

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

November 12, 2015

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 November 12, 2015, 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 and Treasurer; Pete Jeanseau, Secretary; and Rob Searle, Vice President.

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 seven (7) homeowners in attendance.

DELEGATE FORUM

RICHMOND POINTE

Heinz Bock reported that trees are being removed and replaced in the cul-de-sacs throughout Richmond Pointe.

PACIFIC SHORES

Linda Wesselman reported that their Annual Election would be held the following week. Additionally, she reported that a new plan for the stair replacement would be submitted to the city for approval.

RANCHO CRITIANITOS

Bob Carson reported that trees were trimmed and holiday lights were ordered. Additionally, common area fences were painted and repaired.

VILAMOURA

Marjie reported that their Annual Election is next month.

HARBOR RIDGE

Lyndie O'Toole reported that all incumbent candidates that ran for the Board of Directors for Harbor Ridge were reelected. Additionally, various palm trees were replaced.

MONTEGO

Vonne Barnes reported that their holiday lights are up and that street parking has been an issue lately.

APPROVAL OF THE MINUTES

The Board reviewed the minutes of the General Session Meeting held on October 8, 2015. Rob Searle moved to approve the Minutes of the Meeting of October 8, 2015 as submitted. Pete Jeanseau seconded the motion, which was carried unanimously.

PRESIDENT'S/TREASURER'S REPORT

President Vonne Barnes reported on the Empalme fuel modification zone clearance and the Rio Lindo drain project in Harbor View. Additionally, she discussed the recycled water project that was completed at all City permitted locations throughout the Master Association property as well as installed updated water controllers.

The Board reviewed correspondence from Jeff Klatt, CPA of Inouye, Shively, Longtin & Klatt. Rob Searle moved to revise the financials by removing the prior years unallocated funds from the operating account, per CPA recommendation, in order to comply with the General Accepted Accounting Principles (G.A.A.P.) Pete Jeanseau seconded the motion, which was carried unanimously.

President Vonne Barnes summarized the October 2015 financial statement. The Board reviewed the October 2015 financial statement. Pete Jeanseau moved to accept the financial statement for the period ending October 31, 2015 subject to year-end audit. Rob Searle seconded the motion, which was carried unanimously.

The Board reviewed the 2015 Reallocation of Reserves matrix. Pete Jeanseau moved to approve the reallocation of the 2015 reserves. Rob Searle seconded the motion, which was carried unanimously.

DELIQUENCY

The Board reviewed the Delinquency Status matrix.

LANDSCAPING

The Board reviewed and discussed the correspondence and reports from the Landscape Committee since the last Board meeting.

Phil Suffridge of South Coast Gardening summarized the October Monthly Progress Report submitted for Board review on November 1, 2015.

The Board discussed Landscape Inspection Request, tracking number 27-15, requesting the removal of a eucalyptus tree. Rob Searle Moved to approve the removal of the eucalyptus tree and a new replacement tree to be planted at a location determined by the Committee, at the homeowner's expense, expensed to account 5224. Pete Jeanseau seconded the motion, which was carried unanimously.

Rob Searle moved to approve Peter Drilling to install 8 re-bar dowels, epoxied in place into the top 4" thick v-ditch, install the block on top of the v-ditch and fill the block with concrete not to exceed \$1,040.00 expensed to account 3151. Pete Jeanseau seconded the motion, which was carried unanimously.

ARCHITECTURAL

The Board reviewed the architectural tracking report. Rob Searle moved to approve architectural applications 1371-15 through 1408-15. 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 \$52,704.00 expenditure on OCFA fire abatement, \$2,850.00 to survey property lines on the open space behind Calle Empalme, \$15,045.94 on the Columbo slope and \$6,400.00 on the Rio Lindo slope.

