

Eucalyptus Grove Homeowners Annual Membership Meeting Minutes

January 9, 2020 (6PM)

(Subject to Membership's approval)

The annual meeting was held at the Goleta Valley Community Center, 5679 Hollister Ave., Goleta Craig Nicholson, Board President, called the meeting to order at 6:01 pm.

Other Board Members present:

Joe Mora, Colin Smith and Howard Lange.

Christine Hall was absent.

Also in attendance: Robert Bartlein & James Nguyen from Bartlein & Co., Inc.

Roll Call

88 units were represented at the meeting by proxy or by attendance. A quorum was not achieved (90 proxies/attendees required).

Proof of Notice

All owners of record were sent a Notice of Meeting on 11/22/19.

Prior Annual Meeting Minutes

Motion carried to dispense of the minutes (1/10/19) and approve as prepared.

Officer's Reports

The Treasurer's Report for 2019 was read, with the following year-end totals:

Total Revenue	\$838,967.28
Operating Expenses	\$449,697.88
Res. Expenditures	\$281,585.34
Cash on Hand	\$2,665,182.83
Total Assets	\$2,671,712.34

As of 12/31/19, the Association Reserve is 98.6% fully funded.

The Treasurer's Report was unanimously accepted as presented.

Board President, Craig Nicholson, noted the association is in great financial situation, some buildings were identified with settling foundations, board in progress of strengthening foundations. Continuing efforts to convert irrigation to drip and re-landscape to be more drought tolerant and save water. About half the buildings have been power washed and dry rot issues being addressed. Approved a remodel of the gym. Reworking the governing documents is in progress still.

Election of Board

The 2-year term of two Board Members Craig Nicholson and Howard Lange were up for re-election . Member at large Colin Smith also up for re-election

Three Association Members were **nominated** to serve two-year terms on the Board: Craig Nicholson, Howard Lange, and Colin Smith

It was moved and seconded to close the nominations, waive the secret ballot requirement of the California Civil Code, and unanimously elect the slate of Craig Nicholson, Howard Lange, and Colin Smith. Motion unanimously **approved** by Owners in attendance.

Old Business

None carried over from last year.

New Business The members present unanimously approved the “**Excess Funds Resolution**”.

The membership officially thanked the Board Members (“**Board Action Confirmation**”) for their dedication and hard work contributed to the Association throughout 2019 and ratified their decisions made on behalf of the Association.

Other topics of discussion included: New CC&Rs and issue of renting; Landscape updates.

Adjournment The **Annual Meeting** was adjourned at 6:32 pm.

A short Board meeting followed immediately.

Submitted by Matt Mora, Scribe.

EUCALYPTUS GROVE OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
January 9, 2020 (6PM)
7610 Hollister Ave, Goleta (Meeting Room)
(Subject to Board's Approval)

Board members present: Craig Nicholson, Joe Mora, Colin Smith and Howard Lange.
Absent was Chris Hall.

Homeowners present: Several owners stayed from the Annual meeting.

Management: James Nguyen & Bob Bartlein (left soon after election of officers) of Bartlein & Company, Inc.

Scribe: Matt Mora

Call to Order: Meeting called to order at 6:35PM

Election of Officers

Craig Nicholson	President
Joe Mora	Vice-President
Howard Lange	Treasurer
Colin Smith	Secretary
Christine Hall	Member at Large

Owners Requests:

None

Approval of Prior Meeting Minutes (12/12/19): Joe motioned to approve minutes as prepared, Colin seconded. Unanimous.

Landscape Report: Maintenance, drip conversion project on going. More sidewalk repair. Tree trimming and fertilizing.

Vendor Evaluation: Compliments to Robert and Affordable Paint for misc dry rot repair & painting.

Treasurer's Report

	December 2019	YTD
Total Income	\$66,745.30	\$792,716.30
Op. Expenses	25,838.99	438,637.88

Reserve Expenditures	32,838.73	281,585.34
Total Expenditures	58,677.72	720,223.22
Transfer to Op Reserve	8,067.58	259,336.08
Trans from Op Reserve	0.00	127,903.00
Transfer from Reserve	0.00	70,000.00
Balance in Savings	\$ 2,660,182.83	
Due from Unit Owners	\$ 6,529.51	
Total Assets	\$ 2,671,712.34	

Operating Expenses are about 12.3%+ below on cash basis

Treasurer's Report unanimously accepted (Colin moved & Joe seconded) Colin Motions to approve the Treasurers report and confirm the board has reviewed all financial information each month as required by Civil Code Section 5500 including but not limited to, the association's check register, monthly general ledger, and delinquent assessment receivable reports. Furthermore, as required by Civil Code Section 5380, the Board has approved all transfers of funds to and from the Associations bank accounts, and has approved any two authorized signers on the Association's bank accounts to transfer funds from reserves in an amount necessary to pay for expenditures as described in the Associations budget or otherwise approved by the board. Joe seconded. Unanimously approved.

Old Business:

- a. Updating the governing docs: In progress
- b. 7632- Foundation work: Carter Construction too busy at this point.
- c. Bridge lights: On order and will be replaced
- d. Sidewalk repair/replacement: Various sections identified to be repaired
- e. Carport Fascias by Vineyard 7602, 7606, 7610, 7620 done. 7624, 7626 next
- f. Gym: In Progress
- g. #310 front door: Haven't seen what they want to install
- h. Violations noted from walk around

New Business

- a. 315 A/C: No show
- b. Signs at front (No Trespassing) Installed
- c. Floors and noise issues: Building codes to be in new CC&Rs
- d. Balconies and elevated staircase: CA Senate Bill 326, must inspect all balconies by 2025, then every 9 years after
- e. Statement of information: Board received
- f. Recording liens: none

Next Meeting 2/6/18 at 6PM, at 7610 Meeting Room; Meeting adjourned at 7:35 PM

Executive Session: Discussion of possible fine for violators.

Submitted by: Matt Mora

EUCALYPTUS GROVE OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
February 6, 2020 (6PM)
7610 Hollister Ave, Goleta (Meeting Room)
(Subject to Board's Approval)

Board members present: Craig Nicholson, Chris Hall, Howard Lange, Colin Smith and Joe Mora.

Homeowners present: Mailey Moua-Johnson of Unit 217; Sierra Mullenary of Unit 307; Sarah Reichert of Unit 209.

Management: James Nguyen of Bartlein & Company, Inc.

Scribe: Matt Mora

Craig called **adjourned annual meeting** to order (6:02 pm). Proof of notice issued January 15, 2020. There are 88 proxies or owners in attendance constituting a quorum. Joe motioned to ratify actions taken on January 9, 2020, Annual Meeting. Howard seconded. Unanimously approved. Adjourned annual meeting closed and **Regular Board Meeting** followed.

Regular Board Meeting - Call to Order: Meeting called to order at 6:04PM

Owners Requests:

Mailey M.: Unit 217. Her renter had bumper damaged by rebar sticking out of car stop in parking lot. Unfortunately a resident had moved rebar loose by driving over carstop repeatedly. The parking lot is park at your own risk. Board will see estimates from body shop and discuss at a future meeting.

Sierra M.: Unit 307 Window A/C realized it was an issue and apologized. Had A/C since 2011. Nine years and no complaints from neighbors. Husband has severe anxiety and needs A/C because he has panic attacks when he sweats. Owner has a Doctor note confirming. Board will discuss in executive session.

Sarah R.: Unit 209. Would like screen door replace with white metal unit. Colin motioned to approve request. Howard seconded. Unanimously approved.

Approval of Prior Meeting Minutes: Joe motioned to approve minutes with change in executive session, change unit 207 to 307. Howard seconded. Unanimously approved with revision.

Treasurer's Report

	Jan. 2020	YTD
Total Income	\$67,830.00	\$794,760.00
Op. Expenses	28,925.40	28,925.40
Reserve Expenditures	38,651.92	38,651.92
Total Expenditures	67,577.32	67,577.32
Transfer to Op Reserve	26,951.65	26,951.65
Transfer to Reserve	27,204.33	27,204.33
Transfer from Reserve	0.00	0.00
Balance in Savings	\$ 2,669,129.80	
Due from Unit Owners	\$6,397.36	
Total Assets	\$ 2,680,527.16	

Operating Expenses are about 2.4%+ below on cash basis.

