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**RANCHO SAN CLEMENTE COMMUNITY ASSOCIATION**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**Thursday, September 8, 2016**

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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 September 8, 2016, in San Clemente, California. President Vonne Barnes noted that a **Quorum** was present and called the meeting to order at 6:06 p.m.

**BOARD MEMBERS PRESENT**

Vonne Barnes, President; Pete Jeanseau, Vice President; Marjie Butterworth, Secretary and Jerry Anderson, Director.

**BOARD MEMBERS ABSENT**

Karel Rocha, Treasurer

Sheryl Sharp of Curtis Management was also present.

**EXECUTIVE SUMMARY**

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

**HOMEOWNER FORUM**

There were four (4) homeowners in attendance.

**DELEGATE FORUM**

**VILAMOURA**

Marjie Butterworth reported that the Vilamoura community streets were recently slurry sealed.

**MONTEGO**

Vonne Barnes did not provide a report.

**VILLAGIO I**

Jerry Anderson did not provide a report.

**PACIFIC SHORES**

Linda Wessleman reported that the community streets would be slurry sealed in October and that fire abatement is in progress.

**RANCHO CRISTIANITOS**

Bob Carson reported that their perimeter fencing is being repaired and painted.

**RICHMOND POINTE**

Jim Ferrara did not provide a report.

**APPROVAL OF THE MINUTES**

The Board reviewed the minutes of the General Session Meeting held on August 11, 2016. Jerry Anderson moved to approve the General Session minutes of August 11, 2016 as submitted. Pete Jeanseau seconded the motion, which was carried unanimously.

**LANDSCAPING**

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

The Board reviewed correspondence from the Landscape Committee as well as the landscape inspection request log.

Pete Jeanseau moved to table the proposal from South Coast Gardening dated August 4, 2016 to remove and replace the Cypress Tree located at the entry Monument as per the landscape committee. Jerry Anderson seconded the motion, proposal tabled.

Pete Jeanseau moved to approve the proposal from South Coast Gardening dated September 6, 2016 to plant the bear spots, with 72 one-gallon honeysuckles, on the slope located on Vista Montana across from the Tennis Club, as per the Landscape Committee, in the amount of \$648.00, expensed to account 5227. Vonne Barnes seconded the motion, which was carried unanimously.

Marjie Butterworth moved to approve the proposal from South Coast Gardening dated August 9, 2016 to remove the dead Myoporum and replant the lower portion of the slope on the east side of Calle Del Cerro in the reclaimed water area as per the Landscape Committee, in the amount of \$17,944.00, expensed to account 3130. Pete Jeanseau seconded the motion, which was carried unanimously.

Vonne Barnes moved to approve the proposal from South Coast Gardening dated September 6, 2016 to install 12 wood posts and 15 feet of chain to block access to the open space area located on Presidio across from the High School, as per the Landscape Committee, in the amount of \$878.00, expensed to account number 5256. Marjie Butterworth seconded the motion, which was carried unanimously.

Pete Jeanseau moved to approve sending a demand letter to Lifetime Fitness requesting the approval and payment of the proposal from South Coast Gardening dated August 11, 2016, to re-seed the turf area located along Calle Del Cerro next to the Tennis Club that was damaged by Lifetime Fitness's construction crew, to be paid for by Lifetime Fitness within 30-days, in the amount of \$1,679.00. Vonne Barnes seconded the motion, which was carried unanimously.

#### **TREASURER'S REPORT**

The Board reviewed the August 2016 financial statement. Pete Jeanseau moved to accept the financial statement for the period ending August 30, 2016, subject to year-end audit. Marjie Butterworth seconded the motion, which was carried unanimously.

Pete Jeanseau moved to approve sending a notice to close out any accounts with liquid funds from Pacific Premier Bank and OneWest Bank to be transferred to Merrill Lynch for investing. Jerry Anderson seconded the motion, which was carried unanimously.

#### **PRESIDENT'S REPORT**

No report.

#### **DELINQUENCY**

The Board reviewed the Delinquency Report.

Jerry Anderson moved to approve filing liens on account numbers: HV040-3, P0801-3, P1007-1, P1614-5 and VL100-3. Pete Jeanseau seconded the motion, which was carried unanimously.

#### **ARCHITECTURAL**

The Board reviewed the architectural tracking report. Jerry Anderson moved to approve architectural applications 1504-16 through 1514-16. 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 and \$5,859.75 on the Open Space behind Calle Empalme.

#### **UNFINISHED BUSINESS**

##### **Calle Del Cerro Traffic**

The Board reviewed correspondence from the City of San Clemente in regards to traffic concerns on Calle Del Cerro. The Board had a brief discussion regarding this matter. Pete Jeanseau moved to approve sending another petition letter to the City of San Clemente regarding their concerns. Marjie Butterworth seconded the motion, which was carried unanimously.

##### **Slope Area Behind Calle Empalme/O.C.F.A./City**

The Board reviewed correspondence regarding the slope area behind Calle Empalme and the City's requirements for landscaping and maintenance.

**Lot Ownership And Maintenance**

The Board reviewed the "Lot Ownership Information for Slope Areas" spreadsheet, outlining APN#, Lot #, Tract #, Ownership and location. Vonne Barnes moved to approve the invoice for obtaining deeds and documents for the spreadsheet preparation from Sheryl Sharp for 11 hours at \$75 per hour, in the amount of 825.00, expensed to account 5158. Pete Jeanseau seconded the motion, which was carried unanimously.

**Ridge Route Trail**

Vonne Barnes moved to approve obtaining a legal opinion for the Ridge Rout Trail easement about RSCCA maintenance responsibilities versus the City's responsibilities, not exceed 2 hours. Jerry Anderson seconded the motion, which was carried unanimously.

**Tennis Club Maintenance**

The Board agreed to have Phil Suffridge of South Coast Gardening meet with the Tennis Club/Lifetime Fitness maintenance representative to discuss the landscape area requiring restoration, for which they are responsible to maintain.

**NEW BUSINESS**

**Transwest Electric**

Vonne Barnes moved to approve the proposal from Transwest Electric Inc. dated August 15, 2016 to relocate the ground shrub lights, in the amount of \$1,475.00, expensed to account 3125. Pete Jeanseau seconded the motion, which was carried unanimously.

**Additional Signage**

No discussion.

**City Responsibility – Trespassing**

The Board had a brief discussion regarding the City's responsibility for preventing trespassing onto the RSCCA property.

**Quarterly Newsletter**

No discussion.

**ADJOURNMENT**

Vonne Barnes moved to adjourn the meeting at 7:35 p.m. Jerry Anderson seconded the motion, which was carried unanimously.

**NEXT MEETING**

The next Board of Directors meeting will be held on Thursday, October 13, 2016 at 6:00 p.m.

Submitted by: Allegra Cody, Recording Secretary

**End of File.**

**Minutes approved this \_\_\_\_\_ day of \_\_\_\_\_, 2016 by:**

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Secretary or President of RSC Community Association