

**Cobblestone Homeowners Association
Board of Directors Meeting
Tuesday May 15, 2023
HOA Conference Room and Zoom**

Board Members in Attendance:

- Gordon Lackenbauer, Kevin Larson, Sally Jeffcoat, Mike Botelho, Roger Begelman, and Jennifer McDowell.
- Jena Carpenter, VP of Operations with Paul Ash HOA Mgt
- Absent was Ashok Sudan.

Other attendees: Jim Kingston, Carolyn Masters, Don Baron, and Alan LaFever.

The meeting was called to order at 9:06 AM by Gordon Lackenbauer.

Establishment of Quorum

- Quorum was established with six Board members present.

Meeting Minutes Approval

A motion made by Kevin Larson to approve the April 18, 2023, meeting minutes as presented was seconded by Roger Begelman and approved unanimously.

Reports of the Officers and Committees

- a. **Treasurer's Report: Kevin Larson** – Treasurer's report was provided in writing with the following highlights. Kevin Larson reports bank balances at the end of April 2023 with Pacific Premier (PPB) operating account was \$158k; PPB construction account \$17k and PPB reserve account \$4k; and Fidelity reserve account \$588k. Income and expense results are in line with the full year's projection.
 - a. Discussion ensued related to the Fidelity Investment account which is where the bulk of the Association's reserves are located. Further directions will be provided to Fidelity related to the types of investments they may make and in what amounts. Paul Ash Management will be added as an authorized signer in an effort to expedite transactions the Board approves. Kevin to prepare an investment strategy for the Board to review in June.
- b. **ACC Report: Jena Carpenter for Sally Jeffcoat**

Ms. Jeffcoat provided a written report for the meeting. Ms. Jeffcoat provided the following highlights: three plans were approved to move to construction. We are still waiting for a parking plan from O'Brien related to driveway use. Makowski is completing a minor addition, and the Sandroff project was scaled back and finally approved to proceed to construction subject to a final landscape plan. The Moores are working towards finalizing plans for their Solar Array project pending hydrology reports and topography updates as grading has changed significantly due to flooding. Other miscellaneous projects approved were for painting and roof coating.

 - a. The ACC is waiting for permission to communicate three major items to be highlighted, parking, tree-height limits and trimming requirements, and outdoor lighting.
- c. **Landscape Report: Jesse Trapp, Committee Chairs** – Verbal report provided by Gordon Lackenbauer. We have completed updating three of the of the twelve islands in Cobblestone, one more will be done late in 2023, November/December. The cost to remove the oleanders is a significant one and one that has been hard to anticipate. Brynn with Safari has been using his truck to remove root balls which are up to 3-1/2 feet in diameter and may need to consider using a crane for future removals as a bob cat will not be able to gain access to the islands. The Committee may need to rethink the 2024 budget as it relates to this increased cost or to involve excavating more than one island of oleanders at a time. They will evaluate this before increasing the 2024 budget.

Over the summer if landscaping needs to be rectified email Jena Carpenter and CC Jesse Trapp to be included on any landscaping matters that occur.

Old Business

a. Action Item List Review

Ms. Carpenter provided the written report and discussed. The following are the highlights. Homeowner document books are nearly ready for distribution, Kay Grossman is working on the Handy Helper over the summer so that will not be added to the distribution. We are still processing the Accura bill to determine who is participating and being charged. We will have to coordinate this with individual owners to clear this up. Trash service contract is still an issue, the customer service through the office is poor and they aren't communicating well with residents or management, while some aspects of the service have gotten better, others remain questionable. The exit gate arm has been repaired and no longer needs to be removed during rain. The remaining updates are included as either new or old business.

New Business

a. Panic Button for Gate

Accura replied to the request for a panic button for the gatehouse with an installation fee of \$780 and a monthly service and monitoring fee of \$42.00 per month.

A motion made by Kevin Larson to approve the panic button by Accura for \$780.00 and a monthly service and monitoring fee of \$42.00 was seconded by Roger Begelman and approved unanimously. Added item to discuss was related to Magic Jack and internet connectivity, Alan LaFever to meet with Jena Carpenter and possibly reset the equipment to ensure constant internet as it relates to the phones and gate internet.

b. Island 9 Cap Block Repair and Curb replacement

One bid received from Dorn Construction totaling \$3,950 was presented.

Management to obtain at least one additional bid and the Board will vote via email.

c. Status of Fence on West Side of property

Management was directed to forward the assessment as is underway during the meeting for Board consideration or by the next meeting.

d. Collection Policy – Roger Begelman

Roger Begelman reviewed the template policy provided by Ms. Carpenter to work with and aligned that with the CCRs and state statute. The new document provided included additional language and a revised amount for late fees which will be 10% of the assessment rather than \$15.00 and then a late interest of 12% per annum as determined in the CCRs.

A motion made by Gordon Lackenbauer to approve the policy as written was seconded by Sally Jeffcoat and passed unanimously.

e. Microphone for Zoom/Audio

Alan LaFever recommended purchasing Meeting Owl3 for improved microphone/audio for the conference room. Michael Botelho also recommended the product as he has used it in the past.

A motion made by Sally Jeffcoat to approve the purchase of Meeting Owl3 for \$1,049 plus tax was seconded by Kevin Larson and passed unanimously.

Homeowner Forum

- a.** Jennifer McDowell asked if she would be required to submit a DMR if she was painting the mailbox monument using the required paint colors.

Cobblestone Homeowners Association
Board of Directors Meeting
May 16, 2023 – Page 3

Response by Sally Jeffcoat, no that doesn't require a DMR this is maintenance, and the monuments have a specified required color. Further, we are going to solicit bids as to the cost of painting all the monuments in the community that need it and allow owners to accept use of the Board selected vendor in hopes of getting a group discount.

- b. Jennifer McDowell asked about the website vs. the Paul Ash supplied portal neither of which has enough information and they both seem to have dated information especially in regard to updated owner questions and documentation.

Jena Carpenter replied to the PAMCO portal vs. the website. Paul Ash just gained administrative rights to update and add information to the website, Alan LaFever is the webhost. The portal is mostly designed to assist with owner online payments, owner account information and other similar activities, the website is the best location for owner self-service to obtain information easily and quickly. This project will be addressed in the future to provide better access for residents to self-serve and locate accurate information for the association.

- c. Sally Jeffcoat asked about the status of Jim Kingston's matter related to tree-trimming and what the next steps are for the Association to help facilitate that.

Jena Carpenter replied that step one would be to send that notice to the Association related to requirements on tree-heights and trimming needs giving owners and opportunity to address those and then move into enforcement of the same. Jim Kingston needs to send an email clearly identifying his particular issue and complaint allowing the association to advance the same. Jim would like to see enforcement of the tree-height limit that is not being adhered to as is evident with Jena's site visit.

Jennifer McDowell requested that before any trees are removed the wildlife, specifically owls and hawks, are considered as nesting birds in the large Eucalyptus tree on a McManus Trail Lot.

Next Board Meeting

- The next Board Meeting will be Tuesday June 20, 2023, at 9:00am

There being no further business to attend to, the meeting was adjourned at 10:20 AM.

Respectfully Submitted,

Jena Carpenter

Jena Carpenter, CMCA, AMS, PCAM
Vice President of Operations
Paul Ash HOA Management, LLC