UNFINISHED BUSINESS

RIO LINDO SLOPE

The Board reviewed correspondence in regards to the Rio Lindo slope. Rob Searle moved to approve the change order dated October 21, 2015 from Peter Drilling & Contracting, Inc. for the Rio Lindo drain project, in the amount of \$1,411.25 expensed to 3151. Pete Jeanseau seconded the motion, which was carried unanimously.

V-DITCH REPAIRS

This matter is tabled until April 14, 2016.

CALLE DEL CERRO TRAFFIC

The Board reviewed a compilation of noise complaints received regarding Calle Del Cerro traffic. Cathy Ward and Bob Baker from City Counsel have scheduled meetings with the Civil Engineering department as well as the Business Park Management.

Pete Jeanseau moved to approve sending the letter that was sent to the City Council to Chris Bonkowski of IWB, LLP to see if there is any established case law in regards to CFR-24 versus municipality, not to exceed two hours expensed to account 5155. Rob Searle seconded the motion, which was carried unanimously.

SLOPE AREA BEHIND CALLE EMPALME/OCFA

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

LOT OWNERSHIP AND MAINTENANCE

Rob Searle moved to approve a special project for Sheryl Sharp of Curtis Management Company, to research and provide funds spent on the Bella Vista easement on water bills, irrigation systems, slope plant material repairs, vegetation replacements and pest control, from both the operating and reserve accounts, back to 5 years, per legal counsel request, at a rate of \$75.00 an hour, not to exceed \$1,000.00 for the ADR. Vonne Barnes seconded the motion, which was carried unanimously.

CITY OF SAN CLEMENTE/CROWN CASTLE

The Board discussed their motion to decline the city of San Clemente site lease for usage of a portion of parcel number 690-552-09 as the contract does not include the city's original offer to pave the access road to the site, paint the eroded gate, perform general maintenance or offer security patrol as was initially verbally proposed at a prior Board meeting; contradictory to the contract's \$10,000.00 spending allowance for improvements at the City's discretion.

NEW BUSINESS

LEGAL COUNSEL CONTRACT

Rob Searle moved to approve Iger Wankel, Bonkowski, LLP (IWB, LLP) as Rancho San Clemente’s legal counsel on an hourly agreement of \$235.00 per hour of billed time, additionally authorizing them to request all records from Hickey & Petchul, LLP. Pete Jeanseau seconded the motion, which was carried unanimously.

Pete Jeanseau moved to ratify the approval to have Chris Bonkowski of IWB, LLB represent RSC in the Alternative Dispute Resolution (ADR) at the hourly rate of \$235.00, expensed to account number 5156. Rob Searle seconded the motion, which was carried unanimously.

The Board reviewed legal correspondence in regards to Capital Pacific Holdings’ Parcels. Vonne Barnes moved to approve Chris Bonkowski of IWB, LLP calling Capital Pacific Holdings’ legal counsel to inquire about the completion of the transfer of parcels on the slope above Harbor View to RSC, not to exceed \$130.00, expensed to account number 5155. Pete Jeanseau seconded the motion, which was carried unanimously.

LEGAL COUNSEL INVOICES

The Board discussed the internal changes that occurred at Hickey & Petchul, LLP.

DAMAGE TO OPEN SPACE BY CITY WATER LINE

The Board reviewed correspondence between Management, the Board President and the City of San Clemente in regards to damage to open space jointly owned by RSC and Rancho San Clemente Business Park caused by the City’s water line. The City will be preparing an Access Agreement for the Board to sign.

RODENT PEST PROPOSAL TO ADD APN#688-101-02 TREATMENT

Rob Searle moved to approve Rodent Pest Technologies adding routine rodent control and maintenance on the Empalme slope fuel modification zones, parcel number 688-101-02, as per OCFA recommendations, at a cost of \$125 per month, expensed to account number 5245. Pete Jeanseau seconded the motion, which was carried unanimously.

ADJOURNMENT

Pete Jeanseau moved to adjourn the meeting at 6:43 p.m. Rob Searle seconded the motion, which was carried unanimously.

NEXT MEETING

Thursday, December 10, 2015 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