

EUCALYPTUS GROVE OWNERS ASSOCIATION
ANNUAL MEETING MINUTES
January 12, 2023 (6PM) Via Zoom
(Subject to Membership's approval)

Board Members present: Colin Smith, Tamara Simmons, Chris Hall, Joe Mora & Owen Roth.

Owners present: Carol-Lynn Steinhoff, Ashley Brocco, Filip Milo, Teresa Stiff, Craig Nicholson, Kathy Leyva, Robert Bomagat, Tyler Valderrama, Mark Robertson, Alison Cerezo, & Karen Mullin.

Management Present: Robert Bartlein, James Nguyen and Javier Magana (Scribe).

Colin Smith, Board President, called the meeting to order at 6:04 pm.

Roll Call

91 units were represented at the meeting by proxy or by attendance. A quorum was achieved (90 proxies/attendees required).

Proof of Notice

All owners of record were sent a Notice of the Meeting on 12/5/22.

Prior Meeting Minutes from Annual Meeting of 2021

Tamara moves to dispense with the reading of the minutes as prepared. Owen seconds. All in favor. Unanimously approved.

Officer's Reports

The Treasurer's Report for 2022 was read, with the following year-end totals:

Total Revenue	\$865,322.12
Operating Expenses	\$534,291.36
Res. Expenditures	\$309,126.48
Total Funds Available	\$2,368,810.23

As of 12/31/22, the Association Reserve is 72.6% fully funded.

Colin moves to approve. Joe Mora seconds. All in favor.

The Treasurer's Report was unanimously accepted as presented.

Board President:

Gave report on several topics, including the creation of some committees and maintenance projects within the Association in 2022. Colin has compiled a binder of the following: monthly financials, monthly agendas, monthly meeting minutes and yearly budget.

Colin has also worked on some reference maps for use when dealing with common area aspects of the Grove. He also gave a presentation on "Air Table" – a database to keep track of maintenance projects for the Association.

Colin also briefly talked about the tree that fell last week & need to connect with United Pacific Rail Road regarding issues on the railroad side of the tracks.

Report by Other Board Members:

Owen Roth: Report on the gym renovation. The project was completed in the last quarter of 2022 and residents are happy the gym is up and running.

Chris Hall: Governing documents update in progress.

Tamara Simmons: Working to have a dual EV charger at the development. She also talked about the HOA website and that residents can provide feedback or report issues via a fillable form.

Joe Mora: Spoke about some landscaping projects at the Association, including the removal of trees that are a safety hazard. A new tree is planted when an old one is removed. He called "911" when large eucalyptus tree fell on the train tracks.

Nominations for the Board:

The 2-year term of two Board Members Christine Hall & Joe Mora were up for re-election.

Nominations: Kathy nominates Joe Mora. Chris Hall seconds.

Tamara nominates Karen Mullin. Owen seconds.

Chris nominates herself. Colin seconds.

Kathy nominates Craig Nicholson. Craig Nicholson accepts.

Four Association Members were **nominated (2 positions available)** to serve two-year terms on the Board:

Joe Mora, Karen Mullen, Chris Hall & Craig Nicholson.

Joe moves and Chris seconds to close the nominations. All in favor. Unanimously approved.

Since there are more candidates than board openings, the election will be delayed, and secret ballots will be mailed to owners to vote. An inspector of elections will be appointed who is not related in any way to the Board or candidates to count the ballots when the time comes. Ballots are planned to be counted at the March meeting subject to enough ballots received. Otherwise, the Board will extend the voting deadline.

Old Business - None

New Business - Excess Funds Resolution

Joe moves to pass the resolution. Chris seconds. All in favor. Unanimously approved.

Board Action Confirmation - The membership thanked the Board for their dedication and hard work & contributions to the Association throughout 2022 and approved the decisions made on behalf of the Association this past year.

Craig moves. Ashley seconds. All in favor. Unanimously approved.

New Topics of Discussion: Ashley Brocco – mentioned that the pool gate is not closing. Board acknowledged and the gate is either in process of being repaired or repaired by now.

Adjournment - The Annual Meeting was adjourned at 7:05PM. Joe moves to adjourn. Colin seconds. All in favor. Unanimously approved.

The regular Board meeting followed immediately after.

Submitted by Javier Magana, Bartlein & Company, Inc.

1/24/23

EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, JANUARY 12, 2023 (6PMish) Via Zoom
(Subject to Board's Approval)

Board Members present: Colin Smith, Tamara Simmons, Chris Hall, Joe Mora & Owen Roth.
Owners present: Carol-Lynn Steinhoff, Ashley Brocco, Filip Milo, Teresa Stiff, Craig Nicholson, Kathy Leyva, Robert Bomagat, Tyler Valderrama, Mark Robertson, Alison Cerezo, & Karen Mullin.
Management Present: Robert Bartlein, James Nguyen and Javier Magana (Scribe).

Board received and accepted Matt Mora's resignation, effective immediately, from taking care of the lights, gates, minutes, and website.

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM - (election of officers; Appt Inspector of Elections) (7:09PM)

- Colin nominates Tom Doty to be Inspector of Elections pending his acceptance. Joe seconds. All in favor. Unanimously approved.
- Chris Hall nominates Kathy Leyva to be inspector of elections if Tom declines or is unable to serve. Kathy accepts the nomination. Chris moves. Colin seconds. All in favor. Unanimously approved.
- The meeting to hold the election and count the ballots, if sufficient ballots are received, is scheduled for 2/23/23 at 6PM via Zoom

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE – Open Forum (unless it's an emergency, it'll be put on next month's agenda); Bd to consider request & possibly vote... None

3. APPROVAL OF PRIOR MEETING MINUTES / Summary of Executive Session (12/8/22)

Chris moves to approve the regular meeting minutes. Colin seconds. All in favor. Unanimously approved.

Colin moves to approve the executive minutes. Owen seconds. All in favor. Unanimously approved.
The executive meeting was held for disciplinary purposes

4. TREASURER, OFFICERS & COMMITTEES (Bd to consider recommendations & possibly vote...)

Operating Expenses are about 4.8+% above budget thru end of last month on cash basis

Res. Expenditures for last month: Painting; fence along Hollister;

Suggested Motion: Move to approve the Treasurer's 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 as described in the Association's budget or otherwise approved by the Board.

- Colin moves to approve the treasurer's report along with the above statement. Tamara seconds. All in favor. Unanimously approved.
- Landscape recommendations & proposals; Lighting review: None

Committees:

Gym – It was discussed during the annual meeting

Sunshine-solar; Website; Social; Gov Docs – discussed during the annual meeting.

Vendor evaluation:

- i. Tamara thanked Joe for his help in dealing with a leak.
- ii. Colin makes “motion of merit” to Action Tree for their help removing the eucalyptus tree that fell over to the train tracks side. Joe seconds. All in favor. Unanimously approved.
- iii. Colin makes motion to thank Matt for his years of service. Tamara seconds. All in favor. Unanimously approved.

5. OLD BUSINESS (Board to consider, review and possibly vote on...)

- a. #259 cig smoke odor seepage / reroute vent - Beachside will schedule.
- b. #127 HVAC split system – Joe moves to approve upon receipt of specifications. Chris seconds. Motions carries 4-0. Tamara abstains.
- c. Roof, dry rot repair & painting and approval and/or ratification of proposals & invoices (if any)
- d. Updating the gov docs; 2nd draft of bylaws & CC&Rs received back from attys; pipes; utility doors
 - Owen moves to schedule a meeting for 2/4/23 at 10AM to discuss updating the CC&RS. The hybrid meeting will be held in the meeting room at 7610 Hollister Ave along with a zoom connection. All in favor. Unanimously approved.
- e. 7632 foundation work re : #245, 247, 248 sloping floor; Saber surveyed; Van Sande Eng.; Beachside; permit fee paid & received yesterday – revised cost of project is \$53,677.00 Colin moves to approve. Tamara seconds. All in favor. Unanimously approved.
- f. Repairs & bids: DG paths; V-Ditch; Sidewalk; Roofs (if any) - None
- g. Pool facilities & sauna; other related issues; monitoring – None
- h. Signs: Address, pathways, directional, speed limit, no trespassing, pool – quote from Freedom Signs – Owen to get a new quote for signs.
- i. EV charging station – Discussed during the Annual Meeting. Tamara will get quotes for the Board’s consideration.
- j. List from Bill Rauch & Independent vendor for maintenance; Maintenance person & tracking – James explained that Gary Palmer is available to walk the grounds or with a Board member once a week to deal with small repairs throughout the development.
 - Chris moves to hire Gary Palmer to make small repairs on an as-needed basis. Tamara seconds. All in favor. Unanimously approved.
- k. Inspection of elevated walkways & balconies – James spoke about Focused Inspection Group, a firm specializing in balcony and elevated walkway inspections & will provide the board with some quotes so the Association can be in compliance with state law.

6. NEW BUSINESS (Board to consider, review and possibly vote on...)

- a. Locks for the pedals (front gates) – Colin moves to approve installing a combo lock on the gate pedals to prevent tampering. Tamara seconds. All in favor. Joe will install locks.
- b. Agenda & minutes: preparation & delivery for board meetings – James will email a “preliminary agenda” to Colin Smith the Friday before the scheduled meeting so Colin can have time to prepare his meeting slides.
- c. Tree leaning from RR side by 7610 – No discussion
- d. Statement of Information – Annual disclosure about Bartlein & Company Inc. and its officers distributed to the Board. The Board acknowledges receipt of the document.
- e. Recording liens - None
- f. Other items to be put on next month’s agenda - None

7. EXECUTIVE SESSION

If needed: (Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner’s request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member) small claims; pay roll

- Late payers through end of last month (balances of \$500 or more):
- Internal Dispute Resolution / Levy fines / Bankruptcy / Foreclosure / Small Claims / Write off

8. **ADJOURNMENT (Scheduled meeting 2/23/23 @ 6PM via Zoom)** - Meeting adjourned to Executive session at 8:11PM (possible disciplinary action).

1/24/23

Submitted by Javier Magana, Bartlein & Company, Inc.

EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

THURSDAY, FEBRUARY 23, 2023 (6PM) Via Zoom

(Subject to Board's Approval)

Board Members Present: Colin Smith, Joe Mora, Tamara Simmons, Christine Hall & Owen Roth.

Homeowners present: Evgeniya Kataria, Bree Belyea, Bill Rauch & James Dewey.

Management present: James Nguyen & Javier Magana (Scribe)

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM - (Count ballots if sufficient; election of officers) – (6:00pm) – not enough ballots received (only 83 ballots received); Colin moves to delay the counting of the ballots until 3/9/23; Owen seconds. All in favor. Unanimously approved.

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE – Open Forum (unless it's an emergency, it'll be put on next month's agenda); Bd to consider request & possibly vote...

a. Evgeniya Kataria: Asked about the current interest rates on the Association's investment accounts. She works for a bank in town. See New Business.

b. Joe Mora: Requesting approval for new windows. It will be put in the March Agenda.

c. Craig Nicholson: asked if other owners can join the meeting in person. Owners are welcome to attend the meeting in person at Management's Offices connected via zoom. He also asked about the parking enforcement and who is responsible for tagging unregistered vehicles in the complex.

3. APPROVAL OF PRIOR MEETING MINUTES (1/12/23)

Tamara moves to approve the regular meeting minutes. Colin seconds. All in favor. Unanimously approved.

Chris moves to approve the executive meeting minutes. Colin seconds. All in favor. unanimously approved.

4. TREASURER, OFFICERS & COMMITTEES (Bd to consider recommendations & possibly vote...)

Operating Expenses are about 2.5+% below budget thru end of last month on cash basis

Res. Expenditures for last month: Gym floor refund received.

Suggested Motion: Move to approve the Treasurer's 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 as described in the Association's budget or otherwise approved by the Board.

Joe moves to accept the treasurer's report as read with the above statement. Colin seconds. All in favor. Unanimously approved.

Discussion: January Invoice from Optimize Electric may contain some errors by vendor.

Landscape recommendations & proposals:

Joe Mora: A) mulch installed; B) Will also recommend solutions to deal with roots pushing up the asphalt;

C. Fence near the train tracks by bldg. 7610 has been repaired with stronger materials.

Colin moves to pay Enviroscaping for mulch installation (\$7,500); Tamara seconds. Motion passes 4-0.

Joe abstains.

Colin moves to pay Enviroscaping for fence post installation along Hollister (\$7,000); Owen seconds.

Motion passes 4-0. Joe abstains.

Lighting review: Colin still working on this project.

Committees:

Gym: the wifi is still not working. Trash not being picked up in the gym. Some equipment to be repaired.

Colin moves to make 6AM opening of gym permanent with language being left on the sign that the board might revisit the subject if noise complaints arise. Owen seconds. Approved.

Sunshine-solar: No action

Website: still in progress.

Social: No action

Gov Docs: Last meeting was canceled due to technical difficulties; the meeting will be re-scheduled.

Vendor evaluation:

- a. Owen makes a motion of merit for Action Tree Care Enviroscaping. All in favor. Unanimously approved.
- b. Colin makes motion of demerit to Beachside & Affordable Painting for the repairs to the staircase leading up to #318. Owen seconds. All in favor. Unanimously approved.

5. OLD BUSINESS (Board to consider, review and possibly vote on...)

- a. #259 cig smoke odor seepage / rerouted vent – work done 1/19/23 – James presented 2 options to deal persistent cig smoke smell. He spoke with the architect that Unit Owner consulted! Per the architect, he mentioned to either reroute all units with same vent lay out as #259 or install charcoal filter in each bathroom vent.
Colin moves to allow Jim Dewey to comment. Owen seconds. All in favor.
James Dewey: charcoal filter are a good method to use but they require replacement.
Owen moves to table this item. Tamara seconds. All in favor. Unanimously approved.
- b. #127 HVAC split system – Tabled.
- c. Roof, dry rot repair & painting and approval and/or ratification of proposals & invoices (if any) -Tabled
- d. Updating the gov docs; 2nd draft of bylaws & CC&Rs received back from attys; pipes; utility doors
- e. 7632 foundation work re : #245, 247, 248 sloping floor; Saber surveyed; Van Sande Eng.; Beachside; permit fee paid & received; planning to start 1st week of April – Bldg. 7632 foundation work prepwork under the building by Beachside began earlier this week.
- f. Repairs & bids: DG paths; V-Ditch; Sidewalk; Roofs (if any) – Enviroscaping to work with electrician to install a spotlight (by 7610) shining toward the fence area where trespassers have been getting in.
- g. Pool facilities & sauna; other related issues; monitoring; trespassers – Bill Rauch suggested installation of security grill blocking access to the pool bathrooms after closing hours. Assoc will need to submit plans to County Health Dept for approval. Currently, rear pool emergency exit gate at pool can be opened by pushing the strike open with a stick (video shown).
 - Colin moves to approve a vendor to repair the emergency pool gate. Christine seconds. All in favor. Unanimously approved.
- h. Signs: Address, pathways, directional, speed limit, no trespassing, pool – Tabled.
- i. EV charging station – Tabled.
- j. List from B. Rauch & Independent vendor for maintenance; Maintenance person & tracking – Tabled.
- k. Inspection of elevated walkways & balconies – proposals – Tabled.
- l. Trees & Union Pacific Railroad - Tabled

6. NEW BUSINESS (Board to consider, review and possibly vote on...)

- a. Leak in #113 ceiling; possible source & filing claim; Unit #225 above - Tabled
- b. #227 noise complaint re #327 – owner Bree Belyea of #227 complained about noise coming from #327 during quiet hours & asked the board if something might be done.
- c. Job description: light maintenance, minute taker, gate coordinator, etc. – discussed in executive session
- d. Review of board's actions taken over COVID – Tabled.
- e. Fire safety; mosquito abatement – Tabled.
- f. Bank accounts; investments – owner Evgeniya Kataria works for a local bank and was interested in knowing how the Association is investing its money. She was re-assured to know that the Association is investing in higher-yielding accounts such as Treasury Bills and thanked the Board for their knowledge and contributions to the Association.
- g. Other items to be put on next month's agenda – None

Summary of last month's executive session: Resignation received. Violations. Fine assessed.

