

## 8-9-2018 More Mesa Shores BOD Approved Meeting Minutes

Board members present: Diane Keep, Charles Stolar, Tom Condon, Gail Johnson;

Board members absent: Molly Rothman

Architectural Committee members present: Cathy Moseley, Patricia Feingold, Sandra Austin, Doug Keep, Jonathan Mills

1. Call to order and approve June 12th Minutes: Meeting was called to order at 7:06pm. Tom Condon moved to approve the June 12, 2018 minutes; Charlie Stolar seconded. Meeting minutes approved.
2. Open Forum: No speakers
3. Architectural Committee (AC) - Road Widening Status  
AC reported that it met several times to complete draft "Standards for MMS Roads: New Construction/Remodel projects"; there is not AC consensus on content. Two Santa Barbara County documents used as references are: (a) Santa Barbara County Department of Public Works Transportation Division Engineering Design Standards-Private Roads--Section 4 and (b) Driveway Section "County Fire Department Standards". The two documents are inconsistent regarding safety buffers. Design elements in the first referenced document also have standards for bicycle lanes so adopting County standards doesn't consistently apply to MMS roads.

### Issues cited:

- Safety concerns: AC expressed concerns centered on safety caused by barriers such as fences, walls, pillars, mailboxes, etc., directly adjacent to the roadway pavement and in the road easements. County Standard requires a 6' buffer on both sides for private roads serving 5 or more houses; Because the road easement is 30' and the Fire Department requires 24' of roadway, it was recommended that a 3' safety buffer be considered on each side of the roadway.
- AC to pick and choose design standards/guidelines that make sense/are important for MMS roads rather than adopt the County Public Works document.
- When the Board adopts standards/guidelines, AC recommends that they not retroactively apply to existing roads.
- HOA Indemnification and HOA liability protection required from 5225 Austin Road property owners.
- Separate issues: (a) Completion of the MMS Road Design Guidelines and Standards separate from (b) immediate issue centered on Austin Rd. Widening Plan proposed by the 5225 Austin Road property owner.
- Board stated desire to work with 5225 Austin Rd property owners to expedite approval of their project.
- Funding of/payment for road widening/modifications required by the County of Santa Barbara for building permits? Future discussion item; bring issue to the entire Association.
- Recommendation that a licensed civil engineer inspect and approve 5225 Austin Road widening and other road repairs upon completion.

### Action items:

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- A. Continue/finish Draft "Standards for MMS Roads: New Construction Remodel Projects":  
Architectural Committee
  - B. Draft letter to 5225 Austin Road property owners citing safety concerns with proposed Austin Road widening plan; require that they indemnify the HOA for their project, and that the HOA not be held liable for unsafe conditions resulting from the road-widening construction. Also request a revised Austin Road widening plan be submitted to the AC and the Board: Charlie Stolar
  - C. Develop new agreement with 5225 Austin Road property owners: Steve Wiley, HOA attorney; Diane Keep to coordinate
  - D. Request that a one-year warranty be provided by Association member and contractor to cover soil compaction and other road damage that may arise post-construction. This action item was identified in the 6-12-2018 BOD Meeting Minutes; future AC and BOD discussion.
  - E. Develop list of items to communicate to the HOA Association: Future Board action item
4. Treasurer's Report - Tom Condon  
Still cleaning up data and out-of-balance conditions in Quickbooks; late assessments for 5 property owners including 5160 Via Valverde, 1140 Orchid Drive, 5160 Camino Floral, 5292 Louisiana Place, 5135 Camino Floral. Tom to contact property manager of one property that is in arrears and start debt collections policy for the remaining unpaid assessments. Reviewed to-date Quickbooks reports.
  5. Secretary's Report - Gail Johnson  
Scanned and uploaded meeting minutes for years 2003 & 2004 to GDrive; coordinated posting of 5-1-2018 BOD meeting minutes on MMS website.
  6. Discuss HOA Operational Tasks -Gail/Diane
    - Replacement of lost beach gate cards keys: Multiple beach card key replacement requests from same property manager for one property. Required authorization from the property owner; received authorization several weeks later. Board members and volunteers on vacation at the time of request so card key was replaced when volunteers returned.
    - Turn-around time for card key replacement requests; BOD backup: Several replacement card keys will be created and given to BOD members who are available when others are on vacation so card keys can be issued in an emergency; if one is lost and the property owner has multiple keys, it does not constitute an emergency; single lost/missing keys also don't constitute an emergency; will try to replace keys in a reasonable time frame but may take up to 30 days.
    - Beach Access Control Policy, Procedure & Management: Approved policy uploaded to the G Drive.
    - Maintenance of MMS Website, Documentation, Backup: Need technical architecture documents, procedures, and website passwords so website can be maintained when volunteer webmaster is on vacation.

