

**San Elijo Hills II Property Owners Association**

**June 17, 2024**

**Board of Directors General Meeting  
Meeting held at 1103 Santa Rufina Ct.**

**Attendance**

Board of Directors

Ron Tinkham, President  
Brian Coe, Vice President  
Steve Snow, Treasurer  
Tina Tinkham, Director  
Amy Sims, Member at Large  
Larry Alessio, Director

**Absent**

Vicki Smith, Director

**Management**

Kyle Merritt, Community Association Manager, Keystone Pacific; Recording Secretary

**Call to Order**

The meeting was called to order at 5:02 PM.

**Open Forum**

Three (3) homeowners were in attendance. Discussions were held regarding slope irrigation leaks and neighbor to neighbor disputes.

**Minutes**

The Board unanimously approved the meeting minutes from the meeting held on May 21, 2024.

**Financials**

The Board reviewed and unanimously approved the May 2024 financial statements, bank statements, and bank reconciliations subject to year-end-review.

**Management Report**

The Board reviewed the Action Item List.

**Landscape**

The Board reviewed the Landscape, Work Order Schedule and Drive-Around reports.

The Board reviewed and unanimously approved the Martinez Landscape 2024-2025 Contract Agreement

- \$10,089.00 / month and agreed for cost of services to remain firm through next fiscal year, 2025-2026.

Work Order #35, Sims and T. Tinkham to advise landscaping on disbursement of approved ground coverages.

The Board reviewed the tree report.

**Architectural**

The Board reviewed and unanimously approved the updated Architectural Application for the Association.

958 San Lorenzo (paint) – the Board unanimously approved the request as submitted.

1158 Santa Rufina (landscape request) – the Board unanimously approved the request as submitted.

827 Santa Rufina (paint) – the Board unanimously approved the request as submitted.

**Correspondence**

The Board reviewed any homeowner submitted correspondence, requests, or concerns.

The Board unanimously approved the proposal from Pro-Advantage for a community website.

**Adjournment**

The General Session meeting adjourned at 6:29 PM.

**Next Meeting**

The next meeting is scheduled for July 15, 2024 at 5:00 PM.

**BOARD CERTIFICATION AND APPROVAL OF MINUTES:**

*This is to certify that San Elijo Hills II Property Owners Association is a California Nonprofit Mutual Benefit Corporation; that the Board is duly constituted; has made all decisions based on reasonable investigation in good faith and with regard to the best interests of the community and its members; has exercised discretion within the scope of its authority under relevant statutes, covenants and restrictions in discharging its obligations; and hereby approve the authenticity of actions reported of this meeting.*

Respectfully Submitted:

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Kyle Merritt, Recording Secretary

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Board Signature