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**RANCHO SAN CLEMENTE COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING MINUTES  
Thursday, January 12, 2017**

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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 January 12, 2017, in San Clemente, California. President Vonne Barnes noted that a **Quorum** was present and called the meeting to order at 6:03 p.m.

**BOARD MEMBERS PRESENT**

Vonne Barnes, President; Karel Rocha, Treasurer and Jerry Anderson, Director

**ABSENT**

Marjie Butterworth, Secretary

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 was one (1) homeowner in attendance.

**DELEGATE FORUM**

**MONTEGO**

Vonne Barnes reported on a stored vehicle parked along the curb within Montego.

**VILLAGIO I**

Jerry Anderson reported that the parking within Villagio I has improved based on enforcement of the Rules and Regulations.

**BRISA DEL MAR**

Karel Rocha reported that recently parking violations have been a concern within Brisa Del Mar.

**APPROVAL OF THE MINUTES**

The Board reviewed the minutes of the General Session Meeting held on December 8, 2016. Karel Rocha moved to approve the General Session minutes of December 8, 2016 as submitted. Jerry Anderson seconded the motion, motion carried; Jerry Anderson abstained from voting.

**LANDSCAPING**

The Board reviewed the December Monthly Progress Report submitted for Board review on January 1, 2016.

The Board reviewed correspondence from the Landscape Committee, images of the Master Association v-ditches and slope maintenance from the recent rains, as well as the landscape inspection request log.

Karel Rocha moved to approve Chris Bonkowski of IWB, LLP to send a demand letter to the City of San Clemente Water Department for credit on RSCCA accounts for the miscalculated water usages charges, not to exceed one hour, if the city does not respond to RSCCA's refund request. Jerry Anderson seconded the motion, which was carried unanimously.

**TREASURER'S REPORT**

The Board reviewed the December 2016 financial statement. Karel Rocha moved to accept the financial statement for the period ending December 31, 2016, subject to year-end audit. Vonne Barnes seconded the motion, which was carried unanimously.

## **PRESIDENT'S REPORT**

No report.

## **DELINQUENCY**

Vonne Barnes moved to approve filing a lien on account number P1409-2. Jerry Anderson seconded the motion, which was carried unanimously, expensed to account number 5156.

## **ARCHITECTURAL**

The Board reviewed the architectural tracking report. Jerry Anderson moved to approve architectural applications 1546-16 through 1553-17. Karel Rocha 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 \$34,784.75 on the Open Space behind Calle Empalme.

## **UNFINISHED BUSINESS**

### **Calle Del Cerro Traffic**

No discussion.

### **City Enforcement/SB2 Homeless Shelter/Ridge Route Trail/City Fire Hazard & Dead Trees/Mitigate Bike Trails**

The Board reviewed correspondence sent to the City of San Clemente reporting unauthorized activity of bike riders trespassing, digging holes, making bike ramps, and removing sandbags on RSCCA above Pacific Shores.

### **Lot Ownership And Maintenance**

No discussion.

### **Easement for Lot Maintenance**

The Board reviewed correspondence in regards to the transfer of maintenance to Harbor View Estates and the letter being drafted by Chris Bonkowski of IWB, LLP.

## **NEW BUSINESS**

### **Enforcement Policy**

Karel Rocha moved to approve the Enforcement Policy for the Master Association at Rancho San Clemente Community Association as drafted by legal counsel, with a cover letter drafted by management, to be mailed to the membership with the 2017/2018 Budget mailer. Jerry Anderson seconded the motion, which was carried unanimously.

### **Columbo Slope Readings**

The Board reviewed correspondence from Christopher O'Hern of Terra Pacific Consultants, Inc. regarding the inclinometer readings that appear to be within normal limits for the area located on the Avenida Columbo slope.

### **Reserve Study Update Draft**

Karel Rocha moved to approve the Reserve Study Update submitted by Reserve Data Analysis dated January 4, 2017 to be mailed to the membership with the Budget mailer. Jerry Anderson seconded the motion, which was carried unanimously.

### **Proposed 2017/2018 Budget**

Jerry Anderson moved to approve a 4.28% increase in the management fee for Curtis Management Company, in the amount of a \$300 increase per month. Karel Rocha seconded the motion, which was carried unanimously.

Karel Rocha moved to approve the proposed 2017/2018 Fiscal Year Budget, to maintain the quarterly assessments at \$140.00 per home, per quarter. Jerry Anderson seconded the motion, which was carried unanimously.

**2017/2018 Collection Policy**

Jerry Anderson moved to approve the same Collection Policy to be mailed to the membership with the Budget mailer. Karel Rocha seconded the motion, which was carried unanimously.

**Facilities use agreement**

Vonne Barnes moved to approve the 2017 Facilities Use Agreement from St. Andrews by-the-Sea United Methodist Church at \$150.00 per Board meeting. Karel Rocha seconded the motion, which was carried unanimously.

**Quarterly Newsletter**

No discussion.

**ADJOURNMENT**

Karel Rocha moved to adjourn the meeting at 7:00 p.m. Jerry Anderson seconded the motion, which was carried unanimously.

**NEXT MEETING**

The next Board of Directors meeting will be held on Thursday, February 9, 2016 at 6:00 p.m.

Submitted by: Allegra Cody, Recording Secretary

**End of File.**

Minutes approved this 9 day of February, 2017 by:

Vonne Barnes  
Secretary or President of RSC Community Association