Treasurer's Report unanimously accepted. Joe moved to approve the Treasurers report and confirm the board has reviewed all financial information each month as required by Civil Code Section 5500 including but not limited to, the association's check register, monthly general ledger, and delinquent assessment receivable reports. Furthermore, as required by Civil Code Section 5380, the Board has approved all transfers of funds to and from the Associations bank accounts, and has approved any two authorized signers on the Association's bank accounts to transfer funds from reserves in an amount necessary to pay for expenditures. Colin seconded. Unanimous.

Landscape: Action tree finished approved work. A lot of weeds. Big water issue, a lot of water coming up in the middle of the asphalt by 7636 and 7628. Joe asking for permission to dig on either side of the asphalt to look for leak. Colin motioned to allow Joe/Enviroscaping to dig to look for leak to see if its irrigation or Goleta Water District. Chris seconded. Unanimous with Joe abstaining

Vendors: Clogged man holes jetted. Front exit gate stuck open and eventually repaired. Pool gate readjusted by Consolidated.

Old Business:

- a. Updating Governing Docs: Told 6-10 weeks to update Governing Documents, it's been 17 weeks. Craig is working on it.
- b. 7632- Foundation work: Haven't heard back from Carter Inc.

- c. Sidewalk repair/replacement Siding or dry rot repairs: ongoing
- d. Carport fascias: Ongoing
- e. Gym: Proposal for design \$12,500.00 should get more bids
- f. Signs front gate: Installed.
- g. #307 AC: see owner's request above.
- h. Violations from walk around: James provided sample notice of violation for Board to fill in and leave on door. Colin will revise.
- i. Action Roofing: Chris motioned to pay Action Roof \$1,000 remaining balance for finishing gutter job. Colin seconded. Unanimously approved.

New Business

- a. Unit #315 AC: Gone
- b. Unit #203 lattice enclosure work for patio request. Joe moved to approve. Howard seconded. Unanimously approved.
- c. Unit #209 Front screen door: See Owner Request above.
- d. Unit #217 Damage to front of vehicle: See Owner Request above.
- e. Unit #107 sewer line under living room: Colin motions to request permission from Unit owner to dig up floor and repair sewer line. Chris seconded. Unanimously approved.
- f. Adobe Acrobat: Request searchable PDFs.
- g. Recording Liens: None.

Summary of last month's executive session: possible fine for unit in violation.

Next Meeting 3/12/20 at 6PM, at 7610 meeting room
Meeting adjourned at 8:00PM

Submitted by: Matt Mora

**EUCALYPTUS GROVE OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

March 12, 2020 (6PM)

7610 Hollister Ave, Goleta (Meeting Room)

(Subject to Board's Approval)

Board members present: Craig Nicholson, Joe Mora, Chris Hall, Colin Smith and Howard Lange

Homeowners present: Tom & Valery Doty Unit 219, Matt Mora Unit 334, Bill Rauch Unit 351.

Management: James Nguyen of Bartlein & Company, Inc.

Scribe: Matt Mora

Call to Order: Meeting called to order at 6:00PM

Owners Requests:

Tom & Valery D. : Asking the board for a designated handicapped van parking spot. Joe motioned to create a “van only” handicapped spot next to the carwash spot. Chris seconded. Unanimous. (Cost to be borne by unit owners).

Matt M. : Asked permission to replace two sliders, window and front door. Howard moved to allow Matt to replace the slider and window as long as they match existing design and are white and the front door as long as it is one of the preapproved door designs. Colin seconded. Joe abstained. Unanimous.

Bill R. : Observing the meeting

Approval of Prior Meeting Minutes: Chris motioned to approve minutes of 2/6/20 as prepared, Joe seconded. Unanimous.

Landscape Report: 7630 creek finished. Leak under asphalt determined to be a Goleta Water District mainline. Commending Joe and Enviroscaping for figuring out the leak and for their quick response in turning on the emergency fire sprinklers when a fire broke out by the train tracks. The fence behind 7628 was discussed, possible debris clean on train side of the fence. Colin moved to allow Joe of Enviroscaping to prep/clean debris behind fence. Howard seconded. (Joe abstained). Unanimous. Colin motioned to get a bid to replace damaged fence with a taller one and add a gate for maintenance, and to investigate the creekside anchor solution. Chris seconded. Unanimous

Vendor Evaluation: Goleta Water issue. Smitty's quicker with response times. Consolidated door fixed issue with the front gate.

Treasurer's Report

	Feb 2020	YTD
Total Income	\$65,580.00	\$133,410.00
Op. Expenses	32,570.18	61,495.58
Res Expenditures	76,849.98	115,501.90
Total Expenditures	109,420.16	176,997.48
Transfer to Op Reserve	11,044.49	37,996.14
Transfer to Reserve	27,204.33	54,408.66
Transfer from Reserve	60,000.00	60,000.00
Balance in Savings	\$ 2,629,458.28	
Due from Unit Owners	\$ 6,026.52	
Total Assets	\$ 2,640,484.80	

Operating Expenses are about 4.2%+ below on cash basis

Treasurer's Report unanimously accepted (Colin moved & Joe seconded).

Colin Motions to approve the Treasurers report and confirm the board has reviewed all financial information each month as required by Civil Code Section 5500 including but not limited to, the association's check register, monthly general ledger, and delinquent assessment receivable reports. Furthermore, as required by Civil Code Section 5380, the Board has approved all transfers of funds to and from the Associations bank accounts, and has approved any two authorized signers on the Association's bank accounts to transfer funds from reserves in an amount necessary to pay for expenditures as described in the Associations budget or otherwise approved by the board. Joe seconded. Unanimous

Old Business:

- a. Updating the governing docs: In progress
- b. 7632- Foundation work: Ongoing
- c. Sidewalk, roof, Siding repair/replacement: On hold due to rain.
Approval of payments to vendors: Joe motioned to approve \$12,150.00 payment to Affordable Paint. Colin seconded, unanimous. Colin motioned to approve payment of \$4,185.00 to Enviroscaping for leak detection work. Chris seconded. Unanimous with Joe abstaining. Chris moved to approve payment of \$12,100.00 to Enviroscaping for relandscaping creek behind 7636 and 7632. Colin seconded. Unanimous with Joe abstaining. Joe motioned to approve payment for resurfacing of Unit 311 balcony to fix dry rot damage of balcony, Howard seconded. Unanimous.

- d. Carport Fascias by Vineyard ongoing. 7632 is next.
- e. Gym: In Progress waiting on 3rd bid from another engineer.
- f. #217 damage to front of vehicle: No estimates submitted.
- g. #107 sewer line under living room: Owner in China.
- h. Violations note: Form that streamlines violations, email to all board members. Colin will work on form.
- i. #315 AC: removed.
- j. GWD to sealcoat at 7636 carport: to be done in September

New Business

- a. 354 Slider: Ratify decision of approval for owner to replace. Colin moved to ratify. Joe seconded. Unanimous.
- b. Unit 219-Handicapped spot: see owner's request.
- c. Damaged fence/ perimeter: see vendor.
- d. Gutter guard. Joe will try a sample and report back. James will ask gutter company to install section over Chris' balcony. 7634 #351 creekside patio.
- e. Bank statements/checks: Craig discussed with Bob Bartlein the HOA having its own bank account/checkbook. After discussion, other board members have no issue and are satisfied with the way things are.
- f. Recording liens: none

Next Meeting 4/9/20 at 6PM, at 7610 Meeting Room
Meeting adjourned at 7:45 PM

Submitted by: Matt Mora

**EUCALYPTUS GROVE OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

April 9, 2020 (6PM)

**Meeting via Zoom.com
(Subject to Board's Approval)**

Board members present: Craig Nicholson, Chris Hall, Howard Lange, Colin Smith and Joe Mora.

Homeowners present: none

Management: James Nguyen of Bartlein & Company, Inc.

