

More Mesa Shores Homeowners Association Approved 12-13-2018 Board Meeting Minutes

Board Members Present: Diane Keep, Gail Johnson, Molly Rothman, Charles Stolar

Board Members Absent: Tom Condon

Guests: None

1. Call to order and approve November 14, 2018, BOD Meeting Minutes

Diane called the meeting to order at 7:07pm. Diane motioned to approve the November 14 meeting minutes and Charlie seconded the motion. November 14, 2018 Board Meeting Minutes were approved by Board members present at the meeting.

2. Open Forum (opportunity for members to address the Board): There were no guests or speakers.

3. Board Focus 2019

Diane stated that the Board completed a challenging year and asked each Board member for input regarding items most pressing for the Board is 2019, at least one from each member; Board discussed items tabled during the year; they are possible areas of focus in 2019:

- Distribution of Homeowners CC&R Survey: Distribute after the Annual Meeting in January 2019.
- Finish draft CC&R Enforcement and Schedule of Fees and Fines Policy and circulate.
- Finish draft Road Widening Guidelines.
- Modify Debt/Assessment Collection Policy and circulate.
- Transition bookkeeping/accounting functions to Team HOA; develop reasons for outsourcing this function.
- Review roles and responsibilities of Board members: Some roles are defined in the Bylaws; discuss more completely when new Board members are seated.

4. Team HOA Accounting and Outsourcing Discussion and Vote

Team HOA got excellent reviews from client references. Next step is to schedule a meeting in January 2019 with Team HOA at their office. Partial list of discussion items:

- Annual Assessment services handled by a 3rd party; need to understand this and how it compares to the Debt Collection Policy.
- Ownership of More Mesa Shores HOA data maintained in QuickBooks: Who owns the data?
- Checklist for transitioning to Team HOA for bookkeeping and accounting services.
- Does Team HOA do Reserve Studies?

Charlie made a motion to outsource accounting and bookkeeping tasks to Team HOA, contingent upon a satisfactory meeting with them. Gail seconded the motion. Members present at the meeting approved the motion.

Action item: Schedule meeting with Team HOA in January 2019: Tom Condon

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5. Treasurer's Report

Questions on A/R aging report were discussed: Expenses for collecting past due assessments were on the report. Reviewed Balance Sheet and Profit and Loss Statement for December 2018. Questions raised about Accounts Payable balance for the Fence Factory.

Checking Account Balance: \$48,409.13

Reserve Account Balance: \$67,547.27

Action item: Ask Tom about Accounts Payable balance of ~\$1214: Gail Johnson

6. Secretary's Report

Posted October 2018 meeting minutes on the website; prepared Draft 11-14-2018 MMSHOA Meeting Minutes and distributed for comments/corrections; worked with Molly to distribute Annual Disclosures to the HOA members by email and USPS; contacted John Holmes, Insurance Broker, to obtain Fidelity Bond Quotes.

Reviewed Fidelity Bond quotes; overall concern is that there may be more coverage than is needed and costs appear to be high (range between \$1000 and \$1300, annually). Decided to ask John Holmes to send applications for other insurance companies that sell Fidelity Bonds.

Discussed notification from Santa Barbara County about photoshoot to occur at a residence in the community. County rules and regulations have been violated with previous photoshoots. Complaints can be filed with the County but must provide proof of violations (e.g. photographs). Consider informing Association of County rules for commercial filming and photoshoots at the Annual Meeting.

Action item:

- Contact John Holmes and request applications for Fidelity Bond insurance from other insurance companies: Gail Johnson
- Add County rules regarding photoshoots in residential neighborhoods to the agenda for the Annual Meeting? Discussion item for the January 2019 BOD meeting.

7. Small Claims Actions/Assessments Collection

Both property owners with overdue Annual Assessments paid their Annual Assessments. All 2018 Annual Assessments have been collected!! Charged these property owners for expenses to file Small Claims Court cases and hire process servers to individual accounts.

Also discussed:

- Problem of not having current contact information for Association Members, making it difficult to contact Association members. The Board can create payment plans with property owners who cannot pay their Annual Assessments in a single payment and need current contact info to coordinate.
- Process for placing a property lien for overdue debts. There are costs involved and property liens cannot be collected until the property is sold; Association might have to wait for years to collect overdue

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accounts. Determined that the Association must obtain a judgment in Court before a lien can be placed on the property.

