



Minutes - Board of Director's Meeting

2 PM – Tuesday, March 12, 2019 ☼ LOCATION - 32462 River Island Lane

1. **Call to Order:** at 2:05 pm by President Michael Mahoney. Board members present, Kathy Slechta, Jean Bailey, Joan Huffaker, Oma Mansfield, Tributary Editor Kathy Mahoney, Epicenter Management Rita Franco, Residents Bob and Rose Kelly, Social Committee Priscilla Mallory and Sayoko Johnson and New Property owner Jim Holly and Landscape Developer.
2. **Review Minutes & Action Items:** Joan moved to approve February's minutes; Joan seconded. Minutes were approved as sent. Board asked to reviewed February's action items, but Rita did not have a copy of them. Most of the action items were Rita's and all were completed.
3. **Hearing – Home Owners:**
 1. **Review of Architectural Applications:**
 - a. **New Landscape Application:** New Property Owner Jim Holly attended the meeting to provide more information regarding his architectural application. Landscape developer provided plans for the board for review. The approval is on hold until escrow closes. Work is not to start until then.
 - b. **Solar Panel Application:** Bob and Rose Kelly attended the meeting to provide the board with information regarding the architectural application to install solar panels. The board approved the application. **ACTION ITEMS:** Rita to provide the Kellies with a copy of the approved application.
 - c. **Social Committee:** Priscilla Mallory and Sayoko Johnson were present to discuss the Cinco de Mayo social event. Priscilla created flyer that will need to be send out to members. The event will be Sunday, May 5th at 4pm at the Pool. They discussed decoration, dishes and beverages. The flyer will have additional information. **ACTION ITEM:** Rita will send out flyer to residents and contact Building Maintenance to service the pool. **ACTION ITEM:** Kathy S. reach out to Tony Martinez to see if he will be donating this year.
 - d. **Additional Tree Work in Common Area:** Mike informed the board that more tree work needs to be done in the common areas. The board agreed to have the work done if needed. He will also coordinate with Steven Hunt to schedule the work. It will be March 27th. **ACTION ITEM:** Mike to contact tree company to schedule the work.
4. **Treasurers Report**
 1. **Account balances/financial discussion:** General Account \$49,693.87; WWTP Account \$26,662.65; Reserve Account \$419,484.80
 2. **Notes from Marty Lalanne's office:** Kathy has had some discussion with Lalanne's office regarding the account's balances and why they are different from last months.
 3. **Banking Roles and Procedures:** Since new officers are in place, Oma Mansfield will be removed as a signer for the account and add Joan Huffaker. **ACTION ITEM:** Kathy and Joan to go to the bank to add Joan Huffaker to the account as a signer.
 4. **Online banking:** Kathy has researched how to get the account set up to do online banking, but we will need an administrator. After discussion the board decided for things to remain the same.
5. **Communications**

a. **Epicenter Management:**

1. **Resident Letters:** Continuous

2. **Parking Violations:** Several residents continue to violate the parking rule. Parking on the street and on the guest parking. **ACTION ITEM:** Rita to send out letters to the residents.

3. **Epicenter Phone line:** Kathy shared with the board the ATT bill and our current monthly bill. It's very expensive. She talked to OACY's it looks like that would be a good option. **ACTION ITEM:** Rita will follow up with OACY's to set the phone line in her office.

5. **Dropbox:** No updates

6. **Website:** Work in progress. Several updates need to be done, but OACY's will need to do the updates.

6. **Committee Reports**

a. **Architectural Report:**

1. **Resident Applications:** See Hearing 3

b. **Landscape Report:**

1. **Tree Trimming:** Has been delayed due to rainy/soggy conditions: See Hearing 3(d)

2. **Phase III weed abatement issues:** Discussion about getting different quotes. Roberto can do the spraying. Mike said Roberto has some ideas on how to maintain Phase III. Mike will work with Roberto.

3. **Landscape Issues:** Oma informed the board that Roberto told her several residents are leaving their dogs out and making it difficult to mow the backyards. Oma suggested he sent Rita the information. **ACTION ITEM:** Rita to follow up with residents

c. **Real Estate Group:** No updates

d. **Pool Group:** Summer Hours will begin on May 1, 2019.

1. See Hearing 3 (c) for discussion.

e. **Social Committee:** See Hearing 3 (c) for discussion

f. **Waste Water Treatment Group:**

1. **Projects & Proposal Discussion:** No Update

2. **New File System to Track Invoices:** Kathy created a log to help track all services, emergencies and part replacements. **ACTION ITEM:** Rita to review the log. **ACTION ITEM:** Rita to compare the invoices with the log. **ACTION ITEM:** Mike to make key for Rita

g. **Gate Report:** No updates

h. **Tributary Newsletter:**

1. **Monthly Announcements:** Add information about the Cinco de Mayo event and a reminder of the pool rules.

7. **Old Business:**

a. **Approval of New Board Members:** The board has approved the new officers as set during February's board meeting.

b. **Follow up with HOA Lawyer:** Mike will talk to the Lawyer to ask about the HOA's responsibility regarding trees and property damage.

8. **New Business:**

a. **Pot Holes:** Main gate entrance has lots of pot holes. Repairs are needed right now. **ACTION ITEM:** Mike will talk with Jack to patch up the pot holes.

b. **Set next regular board meeting:** Tuesday, April 9, 2019

9. **Adjournment-** Joan moved to adjourn meeting; Jean seconded. Meeting adjourned at 4:15 pm