Scribe: Matt Mora

Call to Order: Meeting called to order at 6:01PM

Approval of Prior Meeting Minutes: Colin motioned to approve minutes. Joe seconded. Unanimous

Treasurer's Report

	Mar. 2020	YTD
Total Income	\$65,285.00	\$198,695.00
Op. Expenses	35,552.78	97,048.36
Reserve Expenditures	86,155.33	201,657.23
Total Expenditures	121,708.11	298,705.59
Transfer to Op Res	10,183.44	48,179.58
Transfer from Op Res	14,148.00	14,148.00
Transfer to Reserve	27,204.33	81,612.99
Transfer from Reserve	80,000.00	140,000.00
Balance in Savings	\$2,556,678.16	
Due from Unit Owners	\$6,223.44	
Total Assets	\$2,567,901.60	

Operating Expenses are about 5%+ below on cash basis

Treasurer's Report unanimously accepted Joe moved to approve the Treasurers report and confirm the board has reviewed all financial information each month as required by Civil Code Section 5500 including but not limited to, the association's check register, monthly general ledger, and delinquent assessment receivable reports. Furthermore, as required by Civil Code Section 5380, the Board has approved all transfers of funds to and from the Associations bank accounts, and has approved any two authorized signers on the Association's bank accounts to transfer funds from reserves in an amount necessary to pay for expenditures. Colin seconded.

Landscape: A lot of weeding and general maintenance from the late winter storms. Removed over three tons of debris from behind fence behind building 7628. Joe met with fence guys and they want more soil removed and will give a quote to extend fence into creek. Jose noticed rain pouring over gutters which needs to be addressed. Colin moved to approve creekside improvements by Enviroscaping for 7632/7634 for \$13,550.00, Chris seconded. Joe abstained. Unanimous. Howard

moved to accept planting of pyracantha by Enviroscaping for \$2,415.00 along newly installed fence behind 7628. Chris seconded. Unanimous with Joe abstaining

Vendors: Affordable paint workers weren't wearing masks or gloves nor were they social distancing. Will hold off on carport fascias work for now.

Old Business:

- a. Updating Governing Docs: Some issues with draft like ban on smoking and issues with renting, lawyer needs to redo first draft
- b. 7632- Foundation work: no work with occupied units at this point
- c. Sidewalk repair/replacement Siding or dry rot repairs: Joe motions to approve payment to Affordable Paint for 7620 for total of \$44,210.80. Colin seconded. Unanimous. Colin moved to approve payment for painting for total of \$12,120.00 Chris seconded. Unanimous
- d. Carport fascias: See Vendor Evaluation
- e. Gym: Nothing
- f. #217- front of vehicle: no estimate
- g. #107- sewer line under living room: tabled
- h. Violations from walk around: none
- i. #315 AC: nothing
- j. #219 Handicapped parking: Robert of Affordable to paint handicapped spot, Jose will install sign
- k. Damaged fencing/perimeter: Howard motioned to approve bid by Premier Fence for \$1,230.00 around 7628 near railroad tracks. Unanimous.
- l. Gutter Guard: Gutter Guard works great continue with 7620 will get bid from Action Roofing. Chris moved to approve work, Colin seconded. Unanimous

New Business

- a. 315 front screen door: security door requested by unit owner to install. Howard moved to accept. Colin seconded. unanimous
- b. Facilities closed due to COVID 19: Closed until further notice.
- c. Late fees and penalties: late charges suspended until further notice. Joe moved Howard seconded. Unanimous
- d. Fence: see landscape
- e. #239 proposed flooring: Owner showed documentation to prove insulation of flooring for noise. Colin moved to approve as proposed, Howard seconded. Unanimous.
- f. Recording Liens: None

Next Meeting 5/14/20 at 6PM, Via Zoom.

Meeting adjourned at 7:45PM

Submitted by: Matt Mora, Scribe.

**EUCALYPTUS GROVE OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES**

**May 14, 2020 (6PM)
Meeting via Zoom.com
(Subject to Board's Approval)**

Board members present: Craig Nicholson, Chris Hall, Howard Lange, Colin Smith and Joe Mora

Homeowners present: none

Management: James Nguyen of Bartlein & Company, Inc.

Scribe: Matt Mora

Call to Order: Meeting called to order at 6:01PM

Approval of Prior Meeting (4/9/20) Minutes: Colin motioned to approve minutes. Howard seconded. Unanimously approved.

Treasurer's Report

	April 2020	YTD
Total Income	\$67,896.03	\$266,591.03
Op. Expenses	24,627.81	121,676.17
Reserve Expenditures	66,698.80	268,356.03
Total Expenditures	91,326.61	390,032.20
Transfer to Reserve	634.91	48,814.00
Trans from Op Reserve	-0-	14,148.00
Transfer to Reserve	27,204.33	108,817.32
Transfer from Reserve	50,000.00	190,000.00
Balance in Savings	\$ 2,537,016.22	
Due from Unit Owners	\$ 5,866.75	
Total Assets	\$ 2,547,882.97	

Operating Expenses are about 8%+ below on cash basis

Treasurer's Report unanimously accepted Chris moved to approve the Treasurers report and confirm the board has reviewed all financial information each month as required by Civil Code Section 5500 including but not limited to, the association's check register, monthly general ledger, and delinquent assessment receivable reports. Furthermore, as required by Civil Code Section 5380, the Board has approved all transfers of funds to and from the Associations bank accounts, and

has approved any two authorized signers on the Association's bank accounts to transfer funds from reserves in an amount necessary to pay for expenditures. Colin seconded. Unanimously approved.

Landscape: 7634 to 7636 re-landscaping of creek. Wind causing a lot of debris. Possible extra bat houses?

Vendors: Javier Jaramillo finished re tiling pool house, bathroom, do we move on to re tile showers? No at this time. Colin motioned to power wash showers and replace grout as needed. Joe seconded. Unanimously approved.

Old Business:

- a. Updating Governing Docs: Assigned new attorney. Board discussed rentals. Howard moved to tell attorney to allow 30% of units to be rentals, must have at least 12 month rental agreement and owner must occupy unit for at least the first year. No short term/ vacation rentals. Chris seconded Unanimous.
- b. 7632- Foundation work: cant enter units because of COVID 19
- c. Sidewalk repair/replacement Siding or dry rot repairs: In progress
- d. Carport fascias: Almost complete. Work tabled because of COVID 19
- e. Gym: Colin met with structural engineer, moving along with work
- f. #217- front of vehicle damaged: nothing, to remove from agenda.
- g. #107- sewer line under living room: owner out of the country.
- h. Violations from walk around: Colin will make google doc for violation reports.
- i. #219 Handicapped parking by car wash area: Robert to paint handicapped spot, Jose of Enviroscaping will install sign.
- j. Damaged fencing/perimeter: new chain link fence installed by Perimeter.
- k. Gutter Guard: Colin moved to install gutter guard on 7620 for \$1,240.00 by Action Roofing. Joe seconded. Unanimously approved.
- l. GWD to sealcoat asphalt by 7636 carport: to be done in September.

New Business

- a. Reopening facilities: Will comply with County Guidelines. Pool furniture removed. Colin motioned to keep pool area/gym closed and wait for now. Joe seconded. Unanimously approved.
- b. Ratification of tile replacement at pool cabana by Jaramillo's Tile: Chris moved to ratify payment of \$12,777.61. Colin seconded. Unanimous
- c. Ratification of repair and paint. Colin moved to ratify payment of wood work for \$22,469.78 and painting for \$8,900.00 to Affordable Painting. Chris seconded. Unanimously approved.

- d. Apparent unauthorized guest: Richard used to live in unit #311 was evicted from unit, was seen jumping pool fence and using facilities. Owner of 311 apparently had no idea he was in town much less in the complex. Has been warned that he is trespassing. Another guest of unit 347 was found camping in the parking lot. He was told to leave.
- e. Resolution re reserve account transfer to operating account: Electronically transfer of funds. Joe moved to approve resolution. Colin seconded. Unanimously approved.
- f. Colin motioned to put bathroom remodel of unit #219 to agenda. Seconded. Unanimously approved to be added to agenda. Owner has structural engineer note that wall is not weight bearing. Paper work is in order and no downstairs neighbors. Colin motioned to approve as requested. Joe seconded. Unanimously approved.
- g. Recording Liens: None

Next Meeting 6/11/20 at 6PM, at 7610 meeting room or Via Zoom.