7. EXECUTIVE SESSION

If needed: (Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner's request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member) small claims; Hiring; levy fine

- Late payers through end of last month (balances of \$500 or more):
- Internal Dispute Resolution / Levy fines / Bankruptcy / Foreclosure / Small Claims / Write off

8. **ADJOURNMENT (Scheduled meeting 3/9/23 @ 6PM via Zoom) – Meeting adjourned to Executive session at 7:50PM (possible disciplinary action).**

Submitted by Javier Magana, Bartlein & Company, Inc.

EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
THURSDAY, MARCH 9, 2023 (6PM) Via Zoom
(Subject to Board's Approval)

Board Members present: Colin Smith, Joe Mora, Christine Hall & Tamara Simmons.

Absent: Owen Roth

Homeowners present: Karen Mullin, Bill Rauch, Craig Nicholson & Teresa Stiff, Tom Doty
(Inspector of Elections)

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM - (Count ballots by Inspector of Elections – Tom Doty; election of officers) – (6:04PM)

At Management Offices, Tom Doty counted the 107 Ballots received; Sufficient number of ballots reached to count; Colin moves to start counting ballots; Joe seconds. All in favor. Unanimously approved.

Board election results per Tom Doty, Inspector of Elections:

Joe Mora – 77

Christine Hall – 73

Craig Nicholson: 54

Joe Mora & Christine Hall are re-elected to the Board for 2 years.

Colin moves to thank Tom Doty for being Inspector of Elections. Tamara seconds. All in favor. Unanimously approved.

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE – Open Forum (unless it's an emergency, it'll be put on next month's agenda); Bd to consider request & possibly vote...

Karen Mullin: would like to know what is being done about smoking issue (will be discussed under old business) permeating into her unit.

Craig Nicholson: Sauna heating elements need to be covered with rocks.

Joe Mora: Request for new vinyl windows to be discussed under new business.

3. APPROVAL OF PRIOR MEETING MINUTES (2/23/23)

Joe moves to approve the regular meeting minutes. Colin seconds. All in favor. Unanimously approved.

Colin moves to approve executive session minutes. Joe seconds. All in favor. Unanimously approved.

4. TREASURER, OFFICERS & COMMITTEES (Bd to consider recommendations & possibly vote...)

Operating Expenses are about 5.6+% below budget thru end of last month on cash basis

Res. Expenditures for last month: Tree work

Suggested Motion: Move to approve the Treasurer's 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 as described in the Association's budget or otherwise approved by the Board.

- Colin moves to approve the report as presented & the above paragraph. Joe seconds. Unanimously approved.

Landscape recommendations & proposals; Lighting review:

Joe Mora – Preparing for incoming rain and met with SB Pest control re fertilizing Eucalyptus trees. Chris moves to accept the Enviroscaping proposal for root barriers for \$11,216.00; Colin seconds, pending a map showing where the roots barrier will be installed. All in favor. Unanimously approved. Joe abstained.

Proposal from Enviroscaping for pyracantha plants along fence between Building 7610 and the railroad for \$5,715 – Colin moves to accept the proposal. Tamara seconds. Unanimously approved. Joe abstained.

Colin Smith - No action on lighting review.

Committees:

Gym: discussion of possibly adding a second treadmill. Will need re-arranging equipment at the gym; Colin is conducting a survey.

Sunshine-solar: The Board is currently considering options to install EV chargers and solar panels to make the Association more energy efficient. More information to be shared under old business.

Website: no action.

Social: no action; Gov docs: See item 5d under old business for scheduled meeting date, time & place.

Vendor evaluation: Colin makes a motion of merit to Enviroscaping for keeping complex clean. Tamara seconds. Joe obtains. Motion of merit passes 3-0.

Colin makes motion of demerit to Bartlein due to issue with pool pump equipment room door not able to open fully. Tamara seconds. Christine Hall opposes. Motion of demerit passes 3-1

Colin makes motion of demerit to Bartlein for having an expired fire extinguisher in pool equipment room since 1985. Tamara seconds. All in favor. Unanimously approved.

Colin makes a motion of demerit to Bartlein for issuing a master facilities key to Cali Fitness. Tamara seconds. James will retrieve the facilities key from Cali Fitness. Chris Hall opposes. Motion passes 3-1.

Tamara makes motion of demerit to DoorKing log system for access cards/gate remotes. Colin seconds. Christine Hall opposes. Motion passes 3-1.

5. OLD BUSINESS (Board to consider, review and possibly vote on...)

- a. #259 cig smoke odor seepage / rerouted vent – work done 1/19/23 – Karen Mullin would like to know what the Board will do mitigate the smoke seepage into her unit coming from #260 as she has described. James discussed with the architect that Karen consulted with and he mentioned of 2 possible options: reroute all bathroom vents (with same layout as Karen's unit) like it was done for Karen or install charcoal filter at each bathroom vent. Board will discuss further in executive session.
- b. #127 HVAC split system – tabled.
- c. Roof, dry rot repair & painting and approval and/or ratification of proposals & invoices (if any) – Unit #354 may have issues with gutters.
Fence along Hollister update – waiting for weather to clear up so the fence can be caulked, primed and painted.
Dry rot repair – completed at Building 7632, Units #349 & #249.
- d. Updating the gov docs; 2nd draft of bylaws & CC&Rs received back from attys; pipes; utility doors
Gov Docs meeting scheduled for 3/23/23 at 6PM via Zoom & in person at Meeting Room (7610 Hollister)
Chris moves to get legal opinion on Owner vs. Assoc responsibilities of storage doors and building pipes. Joe seconds. All in favor. Unanimously approved.
- e. 7632 foundation work re : #245, 247, 248 sloping floor; Saber surveyed; Van Sande Eng.; Beachside; permit fee paid & received; planning to start 1st week of April – prepwork is done and major work to start in April.
Chris noted that units at buildings where work is going to happen should be notified which parking spaces will be affected.
- f. Repairs & bids: DG paths; V-Ditch; Sidewalk; Roofs (if any) – Joe moves to accept Optimize Electric quote of \$2,375 for installation of new lights by buildings 7610, 7626 & 7628. Unanimously approved.
 - Railing near parking spot for #110 is damaged (leaning). Repair needed.
 - Joe Mora will work with Optimize Electric to install new floodlights by bldg. 7610 to discourage trespassers.
- g. Pool facilities & sauna; other related issues; monitoring; trespassers; handicap seating
 - Sauna benches will be resurfaced on a T&M basis. Colin moves. Joe seconds. Chris opposes. Motion passes 3-1.
- h. Signs: Address, pathways, directional, speed limit -tabled, no trespassing, pool – posts to be painted.

- i. EV charging station – Presentation on possible EV charging stations by Colin Smith.
- j. List from B. Rauch & Independent vendor for maintenance; Maintenance person & tracking. Tabled.
- k. Inspection of elevated walkways & balconies – proposals - tabled
- l. Trees & Union Pacific Railroad - tabled
- m. Combo to padlock at pedal gate – Joe has installed a combo lock. Code has been given to Board.

6. NEW BUSINESS (Board to consider, review and possibly vote on...)

- a. Leak in #113 ceiling; possible source & filing claim; Unit #225 above – if damage exceeds \$10,000 then the Association may need to file insurance.
- b. #227 noise complaint re #327 – no action.
- c. Job description: light maintenance, minute taker, gate coordinator, etc. – Colin moves to remove scribing (minute taking) duties from job description and caretaker should keep a log of repairs. Tamara seconds. All in favor. Unanimously approved. Colin will update job description.
- d. Review of board's actions taken over COVID – Colin asked board members to review minutes from when Covid began and Board started meeting via zoom.
- e. Fire safety – Colin moves to table. Tamara seconds. All in favor. Unanimously approved. Mosquito abatement – Tamara moves to install a bat box near the school. Colin seconds. Joe abstains. Motion passes. Joe to install the bat box.
- f. #313 new windows – Chris moves to approve. Colin seconds. Joe abstains. Motion passes 3-0.
- g. #331 front light fixture – James to ask unit owner to replace the fixture with a fixture similar to nearby fixtures.
- h. Other items to be put on next month's agenda – Airtable & credit/debit card for HOA subscription services.

Summary of last month's Executive Session: Caretaker position & violations against rules & regs.

7. EXECUTIVE SESSION

If needed: (Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner's request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member) small claims; contract review; hiring; levying fine

- Late payers through end of last month (balances of \$500 or more):
- Internal Dispute Resolution / Levy fines / Bankruptcy / Foreclosure / Small Claims / Write off

8. ADJOURNMENT (Scheduled meeting 4/13/23 @ 6PM via Zoom) – Meeting adjourned to Executive Session at 8:31PM.

3/20/23

Submitted by Javier Magana, Bartlein & Company, Inc.

EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
MINUTES OF BOARD OF DIRECTORS MEETING
THURSDAY, APRIL 13, 2023 (6PM)
Via Zoom or at Bldg 7610 Meeting Rm.
(Subject to Board's Approval)

Board Members present: Joe Mora, Tamara Simmons, Christine Hall and Owen Roth.

Absent: Colin Smith

Homeowners Present: Bill Rauch, Karen Mullin, Craig Nicholson, Michael Mora, Natasha Bruskin & Robert Bomagat.

Management Present: James Nguyen & Javier Magana, Scribe

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM (6:02PM)

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE – Open Forum (unless it's an emergency, it'll be put on next month's agenda); Bd to consider request & possibly vote...

Bill Rauch (#351) – Requests that Phase III back of mail box kiosk be cleaned on T&M basis. Chris moves to add item to agenda. Tamara seconds with Joe abstaining. Motion passes 3-0.

Natasha Bruskin (#345) – Motorcycles parking around the disabled parking spot by Bldg 7628; item to be discussed later in the meeting.

Craig Nicholson (#247) – Commented that per CA Civil Code, Board can hold in-person meetings to avoid technical issues such as faulty microphones. Urged Board to create a sub-committee to deal with updating the CC&Rs and to expedite process.

3. APPROVAL OF PRIOR MEETING MINUTES (3/9/23 & 3/23/23)

Joe moves to approve the 3/9/23 minutes. Chris seconds. All in favor. Unanimously approved.

Tamara moves to approve the 3/23/23 minutes. Joe seconds. All in favor. Unanimously approved.

4. TREASURER, OFFICERS & COMMITTEES (Bd to consider recommendations & possibly vote...)

Operating Expenses are about 6.8+% below budget thru end of last month on cash basis

Res. Expenditures for last month: mulch, fence post install, supply of siding & trim pieces, dry rot repair #349

Suggested Motion: Move to approve the Treasurer's 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 as described in the Association's budget or otherwise approved by the Board.

Joe moves to approve the Treasurer report as presented by Owen Roth. All in favor. Unanimously approved.

Landscape recommendations & proposals; Lighting review: Gave report on several projects.

Committees: Gym – 6:00AM opening of the gym – Per Owen, no complaints received. Owen Roth moves to make gym opening time permanent and James will order a new sign with 6:00AM opening time. Joe seconds. All in favor and unanimously approved.

Sunshine-solar – Tabled; Committee meets in the meeting room (Bldg. 7610); Website – progress made;

Social – no volunteers yet; Gov Docs – Chris to be committee chair and Craig Nicholson to be on committee as well;

Vendor evaluation –

- Bill Rauch noted that Optimize Electric has not been properly completing some jobs.
- Chris makes motion of merit to Santa Barbara Pest Control company for turning bait boxes upside down during the rains to keep water from accumulating and lessen their effectiveness.
- Tamara makes motion of demerit to Action Tree for damaging some items on #135 patio.

5. OLD BUSINESS (Board to consider, review and possibly vote on...)

- a. #259 cig smoke odor seepage / rerouted vent – work done 1/19/23; note sent to #260 – Owner of #260 was supposed to attend and discuss his tenant allegedly smoking in his unit. He was not present. During this meeting, James called owner and left a voicemail reminding him to join.
- b. #127 HVAC split system - Tabled

- c. Roof, dry rot repair & painting and approval and/or ratification of proposals & invoices (if any) – Ok to proceed with cleaning gutters (\$4,395) now that we have a dry weather.
- d. Updating the gov docs; 2nd draft of bylaws & CC&Rs received back from attys; pipes & utility doors – Tabled.
- e. 7632 foundation work re : #245, 247, 248 sloping floor; Saber surveyed; Van Sande Eng.; Beachside; permit fee paid & received; work started last week. – Per Beachside, work is done with securing and stabilizing the foundation.
- f. Repairs & bids: DG paths; V-Ditch; Sidewalk; Roofs (if any) - Tabled
- g. Pool facilities & sauna; other related issues; monitoring; trespassers; handicap seating –
 - Price received to sand the sauna benches and apply a clearcoat for about \$875 by Hermosa Painting. Joe moves to accept the bid. Tamara seconds. All in favor. Unanimously approved.
 - Chris moves to leave spa sign in place. Tamara seconds. Joe opposes. Motion passes 3-1.
- h. Signs: Address, pathways, directional, speed limit, no trespassing, pool area –
 - Joe moves to accept proposal from SB Security Systems for \$647 and active monitoring for \$35/month with no siren. All in favor. Unanimously approved.
 - Chris Hall makes motion to buy 4 speed limit signs not to exceed \$500. Joe will get the posts. Owen seconds. All in favor. Unanimously approved.
- i. EV charging station – no action.
- j. List from B. Rauch & Independent vendor for maintenance; Maintenance person & tracking
 - Owen moves to accept the caretaker job description. Tamara seconds. All in favor. Unanimously approved.
 - Tamara moves to accept the Scribe duties. Owen seconds. All in favor. Unanimously approved.
- k. Inspection of elevated walkways & balconies – proposals - Tabled
- l. Trees & Union Pacific Railroad - Tabled
- m. Job description: light maintenance, gate coordinator, etc. – Discussed in executive session
- n. Unit #346 – Robert Bomagat called in and reported that he has hired an architect (with a structural engineer on staff) to submit plans to the City for his remodel. He also mentioned that all the unauthorized improvement done in the attic space has been removed and space restored to its prior condition. He will send his architect contact information.

6. NEW BUSINESS (Board to consider, review and possibly vote on...)

- a. Consolidated upgrades to gates, gym & pool access control - Tabled
- b. Motorcycles & handicap space at 7628 - Joe motions to move current motorcycle spot over to the left and take up an unassigned spot to expand the existing handicap parking space. Chris seconds. All in favor. Unanimously approved.
- c. Utility closet doors at 7620 #324 – Door off its hinges.
- d. Gutters – Cleaning approved (See Old Business – c.)
- e. Minutes available next business day; Fire safety / Air table / HOA debit or credit card - Tabled
- f. Other items to be put on next month's agenda - None

Summary of last month's executive session: messy patio, collection, violation.

