

**PACIFIC SHORES AT RANCHO SAN CLEMENTE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
GENERAL SESSION MEETING MINUTES
JANUARY 11, 2016**

NOTICE

Upon notice duly given and received, the Pacific Shores at Rancho San Clemente Homeowners Association Board of Directors meeting was held Monday, January 11, 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
Tom Thompson, Member at Large

DIRECTORS ABSENT

Lisa Bennis, Secretary

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.

HOMEOWNER FORUM

The following was discussed in Homeowner Forum:

- Jim Ruth, 40 Via Zaragoza, reported a slope and drainage issue next to his home. The Board resolved to investigate the area to determine ownership of the land and if necessary, approved up to \$1,000 in emergency temporary measures such as the installation of sand bags and straw wattle to help deter water draining into the homeowner's side yard. The homeowner and Master Association's Representative was asked to attend the Master's meeting scheduled on Thursday of this same week and address the matter with them as well. The homeowner suggested the installation of a v-ditch for a permanent solution to the drainage problem.
- It was brought to the attention of the Board that the slope near 10 Santa Maria had soil run off due to the water district's parking lot above the slope flooding. South Coast Gardening was to meet with the water district and request they install sand bags to help deter future flooding.
- Linda Wesselman, 28 Via La Mission, reported the v-ditch behind the vinyl fence on the Via La Mission slope may be blocked as it was flooding during the last rains. The Board responded they would have South Coast Gardening investigate and clear as needed. Linda also inquired as to the rules in the Association about parking a van. Management said they would investigate and respond regarding the rules.
- ~~Kerry-Lanelle~~ Titillo, 22 Calle Pastadero, reported during the last heavy rains, the trash cans had washed away down the street. She suggested an article in an upcoming newsletter to remind homeowners not to set the cans so close to the curb so the water can drain properly.
- Wendy Esparros, 82 Via Santa Maria, suggested a slump stone wall be built on the 90 degree curve of the v-ditch on the slope near 10 Santa Maria to help avoid water overflowing the v-ditch and washing away the dirt.
- ~~Lois-Janet~~ Boyer, 22 Via La Mission, questioned why the landscape area near her was trimmed and stopped. The Board responded that was the fuel mod clearing.

**PACIFIC SHORES AT RANCHO SAN CLEMENTE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING ~ GENERAL SESSION
JANUARY 11, 2016
PAGE 2**

MINUTES

Be it resolved, upon a motion duly made and seconded, the Board of Directors approved the Meeting Minutes October 21, 2016 was approved with revisions. 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 December, 2015 with questions and subject to year-end audit. The motion carried unanimously.

COMMITTEE REPORTS

- Master Association Delegate – Linda Wesselman reported the Master had not met due to the holidays and their next meeting was scheduled for Thursday, January 14, 2016.
- Architectural – There were no applications submitted for approval.
- Landscape - Bill Rhodes reported that he had an overview of the irrigation system and the controllers with Phil Sutthridge of South Coast Gardening. He reported the water has been shut off before Christmas so therefore no irrigation should be on. Wendy Esparros reported that South Coast Gardening was reminded to pick up their debris as they had been leaving it behind.

OLD BUSINESS

COMMON AREA STAIRS UPDATE

Bill Rhodes reported that the lights and rails were complete on the Santa Clara stairs and the handrails needed to be installed, which should be by the end of the week. The concrete needs to be re-poured at the Santa Maria sidewalk and a City inspection following, which should be completed within two weeks.

MONUMENT SIGN REFURBISHMENT UPDATE

The Board directed management to obtain three proposals for landscape at the monument signs for their consideration at the February meeting. Bill Rhodes reported that the paint is fading and chipping and needs to be addressed. Management will contact contractor to make the painting repairs under the warranty.

ASSOCIATION'S WEBSITE

Tom Thompson reported he is working on a new website. In the meantime, the current website has Association documents available but the news is outdated as the site no longer allows uploads.

NEW BUSINESS

REPLACE 2" MASTER VALVE AT 30 PASEO ALBA

Be it resolved, upon a motion duly made and seconded, the Board of Directors ratified their emergency decision and approved the replacement of a 2" brass master valve located at 30 Paseo Alba for a cost not to exceed \$1,300. The motion carried unanimously.

INSURANCE RENEWALS PROPOSALS

Be it resolved, upon a motion duly made and seconded, the Board of Directors approved the insurance renewal as proposed by Labarre Oksnee for an annual premium not to exceed \$4,157. The motion carried unanimously.

REQUEST FOR REIMBURSEMENT FOR HOLIDAY DECORATIONS

Be it resolved, upon a motion duly made and seconded, the Board of Directors approved reimbursing Wendy Esparros for the purchase of holiday decorations for the monument signs for a cost not to exceed \$98.28. The motion carried unanimously.

RESOLUTION TO USE STRONGROOM FOR INVOICE CODING

Be it resolved, upon a motion duly made and seconded, the Board of Directors approved using an online program for coding invoices which require Board members approval through Seabreeze. The motion carried unanimously.

COMMITTEE CHARTERS

Be it resolved, upon a motion made and seconded, the Board of Directors approved the rolls and responsibilities for the following charters and assigned the following Board Liaisons. The motion carried unanimously.

- Landscape Committee (Board Liaison, Gary Osendorf)
- Architectural Review Committee (Board Liaison, Bill Rhodes)
- Homeowner View Maintenance Committee (Board Liaison, Lisa Bennis)
- Financial Review Committee (Board Liaison, Veer Beerli)
- Homeowner Relations Committee (Board Liaison, Tom Thompson)

DIRECTOR AND COMMITTEE MEMBER CODE OF CONDUCT

Be it resolved, upon a motion duly made and seconded, the Board of Directors approved A Code of Conduct for the Directors and Committee Members. Each Director signed the Code of Conduct. The motion carried unanimously.

MEETINGS

Be it resolved, upon a motion duly made and seconded, the Board of Directors approved conducting the meetings in accordance with a recognized system of parliamentary procedure, such as Roberts Rules of Order, as outlined in the By-Laws, Section 2.1 "Meetings-Conduct." The motion carried unanimously.

ANNUAL 2016 CALENDAR REVIEW

The Board reviewed the annual calendar for 2016. One item for January is to solicit bids for the annual reserve study. The Board directed the management company to obtain bids from three companies, with the specification that the bid should be based upon a physical inspection of the community assets. The Board also directed the management company to obtain bids for painting the mailboxes.

FIRE ABATEMENT/FUEL MODIFICATION PLAN

The Board briefly discussed the plan for future fire abatement/fuel medication.

ADJOURNMENT

There being no further business to bring before the Board of Directors, the General Session was adjourned at 8:25 p.m. to Executive Session. The next meeting is scheduled for Monday, February 8, 2016 at the Bella Collina Towne & Golf Club, 200 La Pata, San Clemente, CA at 6:00 p.m.

**PACIFIC SHORES AT RANCHO SAN CLEMENTE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING ~ GENERAL SESSION
JANUARY 11, 2016
PAGE 4**

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 January 11, 2016 as approved by the Secretary of the Board.

Signature

Date