Meeting adjourned at 7:45PM

Submitted by: Matt Mora

EUCALYPTUS GROVE OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
June 11, 2020 (6PM)
Meeting via Zoom.com
(Subject to Board's Approval)

Board members present: Craig Nicholson, Chris Hall, Howard Lange, Colin Smith, Joe Mora.
Homeowners present: Chris Brocco Unit 221, David Burroughs Unit 105, Matt Mora Unit 334.
Management: James Nguyen of Bartlein & Company, Inc.
Scribe: Matt Mora
Call to Order: Meeting called to order at 6:01PM

Brocco Unit 221: Interested in replacing 3 windows and sliding glass door. Will match existing grid for windows and solid glass for sliders all in white trim. Chris motioned to accept request Howard seconded. Unanimously approved.

Burrough Unit 105: Would like to install trellis around floor level patio. Chris motioned to put David on the agenda, Colin seconded. Unanimous. Colin moved to accept his request as long as he uses standard plan and stays within the footprint of the patio. Joe seconded. Unanimously approved.

Mora Unit 334: Wants to replace front door and screen with approved style door. Colin moved to approve front door and screen, Howard seconded. Unanimously approved.

Approval of Prior Meeting Minutes: Joe motions to approve with revision (trespassing guest from Unit 346 not 347). Chris seconded. Unanimous.

Treasurer's Report

	May 2020	YTD
Total Income	\$66,287.00	\$332,878.03
Op. Expenses	20,427.60	142,103.77
Reserve Expenditures	76,537.14	344,893.17
Total Expenditures	96,964.74	486,996.94
Trans to Op Reserve	2,117.93	46,696.56
Trans from Op Reserve	0.00	14,148.00
Transfer to Reserve	27,204.33	136,021.65
Transfer from Reserve	60,000.00	250,000.00
Balance in Savings	\$2,510,093.88	
Due from Unit Owners	\$4,820.12	
Total Assets	\$2,519,914.00	

Operating Expenses are about 13%+ below on cash basis.

Treasurer's Report unanimously accepted Joe moved to approve the Treasurers report and confirm the board has reviewed all financial information each month as required by Civil Code Section 5500 including but not limited to, the association's check register, monthly general ledger, and delinquent assessment receivable reports. Furthermore, as required by Civil Code

Section 5380, the Board has approved all transfers of funds to and from the Associations bank accounts, and has approved any two authorized signers on the Association's bank accounts to transfer funds from reserves in an amount necessary to pay for expenditures. Chris seconded. Unanimously approved.

Landscape: 7634 branch fell and removed. Creek planting still in progress. 7606 mainline repaired, handicapped parking sign installed. Many large lamp post lights out maybe get replacement bid? James will check if that's possible to just replace the heads (lamp & globe).

Vendors: Thanks to Matt for repairing bathroom seat at the pool area. Tropical pools fixing the spa heater. Rich found sleeping in the pool area again, Craig now has authority letter with the Sherriff Department to make arrest.

Old Business:

- a. Updating Governing Docs: Board discussed rentals and issues with attorney, will have a special meeting to discuss rentals Wednesday June, 17th at 3:00pm, by Bldg 7610.
- b. 7632- Foundation work: can't enter units because of COVID-19.
- c. Sidewalk repair/replacement Siding or dry rot repairs: In progress. 7628 complete. Colin moved to approve payment for \$9,380.00 to Affordable Painting for wood repair and painting. Joe seconded. Unanimously approved. Affordable moving on to 7640 and 7638.
- d. Carport fascias: Almost complete. Work tabled because of COVID 19. Many people are still home. Need carports to be empty.
- e. Gym: Bid from Ashley Vance for \$1,500 plus hourly rate for structural engineer. Joe moved to approve, Howard seconded, Chris abstained. Passed. Colin motioned to approve Studio 1030 Architects contract Joe seconded, Chris abstained. Passed.
- f. #217- front of vehicle: Grove HOA doesn't cover personal property, park at your own risk. Chris moved to deny request to reimburse for damage. Howard seconded. Unanimously approved.
- g. #107- sewer line under living room: will have to periodically de root.
- h. Violations from walk around: Colin and Craig still need to meet about it.
- i. Handicapped parking space by car wash area (#219): conversion all done.
- j. Fence: Add 2 more podacarpus.
- k. Gutter Guard at 7620: Installation planned for next Thursday.
- l. GWD to sealcoat asphalt by 7636 carports: TBD.

New Business

- a. Reopening facilities COVID 19 issues: reopen according to county guidelines with restrictions (waivers & signup).
- b. #221 window and slider: see owner request.
- c. #334 front door: see owner request.
- d. Recording Liens: None

Next Meeting 7/9/20 at 6PM, via zoom. Meeting adjourned at 7:45PM

Submitted by: Matt Mora

**EUCALYPTUS GROVE OWNERS ASSOCIATION
SPECIAL BOARD OF DIRECTORS MEETING MINUTES
June 17, 2020 (3PM)
At 7610 Parking Lot
(Subject to Board's Approval)**

Board members present: Craig Nicholson, Chris Hall, Colin Smith and Joe Mora.
Howard Lange was absent but he sent a note which the Board read.

This is a special board meeting to mainly discuss the updating of the governing documents.

Homeowners present: Eileen Medina.

Management: James Nguyen of Bartlein & Company, Inc.

Call to Order: Meeting called to order at 3:04PM

Homeowners Request: None.

Old Business: Discussion of updating the governing documents –

- a) Owner Occupied Units & Room Rental: Colin moved and Joe seconded that each owner-occupied unit can rent only 1 room (minimum lease of 3 months). 3 Yes, Chris voted No.
- b) Owner Occupancy for first year after buying: Chris moved and Colin seconded that a new owner must occupy his/her unit for at least one year before it can be rented (or it must be vacant). Unanimously approved.
- c) Minimum Lease Agreement: Colin moved and Chris seconded that the minimum lease term is one-year. If someone moves out early, the unit must be vacant until the initial term is complete. Unanimously approved.
- d) Rental Cap: Colin moved and Joe seconded that the maximum rental cap is 30% for the whole complex. Lengthy discussion of the logistic challenge of keeping track. Unanimously approved.
- e) Definition of Owner Occupancy: Colin moved and Joe seconded owner occupancy is defined as an owner using the Unit as a primary residence for any 90 days of the calendar year. 3 Yes, Craig abstained.

First draft of CC&R's submitted by Adams-Stirling – Chris moved & Colin seconded to accept the draft that Adams-Stirling sent in March. 3 Yes, Craig abstained.

Amending the CC&R's to lower percentage approval of owners from 75% to 50% + 1.

Joe moved and Colin seconded to have a separate ballot sent to all owners to vote on amending the CC&R's lowering the percentage requirement. Unanimously approved.

County Health Pool self-attestation/certification – Board declined and will continue the current pool usage procedures.

Next Meeting 7/9/20 at 6PM, at 7610 meeting room or Via Zoom.

Meeting adjourned at 4:55PM

**EUCALYPTUS GROVE OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

July 9, 2020 (6PM)

**Meeting via Zoom.com
(Subject to Board's Approval)**

Board members present: Craig Nicholson, Chris Hall, Howard Lange, Colin Smith and Joe Mora

Homeowners present: Denise Cora Unit 109, Maily Moua Unit 217, Tamara Simmons Unit 127.

Management: James Nguyen of Bartlein & Company, Inc.

Scribe: Matt Mora

Call to Order: Meeting called to order at 6:01PM

Cora, Unit 109: Checking in on gym progress.

