

**San Elijo Hills II Property Owners Association**  
**May 20, 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 5:00 PM.

**Open Forum**

Two (2) homeowners were in attendance. Discussions were held regarding tree removals in the community.

**Minutes**

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

**Financials**

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

**Budget**

The Board reviewed the 2024-2025 fiscal year draft budget and Reserve Study.  
The Board unanimously approved the Reserve Study from NE Business Enterprises.  
After discussion and modifications, the Board unanimously approved the 2024-2025 budget to be given to all members.  
There will be no change to the quarterly assessment amount.

**Management Report**

The Board reviewed the Action Item List.

**Landscape**

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

- *The Board to inspect the 1104 Santa Madera slope for any issues.*

The Board reviewed and unanimously approved the following work orders:

- Jacaranda (12) trimmings, Cielo Tree Care – Invoice #3403 \_ \$2,700.00
- San Leon, ferns slope (work order #30), Martinez Landscape \_ \$1,700.00
- Santa Rufina slope (work order #31), Martinez Landscape \_ \$2,925.00
- San Lorenzo slope (work order #32), Martinez Landscape \_ \$2,925.00
- Santa Rufina mow strip (work order #33), Martinez Landscape \_ \$1,600.00
- Santa Alicia / Santa Victoria northeast corner (work order #34), Martinez Landscape \_ \$1,268.00
- Pink Rosea ground coverage (work order #35) \_ \$17,600.00 190 flats to 1043, 1051 and 1079 at Santa Alicia as well as 190 flats to the Golf Course slope on Santa Helena. [*\$45.00 / flat for the plants and labor*]

Ron Tinkham to submit contract for Martinez Landscape and Design for an agreed 8% increase for 2025 and no increase for 2026.

### **Architectural**

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

526 Santa Alicia (tree removal) – the Board unanimously approved the request on their property.

1104 Santa Madera (landscape request) – the Board reviewed and discussed. Coe is to inspect easement ownership for area requested, R. Tinkham to follow up with clearing of area from Martinez Landscape and Design.

736 Santa Victoria (backyard renovations) – the Board reviewed and approved contingent on City of San Clemente approval on the submitted setbacks and the Association receiving a copy of the permit from the City.

### **Correspondence**

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

The Board discussed a new community website. Management to contact neighboring San Elijo Hills #1's website developer.

### **Adjournment**

The General Session meeting adjourned at 7:22 PM.

### **Next Meeting**

The next meeting is scheduled for June 17, 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