7. EXECUTIVE SESSION

If needed: (Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner's request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member) hiring; levying fine; noise issue

- Late payers through end of last month (balances of \$500 or more):
- Internal Dispute Resolution / Levy fines / Bankruptcy / Foreclosure / Small Claims / Write off

8. ADJOURNMENT (Scheduled meeting 5/11/23 @ 6PM via Zoom)

The meeting adjourned at 8:27PM.

4/15/23

Submitted by Javier Magana, Scribe.

**EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
MINUTES OF BOARD OF DIRECTORS MEETING
THURSDAY, MAY 11, 2023 (6PM)
Via Zoom
(Subject to Board's Approval)**

Board Members Present: Colin Smith, Tamara Simmons, Christine Hall & Owen Roth.

Absent: Joe Mora

Homeowners Present: Karen Mullin, Vicky Hanes, Bill Rauch, Craig Nicholson, Teresa Stiff & Jim Dewey

Management Present: James Nguyen & Javier Magana, Scribe.

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM (6:03PM)

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE – Open Forum (unless it's an emergency, it'll be put on next month's agenda); Bd to consider request & possibly vote...

i. Karen Mullin (#259): Request for permission to install a front screen door. Colin moves to approve. Christine Hall seconds. Unanimously approved. Second hand smoke inside her unit is still an issue.

ii. Vicky Hanes (7632 #248): Building had foundation / flooring worked on and hoped floor was lifted to be even. Floor was stabilized by Beachside & Saber. Her kitchen floor has a crown and floor tiles have cracked.

iii. Craig Nicholson (7632 #247) – Floor appears to also be uneven. He also commends Enviroscaping for the work they did on removing the debris off of the carports. Also noted that he has an issue with a pool sign.

3. APPROVAL OF PRIOR MEETING MINUTES (4/13/23)

Colin moves to approve. Tamara seconds. All in favor with Colin abstaining (not present at April Meeting)

Christine Hall moves to approve the executive meeting minutes. Tamara seconds. All in favor with Colin abstaining (not present at April meeting)

4. TREASURER, OFFICERS & COMMITTEES (Bd to consider recommendations & possibly vote...)

Operating Expenses are about 11+% below budget thru end of last month on cash basis

Res. Expenditures for last month: tree work & painting

Suggested Motion: Move to approve the Treasurer's 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 as described in the Association's budget or otherwise approved by the Board.

Colin moves to approve the treasurer's report as read by James Nguyen. Tamara seconds. All in favor & unanimously approved.

- Landscape recommendations & proposals: James read report from Joe. Per Joe Mora, carport power washing is done & debris removed. Action Tree care is starting tree work on Monday, 5/15/23. Enviroscaping is catching up on some weeding. Jose Soto is leaving on vacation starting on 5/12/23 and may have 2 workers to replace him to fulfill the 40 weekly hours while he is gone.
- Lighting review: Optimize Electric installed an olive color spotlight near Bldg 7610 & use the wrong screws to secure the fixture, wrong color temperature that is too bright (see motion of demerit below). Invoice is withheld for now.

Committees:

Governing Documents Committee: to be discussed later in the meeting

Gym: leg extension attachment never delivered & Cali Fitness service on Cable Cross is still incomplete.

Sunshine-solar: tabled

Social: None

Website: Colin has been doing more updates to the Assoc website.

Vendor evaluation: Tamara moves to make motion of merit to Enviroscaping for cleaning the carport roofs. Colin seconds.

Unanimous. Colin makes a motion of demerit to Optimize Electric for installing an olive-colored spotlight by 7610 & light bulb in pagoda light is the wrong color temp (5000K) instead of 3000K. Owen seconds. All in favor & unanimously approved.

5. OLD BUSINESS (Board to consider, review and possibly vote on...)

- a. #259 cig smoke odor seepage; HVAC rerouting duct; request for front screen door (screen door approved under "request from homeowners in attendance above"); homeowner has been asked to notify the Board each time that she smells smoke coming from a neighbor's unit. Tamara makes a motion to have Colin approve a new exhaust fan in Karen's bathroom if the cost is below \$500; Owen seconds. All in favor & Unanimously approved.
- b. #127 HVAC split system – 18000BTU AC unit. After reviewing the mock up photos, Colin moves to approve. Owen seconds. All in favor with Tamara abstaining.

- c. Roof, dry rot repair & painting and approval and/or ratification of proposals & invoices (if any) – Tamara asks how much money has been spent on Hollister fence repairs. James will investigate & get back to the Board. The roofs & gutters have been cleaned up of leaves & other debris.
- d. Updating the gov docs; 2nd draft of bylaws & CC&Rs received back from attys; pipes & utility doors – Colin moves to schedule a governing documents committee meeting scheduled for 5/25/23 at 6:00PM. Tamara seconds. All in favor & unanimously approved.
Colin moves to send gov doc packet to new committee members to bring them up to speed on all the information that has been discussed since discussion of updating the governing documents started in 2015 (and will also be posted on the Assoc website). Owen seconds. All in favor & Unanimously approved.
- e. 7632 foundation work re : #245, 247, 248 sloping floor; stabilized. – Vicky Hanes will get a price to replace her tile flooring in the kitchen. Some units may have already remodeled with floor dip taken into consideration. Lifting floor may cause damage to those units. Motion by Colin Smith to let Jim Dewey comment on subject of sloping floors. Tamara seconds. Per Jim Dewey, possible floating the floor.
- f. Repairs & bids: None DG paths: None; V-Ditch: None; Sidewalk: None; Roofs (if any) - None
- g. Pool facilities & sauna; other related issues; monitoring; trespassers; handicap seating – See item “j” below
- h. Signs: Address, pathways, directional, speed limit, no trespassing, pool area – Colin & Christine Hall to get together to discuss signs that may need updating. Sign posts of the new building signs need to be painted. Colin expressed dissatisfaction with the ways the signs were sandblasted. He will contact Freedom Signs.
- i. EV charging station – tabled.
- j. List from B. Rauch; pool alarm – Tamara moves to allow Bill Rauch to speak on subject of installing an alarm at the pool to deter trespassers. Colin seconds. Discussion on who to be the first people called when the alarm goes off. Chris Hall makes a motion to pause this project. Colin seconds. Motion tied 2-2. The Alarm will still be installed. Vendor still has not submitted all paperwork to be authorized.
- k. Inspection of elevated walkways & balconies – proposals – Quote from William Leys received. One more quote is expected. Tabled.
- l. Handicap space & motorcycle space by 7628 – striping to be completed over the area where the motorcycles park near Building 7628. Ramsey will strip at no charge if it's done with the seal coat project. Otherwise, it will cost \$775.
- m. Job – caretaker position started; tools needed. – James was given permission to hand Jim Dewey a master key so he can access the facilities. Colin moves to approve the purchase of the tools Jim Dewey needs to perform his maintenance duties for up to \$1,200. Tamara seconds. All in favor & unanimously approved. Jim Dewey will order the tools and will be reimbursed for the cost; he may potentially get the tools from a brick-and-mortar store such as Home Depot. Colin moves for Jim to work with Enviroscape to clean up the storage room next to the meeting room. Tamara seconds. All in favor & unanimously approved.
- n. Job – scribe – Tamara moves to approve Colin's revised scribe duties list. Colin seconds. All in favor & unanimously approved. James to advertise the position in the Assoc newsletter.
- o. Trees & Union Pacific Railroad – tabled

6. **NEW BUSINESS (Board to consider, review and possibly vote on...)**

- a. Consolidated upgrades to gates, gym & pool access control – Colin & Jim will get together with Consolidated. Proposal was missing the 2 pedestrian gates & the doors in pool area.
- b. Ratification of approval of #315 front door – Colin moves. Tamara seconds. All in favor & unanimously approved.
- c. Seal coat asphalt by Ramsey – Colin moves to table. Tamara seconds. All in favor & unanimously approved.
- d. Utility closet at 7620 #324 – Utility door re-installed by unit owner.
Utility closet at 7628 #117 – Per James, the unit owner is having the drywall replaced in the utility closets next week.
- e. Fire safety / Air table / HOA debit or credit card - Tabled
- f. Other items to be put on next month's agenda – None

Summary of last month's executive session: fine, disciplinary action, contract.

7. **EXECUTIVE SESSION**

If needed: (Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner's request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member) hiring; levying fine; noise issue

- Late payers through end of last month (balances of \$500 or more):
- Internal Dispute Resolution / Levy fines / Bankruptcy / Foreclosure / Small Claims / Write off

8. **ADJOURNMENT (Scheduled meeting 6/8/23 @ 6PM via Zoom)**

5/12/23

The regular meeting adjourned to executive session at 8:41PM.

Submitted by Javier Magana, Scribe.

EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
MINUTES OF BOARD OF DIRECTORS MEETING
THURSDAY, JUNE 8, 2023 (6PM) Via Zoom
(Subject to Board's Approval)

Board Members present: Colin Smith, Christine Hall, Joe Mora & Tamara Simmons

Absent: Owen Roth

Homeowners present: Robert Bomagat #346, Rhea Harris-Junge #337, Craig Nicholson #247, Bill Rauch #351.

Management present: James Nguyen & Javier Magana, Scribe.

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM (6:02PM)

Colin notified everyone that Board will immediately go into executive session to discuss with an owner re potential discipline for about 10 minutes.

Board meeting reconvened at around 6:14PM.

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE – Open Forum (unless it's an emergency, it'll be put on next month's agenda); Bd to consider request & possibly vote...

a. Rhea Harris-Junge: Smoke odor around her building; messy unit; recycling of film plastics.

b. Craig Nicholson – coat rack in women's bath was recently stolen; Beachside was assigned to do the work but the new caretaker can deal with these smaller jobs. Also, the current gate system seems adequate.

c. Bill Rauch – walked the property with the new caretaker, Jim Dewey, and passed the list of repairs on to Jim to complete. Board thanked Bill for all his efforts.

3. APPROVAL OF PRIOR MEETING MINUTES (5/11/23)

- Tamara moves to approve the regular minutes. Colin seconds with provision that the minutes will not be italicized in the future. All in favor and unanimously approved. Minutes were italicized to differentiate from the agenda since they look similar.

- Colin moves to approve the executive minutes. Chris seconds. All in favor and unanimously approved.

Summary of last month's executive minutes: assessing fine amount, scribe compensation, noise disturbance.

4. TREASURER, OFFICERS & COMMITTEES (Bd to consider recommendations & possibly vote...)

Operating Expenses are about 13+% below budget thru end of last month on cash basis

Res. Expenditures for last month: Landscape improvements at 7640 & painting of new fence & wood siding

Suggested Motion: Move to approve the Treasurer's 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 as described in the Association's budget or otherwise approved by the Board.

- Joe moves to approve along with statement above. Colin seconds. All in favor & unanimously approved.

- Landscape recommendations & proposals: Joe Mora gave update on weeding and working with Beachside on root barrier installation.

Landscape recommendations & proposals: Joe gave an update on weeding work, root barrier installation, and working with Beachside on front fence installation.

Lighting review: Per Colin further progress has been made.

Committees:

Gym: Per Colin, leg extension on gym equipment still needs to be installed; Joe suggested that the caretaker (Jim Dewey) do the work. Colin to contact Jim Dewey; CaliFit will install a part on the Cable Cross gym equipment

Sunshine-solar: See 5i below

Website: The website is up and running. Compliments to Colin and Tamara.

Social: Tabled

Gov Docs: Per Christine Hall more progress is being made on updating the gov docs.

Vendor evaluation: Per Colin, Tropical Pools only replaced 2 of spa drain covers and the other 2 covers look old. James will ask the pool company to replace the two old spa covers the next time the jacuzzi is drained, if needed. Colin makes motion of demerit to Hermosa Painting for the refinish work done on the sauna benches. Payment is withheld until correction is made.

Caretaker report: None

5. OLD BUSINESS (Board to consider, review and possibly vote on...)

- a. #259 cig smoke odor seepage; duct rerouted; new bath fan installed – Board had originally authorized \$500 but project cost \$550. Colin moves to have Association pay for the \$550 and not charge unit owner the \$50 over budget. Joe seconds. Motion passes 3-0 with Christine Hall abstaining.
- b. Roof, dry rot repair & painting and approval and/or ratification of proposals & invoices (if any) – Crows have been picking at #325 roof and chimney area. Work order has been issued to check roof.
- c. Updating the gov docs; 2nd draft of bylaws & CC&Rs received back from attys; pipes & utility doors: Committee to tentatively meet on 6/22/23 at 6PM.
- d. 7632 foundation support work re : #245, 247, 248 sloping floor; stabilized & invoice due: Joe moves to approve beachside invoice. Colin seconds. All in favor and unanimously approved.
- e. Repairs & bids: DG paths; V-Ditch; Sidewalk; Roofs (if any) – Joe working with Beachside on front fence replacement; Colin makes a motion to have the vehicular gates opened until the fence replacement is completed. Tamara seconds. All in favor & unanimously approved. Joe will open them.
- f. Consolidated Overhead upgrades to gates, gym & pool access control: Jim Dewey is working on a proposal to upgrade the entry system for a more economical price.
- g. Pool facilities & sauna; other related issues; monitoring; trespassers; handicap seating
- h. Signs: Address, pathways, directional, speed limit, no trespassing, pool area – Joe makes motion that Colin and Tamara can spend up to \$1,000 to replace the pool signs. Christine seconds. All in favor. Joe moves to approve Christine Hall to spend \$50 on a sign for the pool. All in favor.
- i. EV charging station – Tamara gave a presentation on EV charging companies – “Charge Point & EverCharge.” No further action taken.
- j. Pool alarm – Colin moves and Tamara seconds to allow Bill Rauch talk about the pool alarm proposal. Santa Barbara Security Systems Co. has not supplied requested insurance information. Tamara moves to stop trying to get this alarm company to respond. Colin seconds. All in favor. As a courtesy, James will contact the SB Security Systems company to let them now that their services will no longer be needed. Other potential alarm companies: ADP & Bay Alarm.
- k. Inspection of elevated walkways & balconies – proposals: Joe moves to accept Focused Inspection Group’s proposal over William Leys. Tamara seconds. Unanimously approved. Colin moves to accept Focused Inspection Group’s proposal Option Two for \$86,950.00. Joe seconds. Motion passes 3-1 with Chris voting “No.”
- l. Handicap space & motorcycle space by 7628 – Tabled
- m. Job – scribe and payroll service – discussed in executive session
- n. Utility closet at 7620 #324 & 7628 #117 - Colin moves to let Bill Rauch present a blueprint of #117 patio closets for possible structural damage. James to engage Beachside for an inspection of the studs and support after the drywall is removed and before walls are put back.
- o. Trees & Union Pacific Railroad – Tabled

6. NEW BUSINESS (Board to consider, review and possibly vote on...)

- a. Seal coat asphalt by Ramsey – Scott Ramsey recommended project to be done in late August or in September. He provided map for 4 phases (\$32,710.) No action at this time.
- b. Fire safety / Air table / HOA debit or credit card - Tabled
- c. Other items to be put on next month’s agenda - None

7. EXECUTIVE SESSION

If needed: (Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner’s request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member) hiring; levying fine; noise issue

- Late payers through end of last month (balances of \$500 or more):
- Internal Dispute Resolution / Levy fines / Bankruptcy / Foreclosure / Small Claims / Write off

8. ADJOURNMENT (Scheduled meeting 7/13/23 @ 6PM via Zoom)

6/13/23

The regular meeting adjourned to executive session at 7:56PM

The executive session adjourned back to the regular meeting at 8:22PM. The regular meeting adjourned at 8:36PM. Submitted by Javier Magana, Scribe.

EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
MINUTES OF BOARD OF DIRECTORS MEETING
THURSDAY, JULY 13, 2023 (6PM)
(Subject to Board's Approval)

Board members Present: Colin Smith, Joe Mora, Owen Roth, Christine Hall & Tamara Simmons.

Homeowners Present: Rhea Harris-Junge, Craig Nicholson & Ashley Brocco.

Management Present: James Nguyen & Javier Magana, Scribe.

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM (6:01pm)

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE – Open Forum (unless it's an emergency, it'll be put on next month's agenda); Bd to consider request & possibly vote...

i. Rhea Harris/Junge: Commended the Board for their work. She asked if the pool is heated. Colin to report back on the actual heat level of the pool. Ashley, the pool coordinator, will check.

ii. Craig Nicholson: Reminded the Board of the Association's towing policy procedures & commented about legal opinions involving the Association vs. Owner maintenance responsibilities & possible liability concerns.

3. APPROVAL OF PRIOR MEETING MINUTES (6/8/23 & 6/23/23)

- Colin moves to approve the regular meeting minutes of 6/8/23. Joe seconds. All in favor w/ Owen abstained.

- Colin moves to approve the executive meeting minutes of 6/8/23. Joe seconds. All in favor w/ Owen abstained.

- Colin moves to approve the emergency meeting minutes of 6/23/23. Joe seconds. All in favor w/ Owen abstained.

Summary of last month's executive session: fine assessed; payroll service; scribe duty & pay amount.

4. TREASURER, OFFICERS & COMMITTEES (Bd to consider recommendations & possibly vote...)

Operating Expenses are about 14.5+% below budget thru end of last month on cash basis

Res. Expenditures for last month: Stabilizing foundation; Tree work; Landscape improvement by 7610

Suggested Motion: Move to approve the Treasurer's 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 as described in the Association's budget or otherwise approved by the Board.

Joe moves to approve the treasurer's report as read by Owen Roth. Colin seconds. All in favor; unanimous.

- Landscape recommendations & proposals – Joe gave report on weeding, mulching and dealing with covering the new gas lines at Bldg. 7640. Colin asked Joe to deal with some D&G path issues and irrigation near Bldg. 7610.

- Lighting review: Owen working on map.

Committees:

Gym – Colin Smith printed and posted a sign with the new hours of operation.

Sunshine-solar – No update; Website updating – in progress per Colin Smith.

Social – Tabled; Gov Docs – The last gov docs committee meeting was not held due to a scheduling conflict. Tamara moves to table scheduling of a new meeting. Colin seconds. All in favor; unanimous.

Vendor evaluation – Colin makes motion of merit to Tropical Pools for replacing the spa drain covers so they all match. Tamara seconds. All in favor. Unanimous

Tamara makes a motion of merit to Enviroscaping and showed Howard Lange's letter of commendation to Enviroscaping for the work they do. Tamara seconds. All in favor; unanimous.

Caretaker report: None

5. OLD BUSINESS (Board to consider, review and possibly vote on...)

- a. #259 cig smoke odor seepage; duct rerouted; new bath fan installed – Owner is selling her unit. To be removed from agenda.
- b. Repairs: roof; dryrot; painting; gutter cleaning; approval and/or ratification of proposals & invoices (if any);
 - The front fence painting project for one section was completed.
 - 7606 Unit #304 – Roof leak recurring issue: CalBurrey Roofing's proposal for \$15,800.00 to re-roof 1,100 sq. ft. of roof to try and deal with the leak. Colin moves to approve. Joe seconds. All in favor; unanimous.

- Proposal from Clearview for gutter cleaning received - \$4,395.00. Colin moves to approve. Joe seconds all in favor; unanimous.
 - c. Updating the gov docs; 2nd draft of bylaws & CC&Rs received back from attys; pipes/utility doors – Tabled
 - d. 7632 foundation support work re : #247, 248 sloping floor; stabilized; Bid to releve? Per James, the potential contractor who was considering taking on the project has not been responding to calls or emails. It's challenging to find someone who will be willing to take on a project on top of someone else's already finished work. No further action.
 - e. Repairs & bids: DG paths; V-Ditch; Sidewalk; (if any) - None
 - f. Consolidated Overhead upgrades to gates, gym & pool access control – Colin moves to approve their quote of \$6,930.00 to install a gate at the pool cabana with condition that they will install a gate with the design and function that the Board approves. Tamara seconds. all in favor; unanimous.
 - g. Pool facilities & sauna; other related issues; monitoring; trespassers; handicap seating – Colin moves approve spending up to \$75.00 to buy a handicap bench. Owen seconds. all in favor; unanimous.
 - Signs: Address, pathways, directional, speed limit, no trespassing, pool area – Chris Hall working on installation of speed limit signs. Per Colin, street address on Hollister fence needs to be replaced. He will look through the new numbers in the Meeting Room to find them.
 - h. EV charging station – Tabled.
 - i. Pool alarm monitoring – Bay Alarm & ADT reps met with Bill Rauch and James to go over the possible alarm system at the pool. Bay's bid is \$1,584 for rental installation + \$95/month for 3 year term. No proposal from ADT yet. Colin moves to table this item. Joe seconds. Chris Opposes. Motion passes 4-1.
 - j. Inspection of elevated walkways & balconies by Focused Group – inspections will begin on 8/17/23.
 - k. Seal coat asphalt by Ramsey – to be done in 4 phases – Tamara moves to push sealcoat to 2024 & seek quotes when the time comes. Colin seconds. All in favor. Unanimous.
 - l. Handicap space & motorcycle space by 7628 – Joe moves to stencil the handicap space. Colin seconds. Motion passes 4-1. Work to be done by Ramsey for approx. \$800.
 - m. Job for scribe duties – An owner responded indicating her interest. Tamara & Colin spoke with her.
 - Payroll Service by Select Staffing; Approval of weekly time cards - Board approved for James to approve the time cards and to send a copy to the Board.
 - n. Utility closets at 7628 #117 – James took photos today of the closets with the studs & joists exposed. Don from Beachside looked at the closets and was unabale to observe any structural damage.
 - o. Trees & Union Pacific Railroad – some of the stumps on the railroad side of the tracks are beginning to sprout. No further action.
- 6. NEW BUSINESS (Board to consider, review and possibly vote on...)**
- a. Gas lines replaced at Bldg 7640 – 10 gas lines were replaced in June. Association will pay for the expense. Tamara moves to authorize Colin to approve the invoices that Envirosaping and Beachside will submit. Owen seconds with Joe abstaining. Motion passes 4-0.
 - b. Bees at 7626 – Bees found at this building on the 3rd floor by #329. James will speak with owner regarding dealing with the beehive and access. Ideally, the removal of the hive and honey should be done from the inside since it's the bees are at the roof line. May need to cut out drywall to remove bees & honey and Assoc will put drywall back.
 - c. Fire safety / Air table / HOA debit or credit card - Tabled
 - d. Other items to be put on next month's agenda – Gas line replacement.
- 7. EXECUTIVE SESSION**
- If needed: (Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner's request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member) hiring; levying fine; noise issue
- Late payers through end of last month (balances of \$500 or more): Landscaping contract
 - Internal Dispute Resolution / Levy fines / Bankruptcy / Foreclosure / Small Claims / Write off
- *The regular Board meeting adjourned to executive session at 7:30PM*
 - *The executive meeting adjourned back to the regular Board meeting at 8:34PM*

8. ADJOURNMENT (Scheduled meeting 8/10/23 @ 6PM via Zoom)

The meeting adjourned at 9:00PM

7/14/23

Submitted by Javier Magana, Scribe.

EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

THURSDAY, AUGUST 10, 2023 (6PM) via Zoom

<https://ucsb.zoom.us/j/95672538616>

Meeting ID: 956 7253 8616; Passcode: 71139

Meeting Minutes

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM

If you wish to physically attend the meeting, you may come to the Management Office at 3944 State St. #200. Please call the day before the meeting to let us know that you're coming. Thank you.

Meeting was called to order at: 6:01pm

Board Members present were:

Colin Smith - President
Christine Hall - Vice President
Owen Roth - Treasurer
Tamara Simmons - Secretary
Joe Mora - Member-at-Large

Managers & Employees present were:

James Nguyen of Bartlein.
Diana Gutierrez - Scribe

Also present were:

Craig Nicholson Unit 247
Greg Nishida Unit 301
Bruce Towbridge Unit 364
Riley & Tammy Jauchen Unit 264
Myra Duran Unit 131
Robert Bomgat Unit 346
Howard Lange Unit 348
Paul Dunkley Unit 329

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE

Open Forum (unless it's an emergency, it'll be put on next month's agenda); Board to consider the request & possibly vote. Each unit has about 3 minutes to address their concern to the Board.

Craig Nicholson Unit 247 - communicated issues with the pool clock not working. Communicated issues with the towing of unregistered vehicles. Expressed concern with board budgeting.

Greg Nishida Unit 301 - Discussed in 6.b.

Bruce Towbridge Unit 364 - Discussed in 6. e.
Riley & Tammy Jauchen Unit 264 - Discussed in 6. e.
Myra Duran Unit 131 - Discussed in 6. e.

Howard Lange Unit 348 - Brought up issues with birds in trees over his back patio. Colin motioned to add item to New Business. Joe seconds. All in favor. Discussed in 6.k.

Paul Dunkley Unit 329 - Bees discussed in 5. l.



3. APPROVAL OF PRIOR MEETING MINUTES (7/13/23)

a. Regular Session.

Colin moved and Tamara seconded to approve the prior meeting minutes. In discussion two errors were noticed. In 4.a. Colin is working on the maps, not Owen. In 5.f. the approval was to seek a new design for Board approval. With these changes the minutes were unanimously approved.

b. Executive Session Summary.

Colin moved to approve the Executive Minutes as ~~read~~ provided. Tamara seconded. Unanimously approved.

4. TREASURER, OFFICERS & COMMITTEE REPORTS

a. Reading of the Treasurer's Report.

Operating Expenses are about **17.3+%** below budget thru end of last month on a cash basis.

Suggested Motion: Move to approve the Treasurer's 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 as described in the Association's budget or otherwise approved by the Board.

Colin moved to approve the Treasurer's Report as read. Seconded by Joe. Unanimously approved by Board Members present.

Owen excused himself from the remainder of the meeting. Quorum was still present.

b. Landscape recommendations & proposals.

Joe gave a report on landscape and trash. Tamara expresses concern about tipuana trees having damage from insects. Joe explained the trees are treated twice a year. Erosion on path 7610-7628 has been repaired.

Joe will follow up on water leaking through the wall at the Northern corner of 7610.

Chris Hall is requesting to plant something near the ravine. Colin sets motion for time and materials for a two post fence along the section of Monarch Lane by the Southern Culvert. Tamara seconds. All in favor with Joe abstaining.

Colin motioned for Joe to plant pyracanthas as needed around the pool. Tamara second. All in favor with Joe abstaining.

Lighting review.

Colin continues to work on updating maps.

c. Committees

Gov Docs: No Governing Documents Committee meeting was held in the last month.

Gym: Hours were extended to 8:00pm. Trend seems to be that people are staying until 8:30pm. After discussion with those who live near the gym, Chris does not recommend extending the hours to 9pm as the Board had been discussing.

Sunshine-solar: In progress per Tamara. Still waiting for Edison to upgrade transformers.

Website updating: Short list provided by Chris. Colin and Tamara to show Diana how to make website



updates and file uploads.

d. Caretaker or pool report.

Chris Hall recommends having a Caretaker Report log on the website. Colin recommends creating google form to log the ongoing maintenance.

e. Vendor evaluations

Motions of Merit:

Tamara makes a motion of merit to Envirosaping for removing wasp nest. Colin seconds. All in favor with Joe abstaining.

Colin makes a motion of merit to Joe for helping a neighbor in need of a plumber. Recommended "The Routerman". Tamara seconds. All in favor with Joe abstaining.

Tamara makes a motion of merit for The Rooterman's prompt response and professionalism. Joe seconds. All in favor.

Colin makes a motion of merit to Hermosa Painting for refinishing the sauna benches. Tamara seconds. All in favor.

Colin makes a motion of merit to Jim Dewey for repairing the Sauna door. Tamara seconds, all in favor.

Motions of Demerit: None.

f. Officers Report

Map updates - Colin showed continued progress on updating Grove's map

5. **OLD BUSINESS (Board to consider, review and possibly vote on...)**

a. Repairs: roof; dryrot; painting; gutter cleaning; approval and/or ratification of proposals & invoices (if any);

Colin moves to approve Beachside's invoice for \$20,136.67 for replacing gas . lines at Bldg 7640 as it is HOA responsibility to maintain. Tamara seconds. All in favor with Joe abstaining.

Colin moves to take funds out of "structural plumbing." Chris seconds. Unanimous.

Trash enclosure 1 doors replaced by Jim but need to be painted. Next time Affordable Painting is in the complex, they will paint the doors.

b. Updating the gov docs; 2nd draft of bylaws & CC&Rs

Tabling discussion.

c. 7632 foundation support work re : #247, 248 sloping floor; stabilized; Bid to relevel?

Per James, still need to find a company to ~~reestablish~~ relevel. Joe makes a motion to not level floors. The homeowners need to level the floors when making repairs. Chris seconds motion. All in favor. James will remove bid to relevel floor.

d. Repairs & bids: DG paths; V-Ditch; Sidewalk; (if any)

Invoice for wrought iron railings at Bldgs 7626, 7628, & 7640 totalling \$2,743.56 approved for Beachside. Colin motioned with Tamara seconding. All in favor.

Bldg 7640 Unit 356 needs new staircase handrail. Chris makes a motion to ask Jim to replace or bring to code the hand railing. Joe seconds. All in favor



- e. Consolidated Overhead upgrades to gates, gym & pool access control

Chris contacted Consolidated regarding a roll-up overhead gate, but her call was not returned. Chris has also contacted a second source for keycard systems & will report at the next meeting. Pool cabana gate discussion tabled pending cabana gate design.

- f. Pool facilities & sauna; other related issues; monitoring; trespassers; handicap seating

This was not discussed.

- g. Signs: Address, pathways, directional, speed limit, no trespassing, pool area

Colin will contact Jim to fix visitor parking sign. Chris Hall working on installation of speed limit signs. Colin sets the motion to move Smitty's towing sign to the left and put the speed limit sign where the Smitty's sign was. Joe seconds. All in favor.

- h. EV charging station

Tabled. Pending Edison to upgrade transformers.

- i. Inspection of elevated walkways & balconies – by Focused Group 8/7/23 – 8/15/23

No actions taken. Inspections have begun

- j. Handicap space & motorcycle space by 7628

Chris sets motion to install a second bike rack by 7628. Topic will be added to the agenda for new business next month.

- k. Utility closets at 7628 #117

Tabled.

- l. Bees at 7626 #329 – Repair from the outside

Paul is ok to have the work to be done from the balcony. Paul wants to know when the repair will be done and he is ok with having holes drilled in the wall.

- m. Cox Internet in Meeting Room

Colin brought a new co-axial cable to move the router away from the electrical room. Colin also provided a lengthy Ethernet cable.

- n. Trees & Union Pacific Railroad

Colin requested that James email Lupe Valdez asking for reimbursement of \$5725 for the tree work at Bldg 7610 performed on Jan 27, 2023.