Moua, Unit 217: Her tenant damaged their car on a piece of rebar sticking out on the carstop in the associations parking lot, wanted to know why board denied her previous request to have HOA pay for damages. Board explained HOA doesn't cover damage to personal items, that the owner of the vehicle should have insurance, and that it wasn't negligence by the association because they didn't know about the damaged carstop. Owner will seek legal advice.

Simmons Unit 127: New owner checking out meeting to see how things function.

Approval of Prior Meeting Minutes: Chris motioned to approve June 11th meeting minutes, Joe seconded. Unanimously approved. Special meeting minutes change June 17th to June 18th. Craig has issues with "Point C" on meeting minutes and wants to add "for an entire unit that isn't owner occupied". And "Point E" The phrase "*using the Unit as a primary residence for any 90 days*" is inconsistent as a 'primary residence' is defined as the primary location that a person inhabits. 90 days out of 365 does not equate to a primary residence. Howard moved to approve special meeting minutes with amendment to "Point C". Colin seconded. Unanimous approved.

Treasurer's Report

	June 2020	YTD
Total Income	\$65,575.00	\$398,453.03
Op. Expenses	24,326.88	166,430.65
Reserve Expenditures	71,740.00	416,633.17
Total Expenditures	96,066.88	583,063.82
Transfer to Op Reserve	17,696.21	64,392.77
Transfer from Op Reserve	-0-	14,148.00
Transfer to Reserve	27,204.33	163,225.98
Transfer from Reserve	40,000.00	290,000.00
Balance in Savings	\$2,483,089.01	
Due from Unit Owners	\$4,532.25	
Total Assets	\$ 2,492,621.26	

Operating Expenses are about 16%+ below on cash basis

Treasurer's Report unanimously accepted Chris moved to approve the Treasurers report and confirm the board has reviewed all financial information each month as required by Civil Code Section 5500 including but not limited to, the association's check register, monthly general ledger, and delinquent assessment receivable reports. Furthermore, as required by Civil Code Section 5380, the Board has approved all transfers of funds to and from the Associations bank accounts, and has approved any two authorized signers on the Association's bank accounts to transfer funds from reserves in an amount necessary to pay for expenditures. Joe seconded. Unanimously approved.

Landscape: 7634 replanting in progress; repaired concrete staircase across from 7606 to upper parking lot the day after it was reported. Wants permission to have Action tree look at trees behind 7606, tree roots damaged staircase as well.

Vendors: Better antenna range at gate now. Action Roof installed Gutter Guard on 7620. Tropical Pools replaced signs.

Old Business:

- Updating Governing Docs: Board will have comments on Google Docs by next meeting
- 7632- Foundation work: can't enter units because of COVID 19.
- Sidewalk repair/replacement Siding or dry rot repairs: In progress.
- Carport fascias: Almost complete. Work tabled because of COVID 19
- Gym: Moving forward with architect
- #107- sewer line under living room: will have to periodically de root line from the Meeting Room toilet.

- g. Violations from walk around: Colin and Craig still need to meet about it.
- h. Fence: Added 2 more podacarpus to discourage climbing over.
- i. Gutter Guard: Colin moved to get quote on installing gutter guard on all remaining buildings. Joe seconded. Unanimous.
- j. Pool: add grout to shower area
- k. GWD to sealcoat asphalt after September. TBD

New Business

- a. Recording Liens: None

Summary of last month's Executive Session: discussion on waiving late charges.

Next Meeting 8/13/20 at 6PM, via zoom

Meeting adjourned at 8:35PM

Submitted by: Matt Mora, Scribe.

EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
AUGUST 13, 2020 (6PM)
(via Zoom)

Subject to Be Approved by Board

Board Members Present: Craig Nicholson, Christine Hall, Colin Smith, and Howard Lange.

Board Members Absent: Joe Mora.

Management: James Nguyen of Bartlein & Company, Inc.

Scribe: Colin Smith

Call to order: Meeting called to order at 6:02PM.

Homeowners in attendance: Denice Cora unit 109, Lois Cunningham unit 254

Denice Cora unit 109 - Checking on gym updates.

Lois Cunningham unit 254 - Pool sign up issues.

Units can only sign up 24-hrs in advance, went in at 2pm today, but people had already signed up beyond 2pm. Approximately 2.79% of units are using it are getting 26% of use.

How to prevent their over-usage? Sign up sheet for the week is posted early Saturday morning. Typically spaces for the next day are filled by 11am current day. Trick is to get there early and sign up. 24-hours is not a hard cut off, sign up for any time slots for the next day.

Approval of prior meeting minutes: Chris moved to approve prior meeting minutes. Colin second. Unanimous.

Treasurer's report: Colin moves to accept treasurer's report. Chris second. Unanimous.

Treasurer's Report

	July 2020	YTD
Total Income	\$67,245.00	\$465,698.03
Op. Expenses	28,733.70	195,164.35
Reserve Expenditures	84,399.19	501,032.36
Total Expenditures	113,132.89	696,196.71
Transfer to Op Reserve	27,204.33	91,597.10
Transfer from Op Res	-0-	14,148.00
Transfer to Reserve	(27,204.33)	(190,430.31)
Transfer from Reserve	45,000.00	335,000.00
Balance in Savings	\$2,441,359.71	
Due from Unit Owners	\$5,478.70	
Total Assets	\$ 2,450,950.52	

Operating Expenses are about 19%+ below budget on cash basis

Treasurer's Report unanimously accepted. Colin moved to approve the Treasurers report and confirm the board has reviewed all financial information each month as required by Civil Code Section 5500 including but not limited

to, the association's check register, monthly general ledger, and delinquent assessment receivable reports. Furthermore, as required by Civil Code Section 5380, the Board has approved all transfers of funds to and from the Association's bank accounts, and has approved any two authorized signers on the Association's bank accounts to transfer funds from reserves in an amount necessary to pay for expenditures. Chris seconded. Unanimously approved.

Landscaping report: From Joe, via email:

"Mostly maintenance, finished the creek planting behind 7640 and 7634, clean up of sewer spill, finishing up the DG resurfacing. I've submitted several proposals let me know what you all think."

Enviroscaping Proposal dated August 3, 2020. \$2,300 for 3 irrigation backflow devices. Howard moves to approve screens. Christine seconded. Unanimous.

Enviroscaping Proposal dated August 3, 2020. \$7,000 for installation of mulch to cover exposed driplines, suppress weed growth and retain moisture. Colin moves to approve bid. Howard seconded. Unanimous.

Enviroscaping Proposal dated July 21, 2020. \$650 for Bldg 7628 - Owner complaint about tree blocking unit address numbers. Howard motions to approve proposal to remove tree & install a 24" strawberry tree. Colin seconded. Unanimous.

Enviroscaping Proposal dated July 22, 2020. \$1,600 for Bldg 7620 by #110 - Colin moved to approve the removal of DG path and repour sidewalk with exposed aggregate sidewalk to the unit. Chris seconded. Unanimous.

Enviroscaping Proposal dated July 22, 2020. \$5,500 for Bldg 7620 by bike rack - Howard moved to approve removal of DG path and repour sidewalk with exposed aggregate sidewalk work around the carport / bike rack. Colin seconded. Unanimous.

Vendor Evaluations:

Colin: TriCounty Blue Prints should have done a bit more to prepare the scans of the EG site plan document with proper page titles. Instead, they provided a collection of unnamed .pdfs zipped in an archive.

Chris: Plants near her unit are seeming somewhat bare. Perhaps other units are watering plants outside their units. Perhaps watering is insufficient. Recommend Joe to investigate.

Electricians have missed a few of the lights here and there.

Pagoda light near Christine and Colin's units that are still out.

Old Business

a. Colin moves to approve \$65,000 in invoices paid out of reserves for siding and paint work already completed. Chris seconded. Unanimous.

Howard moves to approve Affordable Paint's bids for wood and paint work for buildings 7632 and 7636. Colin seconded. Unanimous.

b. Updating governing documents.

Chris moved to approve the CC&R's amendment reducing 75% -> over 50%. Howard seconded. Unanimous.

Chris motioned for approval of the draft ballot as provided by Adams Stirling to vote to amend CC&R's. Colin seconded. Unanimous.

