communities.

We discussed and agreed that the Association will send a letter to the builders advising them that we expect them to clean the street of nails, rocks, and debris at the end of each workday.

## **Old Business**

**Cameras and Electronic Gate Management System:** The board discussed some of the information about the proposals but deferred action because Jesse Garcia, who has additional information about cameras, was detained unexpectedly and unable to attend the meeting.

**Rock Wall Repair:** – We received three widely varying bids for the rock wall repair work. Marise moved to hire the low bidder for ~\$2000 to repair the hole and the uncapped areas, subject to cleaning up the worksites of work debris. Upon completion of this, we may have a similar project of comparable amount. Brisa seconded the motion. The vote was unanimous in favor.

## **New Business**

**Goals for 2023:** Deferred discussion to the next meeting.

## **Construction Violations and Possible Approval Action to Levy Fines:**

- **367 Rocky Pointe** – The owner of this property is working towards resolving the construction violations. Therefore, the Board agreed to postpone additional action for two weeks.
- **428 San Clemente** – In discussing this property, the Board agreed that for all properties, based on the wording of the Architectural Guidelines, that the air conditioners need to be screened from view and that the wording is not conditional on the stage of completion of the property but applies at all times, that the units need to be screened from view from the time of installation. The Board also discussed and agreed that landscaping without an approved landscaping plan becomes a violation at the time that landscaping commences.

Brisa moved, Karen seconded, and the vote was unanimous that we will apply a fine of \$2,000 per air conditioner that is not screened from street view plus \$500 for the unabated trash on the property. We will allow 20 days from the letter to fix the air conditioners and 7 days to correct the trash.

The Construction Liaison was not able to stay at the meeting for discussion of the remaining properties with construction violations. Therefore, we adjourned the meeting with a plan to hold an additional meeting where we will discuss the remaining construction violations.

**Key Decisions:**

1.	The board adopted the budget for 2023 as presented at the January 11, 2023, board meeting, subject to changes through the year as we obtain bids for specific projects.
2.	We agreed to hire the low bid contractor for rock wall repair, to repair the hole in the wall and areas where the cap is missing or deteriorated.
3.	Based on the wording of the Architectural Guidelines, that the air conditioners need to be screened from view and that the wording is not conditional on the stage of completion of the property construction but applies at all times, that the units need to be screened from view from the time of installation.
4.	Landscaping without an approved landscaping plan becomes a violation at the time that landscaping commences.
5.	We will levy construction violation fines for air conditioner units visible from the street and unabated trash for the property at 428 San Clemente.

**Tasks and Action Items:**

	<b>Owner</b>	<b>Due Date</b>	<b>Task</b>
1.	Sheldon	3/15/2023	Set up a meeting with the three communities to discuss the Stanton St. sprinkler system. <i>Open</i>
2.	Marise	2/28/2023	Develop a letter to the builders from the Association to advise them that we expect them to clean the street of nails, rocks, and debris at the end of each workday. <i>Open</i>
3.	Ruben	2/1/2023	Determine if 428 San Clemente has 2 or 3 air conditioner units visible from the streets. <i>Complete.</i>
4.	Marise	2/15/2023	Prepare a letter to the owners of 428 San Clemente to apply construction violations of \$2,000 per air conditioner unit visible from the streets plus \$500 for unabated trash. <i>Open</i>

Minutes prepared by Marise Textor, February 8, 2023.

Approved unanimously by the Board in open board meeting on February 8, 2023.