



## FINAL - Minutes- Board of Director's Meeting

2 PM – Tuesday, July 14, 2020 ☀ LOCATION – ZOOM VIDEO CONFERENCE

1. Call to Order: Called to order at 2:02pm. All board of directors were present.  
Epicenter Management: Rita Franco, Tributary Editor: Kathy Mahoney
2. Hearing – Homeowners
  - a. 32591 Greene Drive: A camper storage in common area. **ACTION ITEM: Rita to inform tenant about the violation.**
  - b. 32605 Montgomery Drive: Ongoing challenges with property maintenance. **ACTION ITEM: Rita to schedule meeting and inform the resident about the special meeting.**
  - c. Lack of Property Maintenance: Several properties are not keeping up with maintenance. **ACTION ITEM: Rita to send out letters to residents.**
  - d. Common Area Maintenance: Discussion- A common area located on Riverside Dr. The area has not been weeded. **ACTION ITEM: Rita to reach out to Roberto to let him know about the weeds.**
  - e. Broken sign along Cart Pathway. Directors discussed the repairs needed. **ACTION ITEM: President Mahoney to send note to the Country Club regarding the sign.**
3. Review Minutes & Action Items from June 9, 2020 Board Meeting: Action items were reviewed. K. Slechta will review minutes and shorten them. J. Rigler moved to approve the minutes with amendments; J. Huffaker seconded. DISCUSSION: It was advised that Rita omit names and keep the minutes short.
4. New Business
  - a. Strategies for enforcement of CC&Rs, Rules & Regs: Discussion- The directors discussed way to make sure residents follow the CC&Rs and Rule & Regulations.
  - b. Strategies for improving Accounts Receivable: Discussion- Letters are being sent to residents in arrears. Also discussed, there is an old past due account that has not been resolved. **ACTION ITEM: President Mahoney to reach out to title company to find a solution.**
  - c. ECHO webinar opportunities: K. Slechta shared with the board that she has joined some ECHO webinars and they are very informative. **ACTION ITEM: K. Slechta to email the webinar link to Rita and Directors.**
5. Treasurers report  
GENERAL ACCT = \$23,354.05; WWTP ACCT = \$5,185.58; RESERVE ACCT = \$413,8467.2112
  - a. Accounts/Budget discussion: K.Slechta updated the Directors on the status for each account and reviewed this months invoices. **ACTION ITEM: President Mahoney and K. Slechta to review invoices and locate the water meters.**
  - b. Notes from Marty Lalanne's office:
6. Epicenter Communications
  - a. Letters sent/received: Continue to go out as needed
  - b. Dropbox function: No problems
  - c. Website: Continue updating as needed
  - d. Bulletin Boards: Rita has been out of the office some information might be old. Rita will be back in the office in August, will update information then. **ACTION ITEM: Rita to update bulletin boards with updated information.**

7. Committee Reports
  - a. Ad hoc Committee on Safety & Security
    1. Status report: J. Rigler informed the directors no meeting has been scheduled due to COVID-19. The neighborhood watch decals were picked up from Rita's office and Lalanne's office will sent out. **ACTION ITEMS: J. Rigler to take to Lalanne's for distribution.**
  - d. Architectural committee
    1. Status of approved projects: DISCUSSION- Approved applications will need to be completed within 6 months. If not completed they will need to resubmit application and owners will need to be informed and a new application will need to be resubmitted. **ACTION ITEM: Rita to send around tracking spreadsheet for review.**
    2. Applications to review and follow up: **ACTION ITEM: Rita to follow up on pending applications.**
      - a. 32500 River Island Lane: Tree removal.
      - b. 32424 River Island Lane: Unauthorized fence project.
    2. Water well investigation on Lot 30: DISCUSSION- President Mahoney shared his findings and the water well will be good source for irrigation water.
  - e. Landscape committee
    1. Follow up on tree trimming project completed in June: President Mahoney updated the directors about the tree trimming project. He will schedule another project, but it will depend on residents' interest. Date of project still needs to be determined. **ACTION ITEM: Rita to send out email blast.**
  - f. Social committee
    1. Status report; No report.
8. Real Estate
  - a. Status report: Property: 32963 Riverside Dr. SOLD. No other properties are for sale.
9. Pool
  - a. New COVID 19 notice from county: DISCUSSION- Based on the notice the association has placed rules and guidelines to keep residents safe, but many residents are not following them. **ACTION ITEM: Rita to send out an email blast to residents as a reminder of the swimming pool rules and COVID-19 guidelines.**
  - b. Review cleaning services contract: DISCUSSION- Reviewed current cleaning services. **ACTION ITEM: K. Slechta to reach out to different vendor to get a service quote.**
  - c. Deck caulking repair discussion: DISCUSSION- The directors reviewed the repairs needed. **ACTION ITEM: K.Slechta will contact Bob Reyna to get a quote for the repairs.**
10. Wastewater Treatment Plant
  - a. Status report: DISCUSSION- Everything is good at the Plant.
11. Gates & Roads
  - a. Follow up on pending road repairs project/bids: DISCUSSION- Which areas to be repaired first.
12. Tributary: Tributary editor will add tree removal request, security reminder, pool rules and road repair. Some residents are not getting the email blast. **ACTION ITEM: Rita will review the email subscribers and those residents subscribed to get the email blast; she will mail out notices to them.**
13. Set next regular board meeting August 11, 2020
14. Adjourn: Joan moved to adjourned meeting; K.Slechta seconded. Meeting adjourned at 4:35pm.