Chris moved for approval of draft voting instructions. Howard seconded. Unanimous.

Craig suggested naming Todd Matson as the "Inspector of our Elections". Chris moves to approve Todd as Inspector. Howard seconded. Unanimous.

Colin moves for October 8, 2020, 6pm for initial ballot counting meeting. James and Todd to hang out in meeting room and collect / count ballots, other board members will hang out in the parking lot. If insufficient number of ballots, Board will extend deadline. Seconded by Christine. Unanimous.

Howard moves to adopt Craig's draft cover letter with slight modifications. Chris seconded. Unanimous. Modification: Remove "As you may remember" opening phrase.

c. Foundation work. Still on hold, no communications from Carter. Possibly investigate if another company can perform these repairs.

d. Already approved sidewalks and dry rot.

e. Andy Vineyard ready to proceed with Phase 1 parking lot area. Holding off since many residents are still home and parking is problematic if they have to park somewhere else.

f. Gym Remodel - Plans with engineer awaiting calculations.

g. Nothing to report.

h. Gutter Guard (7620 already done). Dirt and grit will get through the filter if there isn't good rain to wash them down. Colin moves to approve Action Roofing bid for \$18,394 for gutter guard on the rest of the buildings. Chris seconded. Unanimous.

i. Pool - Sunday night trespassers who managed to sign up for a timeslot after the pool was closed. Send the unit a notification regarding their guests being at the pool after hours and without the resident present.

j. Parking lot lamp post fixtures -

Nine (9) of the current incandescent / vapor lamps are out and were just replaced.

James is waiting on another quote to replace heads of all the post lamps. Installer recommended that posts are deteriorated and should be replaced. Table until more quotes.

k. GWD to pay for sealcoat area by 7636 from valve repair.

i.#107 sewer line needs to be Roto-Rooter'd periodically to remove roots.

New Business

a. Trees and signs.

Trees blocking numbers on building. Add additional numbers on buildings and / or additional signposts throughout the complex.

b. Signs

c. Recording Liens: None.

d. Next month's agenda

Greater plan for identifying buildings in the grove.

Joe to investigate desire path at North end of complex across creek near culvert.

Summary of last month's Executive Session: insurance claim; levying fines for pool incidents.

7. EXECUTIVE SESSION

a. None

Submitted by Colin Smith, Secretary.

EUCALYPTUS GROVE OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
September 10, 2020 (6PM)
Meeting via Zoom.com
(Subject to Board's Approval)

Board members present: Craig Nicholson, Chris Hall, Howard Lange, Colin Smith and Joe Mora

Homeowners present: Karen Mullin #232, Tamara Simmons #127, Riley Jauchen #264, Alex Ichikawa #347, Mark McNess #232, Carolyn Brady #228, David Kim #321, Joy Walker #250

Management: James Nguyen of Bartlein & Company, Inc.

Scribe: Matt Mora

Call to Order: Meeting called to order at 6:01PM

Karen: Dealing with difficult neighbor. Asking for permission to install security cameras. Board reminded her that it's not allowed in common area but can install in her unit.

Tamara: Wanted to make sure board received email about her dog being ESA certified, dog is larger than permitted and she wanted to make sure board was aware.

Riley: Issues with Insurance Section 8.3 in the CC&Rs "waiver of subrogation". Their unit was damaged by upstairs neighbor from water leak. Neighbor has no insurance. Neighbor was willing to fix the damage but he isn't licensed or insured. Suggests new CC&Rs should say all work should be done by licensed and insured contractors.

Alex: Wants to install wood floor in bedroom. Board requires install of insulation for sound proofing to deaden the sound for neighboring units.

Mark: Wants to install new windows. Colin motioned to put window proposal for unit 232 on agenda, Joe seconded. Unanimous. Colin motioned to approve windows, Joe seconded. Unanimous.

Carolyn: Just wanted to sit in on meeting.

David: Wants to replace his windows without grids. Colin motioned to put unit 321 windows on the agenda, Chris seconded. Unanimous. Colin motioned to approve windows as long as they match aesthetically, Joe seconded. Unanimous.

Joy: Requests for patio trellis (end section), Joe motioned to accept as long as its within footprint of patio and complies with standard conditions.

Approval of Prior Meeting Minutes: Howard moved to approve prior meeting minutes, Colin seconded. Unanimous with Joe abstaining.

Treasurer's Report

	Aug 2020	YTD
Total Income	\$64,110.00	\$529,808.03
Op. Expenses	23,727.29	218,891.64
Reserve Expenditures	6,204.23	507,236.59
Total Expenditures	29,931.52	726,128.23
Transfer to Op Reserve	6,086.26	85,510.84
Transfer from Op Reserve	0.00	14,148.00
Transfer to Reserve	27,204.33	217,634.64
Transfer from Reserve	0.00	335,000.00
Balance in Savings	\$ 2,477,376.26	
Due from Unit Owners	\$ 5,433.70	
Total Assets	\$ 2,487,809.96	

Operating Expenses are about 22%+ below on cash basis through end of month. Treasurer's Report unanimously accepted. Chris moved to approve the Treasurers report and confirm the board has reviewed all financial information each month as required by Civil Code Section 5500 including but not limited to, the association's check register, monthly general ledger, and delinquent assessment receivable reports. Furthermore, as required by Civil Code Section 5380, the Board has approved all transfers of funds to and from the Associations bank accounts, and has approved any two authorized signers on the Association's bank accounts to transfer funds from reserves in an amount necessary to pay for expenditures. Joe seconded.

Landscape: 7628 replaced tree blocking address sign; mulching; maintenance and sidewalk replacements in progress; would like to replace cigarette trash can in

phase 2 it's been damaged. Keep an eye on the car wash, saw a car wash detail company fill its tanks. Will put in newsletter to let people know.

Vendors: Landscape in bloom and looks great.

Old Business:

- a. Updating Governing Docs: Only 75 ballots received so far.
- b. Dry Rot repair and painting and approval/ratification for invoices or proposals: Howard motioned to ratify approval of payment to affordable paint for 7636, Joe seconded. Unanimous. Colin motioned to ratify payment to Affordable Paint for 7638, Howard seconded. Unanimous. Chris motioned to ratify payment to Enviroscaping for creek planting, Colin seconded. Unanimous with Joe abstaining.
- c. 7632- Foundation work: can't enter units because of COVID 19.
- d. Sidewalk repair/replacement Siding or dry rot repairs: In progress.
- e. Carport fascias: Almost complete. Work tabled because of COVID 19.
- f. Gym: Plans submitted to city of Goleta for permits
- g. Violations from walk around: Colin and Craig still need to meet about it.
- h. Gutter Guard: Will start in two weeks by Action Roofing.
- i. Pool: recent issue with unit numbers being crossed off sign up sheet.
- j. Parking post lamps: bids received, want different design.
- k. GWD sealcoat: done
- l. Clean out meeting room toilet drain: reminder

New Business

- a. #259 cameras: see owner's request.
- b. #250 lattice: see owner's request.
- c. Address signs: tree blocking 7628 address sign, tree removed and replaced. Colin moved to get bid to add building signs to buildings, identifying how many are needed first, Joe seconded. Unanimous.
- d. Election signs can not be posted in common areas

Next Meeting 10/08/20 at 6PM, via zoom

Meeting adjourned at 8:00PM

Submitted by: Matt Mora, Scribe.

**EUCALYPTUS GROVE OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

October 8, 2020 (6PM)

Meeting via Zoom.com

(Subject to Board's Approval)

Board members present: Craig Nicholson, Chris Hall, Howard Lange, Colin Smith and Joe Mora

Homeowners present: Bill Rauch #351, Joe Mora #313

Management: James Nguyen of Bartlein & Company, Inc.

Scribe: Matt Mora

Call to Order: Meeting called to order at 6:01PM

Bill: Utility enclosure 7638 and 7632 safety issues, 7634 enclosure rotting interior grade doors. Colin moved to have Don at Beachside look at all utility doors and replace as necessary, Howard seconded. Unanimous.

7638 by #132 abandoned creek light needs to be addressed.

