

**San Elijo Hills II Property Owners Association  
November 20, 2023  
Board of Directors General Meeting  
Meeting held at 1103 Santa Rufina Ct.**

**Attendance**

Board of Directors

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

**Absent**

Vicki Smith, Director

**Management**

Kyle Merritt, Community Association Manager; Keystone Pacific

**Call to Order**

The meeting was called to order at 5:12 PM.

**Open Forum**

One (1) homeowner was in attendance.

**Minutes**

The Board unanimously approved the meeting minutes from the meeting held on October 16, 2023.

**Financials**

The financials were not included due to delays from management transition. To be reviewed at next meeting.

**Management Report**

The Board reviewed the Action Item Report.

**Landscape**

The Board reviewed the Landscape, Work Order and Community Inspection reports.  
The Board approved the additions to Work Order #23 for the drip systems at Santa Victoria and Santa Alicia.  
The Board unanimously approved the Cielo Tree Care Estimate #4862 (\$8,930.00)

**Architectural**

1142 Santa Rufina (*Solar heating system*) – the Board unanimously ratified the approval of the application.  
550 Santa Alicia (*Roofing replacement*) – The Board unanimously approved the application.  
1043 San Patricio (*Exterior Painting*) – The Board unanimously approved contingent of obtaining neighbor signatures  
1110 San Ricardo (*Landscaping*) – The Board reviewed and approved contingent of obtaining neighbor signatures, providing maintenance agreement and list of proposed landscaping to install.

**Adjournment**

The General Session meeting adjourned at 7:11 PM.

**Next Meeting**

The next meeting is scheduled for January 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