Action items:

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- A. Ask webmaster to post Beach Access Control Policy and Procedure on MMS web site: Gail Johnson
- B. Ask webmaster to update "Beach Info" on website information so it is consistent with the policy and procedure; post the policy and procedure on MMS website: Gail Johnson
- C. Coordinate development of technical architecture documentation with the webmaster and contact freelance web developers for possible backup to MMS volunteer: Gail Johnson

### 7. Escrow Demand for HOA Documents - Gail

- Who is responsible to coordinate? HOA Board Secretary
- Upload commonly requested documents to the G Drive: Entire Board
- Document transfer fees: Future Board discussion item

Action item: Discuss document transfer fees at a future meeting: BOD

### 8. Brief on Beth Grimm (HOA Legal Expert) Meeting - Gail/Molly

Generally discussed enforcement of CC&Rs, how to properly conduct questionnaires and surveys, and how to run town hall meetings.

- Enforcement of CC&Rs: Recommend that the community be engaged; discussed strategies for doing so.
- Questionnaires & Surveys: Handle like BOD elections and use a 3rd party to count results. Discussed strategies for development of unbiased surveys.
- Town Hall Meetings - Used to discuss a single issue; Board to set up meeting(s); discussed strategies for meeting management. Possibly hold town hall meeting for road widening to air it out with the community.

Action items:

- A. Individual Board Members to formulate and submit a minimum of three questions that might be used on a questionnaire or survey regarding CC&R enforcement; continue discussion about how to engage the community: BOD
- B. Continue discussion on Town Hall meeting to discuss road-widening issue: BOD

### 9. Membership in the Southcoast Homeowners Association - Gail

Gail joined the Southcoast Homeowners Association and attended the June 30th meeting.

Recommended that MMS continue to participate with this group because it is an inexpensive source of information and provides networking opportunities.

### 10. Annual Disclosures & Davis-Stirling - Diane

- Proposed CC&R Compliance, Due Process, & Enforcement Policy: Diane Keep  
Discussed draft "Enforcement Policy and Schedule of Monetary Penalties" including the policy statement, due process, complaint investigations, and proposed schedule of monetary penalties. Diane reminded the BOD of 30-day review period by Association members before a policy/procedure can be adopted and it must also be distributed as part of annual disclosure reporting to Association members.

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Action Item: BOD to review policy and procedure and submit recommended changes prior to the next BOD meeting; continue discussion of policy/procedure and Schedule of Monetary Penalties at next meeting.

- Reserve Study Update - Software Purchase, Full Compliance: Diane Keep  
Diane purchased software and installed it; there are software bugs that are being corrected by the developer; received a discount because of this. Reviewed/discussed reports generated by the software. General consensus that the reports are valuable and compliant.
- Checklist: Diane Keep  
ANNUAL BUDGET AND POLICY DISCLOSURES checklist is available on the G Drive. Recommended that BOD review checklist in preparation for distribution of annual disclosures.

Action Item: Review checklist and begin preparation of annual disclosures at next BOD meeting.

### 11. Old business

- Replacement of Bulletin Board Update - Charlie  
Discussed change in direction. Will purchase kit from ULINE and ask Nomura/Yamasaki Landscape to provide estimate/contract to assemble the kit and install.

Action item: Coordinate with Joe Gechter; order kit; obtain written estimate/contract from Nomura/Yamasaki: Charlie Stolar

- Screen for Trash Receptacles Contract - Diane: Discussed estimate/contract from Fence Factory and BOD approved motion to proceed with installation. Coordinate installation on August 23, 2018: Diane Keep
- Summer Social update - Molly  
Gail covered this topic in Molly's absence. Planning is underway with recommendation to hold Summer Social in the cul de sac of Barwick. Tom confirmed that the budget for the Summer Social is \$1500.

#### Action Items:

- Get permission from Barwick Road property owners to make this change: Gail Johnson & Molly Rothman
- Ask caterer to provide salads and side dishes: Gail to coordinate with Molly and Laurie
- Develop and distribute flyer: Gail Johnson
- Setup and hold event on Sept. 8, 2018: MMS Board and Laurie Rose

### 12. New Business

No new business was discussed.

### 13. Schedule next meeting & Adjourn

Meeting adjourned at 10:47pm. Next meeting is scheduled for Sept. 11, 2018 at 7:00pm at Charlie Stolar's house.

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