

SYCAMORE CREEK HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
APRIL 4, 2018
6:30 PM, OFFICE OF ANCHOR COMMUNITY MANAGEMENT

I. CALL TO ORDER / ROLL CALL

The meeting was called to order by President James Bond at 6:30pm. Also present were Donna Talent, Martina Renville, Maureen Hernandez, Donna Atkins, Catherine Parker and Patrice Banyai.

II. APPROVAL OF MINUTES

MTA by Catherine Parker the minutes of the February 7, 2018 meeting, second by Maureen Hernandez. Approved.

Item 'G' from this agenda was moved up this location so that Maureen, who has to leave at 7pm can be present for the discussion on this item.

G. Attendance of non-owners at Board Meeting – discussed thoroughly. Jim expressed his thought allowing this may create a conflict of interest for Martina, as she has tenants and is a real estate agent. Martina disagreed.

MTA by Catherine Parker that tenants be allowed at meeting if it does not conflict with the Sycamore documents, no second received as the discussion continued.

Maureen had to leave the meeting. Catherine withdrew her motion. No further motions made as the full Board was no longer present which Board had previously required to be present in order to discuss. Tabled to future meeting when a full Board is present.

Meeting was suspended temporarily at 6:41 when Jim called the Annual Meeting to order.

Meeting was reconvened at 6:47 when the ballot counting at the Annual Meeting started.

Meeting was suspended again at 7:08 to announce voting results.

Meeting reconvened at 7:10pm.

III. HOMEOWNER COMMENTS – Dee Marchionna, owner of #677 was present and asked Board to consider funding the Annual Holiday Decorating Contest. Dee will submit this request in writing to the manager for consideration on a future agenda.

Patrice, owner of # 697 shared her thoughts on being “singled out” for violations. She also requested that ‘Old Business’ be included on the agenda because she wants to know that items discussed at meetings are included on the minutes and adding ‘Old Business’ is a way of doing so. Manager advised that ‘Draft’ minutes are available on the Sycamore Creek webpage within 30 days of the meeting for review of proper content.

Martina, owner of # 667 & # 685 expressed her desire to have signs posted on dumpsters warning people not to dump large items.

V. TREASURER’S REPORT –February 2018 report – Donna reports all is well. MTA by Patrice Banyai, second by Catherine Parker. Approved.

Per Civil Code 5500, the Treasurer has reviewed a current reconciliation of the Association's reserve accounts and operating accounts. The Treasurer has also reviewed actual reserve and operating expenses as compared to the current year's budget as well as the latest account statements for the financial institutions where the Association money is held. The Treasurer also reviewed the income and expense statement for the Association's operating and reserve accounts.

VI. BOARD BUSINESS

A. Landscape Report

1. Extra man 1 day per week – landscaper previously provided price of \$800 if Board wants to do this. MTA tabling this matter, second by Patrice Banyai. Approved to table.

2. 3 Proposals for Landscape Improvement – Treasure asked how, if proposals are approved, will they be funded as there isn't enough money in the reserve category for landscape improvements. Manager advised these improvement will continue to be funded through owner equity on the balance sheet. MTA by Donna Talent to approve all 3 proposals at the total cost of \$15,590.00, second by Catherine Parker. Approved 6-0.

- B. Architectural Committee** – Jim presented a brief description of what the committee does and the most common types of requests. Board discussion. No action.
- C. 2017 Year End Financial Review** – completed by CPA. MTA by Catherine Parker, second by Donna Talent. Approved.
- D. Garage Sale** –MTA by Donna Talent to hold one on September 8, 2018, second by Catherine Parker. Approved.
- E. ‘Sycamore Creek’ Sign at Ponderosa Entrance** – showing wear. Board discussed. Manager was asked to obtain a proposal for a post and panel shaped sign on ½” MDO wood with vinyl graphics, similar to the at Camarillo Oaks on Paseo Camarillo. Donna Talent shared a picture of that sign. Board agreed proposal should be for a sign the same size and color as the existing Sycamore Creek sign.
- F. Creek Issue** – manager advised that a pipe under the creek has rocks stuck in it, impeding flow. Creek was only able to get one rock out. Pipe will have to be re-routed which will be a time and materials expense. MTA by Donna Talent this repair, second by Catherine Parker. Approved.
- G. Attendance of non-owners at Board Meeting** – handled between II & III above.
- H. Painting of Buildings** – reserve study suggests that the life of the building paint may be expiring. MTA by Catherine Parker to task manager with beginning the bid process, second by Patrice Banyai. Approved.
- I. Riser** – MTA by Donna Atkins to wrap risers into the painting proposal, second by Catherine Parker. Approved.
- J. Rules Revision** – time permitting, board will work on this.

VII. MANAGER’S REPORT

- A. Work order history** – reviewed.
- B. Electric & Water usage reports** – reviewed by Board.

VIII. NEXT MEETING DATE /ADJOURNMENT

Next regularly scheduled Board meeting date is scheduled for June 6, 201. Board adjourned at 8:10 to Executive Session to consider delinquencies, violations, foreclosures, and/or legal matters and contracts with 3rd parties.