6. NEW BUSINESS (Board to consider, review and possibly vote on...)

- a. Gas lines review



James asks if HOA should start replacing gas lines one bldg at a time. Joe asks if there are any other buildings that need new lines. Colin is unsure. Tamara makes a motion to create a schedule for Don to look at one bldg at a time starting with the ones that have had no replacement and therefore start inspection at Bldg 7638 as it has all original gas lines. Colin seconds motion. Motion passes 3-1, Chris abstains.

b. 301 roof repair invoice

Colin moved to approve the \$350 reimbursement for water leak at unit 301 as fixed by a vendor hired by Wolfe and Associates. All in favor with Chris abstaining.

c. Black stain on bldg. 7640 handrails

Colin motioned for Envirosclaping to clean handrails at time and materials. Tamara seconds motion. Joe abstains. All in favor. Board to consider repainting if necessary.

d. 202 request for front screen door

Tamara motioned to approve the new screen door. Colin seconds motion. All in favor.

e. Leak from #364 to 264 to 131.

Faulty angle stop valve in 364 leaked overnight causing damage to unit 264 and 131. Insurance for affected units needs a letter denying the claim from association insurance. Colin motioned to involve HOA insurance. Joe seconds. All in favor.

f. Meeting date – move to 3rd Thursday?

Tamara motioned to move Board meetings to the third week of the month. Board discussed Wednesday or Thursday as potential dates. Tabled.

g. Fire safety & emergency preparedness

Tabled.

h. AirTable

Tabled

i. HOA debit or credit card

Tamara suggests having a separate operating card that HOA could have a debit/credit card for. James does not recommend this. Item will be tabled.

j. Janitorial service

Colin motioned to stop service from MasterClean and instead hire BigGreen. Tamara seconds. All in favor. Big Green start date is October 1, 2023.

k. Request from Howard Lange #348 regarding Owls.

Joe motions to get Action Tree out to look at the tree and to safely remove branches from unit 348, to include safely rehousing owls, other animals, as needed. Colin seconds motion. All in favor.



- I. Other items to be put on next month's agenda

Colin requested "pedestrian pathway improvements" to be added next month.

7. EXECUTIVE SESSION

Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner's request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member. Hiring; levying fine; noise issue.

- a. Late payers through end of last month (balances of \$500 or more): Landscaping contract
- b. Internal Dispute Resolution / Levy fines / Bankruptcy / Foreclosure / Small Claims / Write off

8. ADJOURNMENT (Next scheduled meeting 9/14/23 @ 6PM via Zoom)

- a. Meeting adjourned at 9:18pm

For questions contact:

Bartlein & Company, Inc., (805) 569-1121 Fax (805) 682-4341

Email: jamesn@bartlein.com

3944 State Street, Suite 200, Santa Barbara, CA 93105



**EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
THURSDAY, SEPTEMBER 14, 2023 (6PM) via Zoom
<https://ucsb.zoom.us/j/95672538616>
Meeting ID: 956 7253 8616; Passcode: 71139**

Meeting Minutes (Subject to Board Approval)

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM

If you wish to physically attend the meeting, you may come to the Management Office at 3944 State St. #200. Please call the day before the meeting to let us know that you're coming. Thank you.

Meeting was called to order at: 6:03pm

Board Members present:

Colin Smith - President
Christine Hall - Vice President
Owen Roth - Treasurer
Tamara Simmons - Secretary
Joe Mora - Member-at-Large

Managers & Employees present:

James Nguyen of Bartlein.
Julia Grigorian, Scribe

Homeowners present:

Bill Rauch #351
Riley Jauchen #264
Bruce Trowbridge #364
Craig Nicholson #247
Onassis and Rhoda Batista #317

Absences:

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE

Open Forum (unless it's an emergency, it'll be put on next month's agenda); Board to consider the request & possibly vote. Each unit has about 3 minutes to address their concern to the Board.

Riley Unit 264: The topic of Unit 264 was discussed in agenda item 5a.

Bill Rauch Unit 351: Owner expressed concern regarding the approaching rainy season and sought information on the projected start dates for projects related to this. Joe stated he would reach out to Beachside Construction to obtain more details on this matter. Additionally, James sent a follow-up email regarding this issue.

Bruce Towbridge Unit 364: The matter pertaining to Unit 264 was addressed in agenda item 5a.

Craig Nicholson: Owner suggested the reconsideration of additional security measures for the pool area, citing a noticeable decrease in trespassing incidents.

Onassis and Rhoda Batista Unit 317: The matter pertaining to Unit 317 was addressed in agenda item 6a.

3. APPROVAL OF PRIOR MEETING MINUTES (8/10/23)

a. Regular Session.

Colin made a change in 4a. Owen was present for the treasurer's report. Colin made an additional change in 4b. Colin moved the header to the top, per James's request. Colin modified Chris's comments about the gym hours. Colin added that the handrail is up to code. The correct vendor name was added in the motions of merit. Colin added "structural plumbing," per Chris's request. In 5e, Colin added the second



quote/source. Following these revisions, the minutes were approved, with all members in favor, except for Chris, who abstained.

b. Executive Session Summary.

Tamara presented a motion to approve the executive session minutes from the last meeting. Chris seconded the motion, and it was unanimously approved.

4. TREASURER, OFFICERS & COMMITTEE REPORTS

a. Reading of the Treasurer's Report.

Operating Expenses are about **19% +**below budget thru end of last month on a cash basis.

Suggested Motion: Move to approve the Treasurer's 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 as described in the Association's budget or otherwise approved by the Board.

During the discussion, Tamara inquired about several voided checks. James clarified that these voided checks were due to early payment discounts for specific bills, which will not be a recurring issue in the future.

Following the discussion, the Treasurer's report was unanimously approved.

b. Landscape recommendations & proposals.

Joe presented a proposal from Action Tree, which involves the removal of a tree and cutting back several others to open the space.

Several leaks have been addressed and repaired within the past week and the previous week.

A sewer issue was reported at 7620 and 7610, with two incidents occurring last month. Joe authorized the use of a jetty as it was causing spillage into the creek.

James raised a concern about creating a path leading down to the "pop off" and manhole due to the accumulation of pine needles, making the area slippery. Tamara expressed concerns about this potentially encouraging people to walk in the creek. Joe will explore potential solutions to address this issue.

Colin inquired about the responsibility for cleaning the manholes, suggesting that it might be the city's responsibility. James clarified that historically, it has been the association's responsibility. Colin proposed sending an email to Jim Dewey to discuss the possibility of cost-sharing with the city if they are responsible. James agreed to contact Goleta West Sanitary and share relevant maps regarding this matter.

There is a concern about a pole in one of the split-rail fences, which is not securely anchored to the ground behind the pool, specifically across from 7634, potentially near 7620. Chris has already discussed this with Joe. James confirmed that Joe will address and resolve this issue.

c. Committees

Gov Docs: Chris proposed scheduling another committee meeting for the upcoming month, which has been scheduled in agenda item 5c. The association did not have the opportunity to address this agenda item, however, due to time constraints.

Gym: A donated inversion table was received, but it does not fit in the gym space. Chris, aware of its origin, expressed a willingness to donate it. Owen, however, decided to keep it for personal use.



Colin will compile a list of additional kettlebells to purchase for the gym.

Sunshine-solar: Discussion on this committee was to be held in agenda item 5.h. The association did not have the opportunity to address this agenda item, however, due to time constraints.

Website: Colin has a list of updates provided by Chris for the website. Colin is actively working on relaunching the website and becoming its owner.

d. Caretaker or pool report.

Neither the caretaker nor the pool report representatives were present for this meeting. James has no current updates. Chris requested an update from the caretaker.

e. Vendor evaluations

Motions of Merit: None.

Motions of Demerit: None.

f. Officer's Reports

The President discussed ongoing projects, including the revamping of a mail kiosk, updates to street names on the maps, and the bulletin boards, which have been updated from 1992 to the present. The new kiosks are significantly more readable. Tamara suggested that the association explore creating a more efficient suggestion box - perhaps using a Google form or QR code. Chris also discussed the possibility of posting information about the gas shut-off in the kiosk, as it is a specialized tool.

5. OLD BUSINESS (Board to consider, review and possibly vote on...)

a. Leak from #364 into #2646 and #131 - Claim filed

During the meeting, the issue of a water leak originating from Unit #364 into Units #264 and #131 was discussed, and a claim has been filed to address the matter.

James provided insight regarding the owner occupancy requirement as outlined in the CC&Rs. It was noted that there was uncertainty about the enforceability of this requirement. James referenced a previous HOA release that strongly encouraged each unit to be owner-occupied. It was suggested that the association consider drafting a specific bylaw to address this issue. Chris mentioned a new California law related to property ownership that might supersede the previous requirement. James confirmed this and explained that while one can no longer prevent renting out units, there can be certain caps or restrictions by a percentage.

The owner of Unit #264 requested the association's assistance in urging the owner of Unit #364 to initiate remediation efforts. The owner of Unit #364 stated that his insurance agent had inspected his unit and found no issues, including no mold or moisture. In response, the association requested a copy of this legally-binding report to forward it to the owner of Unit #264. A deadline of one week was set for providing this report to James.

The association also initiated a claim with their insurance company. James provided an update that the insurance company will dispatch an adjuster to inspect all three units affected by the leak. The insurance adjuster has already visited Units #264 and #131 but has not yet inspected #364. James committed to follow up with the adjuster to ensure a prompt assessment. The association stressed the urgency of addressing the matter with the owner of Unit #364.

b. Repairs: roof; dryrot; painting; gutter cleaning; approval and/or ratification of proposals & invoices (if any);

Maintenance and Lighting Issues: There were several lighting issues reported:

- A broken light was noted in the vicinity of 7620.



- The pagoda light in front of 7602 was found to be non-functional.
- Additionally, a light in front of the complex has also gone out.

Action Tree: The Action Tree Proposal, totalling \$9,000, was discussed. Chris requested further clarification regarding the proposal. Subsequently, Chris motioned to table the Action Tree proposal until more information is obtained from Joe. Colin seconded this motion, and it received unanimous approval.

Drain Masters: A proposal from Drain Masters, amounting to \$5,950, was presented for consideration. Chris proposed that approval of this proposal be contingent upon the city's response. Colin seconded the motion, and it was unanimously approved.

- c. Updating the gov docs; 2nd draft of bylaws & CC&Rs
Discussion tabled.
- d. Repairs & bids: DG Paths; V-Ditch; Sidewalk; (if any)
Discussion tabled.
- e. Consolidated Overhead upgrades to gates, gym & pool access control
Discussion tabled.
- f. Pool facilities & sauna; other related issues; monitoring; trespassers; handicap seating
Discussion tabled.
- g. Signs: Address, pathways, directional, speed limit, no trespassing, pool area
Discussion tabled.
- h. EV charging station
Discussion tabled.
- i. Inspection of elevated walkways & balconies – by Focused Group 8/7/23 – 8/15/23
Discussion tabled.
- j. Handicap space & motorcycle space by 7628
Discussion tabled.
- k. Utility closets at 7628 #117
Discussion tabled.
- l. Bees at 7626 #329 – Bees removed from the outside
Discussion tabled.
- m. Cox Internet in Meeting Room
Discussion tabled.
- n. Gas lines review
Discussion tabled.
- o. Janitorial Service - BigGreen starting 10/1/2023
Discussion tabled.
- p. Trees & Union Pacific Railroad
Discussion tabled.



- q. Scribe Position
Discussion tabled.

6. NEW BUSINESS (Board to consider, review and possibly vote on...)

- a. #317 - parking, light fixtures, inspection of unit

The owner of Unit #317 inquired about installing an air conditioning unit, but the association informed them that their unit was not permitted to have one.

The owner also reported a broken glass fixture on the porch and expressed a desire to have it repaired. It was clarified that the porch light's maintenance is the owner's responsibility, and Chris advised the owner to check the website for updates once it is back online.

The owner mentioned a loose step leading up to the unit, which was identified as a safety issue. James confirmed that someone had been dispatched to address it promptly, but the owner reported that it had not been fixed yet. James committed to follow up on this matter.

The owner also raised concerns about cobwebs on staircases and the building facade. Colin suggested the possibility of scheduling a once-a-year cleaning by Big Green. Owen noted this could be costlier than anticipated, leading to a decision to table the discussion for a more comprehensive consideration at a later time.

Additionally, the owner's rear balcony railing was discussed, which requires either a power wash or a fresh coat of paint. Chris explained that this would necessitate a vote since it would apply to all units. Joe inquired about the schedule for building painting, and James indicated this is planned for the following year.

Noise concerns for this unit were raised but clarified as move-in noise, not construction-related.

Regarding the law enforcement vehicle: The association discussed the possibility of designating one of the old car washing spots for this purpose. Joe proposed a motion to convert the southernmost car washing spot into a government vehicle spot, which was seconded by Tamara. Chris mentioned the potential to discuss a different spot when the curbs are repainted next year. Owen emphasized that this should be the farthest spot. The motion passed unanimously.

- b. #213 - window replacement

Tamara motioned to approve the window replacement request for Unit #213, which was second by Colin. Colin also suggested recommending clear panes as a cost-effective option in the approval letter. This motion was unanimously approved.

- c. #342 electrical, plumbing, fans, lights

The owner of Unit #342 sought approval to add recessed stops for their washer and dryer and to install ceiling fans. Colin motioned to approve the request as presented, with Tamara seconding the motion. The motion passed unanimously.

- d. Pedestrian pathway improvements
Discussion tabled.

- e. Fire safety
Discussion tabled.

- f. AirTable
Discussion tabled.



- g. HOA debit or credit card
Discussion tabled.
- h. 2nd bike rack by 7628
Discussion tabled.
- i. Main sewer lines maintenance - Drain Masters hydro jetting
Discussion tabled.
- j. Other items to be put on next month's agenda
Discussion tabled.

7. EXECUTIVE SESSION

Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner's request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member. Hiring; levying fine; noise issue.

- a. Late payers through end of last month (balances of \$500 or more): Landscaping contract
- b. Internal Dispute Resolution / Levy fines / Bankruptcy / Foreclosure / Small Claims / Write off

8. ADJOURNMENT (Next scheduled meeting 10/12/23 @ 6PM via Zoom)

- a. Meeting adjourned at 8:33pm

For questions contact:
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Email: jamesn@bartlein.com
3944 State Street, Suite 200, Santa Barbara, CA 93105



**EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
THURSDAY, OCTOBER 12, 2023 (6PM) via Zoom
<https://ucsb.zoom.us/j/95672538616>
Meeting ID: 956 7253 8616; Passcode: 71139**

Meeting Minutes (Subject to Board Approval)

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM

If you wish to physically attend the meeting, you may come to the Management Office at 3944 State St. #200. Please call the day before the meeting to let us know that you're coming. Thank you.

Meeting was called to order at: 6:02pm

Board Members present:

Colin Smith - President
Christine Hall - Vice
President
Tamara Simmons - Secretary
Joe Mora - Member-at-Large

**Managers & Employees
present:**

James Nguyen of Bartlein.
Julia Grigorian, Scribe

Homeowners present:

Mark Umemoto, Bobby
Umemoto #324
Robert #346
Teresa Stiff #349
Craig Nicholson #247
Bruce Trowbridge #364

Absences: Owen Roth - Treasurer

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE

Open Forum (unless it's an emergency, it'll be put on next month's agenda); Board to consider the request & possibly vote. Each unit has about 3 minutes to address their concern to the Board.