Possible increase of recycle pickup by Marborg? Colin motioned to increase frequency of pickups, Joe seconded. Unanimous.

7634 utility gate needs reinforcement. Power washers damaged patio at 351. 7634 front door cracked concrete; 7632 unit 251 damaged vent; Gas leak detected no word from results; 7630 trash container siding damaged; carport fascia project should move ahead and get finished.

Joe: Request permission to replace floors and carpet with soundproofing hard floors that meets State standard. Colin motioned to accept, Howard seconded. Unanimous with Joe abstaining.

Approval of Prior Meeting Minutes: Howard moved to approve prior meeting minutes (9/10/20), Colin seconded. Unanimous.

Treasurer's Report

	Sept 2020	YTD
Total Income	\$69,305.00	\$599,113.03
Op. Expenses	30,320.47	249,212.11
Reserve Expenditures	108,253.97	615,490.56

Total Expenditures	138,574.44	864,702.67
Transfer to Op Reserve	26,473.77	111,984.61
Transfer from Op Reserve	10,000.00	24,148.00
Transfer to Reserve	27,204.33	244,838.97
Transfer from Reserve	60,000.00	395,000.00
Balance in Savings	\$ 2,410,223.87	
Due from Unit Owners	\$ 3,900.03	
Total Assets	\$ 2,419,123.90	

Operating Expenses are about 24%+ below on cash basis

Treasurer's Report unanimously accepted Chris moved to approve the Treasurers report and confirm the board has reviewed all financial information each month as required by Civil Code Section 5500 including but not limited to, the association's check register, monthly general ledger, and delinquent assessment receivable reports. Furthermore, as required by Civil Code Section 5380, the Board has approved all transfers of funds to and from the Associations bank accounts, and has approved any two authorized signers on the Association's bank accounts to transfer funds from reserves in an amount necessary to pay for expenditures. Joe seconded.

Landscape: Maintenance, mulching, replace sidewalk by unit #110 was completed. Hose bib at carwash found left running twice. Unit #349 giving Jose a hard time taking pictures of him using the leaf blower and throwing his safety cones. Colin moved to pay Enviroscaping \$6,600 for sidewalk replacement by #110 and the bike parking area. Howard seconded. Unanimous with Joe abstaining.

Old Business:

- a. Dry Rot repair and painting and approval/ratification for invoices or proposals: Howard motioned to ratify approval of payment to Beachside for dry rot repair for \$3,705.45 and staircase replacement at 7626 for \$4,881.45 and the purchase of siding and beams for \$7,316.62. Joe seconded. Unanimous. Colin motioned to ratify payment to Affordable Paint for 7636 for \$12,335, Howard seconded. Unanimous. Chris motioned to approve Enviroscaping to replace, at 7620, split rail fence for \$1,450.00 Colin seconded, Unanimous with Joe abstaining. Colin moved for accepting Enviroscaping proposal for sidewalk replacement at 7626 #115 for \$8,400 and 7640 #134 for \$3,600.00, Howard seconded. Unanimous with Joe abstaining.
- b. Updating the governing docs: 120 ballots received. Not enough to count. Delayed until next month if sufficient ballots (at least 150+) are received.
- c. 7632- Foundation work: On hold.

- d. Sidewalk repair/replacement Siding or dry rot repairs: In progress. Unit #110 wants sidewalk replacement from power washer leaving discoloration, will try acid wash. Unit #135 “pathway” unauthorized, Howard moved to remove stepping stones and landscape area to discourage pedestrians. Colin seconded. Unanimous Joe abstained.
- e. Carport fascias: Colin moved to have Vineyard finish fascias 7632 and 7630. Howard seconded. Unanimous.
- f. Gym: Colin moved to ratify payment to engineer and architect
- g. #321-windows with grids: colin motioned to approve grid windows (previous request by owner was for no grid). Joe seconded. Unanimous.
- h. Violations from walk around: Colin and Craig still need to meet about it.
- i. Gutter Guard: In progress.
- j. Pool: No children without adults.
- k. Parking lot post lamp fixtures: Dabmar 225 with frosted glass quote for 16 fixtures (14 double and 2 single).
- l. Address signs: Same size
- m. Clean out meeting room toilet drain: reminder

New Business

- a. #327 balcony: owner wants to add hanging planter boxes/pots on railing. Request denied. Too much potential damage from water.
- b. #346 hard flooring: no show
- c. #313 new flooring: see owner’s request.
- d. #351 - 7634 trash enclosure gate, resealing patio, concrete patio, increase recycle pickup: see owner’s request.
- e. Pathways and signs: See address signs under old business
- f. Tax returns and annual review/audit by CPA: Joe motioned to do audit & tax returns, Colin seconded. Unanimous.

Executive Session – summary from last month: Assoc received summons today.

Next Meeting 11/12/20 at 6PM, via zoom

Meeting adjourned at 8:15PM

Submitted by: Matt Mora

EUCALYPTUS GROVE OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
November 12, 2020 (6PM)
Meeting via Zoom.com
(Subject to Board's Approval)

Board members present: Craig Nicholson, Chris Hall, Howard Lange (until 6:30PM), Colin Smith and Joe Mora

Homeowners present: Tom D. #219, Ron G. #118, Wayne T. #337, Zhen X. #222

Management: James Nguyen of Bartlein & Company, Inc.

Scribe: Matt Mora

Call to Order: Meeting called to order at 6:01PM

Tom: Removed leaning tree over sidewalk at 7620, do we replace it? Yes. Can we put it in the same spot.

Ron: Lattice on both downstairs patios wants to use white vinyl lattice instead of redwood. Looks identical to redwood. Colin moved to approve vinyl lattice, Howard seconded. Unanimous. (Owner must comply with Assoc standard practice).

Wayne: Requesting a storage POD Dec 4th -7th because moving in 7628 area. Colin moved to allow Chris 2nd. Unanimous.

Zhen: Observing meeting curious about carwash

Approval of Prior Meeting Minutes: Joe moved to approve prior meeting (10/8/20) minutes, Colin seconded. Unanimous.

Treasurer's Report

	Oct 2020	YTD
Total Income	\$66,778.67	\$665,891.70
Op. Expenses	29,864.46	279,076.57
Reserve Expenditures	28,544.51	644,035.07
Total Expenditures	58,408.97	923,111.64
Transfer to Op Reserve	18,834.63	130,819.24
Transfer from Op Res	-0-	24,148.00
Transfer to Reserve	27,204.33	272,043.30

Transfer from Reserve	0.00	395,000.00
Balance in Savings	\$ 2,420,672.99	
Due from Unit Owners	\$ 3,835.03	
Total Assets	\$ 2,429,508.02	

Operating Expenses are about 25%+ below on cash basis

Treasurer's Report unanimously accepted Chris moved to approve the Treasurers report and confirm the board has reviewed all financial information each month as required by Civil Code Section 5500 including but not limited to, the association's check register, monthly general ledger, and delinquent assessment receivable reports. Furthermore, as required by Civil Code Section 5380, the Board has approved all transfers of funds to and from the Associations bank accounts, and has approved any two authorized signers on the Association's bank accounts to transfer funds from reserves in an amount necessary to pay for expenditures. Colin seconded.

Landscape: Leak by front gate repaired, Action Tree in progress trimming, 7606 and 7602 relandscaping, will install split rail fence by Unit 219.

Vendor: Consolidated door did a good job fixing the front gate.

Old Business:

- a. Dry Rot repair and painting and approval/ratification for invoices or proposals: Colin motioned to ratify approval of payment to beachside for dry rot repair for \$43,140.00 at 7634 Joe seconded. Unanimous.
Colin motioned to ratify bid from Affordable Paint for 7630 for \$13,500.00. Chris seconded. Unanimous.
Joe motioned to ratify approval of payment for materials for streetlights from Beachside for \$39,106.50. Colin 2nd Unanimous.
Colin moved to ratify bid to paint 7634 by Affordable paint for \$11,500.00 Joe 2nd, Unanimous.
Colin motioned to ratify Beachside bid for streetlights for \$45,506.50 for materials and labor. Colin 2nd, Unanimous.
Colin moved to ratify bid from Affordable Paint for 7630 for \$50,400.00. Joe 2nd Unanimous.
- b. Updating the governing docs: Ballot count moved to Dec 10th due to lack of returned ballots.
- c. 7632- Foundation work: On hold
- d. Sidewalk repair/replacement Siding or dry rot repairs: In progress.
- e. Carport fascias: Ongoing. Vineyard will do.
- f. Gym: Joe motioned to accept Beachside bid of \$40,600.00 Colin 2ⁿ Unanimous
- g. Violations Note: None
- h. Gutter Guard mesh: In progress by Action Roofing.