- Revision to the Debt Collection Policy to include language from the CC&Rs and Bylaws to charge late fees and interest on unpaid Annual Assessments.
- Information received from Team HOA; need clarification on how their debt collection processes compare to the More Mesa Shores Debt Collection Policy, CC&Rs, and Bylaws.

Action Item:

- Remind property owners of importance to provide current contact information to the Board, annually; add to agenda for the Annual Meeting: Diane Keep
- Discuss Team HOA's Annual Assessment collection processes; determine whether they align with More Mesa Shores CC&Rs and Bylaws at the January 2019 meeting: Board members

8. Beach Gate Management

Battery pack replacement caused several beach gate outages last month; mashed wire caused an electric short.

Diane recommended that each Board member be given a master key. Will order additional master beach gate and bulletin board keys. Also discussed installing a sign on beach side of the gate that contains the More Mesa Shores Homeowners Association web address and directions to call 911 in an emergency. Write article for the next newsletter about what to do if there is a problem with the beach gate card reader. During a prolonged outage, the gate can be put into "unlocked mode" until it can be repaired.

Action items:

- Purchase sign from Santa Barbara Signs to be placed on the beach side of the gate with directions to call 911 in case of an emergency or by accessing the MMSHOA website to get BOD contact info, if the gate access is malfunctioning: Charlie Stolar
- Order beach gate access master keys and bulletin board keys for Board members: Diane Keep

9. Annual Meeting Preparation

- a. Meeting Agenda: Use last year's agenda as a template. Add "Draft Road Widening Guidelines" and ask Cathy Moseley, Architectural Committee Chair, to cover it. Candidates for elected Board position will talk at the beginning of the meeting, before voting commences. If a write-in candidate wins, that individual will be invited to talk at the end of the meeting. Include an Open Forum; limit amount of time each speaker can talk to 3 minutes. Acknowledge contribution of volunteers and ask audience to hold applause until the end of the item; do a call for volunteers. Meeting must be limited to two hours because the building must be locked and the alarm set. Board members to make themselves available after the meeting has adjourned for additional questions.

Discussed vandalism to the doggie bag container at the pathway to the open space. Discussed pros/cons of continuing to stock doggie bags there. Determine whether to discuss this at the Annual Meeting.

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Discussed hosting a "Beach Cleanup Day" and add as an agenda item.

Action item: Complete draft Annual Meeting agenda and finalize at the January 2019 BOD Meeting:
Diane

- b. 2018 P&L and 2019 Budgets: Not discussed due to Tom's absence.
- c. Documents to Distribute: Agenda and Budget will be printed prior to the meeting. Suggestion that Annual Meeting documents be added to the website; prepare hardcopies for the meeting.
- d. Assign actions:

Prepare Annual Meeting Agenda: Diane Keep

Prepare 2018 Profit & Loss Statement and 2019 Budget: Tom Condon

Organize documents and make copies: Molly Rothman

10. Old Business

- a. HOA Gardener Documents: Sabas was supposed to mail a copy of his business license and insurance certificates with his invoice. Consider getting bids from other gardening services if Sabas doesn't provide requested paperwork; no more gardening work be done by Sabas until paperwork is provided.

Action Item: Contact Tom Condon to find out if Sabas sent required paperwork with his invoice: Gail Johnson

- b. Update of Debt/Assessment Collection Policy: Diane modified the Policy to include late fee and interest as stated in the CC&Rs and Bylaws. Considered whether to add attorney's fees as stated in the CC&Rs. Reviewed draft and made suggestions for further modification. Language of the policy cannot be at variance with the CC&Rs and Bylaws.

Action Item: Modify policy based on input from the Board and review at the next meeting: Diane Keep

- 11. New Business: Gail shared an email and map of More Mesa Shores where property owners operate Short Term Vacation Rentals and "Homestays". Documents were sent by County Board of Supervisor's District 3 staff.

Action Item: Follow up at a future BOD Meeting: Diane Keep

12. Schedule January Meeting & Adjourn

Next meeting will be held on January 15, 2018, at Diane Keep's house. Meeting was adjourned at 9:15am.

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