

**San Elijo Hills II Property Owners Association  
February, 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  
Vicki Smith, Director

**Management**

Kyle Merritt, Community Association Manager, Keystone Pacific  
Recording Secretary

**Call to Order**

The meeting was called to order at 5:10 PM.

**Open Forum**

Eight (8) homeowners were in attendance.

**Minutes**

The Board unanimously approved the meeting minutes from the meeting held on January 15, 2024.

**Financials**

The Board reviewed and unanimously approved the December 2023 and January 2024 financial statements, bank statements, and bank reconciliations subject to year-end-review.

**Management Report**

The Board reviewed the Action Item Report.

**Landscape**

The Board reviewed the Landscape, Work Order and Drive-Around reports.  
The Board reviewed the signed agreement from 1112 Santa Rufina and the Association for landscaping costs.  
The Board reviewed the landscaping damages to 1158 Santa Rufina. Cielo Tree Care to address the tree as a priority.  
The Board reviewed and unanimously approved Cielo Tree Care estimate #4915 for the dead tree removal.  
The Board reviewed the 1003 San Patricio tree trimming requests.

**Architectural**

1101 San Leon (*Landscaping additions*) – the Board unanimously approved the application contingent of receiving neighbor signatures and submitting a signed maintenance agreement.

**Business**

The Board reviewed and unanimously approved the gopher control maintenance proposal from Gammil Pest, selecting the quarterly maintenance option.

**Correspondence**

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

**Adjournment**

The General Session meeting adjourned at 7:05 PM.

**Next Meeting**

The next meeting is scheduled for March 18, 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