

**RANCHO SAN CLEMENTE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES**

January 14, 2016

CALL TO ORDER

The following are the Minutes of the Meeting of the Board of Directors of the **Rancho San Clemente Community Association** held on January 14, 2016, in San Clemente, California. President Vonne Barnes noted that a **Quorum** was present and called the meeting to order at 6:08 p.m.

BOARD MEMBERS PRESENT

Vonne Barnes, President; Rob Searle, Vice President; Pete Jeanseau, Secretary; Karel Rocha, Treasurer; and Jerry Anderson, Director.

Sheryl Sharp of Curtis Management was also present.

EXECUTIVE SUMMARY

Rob Searle reported that the meeting minutes were approved, current legal matters were discussed and delinquencies were reviewed.

HOMEOWNER FORUM

There were six (6) homeowners in attendance.

DELEGATE FORUM

RICHMOND POINTE

Heinz Bock gave no report at this time.

RANCHO CRITIANITOS

Bob Carson reported that all incumbent Board members were reelected during their annual election.

VILAMOURA

Marjie Butterworth gave no report at this time.

MONTEGO

Vonne Barnes discussed the repercussions of the recent storms.

VILLAGIO I

Jerry Anderson gave no report at this time.

PACIFIC SHORES

Linda Wessleman discussed water intrusion that occurred at a home within Pacific Shores and requested that the Master Association address their portion of the slope.

APPROVAL OF THE MINUTES

The Board reviewed the minutes of the General Session Meeting held on December 10, 2015. Rob Searle moved to approve the Minutes of the Meeting of December 10, 2015 as submitted. Vonne Barnes seconded the motion, which was carried unanimously.

PRESIDENT'S REPORT

President Vonne Barnes did not provide a report.

TREASURER'S REPORT

Karel Rocha, Treasurer, summarized the Master Association's current financial standings. Vonne Barnes moved to accept the financial statement for the period ending December 31, 2015, subject to year-end audit. Karel Rocha seconded the motion, which was carried unanimously.

LANDSCAPING

Phil Suffridge of South Coast Gardening summarized the December Monthly Progress Report submitted for Board review on January 1, 2016.

Rob Searle moved to approve the proposal from South Coast Gardening dated January 8, 2016 for the installation of 650 feet of straw wattle behind 605, 607, 609 Del Dios and 412, 414 416 Bolivia as per the landscape Committee, in the amount not to exceed \$3,421.00. Jerry Anderson seconded the motion, which was carried unanimously.

Pete Jeanseau moved to approve the proposal from South Coast Gardening dated January 12, 2016 for the installation of 100 feet of straw wattle on the slope and 60 sand bags at the top of the slope next to the trail road next to 40 Zaragoza as per the Landscape Committee, in the amount not to exceed \$1,430.00. Jerry Anderson seconded the motion, which was carried unanimously.

Vonne Barnes moved to approve the proposal from Peter Drilling & Contracting, Inc. dated January 14, 2016 for Rio Lindo dowelled wall extensions including 32 linear feet (LF) behind 922 Rio Lindo, 65 LF behind 924 Rio Lindo, 60 LF behind 926 & 928 Rio Lindo, in the amount not to exceed \$14,915.00, expensed to reserve account 3155, per Phil Suffridge of South Coast Gardening recommendation and pending his review. Jerry Anderson seconded the motion, which was carried unanimously.

The Board discussed drainage issues relating to 806 El Berro and associated run-off flowing from the rear yard of 304 Paseo Pinto.

DELINQUENCY

The Board reviewed the Delinquency Status matrix. No action taken at this time.

ARCHITECTURAL

The Board reviewed the architectural tracking report. Jerry Anderson moved to approve architectural applications 1418-16 through 1423-16. Pete Jeanseau seconded the motion, which was carried unanimously.

CORRESPONDENCE

The Board reviewed and discussed general correspondence that has taken place since the last Board meeting.