Robert #346: Owner informed the association of a recent inspection that occurred in his unit. Inspectors examined the attic and unit and found no structural damage. The association requested written confirmation, and the owner agreed to provide it. Robert also notified the association about the order of a heating unit. Additionally, he mentioned plans to call the city for approval once the carpentry is completed, expecting everything to be finished by November. Tamara emphasized the importance of receiving the documentation in writing. The association will conduct an inspection to ensure construction meets appropriate standards. During the open forum, Robert inquired about the EV stations, to be addressed in session 5h.

Craig Nicholson #247: Owner recommended the association begin inspecting units due to observed non-compliance, such as couches on patios and unapproved air conditioner units. Owner also raised concerns about the new janitorial service vendor, Big Green, stating they were not restocking dispensers with each service call. James and Tamara confirmed that this issue had been discussed with Big Green and resolved. Craig stressed the importance of dispenser restocking as a means of verifying their work.

Christine Hall - Owner requested to discuss the numbers for the front fence, urging it to be elevated to a high-priority matter for the next regular session. Colin noted that this would be addressed in 5g.

3. APPROVAL OF PRIOR MEETING MINUTES (9/14/23)



a. Regular Session.

Colin moved a motion to approve the regular meeting minutes as is. Joe seconded the motion. Tamara and Chris abstained, resulting in a failed motion. Colin then moved a motion to table the approval of the minutes until the next session. Joe seconded. This was approved unanimously. This discussion was tabled due to insufficient votes to reach a quorum.

b. Executive Session Summary.

Colin moved a motion to table the approval of the minutes until the next session. Joe seconded. This was approved unanimously. This discussion was tabled due to insufficient votes to reach a quorum.

4. TREASURER, OFFICERS & COMMITTEE REPORTS

a. Reading of the Treasurer's Report.

Operating Expenses are about **23% +**below budget thru end of last month on a cash basis.

Suggested Motion: Move to approve the Treasurer's 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 as described in the Association's budget or otherwise approved by the Board.

James presented the financial report for September, highlighting that operating expenses are approximately 23% below budget on a cash basis. The association, thus far, has spent only 52% of its annual budget for the year. A motion to approve the Treasurer's report, was made by Colin, seconded by Joe, and unanimously approved.

b. Landscape recommendations & proposals.

Joe reported that rail fences have been repaired and installed. Action Tree will perform necessary tree work, with a proposed expenditure of \$9,000. Chris moved a motion to approve the tree management proposal dated 7/5/2023 for \$9,000 to Action Tree. Tamara seconded. Joe abstained. It was unanimously approved.

The demolition and repair for the front fence west of the gate is set to begin on November 16th.

James and Joe both met with the sanitary district regarding sewer issues, and ongoing maintenance was recommended. Drain Masters will perform the work for \$5,900 - previously approved. Colin stated he would send over the signed documents. .

c. Committees

Gov Docs: Chris informed the board that this committee is on hold indefinitely.

Gym: Colin inventoried some more weights. Colin noted the donated inversion table has been removed, as discussed in the September meeting.

Solar: Discussion on this committee held in agenda item 5h.

Website: Colin was able to get the website ownership transferred to himself. The website is now up and functioning. Tamara brought up the issue of homeowners waiting too long to receive approval for simple requests. James suggested there could be an architectural committee that could quickly approve these simple requests (such as screen doors and windows). Discussions ensued about the benefits of this - mainly that this would prevent people from waiting an entire month for requests and this would also save time in board meetings. Colin suggested this may fall under the governing doc committee. Colin also suggested the board reach out to Kurt Muenzer as he potentially may have interest in being a part of this committee. James clarified that anyone could be on the committee so long as the board approves it.



Tamara moved a motion to revitalize the architectural committee. Colin seconded. This was unanimously approved. Tamara noted that this committee will either be Tamara and Kurt or Tamara and Joe, depending on Kurt's availability.

d. Caretaker or pool report.

The board noted that the caretaker will be gone next week (10/16-10/20).

e. Vendor evaluations

Motions of Merit: None

Motions of Demerit: Tamara made a motion of demerit for delays regarding the front fence. Colin seconded. This was unanimously approved.

f. Officer's Reports

None

5. **OLD BUSINESS (Board to consider, review and possibly vote on...)**

a. Leak from #364 into #2646 and #131 - Claim filed

The unit owner from #364 says the unit is dry. Two inspectors have approved the unit. During this inspection, the tile floor was removed but none of it was damaged. The unit owner confirmed that all damage is below unit #364. James had no further report on this agenda item. James said the board is waiting on a disbursement check from insurance before it can be removed from the agenda items.

b. Repairs: roof; dryrot; painting; gutter cleaning; approval and/or ratification of proposals & invoices (if any); Action tree proposal was approved. Cal Burrey Roofing has submitted an invoice for half. Remaining invoice is forthcoming.

c. Updating the gov docs; 2nd draft of bylaws & CC&Rs

The association needs to schedule a time for the annual budget meeting. Colin asked if the association should also work on the governing documents in the same meeting. Chris made a motion to get clarification from the original attorney and to seek counsel from a second. She relayed that the lawyer discussed notes 1, 2, and 4, but there was no discussion on note 3. Joe suggested this meant that note 3 was left up to the association's discretion. Discussion ensued about the appropriateness of spending money on more legal fees. Tamara moved a motion to seek additional legal counsel to see if the association is responsible for utility doors/utility lines. Chris seconded. Motion fails with two ayes and two nays. Tamara motioned to table the discussion for tonight. Colin seconded with the added notion that it gets moved to the budget meeting. This was unanimously approved. Will discuss in 6c.

d. Repairs & bids: DG Paths; V-Ditch; Sidewalk; (if any)

The sidewalk by 7632 is in need of repairs as it is raised by the trash cans. The board received a bid from Enviroscope for this repair for \$4,660. This would entail the following: removing the existing sidewalk by approximately 100 feet, placing a 3 pound rebar at 18" grid, and repairing both the sidewalk and staircase. Colin moved a motion to approve the sidewalk repair. Tamara seconded. Joe abstained. It was unanimously approved.

Between 7624 and 7626, there is a patch of broken sidewalk on the way to the bridge. This same spot also had a leak recently. Tamara asked Joe to check on this for safety-related issues.

Tamara addressed that Jim said the board should start considering doing an all-sidewalk replacement instead of patch jobs. Joe said the preventative maintenance the association is currently doing right now will help the complex down the road.



e. Consolidated Overhead upgrades to gates, gym & pool access control

Jim made a google form to collect owners gate card information. Colin modeled what filling out the form looks like. Colin suggested that the association start collecting this information to keep track of what devices are being used and what are not. Colin moved a motion to start collecting homeowner key card and gate clicker information. Tamara seconded. Chris inquired as to how the association obtains that information. Colin explained that the association will send out the google form and Jim will take care of the data collection. Chris brought up that she believes gathering this information is fruitless if the association will replace all of this in the near future. Chris nayed and all others said aye. Motion passes.

f. Pool facilities & sauna; other related issues; monitoring; trespassers; handicap seating

Colin has yet to schedule a meeting for the pool and sauna repairs. Dawn declined and suggested that the association reach out to a real iron shop.

Tamara noted that people are staying late in the gym. Colin suggested changing key card access to only during gym hours. Chris made a motion to cut the electricity when the gym is supposed to be closed. Tamara seconded the motion. Tamara and Chris suggested waiting to make a motion until a quote is gathered. James brought up the issue of someone hurting themselves if they are midworkout and this light goes out. Chris altered the motion to only have the lights go out on a timer. Tamara withdrew her motion and the other motion was not seconded.

Tom Doty sent over the handicap bench. It is more expensive than the association anticipated. Colin suggested getting a cheaper bench but purchasing steel wires to secure it so as to not have it stolen like the previous one. This discussion was tabled until the association can do more research.

Colin asked Joe to look for hose reel boxes.

g. Signs: Address, pathways, directional, speed limit, no trespassing, pool area

Tamara noted that the numbers for the front fence are dry rotted. Tamara inquired about getting new ones.

Colin and Tamara (the pool signage executive committee), discussed getting custom metal signs from Goodland signs. Colin shared artwork and is currently waiting for a design from them.

The front fence is still in need of its 7602 - 7640 numberings. Chris said there are extra numbers in the records room. James agreed to take the dry-rotted signs to Goodland Signs and get them recreated.

Speed limit signs (mounted on the entryway post): Colin shared his interest in getting new signs from Tom Doty even though they are expensive as they match the aesthetic better. Discussion ensued about what is worth the cost. Chris made a motion to have one metal sign "all roads 5 miles per hour" created for \$200. Joe seconded the motion. This was unanimously approved.

Colin is working on the front fence map sign - the original one is not done correctly. Colin is working on a scanner that will do this appropriately. Joe reminded the association that Coastal Copy could potentially do this for the association.

h. EV charging station

Tamara met with SCE and the charging station is under review. This will likely be in the back parking lot where there are more open spaces. All three chargers will be next to each other by the 7606 building. The cost for all of it, including the trenching is \$36,000. Second quote is \$24,000. Jim thinks he can get it for \$10,000 with the help of Enviroscape trenching. Colin brought up the tax incentives that may benefit the association in the long run. Chris inquired as to how the association will know who should be billed. Tamara explained the software that will take the payment and disburse the funds appropriately. Charge point and blank are the two software companies that Tamara has looked into.



- i. Inspection of elevated walkways & balconies – by Focused Group 8/7/23 – 8/15/23
Vent caps were inspected. Some of the mesh had up to 3/8 of an inch holes. Joe said that they have been approved, but Tamara did not recall anyone coming to her unit to replace them. Owner Craig, in the chat, indicated they did come back around and fix his mesh screens.
- j. Handicap space & motorcycle space by 7628
Discussion tabled.
- k. Utility closets at 7628 #117
The utility closet at this unit is still unfinished, causing concern as the rainy season is coming soon. Discussion ensued about the recent legal opinion (from March 2023) that indicates this is the association's responsibility to replace. Chris made a motion to ask Don to fix the utility closet through HOA's reserves and decide the owner's responsibility at a later date. Colin seconded. This was unanimously approved.
- l. Cox Internet in Meeting Room
Colin ran a longer coaxial cable as well as added an ethernet cable for direct connection. For now, this seems to be working better. The board agreed this could come off the agenda for next month's meeting.
- m. Gas lines review
There was a major gas leak at building 7640 requiring emergency intervention by the board. Tamara asked that there is a scheduled appointment to the next building to inspect everything. James mentioned that 7638 is scheduled to be next. Tamara asked James to confirm this information.
- n. Janitorial Service - BigGreen starting 10/1/2023
Colin discussed various paper towel dispensers and soap dispensers. Chris moved a motion to ask Big Green what they would recommend for paper towel dispensers and soap dispensers. A quote would accompany this. Colin seconded this motion. This was unanimously approved.

Colin moved a motion to install toilet seat cover dispensers in all bathrooms. Tamara seconded. This was unanimously approved.
- o. Parking lot lights
LOHAS lights are no longer sold in CA. Lamp posts are varying voltages per Don. The complex is in need of 30 total bulbs, only 9 were replaced with LOHAS, 11 burned out or beginning to fail. The association discussed options for purchasing new bulbs.

6. NEW BUSINESS (Board to consider, review and possibly vote on...)

- a. #324 - upgrade in unit
Unit owners are planning on doing some repairs on the unit. Owners wanted to make sure they were on the up and up for the process and seeking approval. The repairs and upgrades included plumbing, electricity, and flooring. Tamara wanted to ensure the flooring/vinyl tile they plan to install is soundproof considering it is above other units. The association pointed out the necessary information for sound proofing can be found in the monthly newsletter. Colin didn't see any issues in the list of upgrades. Tamara moved a motion to approve all upgrades so long as the floor is sound proofed. Joe seconded. It was unanimously approved.
- b. #334 - balcony deck, water heater door, front handrail, ext siding
Joe clarifies that the water heater door is the unit owner's responsibility. The front deck landing is the association's responsibility, as is the roof and exterior siding. Colin suggested having the back balcony inspected for dry rot through the Beachside.



c. Draft of proposed budget

The board discussed scheduling the annual budget meeting for October 26th at 6pm. Colin moved a motion to schedule the budget meeting for October 26th at 6pm. Joe seconded. This was unanimously approved.

d. Pedestrian pathway improvements

It was noted that money used in 2024 needs to be allocated to this area of improving the complex. Jim suggested bringing the sidewalk out further around mail kiosk 1 as it is a blind corner for drivers. Joe brought up that this is a fire lane, requiring further approval from the fire department.

Between 7630 and 7632, there is an apron, but no meaningful crosswalk access. Joe suggested flagstone pavers instead of ripping out everything as a compromise.

Discussed ensued about creating painted crosswalks for areas where pedestrians must cross roadways. Specifically, the board discussed creating a crosswalk by 7632 as there are safety concerns. Tamara also raised the concern of this area not being well lit.

Tying into the carport project scheduled to take place in 2025, the association wants to create a pedestrian boardwalk between 7628 and 7640. All unit owners who park in this area are only able to walk on asphalt to get from their units to their cars. The association discussed finding a way to potentially rebuild these carports in such a way that allows for some form of a sidewalk.

e. Annual Meeting

The board discussed scheduling the annual meeting for January 11th in addition to the regular board meeting that month. Potential working spaces and assembly rooms were discussed as meeting location options. Chris agreed to look into some locations with a primary focus on good wifi.

f. Fire safety

Colin inquired about whether extinguishers are accessible and recharged. It was noted that the board wants to make sure all plants are removed so the visibility of these extinguishers is clear. Joe noted that he recently walked around with the fire department to remove any plants that were in the way of seeing the extinguishers. Enviroscope removed any plants that were cause for concern.

Joe recently installed irrigation lines for fire preparedness. Colin wanted to make sure they are cataloged and tested. Joe said they are tested once a year. Joe does want to paint the lens red so it is easier for others to see and understand how to use these valves.

Colin addressed the need for the board members to have a method of communication for when the power is out. Colin agreed to get a quote for 10 radios to purchase in case of these emergency situations.

g. AirTable

discussion tabled.

h. HOA debit or credit card

discussion tabled.

i. 2nd bike rack by 7628

Joe cleaned the bike rack out. Chris moved a motion to get a quote for a second bike rack by 7628. Colin seconded. This was unanimously approved.

j. Events Committee

Colin moved a motion to add this item to the agenda. Tamara seconded. This was unanimously approved. Tamara moved a motion to create an Events committee to bring the Eucalyptus Grove community



together. Chris asked if this would require HOA approval and clarified it should.

k. #307 - screen door

Colin moved a motion to add #307's screen door to new business. Tamara seconded. This was unanimously approved. Colin moved a motion to approve #307's screen door. Chris seconded. This was unanimously approved.

l. Other items to be put on next month's agenda

7. EXECUTIVE SESSION

Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner's request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member. Hiring; levying fine; noise issue.

- a. Late payers through end of last month (balances of \$500 or more): Landscaping contract
- b. Internal Dispute Resolution / Levy fines / Bankruptcy / Foreclosure / Small Claims / Write off

8. ADJOURNMENT (Next scheduled meeting 11/9/23 @ 6PM via Zoom)

- a. Meeting adjourned at 8:38pm

For questions contact:

Bartlein & Company, Inc., (805) 569-1121 Fax (805) 682-4341
Email: jamesn@bartlein.com
3944 State Street, Suite 200, Santa Barbara, CA 93105



EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
THURSDAY, OCTOBER 26TH, 2023 (6PM) via Zoom
<https://ucsb.zoom.us/j/95672538616>
Meeting ID: 956 7253 8616; Passcode: 71139

Meeting Minutes (Template)

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM

If you wish to physically attend the meeting, you may come to the Management Office at 3944 State St. #200. Please call the day before the meeting to let us know that you're coming. Thank you.

