
RANCHO SAN CLEMENTE COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
Thursday, May 12, 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 May 12, 2016, in San Clemente, California. President Vonne Barnes noted that a **Quorum** was present and called the meeting to order at 6:02 p.m.

BOARD MEMBERS PRESENT

Vonne Barnes, President; Marjie Butterworth, Secretary; Karel Rocha, Treasurer and Jerry Anderson, Director (Arrived at 6:00 p.m.).

BOARD MEMBERS ABSENT

Pete Jeanseau, Vice President

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 five (5) were homeowners in attendance.

DELEGATE FORUM

VILAMOURA

Marjie Butterworth reported that the Board is researching options for renovating the streets within Vilamoura.

MONTEGO

Vonne Barnes reported that the Board is researching options for renovating the streets within Montego.

RANCHO CRISTIANITOS

Bob Carson reported that many homeowners are replacing their personal fences with vinyl fences.

VILLAGIO I

Jerry Anderson reported that the Board was able to locate the grading plan for Villagio I.

APPROVAL OF THE MINUTES

The Board reviewed the minutes of the General Session Meeting held on April 7, 2016. Karel Rocha moved to approve the Minutes as amended. Vonne Barnes seconded the motion, which was carried unanimously.

LANDSCAPING

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

The Board reviewed a breakdown of the water bills for the period February 18, 2016 through March 21, 2016 as well as other correspondence regarding Master Association landscape.

The Board had a brief discussion about drainage and v-ditch maintenance and reviewed photographs of the progress of the phase I V-Ditch renovations taking place below Brisa Del Mar from Calle Pastadero.

The Board reviewed the landscape inspection request log.

TREASURER'S REPORT

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

PRESIDENT'S REPORT

President Vonne Barnes reported that a majority of the Master Association's expenses revolve around landscape, slope and v-ditch maintenance. V. Barnes summarized the notice received from the City of San Clemente outlining the current and proposed rate increase for recycled water commodity charge, sewer service charge, monthly sewer meter charge and sewer commodity charge. Additionally, she summarized the single-family and multi-family residential tier allocations and current and proposed rates for potable water commodity charge.

DELINQUENCY

The Board reviewed the Delinquency Status matrix.

Karel Rocha moved to approve filing a lien on account numbers P1904-2 and RP 097-5, expensed to account 5156. Jerry Anderson seconded the motion, which was carried unanimously.

ARCHITECTURAL

The Board reviewed the architectural tracking report. Karel Rocha moved to approve architectural applications 1459-16 through 1470-16. Vonne Barnes seconded the motion, which was carried unanimously.

Karel Rocha moved to deny architectural application 1471-16 due to lack of city permits, drainage concerns, encroachment and grading concerns. Vonne Barnes 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 \$29,700.30 expenditure on the Rio Lindo Slope; \$5,859.75 expenditure on the Open Space behind Calle Empalme; \$54,629.00 expenditure on OCFA fire abatement; \$15,045.94 expenditure on the Columbo slope and \$85,075.00 on v-ditch repairs.

UNFINISHED BUSINESS

V-Ditch Repairs

The Board reviewed the updated V-Ditch Repair agreement submitted by Peter Drilling & Contracting, Inc. Vonne Barnes moved to approve the agreement as submitted, pending Peter Drilling & Contracting, Inc. accepting the contract. Karel Rocha seconded the motion, which was carried unanimously.

Calle Del Cerro Traffic

No discussion.

Slope Area Behind Calle Empalme/O.C.F.A

No discussion.

Lot Ownership And Maintenance

The Board briefly discussed the tree that fell on a personal fence in Villagio II and the questionable ownership of the land from which the tree fell. Jerry Anderson moved to approve a land survey to be completed by Mike Tortomasi of Landmark Surveying, Inc., of the entire back and side of Whispering Winds, at a cost of \$1,700.00. Vonne Barnes seconded the motion, which was carried unanimously.

Web Master

Vonne Barnes moved to approve the proposal (email dated May 12, 2016) from Paul Oebel to build, host and maintain the Rancho San Clemente Community Association website, at a cost of \$50.00 per month, at a fixed rate for 3-year, unless the website posting fees increase. Jerry Anderson seconded the motion, which was carried unanimously.

NEW BUSINESS

Open Space Maintenance Response Template

The Board reviewed the template for the letter to be sent to owners inquiring about the open space landscape maintenance behind their homes.

Tennis Club

The Board reviewed correspondence in regards to the Tennis Club located on 111 Avenida Vista Montana, which is under new ownership. The Board reviewed and discussed the letter that will be sent to the new owner discussing the nullification of the prior maintenance agreement that was in tact the previous owner. The Board agreed to mail the letter, as drafted, to Andrea Erickson, LFT Real Estate Company, Inc.

Annual City Fire Abatement Mowing

Vonne Barnes moved to approve the proposal from Bistline Construction, Inc. dated April 12, 2016 for the annual fire abatement mowing, along the Ridge Route Trail, as per the OCFA regulations, at a cost of \$24,640.00, expensed to account 5223. Jerry Anderson seconded the motion, which was carried unanimously.

Quarterly Newsletter

The Board agreed to include protocol for reporting unauthorized use or activity on Rancho San Clemente Community Association Common Areas, in the next quarterly newsletter.

ADJOURNMENT

Jerry Anderson moved to adjourn the meeting at 6:50 p.m. Marjie Butterworth seconded the motion, which was carried unanimously.

NEXT MEETING

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

Submitted by: Allegra Cody, Recording Secretary

End of File.

Minutes approved this _____ day of _____, 2016 by:

Secretary or President of RSC Community Association