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**RANCHO SAN CLEMENTE COMMUNITY ASSOCIATION**  
**GENERAL SESSION MEETING MINUTES**  
**Thursday, July 9, 2020**

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**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 July 9, 2020, by telephonic conference. President Vonne Barnes noted that a **Quorum** was present and called the meeting to order at 6:10 p.m.

**BOARD MEMBERS PRESENT**

Vonne Barnes, President; Marjie Butterworth, Treasurer; Robert Anderson, Director.

**BOARD MEMBER ABSENT**

Jerry Anderson, Vice President

**Also Present**

Sheryl Sharp of Curtis Management was also present.

**EXECUTIVE SUMMARY**

President Vonne Barnes reported the meeting Minutes were approved, current legal matters were discussed, and delinquencies were reviewed during the Executive Session Board meeting.

**HOMEOWNER FORUM**

None

**DELEGATE FORUM**

**Montego** – Vonne Barnes stated nothing to report.

**Bella Vista** – Robert Anderson reported the landscape behind 900 Calle Venezia needs maintenance. Management reported the owner was notified last week that South Coast Gardening has sprayed the area for weeds and will need to apply a second spraying and will be providing a proposal for replanting in the fall.

**Vilamoura** – Marjie Butterworth stated nothing to report.

**CONSENT CALENDAR**

Marjie Butterworth moved to approve the Consent Calendar as listed below. Vonne Barnes seconded the motion, which carried unanimously.

1. Board Meeting Minutes of June 11, 2020
2. June 2020 Financial Statement subject to audit
3. Civil Code §5380(b)(6) Board Resolution for transfers
4. Architectural Application Numbers 1963-20 through 1975-20

**FINANCIAL**

June 2020 Bank Statements & Reconciliations

Marjie Butterworth moved to approve the June Bank Statements and Reconciliation. Vonne Barnes seconded the motion, which carried unanimously.

**LANDSCAPE/TREES**

Monthly Progress Report

Phil Suffridge of South Coast Gardening was not present to summarize the Monthly Progress Report due to COVID-19. The Board of Directors reviewed the report.

Landscape & OCFA Maintenance

The Board reviewed the current status of the OCFA Maintenance.

Landscape Inspection Requests

All landscape requests are on hold due to Cov-19 for the safety of the committee and landscape contractor.

Landscape Proposal

Marjie Butterworth moved to deny removing the tree or branch behind 426 Bolivia based on the opinion provided by the Association's arborist. Robert Anderson seconded the motion, which carried unanimously.

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The owner has begun construction of a new fence and placed the dirt from the construction onto the Master slope and has not completed the construction. It was the consensus of the Board of Directors to have management send a letter requesting a status update of the project and removal of the dirt from the slope.

**CORRESPONDENCE**

No action required.

**UNFINISHED BUSINESS**

Election Rules – Robert Anderson moved to adopt the Election Rules as written. Marjie Butterworth seconded the motion, which carried unanimously.

**NEW BUSINESS**

Laser Distance Measuring Device – Marjie Butterworth moved to approve purchasing a laser distance measuring device not to exceed \$200.00. Vonne Barnes seconded the motion, which carried unanimously.

**Records in Storage**

Marjie Butterworth moved to approve scanning and shredding the association’s records that are in storage by using Corodata to deliver the records, Turn Source to scan them and Southern California to shred the documents not to exceed \$15,500.00. Vonne Barnes seconded the motion, which carried unanimously.

**Emergency Items**

None at this time.

**ADJOURNMENT**

Robert Anderson moved to adjourn the meeting at 6:39 p.m. Marjie Butterworth seconded the motion, which carried unanimously.

**NEXT MEETING**

The next Board of Directors meeting will be held on August 13, 2020 at 6:00 p.m.

Submitted by: Sheryl Sharp, Recording Secretary

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Board Signature

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Date