Meeting was called to order at: 6:01pm

Board Members present:

Colin Smith - President
Christine Hall - Vice President
Tamara Simmons - Secretary
Joe Mora - Member-at-Large

Managers & Employees present:

James Nguyen of Bartlein.
Julia Grigorian, Scribe

Homeowners present:

Cathy Leyva - #369
Craig Nicholson - #247

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE

Open Forum (unless it's an emergency, it'll be put on next month's agenda); Board to consider the request & possibly vote. Each unit has about 3 minutes to address their concern to the Board.

Cathy Leyva #369: Cathy expressed interest in resuming in-person board meetings. Colin informed her that certain maintenance tasks must be completed before meetings can return to the meeting room.

Craig Nicholson #247: Craig sent a list of budget-related items to James for discussion. He requested a formal vote to change the policy that allows the association to vote without the entire board present. Chris acknowledged Craig's concerns and clarified that the purpose of this meeting is to address budget-related matters.

3. OLD BUSINESS (Board to consider, review, and possible vote on...)

a. Focused Group Balcony Inspection

James reported he has not received any information yet related to this inspection, but expects a lengthy itemized list when it is received.

b. Annual Meeting Location

James explored potential meeting locations, with prices ranging from \$300-\$600. Chris suggested looking into the Leta Hotel for the annual meeting. The association discussed a suitable budget. Joe moved a motion for a \$500 budget for finding a meeting venue with wifi, seconded by Tamara. Colin asked James to inquire about a projection screen, and the association agreed to start the search at the Leta Hotel. This motion was unanimously approved.

4. NEW BUSINESS - Draft of Proposed Budget

James presented the September budget packet, covering all of the line items. Discrepancies were addressed, primarily due to a change in vendors and anticipated price adjustments.



The association discussed insurance coverage, clarifying that it covers up to the drywall.

Questions were raised about structural plumbing, and Tamara suggested breaking up the payment over several years as opposed to a lump sum in 2028.

The responsibility for gas line replacement was debated, with Colin referencing the old CC&Rs, and Joe mentioning a court judgment focusing on the responsibility only under concrete slabs. Colin asked James to provide justification for the numbers for this line item, but James said he was not able to do so.

Tamara addressed a discrepancy on page 5 item 8b between actual interest income accrued - two different percentages were provided (3% and 5%).

Chris asked if a line item should be included for capital expenditures that could potentially come up (such as EV charging).

Tamara questioned why the association's budget sheet lacks clarity on unspent funds from the previous year. She emphasized the importance of itemizing where leftover funds were allocated. Tamara also proposed adding an "expected" and "actual" column in the budget sheets to enhance accuracy tracking.

Discussions ensued regarding the responsibility for patio doors. Colin provided insights into the number of doors across the community and estimated the cost, approximating it at \$760,000. He concluded that addressing this issue within the 6-year time frame given in the budget was unrealistic. Colin advocated for moving the door replacement timeline to 2034.

The association collectively agreed to table further discussion on these matters until Bartlein proves responses regarding their own personal line item.

5. EXECUTIVE SESSION

Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner's request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member.

6. ADJOURNMENT (Next scheduled meeting 11/8/2023 @ 6PM via Zoom)

- a. Meeting adjourned at 8:04PM.

For questions contact:

Bartlein & Company, Inc., (805) 569-1121 Fax (805) 682-4341

Email: jamesn@bartlein.com

3944 State Street, Suite 200, Santa Barbara, CA 93105



**EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
WEDNESDAY, NOVEMBER 8TH, 2023 (6PM) via Zoom
<https://ucsb.zoom.us/j/95672538616>
Meeting ID: 956 7253 8616; Passcode: 71139**

Meeting Minutes (Subject to Board Approval)

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM

If you wish to physically attend the meeting, you may come to the Management Office at 3944 State St. #200. Please call the day before the meeting to let us know that you're coming. Thank you.

Meeting was called to order at: 6:03pm

Board Members present:

Colin Smith - President
Christine Hall - Vice President
Owen Roth - Treasurer
Tamara Simmons - Secretary
Joe Mora - Member-at-Large

Managers & Employees present:

Bob Bartleing of Bartlein
James Nguyen of Bartlein
Julia Grigorian, Scribe

Homeowners present:

Craig Nicholson #247
Catherine Levya #369
Janet McKinley #334
Dave Burrough #105

Absences:

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE

Open Forum (unless it's an emergency, it'll be put on next month's agenda); Board to consider the request & possibly vote. Each unit has about 3 minutes to address their concern to the Board.

Catherine Leyva #369: Catherine expressed concern about the potential increase in dues and urged the board to consider a special assessment of \$888, which would maintain the same annual amount and prevent owners from facing continual increases. She advocated for keeping the dues at the current rate of \$452. Catherine also wanted to state that, as a resident of Eucalyptus Grove of 22 years and a board member for part of that time, she has only had positive experiences working with Bartlein management.

Janet McKinley #334: Janet is a new owner at Eucalyptus Grove and informed the board that her daughter will be living in the unit. Janet inquired about the use of water softener devices in the complex. Chris recalled instances of people mounting water softeners through the patio and routing them through the washer and dryer area. Janet sought clarification on whether this would be permissible by the HOA if it is placed outside, visible on the patio. The board confirmed that it should be installed on the inside where the doors can close. Janet also inquired if switching her washer and dryer to a stackable option would require approval, which was confirmed by the board.

Dave Burrough #105: Dave expressed his desire to install synthetic flooring in his bottom-floor unit. Tamara clarified that there is no insulation requirement for the ground floor. This was discussed further in 6a.

Craig Nicholson #247: Craig reported issues with Big Green's service on Friday, November 3rd and Monday, November 6th. According to Craig, the service did not meet expectations as they admitted to not restocking the soap and toilet dispensers. Craig also noted a lapse in cleanliness, specifically in the sauna, expressing concern the vendor is falling into poor habits.



Additionally, Craig pointed out that he had emailed several concerns to the board, which were promised to be added to the agenda and addressed last month but were not

Regarding the potential change in policy for association repairs versus owner repairs (i.e., gas lines), Craig emphasized the necessity for a formal vote by the association. He asserted that such a vote is required. During the discussion, Colin sought clarification on whether Craig was requesting a vote of the board or a vote of the constituency. Craig specified that it should be a vote of the constituency. Colin assured that this matter would be addressed under old business, time permitting.

3. APPROVAL OF PRIOR MEETING MINUTES (8/10/23)

- a. Regular Session (10/12/23)
Colin moved a motion to approve the regular session minutes from October 12th. Tamara seconded. Chris brought up that the minutes do not capture who says aye or who says nay for votes. Going forward, the scribe will work to capture these specificities. For the minutes from October 12th, it is to be noted that Joe and Chris voted nay and Colin and Tamara voted aye in 5c. With these edits, the minutes were unanimously approved with Owen abstaining.
- b. Executive Session Summary (10/12/23)
Tamara moved a motion to approve the minutes for the executive session for October 12th. Joe seconded. This was unanimously approved with Owen abstaining.
- c. Special Session Budget Meeting (10/26/23)
Chris moved a motion to approve the minutes for the special session budget meeting for October 26th. Tamara seconded. This was unanimously approved with Owen abstaining.
- d. Executive Session Budget Meeting (10/26/23)
Colin moved a motion to approve the minutes for the executive session for October 26th. Tamara seconded. This was unanimously approved with Owen abstaining.
- e. Regular Session (9/14/23)
Colin moved a motion to approve the minutes for the regular session for September 14th. Owen seconded. This was unanimously approved.
- f. Executive Session (9/14/23)
Colin moved a motion to approve the minutes for the executive session for October 26th. Tamara seconded. This was unanimously approved.
- g. Amending Minutes
Chris moved a motion to keep the minutes writing as is, with the inclusion of who said aye or nay. Colin seconded. This was unanimously approved.

4. TREASURER, OFFICERS & COMMITTEE REPORTS

- a. Reading of the Treasurer's Report.
Operating Expenses are about **13% +**below budget thru end of last month on a cash basis.
Suggested Motion: Move to approve the Treasurer's 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 as described in the Association's budget or otherwise approved by the Board.

Owen read through the treasurer's report. Colin moved a motion to accept the treasurer's report as is. Tamara seconded. This was unanimously approved.



b. Landscape recommendations & proposals.

Joe is waiting for Don to start on the fence. Tamara asked about the tree cutting happening from November 20th-27th, wanting to know if this would include Thanksgiving and the day after Thanksgiving. Joe clarified that it will not be on Thanksgiving, but the Friday after. Joe mentioned there are irrigation leaks he is working on.

c. Committees (EV, Architectural, Events, etc.)

Governing Docs: Nothing to report.

EV: Tamara is going to meet with Jim to see if there is any new information from SCE.

Websites: Julia and Colin met and updated the website with most of the current agendas and meeting minutes. Next, they will work on the budgets and financial statements.

d. Caretaker or pool report.

Chris stated that Jim is working on getting a report. James mentioned that the pool heater was not properly working but is now fixed.

e. Vendor evaluations

Motions of Merit: None.

Motions of Demerit: None.

f. Officer's Reports

Discussion tabled.

5. **OLD BUSINESS (Board to consider, review and possibly vote on...)**

a. Draft of proposed budget - Mgmt questionnaire

Bob Bartleing (of Bartlein Management) addressed the forthcoming insurance renewal, revealing a substantial budgetary impact with an unanticipated increase of \$51,000. The board determined that borrowing from reserves would be necessary to cover this. However, it was emphasized that, per California law, this borrowed amount must be repaid within a year, equivalent to an additional \$25 per month per unit. The proposed HOA fee for the upcoming year is \$526, primarily driven by the escalated insurance costs. Discussion ensued about the line items that lead to this increase in HOA dues apart from insurance as well.

Concerns were raised regarding the significant rise in insurance premiums, with Owen inquiring whether this increase was linked to claims. Bob clarified that major insurance companies withdrawing from California had created an environment where the remaining insurers could charge elevated rates.

Discussion unfolded about the possibility of a special assessment to mitigate the impact of the insurance increase on the 2023 dues. Bob reminded the board of the \$48,000 cap on special assessments. The board explored various options for special assessments and new dues.

Colin moved a motion to approve the budget for 2024, accepting the fee as presented. Tamara seconded. Joe asked the board to clarify the new due amount. Colin clarified that this new due amount is \$526 with no special assessment. Chris rejected the budget as it contains dollars allocated to the maintenance plan that has not been settled yet (gas line and utility doors). Owen and Joe agreed with these concerns raised by Chris. Bob reminded the board that approving this budget does not necessarily mean approving the gas lines and utility doors - the board can always decide not to do this. Bob said the max the board could raise the dues were \$542 a month (20%). The subsequent vote results were as follows: Ayes from Colin, Tamara, and Owen. Nays from Joe and Chris. With three votes to two, the motion to approve the budget for 2024, accepting the \$526 dues is approved.



Joe moved a motion to give owner Craig Nicholson 60 seconds to comment on the budget. Craig expressed concern about the absence of the interest income in the revenue section of the budget, questioning the change in accounting procedures. Bob explained that the interest income is now added to reserves and not considered revenue.

Joe moved a motion to add a special assessment of \$48,000 on top of the dues, which would equate to \$270 per unit. Colin seconded. Bob added that this special assessment needs a due date. Colin amended the motion for the special assessment of \$270 per unit to be due by June 1st. Chris noted that she will vote against this. Chris and Owen nayed, Colin, Tamara, and Joe voted aye. With three votes to two, the motion for the special assessment of \$270 due by June 1st is approved.

Gas Line discussion: Chris wanted to clarify that she does not believe the association is responsible for the gas lines, citing exclusive use areas. Bob explained the legal changes around 2017, stating that unless specified in the CC&R's, all pipe common areas are now the association's responsibility. Chris referred to the current CC&R's, stating that the gas lines are exclusive use areas, not common areas, as defined in exhibit b. Colin referred to a legal opinion received in March 2023, supporting the association's responsibility. Owen suggested the CC&R committee meet to address these issues in the new CC&R documents. Chris proposed a motion to maintain the current maintenance policy, disputing the 2023 legal opinion, with Joe seconding. The motion failed, with ayes from Chris and Joe, and nays from Tamara, Colin, and Owen.

- b. Leak from #364 into #264 and #131 - Claim filed
Discussion tabled.
- c. Repairs: roof; dryrot; painting; gutter cleaning; approval and/or ratification of proposals & invoices (if any);
Discussion tabled.
- d. Updating the gov docs; 2nd draft of bylaws & CC&Rs
Discussion tabled.
- e. Repairs & bids: DG Paths; V-Ditch; Sidewalk; (if any)
Discussion tabled.
- f. Upgrades to gates, gym & pool access control
Discussion tabled.
- g. Pool facilities & sauna; other related issues; monitoring; trespassers; handicap seating
Discussion tabled.
- h. Signs: Address, pathways, directional, speed limit, no trespassing, pool area
Discussion tabled.
- i. EV charging station
Discussion tabled.
- j. Inspection of elevated walkways & balconies – by Focused Group 8/7/23 – 8/15/23
Discussion tabled.
- k. Pedestrian pathway improvements mailbox kiosk across from 7632
Discussion tabled.
- l. Utility closets at 7628 #117
Chris wanted the minutes to reflect that the utility closet for #117 is currently exposed to the elements. Chris requested James to communicate with the caretaker regarding the need to re-seal these utility closets.



- m. Annual meeting 1/11/24, at 6pm, location?
Tamra identified a potential venue called The Sandbox, capable of accommodating up to 20 people. The rental rate for this location is \$100 per hour. Tamara plans to visit the venue during the week of Thanksgiving. Other places are over the \$500 limite for the evening.
- n. Gas lines review
Discussion tabled.
- o. Fire safety - quote for radios / walkie-talkie
Discussion tabled.
- p. Bike rack by 7628.
Discussion tabled.
- q. Parking lot lights
Colin wanted to thank Bill for assembling a list of the parking lot lights. Colin met with Donn two weeks ago and discussed the differing voltages among the lights. It was decided to standardize all fixtures to 110 volts. The cost to convert these is \$2,170, involving the replacement of 12 posts with two people working. Colin moved a motion to approve this quote, which Joe seconded. During the discussion, Chris proposed seeking an additional quote to address the replacement of the eight malfunctioning fixtures. Colin recommended the board handle this matter separately. The subsequent vote results were as follows: Ayes from Joe, Tamara, Owen, and Colin; Chris abstained.
- r. Trees & Union Pacific Railroad
Discussion tabled.

6. NEW BUSINESS (Board to consider, review and possibly vote on...)

- a. #105 - installation of hard floor
Colin moved a motion to approve the flooring from #105. Joe seconded. This was unanimously approved.
- b. Air Table
Discussion tabled.
- c. HOA debit or credit card
Discussion tabled.
- d. Other items to be put on next month's agenda
Discussion tabled.

7. EXECUTIVE SESSION

Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner's request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member. Hiring; levying fine; noise issue.

- a. Late payers through end of last month (balances of \$500 or more): Landscaping contract
- b. Internal Dispute Resolution / Levy fines / Bankruptcy / Foreclosure / Small Claims / Write off

8. ADJOURNMENT (Next scheduled meeting 12/14/23 @ 6PM via Zoom)

- a. Meeting adjourned at 8:54pm.

