

**PACIFIC SHORES AT RANCHO SAN CLEMENTE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
GENERAL SESSION MEETING MINUTES
FEBRUARY 8, 2016**

NOTICE

Upon notice duly given and received, the Pacific Shores at Rancho San Clemente Homeowners Association Board of Directors meeting was held Monday, February 8, 2016 at 6:00 p.m. at the Bella Collina Towne & Golf Club, 200 La Pata, San Clemente, CA.

DIRECTORS PRESENT

Bill Rhodes, President
Gary Osendorf, Vice-President
Veer Beri, Treasurer
Lisa Bennis, Secretary
Tom Thompson, Member at Large

SEABREEZE MANAGEMENT COMPANY, INC.

Becky Morales, Account Executive

OTHERS PRESENT

Those listed on the sign in sheet.

CALL TO ORDER

A quorum being present, Bill Rhodes, Board President, called the meeting to order at 6:00 p.m.

EXECUTIVE SESSION SUMMARY

Management reported there was an Executive Session held following the General Session meeting on January 11, 2016 in which the Board approved meeting minutes, discussed delinquencies and legal matters.

HOMEOWNER FORUM

The following was discussed in Homeowner Forum:

- To investigate removing the USPS parcel boxes from the community

MINUTES

Be it resolved, upon a motion duly made and seconded, the Board of Directors approved the Meeting Minutes for January 11, 2016 as presented. The motion carried unanimously.

TREASURER'S REPORT

Be it resolved, upon a motion duly made and seconded, the Board of Directors approved the Financial Statements for January, 2016 subject to year-end audit. The motion carried unanimously.

COMMITTEE REPORTS

- Master Association Delegate – Linda Wesselman reported she had requested RSC place temporary measures such as sand bags and straw wattle at 40 Via Zaragoza while the Master investigated the property lines and maintenance responsibilities. The Board of Directors requested that Linda request RSC pay for the land survey that they requested based on the overwhelming information from the City that shows the property belongs to RSC.
- Landscape Committee– Gary Osendorf commented they have been working on landscaping proposals for the monuments. They still need to determine the soil preparation, drainage and

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irrigation. Gary Osendorf requested the Board authorize the Committee to decide the landscape proposals for a cost not to exceed \$2,000 per monument.

- Architectural – The following Architectural Applications were approved:
 - 24 Santa Clara – Exterior painting Chart 5A
 - 82 Via Santa Maria-Replace garage door
 - 42 Via Zaragoza-Exterior painting, Chart 5A
 - 49 Via Zaragoza – Front walkway replaced with stone
 - 40 Via Zaragoza – Remove front driveway and front walkway and replace with two-tone tan cobblestone pavers. Remove grass strip and widen driveway by eight feet.
- Homeowner View Maintenance – No report.
- Financial Review Committee – Veer Beri said the Committee is currently researching maximum investment opportunities for the reserve fund.
- Homeowner Relations Committee – Tom Thompson requested email addresses and needs volunteers.

OLD BUSINESS

COMMON AREA STAIRS UPDATE

Bill Rhodes reported that the City has signed off on the permit and construction is completed. Following a job walk with PCW, Wendy Esparros, Sherry Bauer and Bill Rhodes, there is a lengthy punch list for the contractor. Bill mentioned the final payment has not and will not be paid until the work is completed. Management was directed to send Lonie Washburn of Accord Management the punch list to show in summary he did not do a thorough job as project coordinator.

MONUMENT SIGN REFURBISHMENT UPDATE

Gary Osendorf reported that landscape proposals were received and reviewed. He stated the contractor needs to return to do some patch and paint work. It was requested that Management contact Lonie Washburn of Accord Management regarding the incomplete work at the monument signs.

ASSOCIATION'S WEBSITE

Tom Thompson provided a visual display of the old and new versions of the Association's website. He reported the documents are available on the website but the news is outdated and cannot be changed at this time.

NEW BUSINESS

PROPERTY BOUNDARY DEFINITION FOR 40 VIA ZARAGOZA

Map information obtained from the City defines the Master Association is owner of the land next to 40 Via Zaragoza. The Master Association does not rely on the information obtained by the City and recommends a survey of the property. This topic has been placed on the Master Association's Agenda for discussion.

REQUEST FOR REIMBURSEMENT FOR HOLIDAY DECORATIONS

Be it resolved, upon a motion duly made and seconded, the Board of Directors approved reimbursing Lisa Bennis for the purchase of holiday decorations for the monument signs for a cost not to exceed \$49.06. The motion carried unanimously.

MONUMENT LANDSCAPING PROPOSALS

Be it resolved, upon a motion duly made and seconded, the Board of Directors approved the Landscape Committee selecting the bid for the monument landscaping for a cost not to exceed \$2,000 per monument as additional information was needed. The motion carried unanimously.

RESERVE STUDY PROPOSALS

Be it resolved, upon a motion made and seconded, the Board of Directors approved Reserve Data Analysis, CA to perform an on-site reserve study as proposed for a cost not to exceed \$795. The motion carried unanimously.

MAILBOX PAINTING PROPOSALS

Be it resolved, upon a motion duly made and seconded, the Board of Directors approved the mailbox painting proposal submitted by Alltrade to paint 23 mailboxes for a cost of \$1,840. The Board suggested a sample mailbox be painted before commencing the entire project. The motion carried unanimously.

LIGHT BOLLARD REPAIR

Be it resolved, upon a motion duly made and seconded, the Board of Directors tabled their decision regarding the repair or replacement of two light bollards near 40 Santa Clara until further information could be obtained. The motion carried unanimously.

2016 GOALS

Each Committee discussed their goals for 2016 as follows:

- Landscape –
 - Slope maintenance – Meet with the OCFA to find out exactly what the requirements are for fire abatement and what aesthetics are allowed
 - Finish the monuments
- Architectural Review –
 - Transition with Lisa Bennis
 - Approve architectural applications in a timely fashion
 - Perform monthly inspections
 - Have a full Architectural Committee
- Homeowner View Maintenance –
 - Review CC&Rs for the tree line/height requirements
 - Have a proper view strategy in place
 - Possibly a town hall meeting
- Financial –
 - Maximum return on investment for reserve fund
 - What cash flow is needed
 - Control costs
- Homeowner Relations –
 - Improve communications via periodic emails (currently has 2/3 of emails-would like more)
 - Article in newsletter requesting email addresses
 - Block parties per street/section to get people to come together and network

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ADJOURNMENT


There being no further business to bring before the Board of Directors, the General Session was adjourned at 7:30 p.m. to Executive Session. The next meeting is scheduled for Monday, March 14, 2016 at the Bella Collina Towne & Golf Club, 200 La Pata, San Clemente, CA at 6:00 p.m.

SECRETARY'S CERTIFICATE

I, duly appointed member of Pacific Shores at Rancho San Clemente Homeowners Association, do hereby certify under penalty of perjury that the foregoing is a true and correct copy of the minutes of the Board of Directors Meeting held on February 8, 2016 as approved by the Secretary of the Board.



Signature



Date