

## More Mesa Shores HOA Board Proposed 1-14-2019 Meeting Minutes

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

Guests: Donald Goodman, Sandra Austin

### 1. Call to order and approve December 13<sup>th</sup> Meeting Minutes

Diane called the meeting to order at 7:10pm. Charlie Stolar moved to approve 12-13-18 minutes; Molly Rothman seconded. Tom Condon abstained from voting due to absence from the meeting. Minutes were approved.

### 2. Open Forum – No speakers

### 3. Donald Goodman introduction – Candidate to replace Molly Rothman’s last year of a three-year Board term. Described family, business, and experience on non-profits boards including homeowner’s associations, school, LA Foodbank, and Santa Monica UCLA Hospital. Values unique More Mesa Shores community. Understands operational responsibilities are necessary between Board meetings and is normally available by phone or email and can attend meetings with adequate advanced notice. No experience with Short Term Vacation Rentals.

### 4. Molly Rothman BOD Replacement Discussion and Vote: Names of property owners interested in the position were clarified. Board majority voted for Donald Goodman to finish Molly’s term . Will be installed at the 1/24/2019 Annual Meeting.

### 5. Secretary’s Report

Posted 11-13-2018 Meeting Minutes on the website and distributed by email; drafted and circulated 12-13-2018 Meeting Minutes; contacted Steve Wiley about possible depositions related to the Austin Road East road-widening; met with Team HOA and Tom and Diane; talked to Nick Weiser, local Farmers Insurance Agent, to obtain a Fidelity Bond quote; left message for Bill Terry Insurance Agency for a Fidelity Bond quote.

Nick said HOA will get better rates if all insurances (i.e. D&O, Liability, and Fidelity Bond) are purchased at one time; noted that current MMSHOA insurance policies have penalties if they are terminated early.

Action Item:

- Obtain and circulate Fidelity Bond quotes with other Board members: Gail Johnson

### 6. Treasurer’s Report

Tom reported there were minimal changes to financial records since the last meeting.

Checking Account Balance: \$48,409.13

Reserve Account Balance: \$67,551.86

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### 7. Annual Meeting Final Prep

Reviewed/discussed proposed agenda. Diane to make recommended changes. Agenda to be posted on the bulletin board and the More Mesa Shores website.

Discussed content of Annual Meeting sign to be posted at James Road.

Board Election: Charlie noted that four property owners didn't sign their mail-in ballots. Will notify Irene Stone, League of Women Voters, to re-mail ballots to these property owners.

Committee Volunteers: Discussed call for volunteers for a beach cleanup morning/day, doggie bag restocker, Architectural Committee, Annual Summer Social Committee, Beach Committee, and Roads Committee; Do a call for volunteers at the meeting.

2018 Profit and Loss and 2019 Budget: Discussed format of the budget. Tom to distribute draft and final versions of the documents to the Board prior to meeting.

List of documents to distribute at the meeting: Agenda; 2018 Profit and Loss and 2019 Budget; Reserve Study; Annual Notice of Address Changes; Request for Delivery of Association Documents by Email form.

#### Action Items:

- Obtain Annual Meeting Notification sign from Mark Moseley; place at James Road/Orchid Drive intersection: Molly Rothman
- Contact Cathy Moseley, Architectural Committee Chair, so she is aware that she will present Architectural Committee Year I Review: Diane Keep
- Prepare sign in sheet: Diane Keep
- Contact Irene Stone, League of Women Voters, to re-mail ballots to property owners who didn't sign their ballot envelopes: Charlie Stolar
- Prepare final versions of 2018 Profit and Loss and 2019 Budget documents: Tom Condon
- Collate documents to distribute at the meeting and prepare copies: Molly Rothman
- Bring refreshments and cookies to meeting: Molly Rothman

### 8. Team HOA Office Visit on January 10, 2019

Tom, Diane, and Gail met with Laura McFarland, owner of Team HOA. Discussed bookkeeping and accounting services, process flows for invoice payments and for annual assessments and collection, etc.; process to transfer More Mesa Shores accounting/bookkeeping to Team HOA; coordination between the MMSHOA Treasurer and Team HOA. Will require that More Mesa Shores move reserve and operational bank accounts to Pacific Western Bank. Positive impression overall.

Action Item: Coordinate contract signing and begin transfer of bookkeeping and accounting functions to Team HOA: Tom Condon

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### 9. Old Business

#### a. Beach Gate Master Keys & Sign

Diane handed out beach gate master keys to each Board member. Charlie and Molly will turn their keys over to the new Board members. The tool to lock/unlock the Bulletin Board isn't a key, so it can't be replicated. Diane will continue to have one of the tools and Gail will get the other from Charlie. Charlie also stated that it has been challenging to coordinate creation of a new sign to be placed on the ocean-side of the beach gate with Santa Barbara Sign Company.

#### Action Items:

- Turn over beach gate master keys to new Board members: Molly Rothman and Charlie Stolar
  - Turn over Bulletin Board tool to Gail Johnson: Charlie Stolar
  - Coordinate creation of sign for beach gate with Santa Barbara Signs vendor: Charlie Stolar
- b. HOA Gardener Documents: Diane obtained copies of gardener's business license and insurance documents; uploaded them to the G Drive.
- c. Update of Debt/Assessment Collection Policy: Diane revised the policy and distributed for review. Recommended changes will be incorporated into the policy. Also discussed whether due process is required for charges associated with the collection of past due debts/assessments, such as those from a process server. Can these charges be passed onto a property owner without due process? Concluded that the Board does not have to go through due process.
- Distribute Debt/Assessment Collection policy and circulate to Association members for a 30-day comment period: Diane Keep

### 10. Meeting adjourned at 9:05pm

Submitted by G. Johnson

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