- i. Parking lot post lamp fixtures: Approved and moving forward (see above).
- j. Address Signs: Same size. Beachside will give price.
- k. Clean out meeting room toilet drain: reminder to do once a year.

New Business

- a. Draft Proposed Budget: Chris motioned to have another budget to see what it looks like with \$370/mo. No Second. Motion failed. Joe motioned to increase to \$390/mo, Colin 2nd. Chris Voted No. Passed 3-1.
- b. #118 Lattice: See owner request.
- c. #232 new window/slider: approved in September.
- d. #346 hard flooring: no show. Tabled.
- e. #337 POD: see owner request.
- f. Annual Meeting 1/14/21, at 6PM, via zoom Joe and Chris terms will be up.
- g. Fine procedure for pool violation: tabled
- h. Gate Code: Chris motioned to have auto gate pass code changed more frequently preferably quarterly. Nobody Seconded. Colin motioned to change for next year, Joe seconded. Will change to “7600” on Feb 1st.
- i. Liens: none.
- j. Other items to be put on agenda: none.

Board met in Executive to discuss owners’ violations.

Next Meeting 12/10/20 at 6PM, via zoom
Meeting adjourned at 8:30PM

Submitted by: Matt Mora

EUCALYPTUS GROVE OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
December 10, 2020 (6PM)
Meeting via Zoom.com
(Subject to Board's Approval)

Board members present: Craig Nicholson, Chris Hall, Howard Lange, Colin Smith and Joe Mora

Homeowners present: Carolyn S. #112;
Todd Matson (#119) as Inspector of Elections to count ballots at Bartlein & Company, Inc. Office in front of Zoom camera.

Management: James Nguyen of Bartlein & Company, Inc.

Scribe: Matt Mora

Call to Order: Meeting called to order at 6:01PM

Carolyn S.: Wants to observe meeting.

Approval of Prior Meeting Minutes: Joe moved to approve prior meeting (11/12/20) minutes, Howard seconded. Unanimous.

Treasurer's Report

	Nov 2020	YTD
Total Income	\$65,930.00	\$731,821.70
Op. Expenses	118,423.06	397,499.63
Reserve Expenditures	101,906.50	745,941.57
Total Expenditures	220,329.56	1,143,441.20
Transfer to Op Reserve	1,603.89	132,423.13
Transfer from Op Res	100,000.00	124,148.00
Transfer to Reserve	(27,204.33)	(299,247.63)
Transfer from Reserve	80,000.00	475,000.00
Balance in Savings	\$ 2,267,910.18	
Due from Unit Owners	\$ 3,795.03	
Total Assets	\$ 2,276,705.21	

Operating Expenses are about 10%+ below on cash basis

Treasurer's Report unanimously accepted Joe moved to approve the Treasurers report and confirm the board has reviewed all financial information each month as required by Civil Code Section 5500 including but not limited to, the association's check register, monthly general ledger, and delinquent assessment receivable reports. Furthermore, as required by

Civil Code Section 5380, the Board has approved all transfers of funds to and from the Associations bank accounts, and has approved any two authorized signers on the Association's bank accounts to transfer funds from reserves in an amount necessary to pay for expenditures. Colin seconded. Unanimously approved.

Landscape: 7606-7602 Action Tree trimmed trees off roofs. Enviroscaping opened up a trench for plumbing issue by #104 and backfilled; repaired DG. Added gravel around #106.

Vendor: Split rail fence looks good thanks to Enviroscaping. Andy Vineyard workers not wearing masks.

Old Business:

- a. Dry Rot repair and painting and approval/ratification for invoices or proposals:
Affordable Paint invoice \$13,060 for 7632 paint. Colin motioned to ratify invoice. Joe seconded Unanimous.
Beachside Construction invoice for sewer repair \$1,800. Colin moved to ratify invoice, Howard seconded. Unanimous.
Beachside Construction for 7628 #338 landing for \$3,380.80. Colin moved to ratify invoice, Joe seconded. Unanimous.
Action Roof installed Gutter Guards on all buildings for \$18,394. Howard moved to ratify invoice payment, Colin seconded. Unanimous.
Enviroscaping installed split rail fence and pathway for \$1,400. Chris moved to ratify payment, Howard seconded. Joe abstained. Passed.
Beachside stair and landing repair at 7636 #360 for \$3,450.96. Howard moved to ratify payment of invoice, Joe seconded. Unanimous.
Enviroscaping excavated for sewer line by #104 for repair for \$3,693.52. Colin moved to approve payment. Howard seconded. Joe abstained. Unanimous.
Affordable Paint for 7634 for \$13,080. Colin moved to approve payment. Joe seconded. Unanimous.
Beachside staircase and landing/balcony 7638 unit 346 for \$6,005.62. Howard moved to approve payment. Joe seconded. Unanimous.
Beachside repair utility doors 7632, 7634, 7638 for \$1,916.16. Joe moved approved payment. Colin seconded. Unanimous.
Beachside delivered siding \$14,155.28. Howard motioned to approve payment. Joe seconded. Unanimous.
Affordable paint, final wood repair for 7630 for \$52,580. Joe motioned to approve payment. Howard seconded. Unanimous.
Studio 1030 Architect for \$1,393.75. Colin moved to approve invoice, Joe seconded. Unanimous.
Bid to repair dry rot at pool house from Affordable Paint for \$5,340. Howard moved to approve bid, Colin seconded. Unanimous.

Bid to paint pool house from Affordable Paint for \$2,900. Colin motioned to approve not to exceed \$2,900. Joe seconded. Unanimous.

Bid to repair front fence from Affordable Paint for \$36,500. Colin moved to get second bid. Joe seconded. Unanimous.

- b. Updating the governing docs: Todd Matson, Inspector of Elections reported the results of the ballot count: 138 Yes, 15 no, 3 abstains. Passed. Documents will need be signed in front of a notary (by the Pres & Sec) for recordation. From now, it will only take 50+% to amend CC&R's.
- c. 7632- Foundation work: On hold.
- d. Sidewalk repair/replacement Siding or dry rot repairs: In progress.
- e. Carport fascias: first part of 7630 by Vineyard to be finished next Tuesday.
- f. Gym: Ongoing.
- g. Violations Note: people signing up without pool waivers
- h. Parking lot post lamp fixtures: Ongoing
- i. Address Signs: Get bid for 5-6 buildings
- j. Clean out meeting room toilet drain: reminder
- k. Annual Meeting: 1/14/21, at 6PM, via Zoom.
- l. Changing Gate Code on 2/1/21

RESULTS OF COUNTING BALLOTS & CERTIFICATION BY INSPECTOR OF ELECTIONS (Todd Matson):

Number of Ballots Received: 162

Number of Valid Ballots: 156

Number of YES / APPROVAL 138

Number of NO / DISAPPROVAL 15

Number of ABSTAINED Ballots 3

Amendment to CC&R's passed (lowering requirement from 75% to over 50%).

New Business

- a. Parking: Long term in short term. There are about eight vehicles not registered with the DMV. Large Sprinter Van warned in October by email and newsletter in November. Board will tag it and if not up to date within next month will be towed.
- b. #262 bath remodel: Joe motioned to allow bathroom, Colin seconded. Unanimous
- c. #346 hardwood flooring: Must abide by building code and with soundproofing required.
- d. Recording liens: None

Next Meeting 1/14/21 at 6PMish (right after Annual Meeting), via zoom

Meeting adjourned at 7:41PM

Submitted by: Matt Mora