

More Mesa Shores HOA BOD Approved Meeting Minutes - April 3, 2018

BOD Members Present: Diane Keep, Charlie Stolar, Molly Rothman, Tom Condon, Gail Johnson

AC Committee Members Present: Cathy Moseley, Committee Chair; Sandra Austin, Patricia Feingold, Doug Keep, and Jon Mills.

Guests Present: Christy Holz, Todd Ridenour

1. Call to order and approve 2/20/2018 Minutes

The meeting commenced at 7:10pm.

Diane motioned approval of the minutes. Molly seconded. 2/20/2018 Meeting Minutes approved and adopted by the Board.

2. Discussion on Road Widening & HOA Responsibility -- BOD & AC

Discussed a proposed process, developed by Tom Condon, for coordinating road modifications required by home renovations and new homes. Processes or guidelines are needed because the Santa Barbara County Fire Department may require that sufficient road-widths exist or be created, as a condition for issuing a building permit. The following concerns emerged.

- First step is for neighbors to meet and talk about situation and strive to work it out. What happens if neighbors cannot agree?
- Is it the role of the AC to review and approve changes to roads? There are no historical guidelines to use. The volunteer Committee members may or may not have proper qualifications and stated that this is a huge onus of responsibility. They are wary of acting as arbitrators/mediators in accessing and/or approving changes to roads that are required by the County of Santa Barbara for building permits. Ensuring that a process is followed may be appropriate.
- Where does the financial responsibility lie for road-widening or other road modifications? Is it with the property owner seeking a building permit or is it with all the property owners who reside on the affected road? For house construction on Orchid, is it with the entire Association? There may be legal technicalities.

It was recommended that road design guidelines, standards (e.g. curbs, gutters, drainage, design, structural integrity of the roads and neighbor signoff), and a neighbor coordination process for road modifications be developed for use in reviewing building projects that also require road widening or road damage repair. The AC is open to establishing such a document or addendum to the existing policy.

More Mesa Shores HOA BOD Approved Meeting Minutes - April 3, 2018

Suggestion that an AC subcommittee be established to create road standards and guidelines may be confusing, since a Road Committee (RC) already exists. Should the RC participate in the creation of standards and guidelines?

Action Items:

1. Discuss creation of a Committee with representation from the Roads Committee and the Architectural Committee to create standards, guidelines, and a neighbor sign-off process for road-widening or road modifications. This is needed for building projects and road repair after connections to the sewer system are done, to fix water pipe ruptures in the roads, etc. Continue discussion at next BOD meeting.
2. BOD to get a legal opinion on financial responsibility for road-widening and/or road modifications required by SB County Fire Department in order to issue a building permit. Assigned to Diane Keep.
3. Educate the Homeowners Association of this new requirement in a future newsletter.

3. Open Meeting Code of Conduct & Decorum

The *Davis-Stirling Act* requires an open forum be part of every HOA Board Meeting. From time to time, difficult items will be brought to the attention of the Board or placed on the meeting agenda by a Board Member. The Board must ensure that all meetings are “open” to the owner/members of the Association and to hold professional, business-like Board meetings to discuss all items on the agenda. At all times there is important business-at-hand to be conducted and sometimes parties have to agree to disagree and move on.

The Board reviewed a draft of “The More Mesa Shores (MMS) Homeowners Association (HOA) Board (BOD) Meeting Code of Conduct and Decorum” to better enable the Board to conduct open and effective board meetings yet prevent Board meetings from being improperly disrupted or diverted by either an Association Member or a Board Member.

Suggestions for changes to the draft document were discussed and it was agreed to incorporate them into the document.

Action item: Finalize “More Mesa Shores Homeowners Association Board of Directors Meeting Decorum and Code of Conduct”; post document on the More Mesa Shores website; distribute to any Member who requests to speak during the Open Forum section of a BOD Meeting prior to the meeting. Gail Johnson

4. MMS Newsletter -- Gail/All

- A. Types of property rentals and uses permitted by MMS HOA CC&Rs & SBCo

This is a complex topic: Santa Barbara County Zoning Ordinances for the Coastal Zone are lengthy, detailed, and maintained by paid professional staff; MMS HOA CC&Rs are less detailed

More Mesa Shores HOA BOD Approved Meeting Minutes - April 3, 2018

yet also contain important land use Covenants, Conditions, and Regulations. This makes it difficult to do a one-to-one comparison of allowable types of property rentals between the County and More Mesa Shores. For example, the County has separate property rental and land uses for R-1 and A-1 zones; both exist within the MMS and MMS HOA CC&Rs have one set of rules for both.

Board Members decided to educate themselves on the County Zoning Ordinances before presenting the differences to the MMSHOA in a newsletter or at a future meeting.

Action Item: Gail Johnson and Molly Rothman to meet with a County Planner to gain a better understanding of the County's zoning ordinances and report back to the Board at the next meeting.

B. 2-Story structures and additions

Questions about increased numbers of 2nd-story houses have been raised by property owners in More Mesa Shores. Cathy Moseley created a comprehensive document on the history of 2-story homes and additions in More Mesa Shores that is available to all HOA Members upon request. The Board reviewed and approved an abbreviated version of this document to include in the upcoming newsletter.