For questions contact:
Bartlein & Company, Inc., (805) 569-1121 Fax (805) 682-4341



Email: jamesn@bartlein.com
3944 State Street, Suite 200, Santa Barbara, CA 93105



**EUCALYPTUS GROVE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
THURSDAY DECEMBER 14TH, 2023 (6PM) via Zoom
<https://ucsb.zoom.us/j/95672538616>
Meeting ID: 956 7253 8616; Passcode: 71139**

Meeting Minutes

1. CALL BOARD MEETING TO ORDER – CONFIRMATION OF QUORUM

If you wish to physically attend the meeting, you may come to the Management Office at 3944 State St. #200. Please call the day before the meeting to let us know that you're coming. Thank you.

Meeting was called to order at: 6:00m

Board Members present:

Colin Smith - President
Christine Hall - Vice President
Owen Roth - Treasurer
Tamara Simmons - Secretary
Joe Mora - Member-at-Large

Managers & Employees present:

James Nguyen of Bartlein
Julia Grigorian, Scribe

Homeowners present:

Craig Nicholson #247
Catherine Levya #369
Darrin Ambat #309
Bill Rauch #351
Tami Jauchen #264
Annette Winter #260
David Parker #128

Absences:

2. REQUEST BY OWNERS IN ATTENDANCE / VIA CORRESPONDENCE / PHONE

Open Forum (unless it's an emergency, it'll be put on next month's agenda); Board to consider the request & possibly vote. Each unit has about 3 minutes to address their concern to the Board.

Catherine Levya #369: Cathy expressed concern about the budget, noting the difference between a 2021 budget prediction of 90.9% for 2024 and the current budget indication of only 54% funding for reserves that the current budget indicates only 54% funding for reserves. She conveyed worries regarding the allocation of budget resources and would like to know where we are spending the money and what we are doing, particularly since there are owners on fixed income.s She also noted the absences of the \$48,330 (for the actual June assessment) from the 2024 budget and wondered if that was proper.

Tami Jaucen #264: Tami reported being the most affected unit in the water leak (addressed in 5a). The association's insurance company offered \$20,000 less than needed for rebuilding, and she requested the association's assistance in negotiating with the insurance company. Despite James advising against involvement, Tami emphasized the need for comprehensive coverage, citing concerns about mold for the entire building due to the alleged negligence of the owner of unit #364 in failing to make adequate water repairs. Further discussed in 5a.

Bill Rauch #351: Bill presented pictures illustrating the deterioration of the concrete curb at the front entry driveway. He inquired about any progress in addressing this issue as the Board previously approved renovations for this. Joe indicated having the purchase order and assured that he would prioritize this project on the fence project completed.



Craig Nicholson #247: Craig raised concerns about several items he wished to discuss, requesting their inclusion on the agenda. Despite his request, per Craig, none of the items were added. Craig noted he is representing 16 additional units along with himself. Colin clarified that Craig's items are on the agenda tonight (to be discussed in old business 5b). Additionally, Craig presented vendor evaluations, commending Ashley for excellent pool monitoring and Joe for expediting the final replacement of the front fence. However, he expressed dissatisfaction with the performance of Big Green, stating that they do not meet his standards.

Annette Winters #260: Annette sought approval for several items in her renovation of her unit. Tamara confirmed that, via email, the Board had already approved her items.

3. APPROVAL OF PRIOR MEETING MINUTES (11/8/23)

a. Regular Session 11/8/23

Colin moved a motion to approve the regular session minutes from 11/8/23. Joe seconded. This was unanimously approved.

b. Executive Session Summary 11/8/23

Colin moved a motion to approve the executive session minutes from 11/8/23. Owen seconded. This was unanimously approved. Chris wanted to check and see if the credit card discussed in the executive session had made any progress, but there had not been. James said he would look into this.

4. TREASURER, OFFICERS & COMMITTEE REPORTS

a. Reading of the Treasurer's Report.

Operating Expenses are about **4.7+%** above budget thru end of last month on a cash basis.

Suggested Motion: Move to approve the Treasurer's 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 as described in the Association's budget or otherwise approved by the Board.

Owen highlighted key points while reading the Treasurer's report. James provided commentary on a significant insurance payout that occurred during the month, causing a 23% deviation from the anticipated insurance line item and also contributing to the 4.7% overage in operating expenses. Owen moved a motion to accept the Treasurer's report as presented, and Colin seconded the motion. The motion was unanimously approved. .

b. Landscape recommendations & proposals.

Joe Provided an update on recent landscape activities, noting that Action Tree has completed the trimming of trees behind 7632 and 7634. The front fence has also been completed, with only the painting remaining. Joe is scheduled to meet with Action Tree for a proposal concerning the trees located behind 7620 and 7602.

James, after meeting with Joe, thought Joe had a good idea. Joe proposed the installation of lights along the fence on Hollister Ave to enhance visibility in the area and deter unauthorized access. Joe is in the process of obtaining a proposal for this lighting project, intending to illuminate both sides of the fence. In response to Tamara's query about the location of the lights on the fence, Joe clarified that they would be placed on top, specifically on the east end. Colin stated the Board will conduct further research on the proposed lights.

James brought attention to the mailbox at 7620, highlighting an issue with the raised slab, possibly caused by a nearby pine tree. To address this, Joe's idea was to relocate the mailbox kiosk further down the driveway by the creek. Colin informed the Board that a renovation for the mail kiosk is already allocated in



the reserve fund for 2024.

c. Committees (EV, Architectural, Events, etc.)

Governing Docs: Nothing to report.

Gym: Nothing to report.

EV: Tamara successfully connected with the Southern California Edison (SCE) representative. Progress is ongoing. Updates will be provided as developments unfold. got a hold of the SCE representative. Progress is still being made.

Websites: Chris expressed a desire for the website committee to shift its focus toward information relevant to owners, rather than historical data. In response, Colin and Julia will review the architectural page, aligning with Chris's request.

d. Caretaker or pool report.

Jim notified James that the sauna is up and running.

e. Vendor evaluations

Motions of Merit: Colin moved a motion of merit for Jim Dewey, the caretaker, for promptly fixing the sauna. Joe seconded. This was unanimously approved.

Motions of Demerit: Colin moved a motion of demerit for Big Green for their subpar service. Tamara seconded. Owen moved a motion to allow owner Craig Nicholson to provide comments on the matter, which was seconded by Colin. Craig shared concerns about Big Green's failure to consistently refill and restock soap and toilet paper dispensers, as well as the neglect of sweeping the pool deck. Despite Craig's efforts to address the issue with the service and supervisor, improvements were only temporary. Colin assured that the Board will investigate the matter. Chris pointed out that Big Green has recently purchased the correct soap and is now restocking. Joe added that the service provider's presence at 5:45am with loud music was disruptive. Joe discussed this with the representative. Chris Hall abstained from voting, while all other Board members voted in favor of the motion.

f. Officer's Reports

None to report.

5. **OLD BUSINESS (Board to consider, review and possibly vote on...)**

a. Leak from #364 into #264 and #131 - claim filed & disbursement

Tami sought assistance from James regarding her insurance claim and the additional items she needs covered due to a leak from unit #364 into units #264 and #131. Specifically, Tami requested another insurance adjuster come to appraise the additional damage caused by unit #364's failure to complete water repairs. James clarified that neither the management nor the Board can dictate coverage to an insurance company. Tami specifically needs help with mold remediation and expressed the need for a re-evaluation, as the adjuster did not capture everything initially.

Chris questioned the involvement of insurance in a unit owner's negligence, highlighting that this is the fourth water leak from the same unit. Trowbridge, the owner of #364, and his insurance will only deal with HOA. Tami wanted it to be clear that she did not involve the HOA. James explained the workings of the association's insurance, emphasizing that it covers everyone minus the deductible, which should ideally be covered by Trowbridge's insurance.

Tami advocated for the removal of the subrogation clause during the CC&R revision. James suggested that circumstances like these might require Tami to take Trowbridge to small claims court to recover the deductible but emphasized that this was not legal advice. Tami emphasized the significant increase in mold levels, potentially compromising the entire building's structure, not just her unit. Owen requested James to explore options to recoup costs and address mold remediation. Tami urged the Board to take action against



Trowbridge for not upholding maintenance rules.

Tamara reminded the Board that Trwobridge had produced a mold clearance report. The Board requested James to locate and distribute this report. In the chat, Tami clarified that Trowbridge's reference to the mold test is the ServPro report stating no *visible* mold with a certified mold inspector and that this is not an official clearance report.

b. Owner's responsibility & 2024 Budget (Craig Nicholson)

Craig raised concerns about a change in the policy of owner's responsibility, emphasizing the need for proper procedures such as an agenda item, motion, and vote. He noted an unsuccessful vote to ignore a legal opinion, asserting that no action should have been taken. Craig referred to a past judgment in 2010 related to a leak in his utility lines, stating that unit owners were responsible for anything considered exclusive use. Chris added that, irrespective of opinions, the Board has not voted to change the policy, and owners need to be notified of the possibility of any future action. Chris accused Colin, the president of taking action without a formal motion. Owen and Colin sought clarification on the alleged action.

Owen highlighted the need to address such matters in the new CC&Rs and clarified that emergency decisions, like the recent gas leak Chris is referencing when the accusation against Colin was made, do not establish a new decision-making framework. Colin clarified that the new CC&R drafts had not been approved, in spite of Craig's assertion that the new CC&Rs had Board approval. Chris stressed the importance of informing owners of the possibility of an unapproved-by-voter-change. Craig also argued that, despite legal opinions, the current CC&Rs from the 1980s take precedence.

Chris proposed an amendment that will state our original maintenance policy that all common exclusive items are the owner's responsibility, reaffirming the current understanding as outlined by the CC&rs. Joe seconded. James noted an attorney would need to be involved. Owen suggested involving an attorney, leading to a countermotion by Owen to hire an attorney for drafting. Colin moved a motion to allow owner Cathy Leyva to talk, with Owen seconding. Cathy discussed a gas leak incident the owners in her building paid for, asserting it was the owner's responsibility. Owen amended the motion "to get a quote for a legal draft not to exceed \$2,000." Chris seconded Owen's amendment. The motion got three nays - Colin, Owen, and Tamara. The motion failed. No action was taken.

Craig questioned the validity of the 2024 budget, pointing out discrepancies in the numbers and decisions made on invalid projections. Tamara clarified that the Board is under budget due to uncompleted repairs that were slated for this year. Craig emphasized that changing the owner's responsibility can affect the reserves by \$1.5 million. Owen inquired about offsetting repairs not done against insurance, leading to further discussion about responsibilities.

Tamara proposed a motion for a special meeting after the annual meeting to address the owner-petitioned items presented by Craig. Chris seconded, and the discussion focused on potential dates and locations. The meeting would be in person, and Craig and Chris will look into finding a suitable venue. The Board settled on February 1st for the meeting, with the location to be determined. All members voted in favor.

- c. Repairs: roof; dryrot; painting; gutter cleaning; approval and/or ratification of proposals & invoices (if any); James had nothing to report.
- d. Updating the gov docs; 2nd draft of bylaws & CC&Rs
Discussed above in 5b.
- e. Gas lines review & Gas lines for 7638 (Beachside \$29,516)
Colin presented an overview of the repair work on the 15 gas lines for 7638. Chris inquired about the possibility of a pressure test, sparking discussion. However, it was clarified that no pressure test is currently scheduled. In response, Owen motioned to table further discussion on this matter, a motion seconded by Joe. The motion was unanimously approved.



- f. Repairs & bids: DG Paths; V-Ditch; Sidewalk; (if any)
Discussion tabled.
- g. Consolidated Overhead: Upgrades to gates, gym & pool access control
Colin provided an update on Jim's progress in auditing all the keys for the complex and emphasized the importance of collecting key card data from owners. Tamara suggested utilizing Jim's new work order site for this purpose. Colin moved a motion to initiate the collection of key card information from owners, starting on the 15th. Tamara seconded, and the motion was unanimously approved.
- h. Pool facilities & sauna; other related issues; monitoring; trespassers; handicap seating
The Board discussed the search for a missing pool hose, with Joe volunteering to locate it. Chris inquired about the previously discussed handicap bench, and James clarified that Tom is addressing it. Owen proposed a motion to approve up to \$200 or any pool upgrades related to the two pool hoses and the bench. Colin seconded, the Board confirmed that Jim could purchase and install them, with reimbursement to follow. The motion was unanimously approved.
- i. Signs: Address, pathways, directional, speed limit, no trespassing, pool area
A quote for the front fence lettering was presented. Tamara moved a motion to approve the 3 quarter inch thick by 12 inch high, white acrylic signs Instant Signs, with Joe seconding. The motion was unanimously approved.
- j. EV charging station
The Board discussed the cost-effectiveness of an EV charging station. Tamara explained various initiatives and incentives from the county, city, and state that could benefit the complex.
- k. Inspection of elevated walkways & balconies – by Focused Group 8/7/23 – 8/15/23
The report on the inspection of elevated walkways and balconies by Focus Group is still pending, and the Board does not have this report yet.
- l. Pedestrian pathway improvements mailbox kiosk across from 7632
Discussed in 4b.
- m. Utility closets at 7628 #117
This closet is sealed from the elements, but there is no movement on the actual repair. James told the Board they can repair it and charge her. Joe moved a motion to put the doors up, bill the owner, but not repair the inside. Chris seconded. This was unanimously approved.
- n. Annual meeting 1/11/24, at 6:15PM, Goleta Valley Library - Multi Purpose Room (Up for re-election: Colin, Owen, Tamara for two-year term each)
James wanted to thank Chris for finding the location.
- o. Fire safety - quote for radios / walkie-talkie
Discussion tabled.
- p. Bike rack by 7628
Discussion ensued about whether the second bike rack was approved. Chris said she would look for this.
- q. Parking lot lights
Colin discussed the parking lot renovation. They will now all be matching.
- r. Trees & Union Pacific Railroad
Detritus still remains. James redid the insurance claim.



6. NEW BUSINESS (Board to consider, review and possibly vote on...)

- a. #260 - luxury vinyl flooring & windows, lattice work
This was discussed in open forum.
- b. #215 - shed for patio
Tamara moved a motion to disapprove the installation request of a shed on the patio for unit #215. Colin seconded, and the motion was unanimously approved.
- c. Resolution to transfer funds to meet cash flow
Due to operating expenses exceeding the budget for the year, the association needs to transfer funds to meet cash flow requirements Resolution passed unanimously..
- d. Annual audit & tax returns by CPA
The Board discussed the annual audit, with the cost for a full audit being \$2,175 and an annual review for \$400 less. Colin moved a motion to conduct a full audit, an dJoe seconded. Further discussion ensued to clarify the differences between a full audit and an annual review. This motion was approved unanimously.
- e. Other items to be put on next month's agenda
Tamara wanted to bring up the unit #254 in her building with the dog defecating and urinating on the patio. Owen recommended that the Board discuss this more in executive session.

7. EXECUTIVE SESSION

Executive Session may only be used to discuss litigation, contracts with 3rd parties, member discipline, personnel, upon an owner's request to discuss payment of assessments, foreclosures, disability requests, legal advice, censure of a director, or mental illness of a member. Hiring; levying fine; noise issue.

- a. Late payers through end of last month (balances of \$500 or more)
- b. Internal Dispute Resolution / Levy fines / Bankruptcy / Foreclosure / Small Claims / Write off

8. ADJOURNMENT (Next scheduled meeting 1/11/23 @ 6PM via Zoom)

- a. Meeting adjourned at 8:59pm.

For questions contact:
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