SLOPE MAINTENANCE

The Board reviewed the slope maintenance expenditure chart, which reflects a \$54,629.00 expenditure on OCFA fire abatement, \$2,850.00 to survey property lines on the open space behind Calle Empalme, \$3,009.75 for soils engineer inspections and reports on the open space behind Calle Empalme and \$251,957.20 on the El Berro slope.

UNFINISHED BUSINESS

RIO LINDO SLOPE

The Board reviewed correspondence in regards to the Rio Lindo slope.

V-DITCH REPAIRS

The Board had a brief discussion about the Master Association's v-ditch repairs and maintenance.

CALLE DEL CERRO TRAFFIC

Pete Jeanseau provided an update regarding the Association's concern with traffic on Calle Del Cerro.

SLOPE AREA BEHIND CALLE EMPALME/OCFA

The Board had a brief discussion about Calle Empalme slope OCFA fuel modification zones.

LOT OWNERSHIP AND MAINTENANCE

The Board discussed encroachments issues and Master Association v-ditch maintenance as per the CC&R's. The Board disclosed that in 2014, Harbor View's landscape firm agreed to provide weekly v-ditch maintenance on the homeowner's private lots, for the duration of the rainy season; however, it appears that such maintenance has never occurred. The Master Association's landscaping maintenance service, South Coast Gardening, will continue to perform maintenance of V-Ditches located on Master Association properties, which includes photographs of V-Ditches before anticipated rain events to verify that they have been cleared of debris.

DAMAGE TO OPEN SPACE BY CITY WATER LINE

The Board reviewed correspondence regarding the Del Cerro Slope Access Agreement that was signed in order for the City to gain access to RSCCA property to perform slope repairs.

NEW BUSINESS

2016/17 RESERVE STUDY UPDATE

The Board reviewed and discussed the 2016/17 Reserve study Update. Vonne Barnes moved to approve the 2016/2017 Reserve Study Update provided by RDA Reserve Analysis. Pete Jeanseau seconded the motion, which was carried unanimously.

2016/17 PROPOSED BUDGET

The Board reviewed and discussed the 2016/17 proposed budget. Vonne Barnes moved to approve the 2016/2017 proposed budget as submitted, with no raise in the quarterly assessments. Pete Jeanseau seconded the motion, which was carried unanimously.

2016/17 COLLECTION POLICY

The Board reviewed the RSCCA Collection Policy. Rob Searle moved to approve raising the late fee policy from \$10 to 10% of the quarterly assessment, as provided in 2016/2017 Collection policy. Pete Jeanseau seconded the motion, which was carried unanimously.

RETROFIT MONUMENT LIGHTING WITH LED LIGHTS

The Board discussed the Master Association's monument lighting. Jerry Anderson moved to approve the proposal from Transwest Electric Inc. dated January 4, 2016 for 18 LED, 4000k lamps at the monument located on Calle Del Cerro and Ave Pico, in the amount of \$554.00, expensed to account 5280. Rob Searle seconded the motion, which was carried unanimously.

CITY MORATORIUM - DRUG ABUSE/ALCOHOL BUSINESS

Vonne Barnes, President, reported on a City meeting she attended, which discussed the potential of a Drug and Alcohol abuse center being built in Rancho San Clemente.

ST. ANDREW'S FACILITIES USE AGREEMENT

Rob Searle moved to approve the 2016 Facilities Use agreement submitted by St. Andrew's United Methodist Community Church. Pete Jeanseau seconded the motion, which was carried unanimously.

ADJOURNMENT

Jerry Anderson moved to adjourn the meeting at 7:38 p.m. Pete Jeanseau seconded the motion, which was carried unanimously.

NEXT MEETING

Thursday, February 11, 2016 at 6:00 p.m.

Submitted by: Allegra Cody, Recording Secretary

End of File.

Minutes approved this ____ day of _____, 2015 by:

Secretary or President of RSC Community Association