C. Draft Outline: The Board agreed on items to include. Newsletter will be prepared and distributed this month.

Action item: Write newsletter, distribute to the Board for editing, distribute to the Association. Gail Johnson

5. Secretary's Report - Gail

2006 Proposed (not approved) BOD Meeting Minutes located, scanned, and uploaded to the G Drive.

Shredding: Bank statements, cancelled checks, invoices, deposit slips, and financial statements for years 2009 and older, contained in a bin called "MMS HOA Keep Documents", have been shredded.

Continue to shred expired Insurance policies, contracts, and general correspondence for years 2009 and older, as permitted by the *Davis-Stirling Act*.

Mark and Cathy Moseley delivered 5 carton containers of MMS HOA documents to Gail Johnson. It will take time to inventory the contents and create a list of proposed documents to keep, scan and archive, and/or shred.

More Mesa Shores HOA BOD Approved Meeting Minutes - April 3, 2018

Recommended each BOD member establish a binder or folder for his/her documents for the year or upload items to the G Drive in appropriate directories.

GMAIL Management: Received the following requests:

- Heather Ridenour asked to give a welcome basket to property owners who moved into their house in 2017 but purchased their home several years prior and lived there periodically. 2018 Board decided to uphold the 2017 Board decision to send baskets to individuals whose escrows closed in 2017 and for subsequent years.
- Christy Holz's request for draft copy of 2-20-2018 BOD Minutes - Sent electronically on 4-2-2018.
- Email documenting damage on the More Mesa open space from a truck driving on the Mesa and getting stuck. No action required.

GMAIL Management - Can this be rotated among the BOD members? Molly Rothman agreed to manage email when President and/or Secretary are not available.

6. Treasurer's Report

2017 taxes filed; Quickbooks journal entries made to clean up duplicate data.

Quickbooks HOA member mailing addresses were also cleaned up.

Bank Balances:

Checking Account:	\$19,370.82
Reserve Account:	\$67,511.01
Total:	\$86,881.81

2018 HOA Annual Assessments have not been prepared.

There are unreconciled items to resolve.

Tom recommended that books be migrated to Quickbooks Online for a \$35.00/mo. cost before 2018 HOA Assessments are done. This will provide for better security, backup to the cloud, multiple user access, access from multiple devices at any time/location, automatic software updates and better technical support; and other future potential.

Acquisition of Quickbooks Online Approved by the Board.

Action Items: Tom to purchase Quickbooks online; establish accounts in the system, and convert data from the legacy system. Will work with Gail Johnson and the HOA Accountant to convert and validate the data.

More Mesa Shores HOA BOD Approved Meeting Minutes - April 3, 2018

7. Old Business (40 Min)

A. Reserve Specialist & schedule for Reserve Study

Chris Andrews was identified as the best person in Santa Barbara to review the Reserve Study.

Action Item: Diane will request that Chris do the review.

B. Schedule of fines & penalties

Diane passed out information from the Hope Ranch Homeowners Association and from Steve Wiley that discuss/address fines and penalties for HOAs.

A Schedule of Fines and Penalties does not need to be incorporated into the CC&Rs. However, they must be submitted to the entire Association for a 30-Day comment period before they can be adopted.

Given the volume of material, it was decided to allow Board members additional time to study the documents and discuss at the next meeting.

Action item: Continue as an Old Business item and discuss at the next BOD Meeting.

C. Smitty's towing update -- Molly

Molly contacted Smitty's and was told there is one BOD member who is authorized to request towing from them. All BOD names need to be added to the list.

Action Item: Molly to submit all our names, phone #s, and addresses to Smitty's Towing.

D. Refurb/Replace Bulletin Board Status - Charlie

Charlie passed out an estimate and design from Jim Peterson for the replacement bulletin board. Board requested the addition of a small roof/overhang to protect items on the Board and prolong life of the cork.

Action item: Charlie to coordinate these changes with Jim and ask him to proceed.

E. Disposition of letter to Dan Fuller - Charlie

DRAFT of 2nd letter to follow up with Dan to fix the appearance of his property was approved by the Board.

Action item: Diane to sign and send

More Mesa Shores HOA BOD Approved Meeting Minutes - April 3, 2018

8. New Business

A. Posting of Board Meeting Minutes on Website

Discussion on the pros and cons of posting the BOD Meeting Minutes on an unsecure website were discussed. Presently, 5 HOA Members receive meeting minutes every month but there have been periodic requests for minutes. The concern about posting meeting minutes on containing possible sensitive information on a public website versus the overarching need for transparency and open communication were considered. Decision was to post BOD meeting minutes on the HOA website.

Action item: Gail to coordinate next steps with Fernando Calderon.

9. Break for Executive Session

Discuss legal advice pertaining to MMS Common Area & Easements.

Board forced to obtain legal advice regarding the removal of an HOA asset from the HOA Common area. Received legal confirmation that the asset resided in the Common Area. Board decided to send cover memo and legal documents to the Homeowner.

10. Schedule next meeting and adjourn

Meeting adjourned at 10:00pm. The next meeting will be held on May 1, 2018, at 7:00pm, at the home of Diane Keep.

Submitted by G. Johnson, Secretary