

**Minutes of the
Sunset Mesa Property Owners Association's (SMPOA)
Board of Directors Meeting**

July 11, 2015

Meeting, held at 18431 Kingsport, was called to order 11:11 AM. Linda Kaye, Gregg Bernstein, Nancy Posner, Marco Rufo, Anne Burkin, Mark Ovitz, Becky Rickley, and Natasha Roit were present.

A discussion regarding the CC&R's and Bylaws took place outlining how the SMPOA Board functions.

ELECTION OF OFFICERS OF THE BOARD

Linda Kaye was nominated and elected as President with a unanimous vote.
Gregg Bernstein was nominated and elected as Treasurer with a unanimous vote.
Marco Rufo was nominated and elected as Secretary with a unanimous vote.
Mark Ovitz was nominated and elected as Vice President with a unanimous vote.

Marco Rufo will start a Google Calendar for the Board and will send out invitations.

MINUTES

June and Annual Minutes were approved.

ARCHITECTURE COMMITTEE (AC)

Board member Mark Ovitz was nominated and elected to serve as AC Committee Liaison. The President has appointment authority to name who will Chair this Committee. At least 5 people are needed for the Committee. The methodology, procedures and responsibilities of the AC Committee were discussed, and it was established that the 2nd Saturday of each month at 9:30 AM will be the standard site visit time followed by the AC meeting. The results of that day's site visits will be determined and Letters of Determination submitted to the Board, who established to meet the following day, the second Sunday of the month unless otherwise noted.

The AC nominating committee consists of Mark Ovitz, Nancy Posner, and Linda Kaye.

SUNSET MESA REAL ESTATE AREA DISCLOSURE

It was suggested by Marco Rufo that an Area Disclosure be established, like the other neighboring HOA's, to inform existing or potential homeowners of mandatory disclosures. These would include but are not limited to:

1. HOA dues, currently \$100 annually, and that in accordance with the CC&Rs, are mandatory.
2. An AC Committee exists, with the requirement that any planned outside construction or hardscape must receive approval by the AC by submitting a plan and form (on the Website) to the AC for approval before work can be started.
3. Homeowner is to provide contact information, such as email, to be provided with Association notices and a phone number for emergency purposes.

Other suggestions were exchanged with the agreement that Marco would submit a draft for Board review. When completed, SMPOA Area Disclosure will be distributed to all homeowners, posted on the website, and sent to the local real estate, escrow and title offices doing business in and with the neighborhood.

LETTERS OF DETERMINATION AND REQUESTS FOR ADR

The incoming Board was informed of the forms for site visits and OVI complaints, Letters of Determination and Requests for ADR.

Letters of Determination for non-approval of plans have recently gone out to the following:

1. 18134 Kingsport (Vargas) - Site visit took place on June 13, 2015 and included 18129 Kingsport's complaint of OVI. Letter of Determination was sent on July 9, 2015. The revised plans were not approved.
2. 18452 Wakecrest (Mahmood and Ahmed) - Letter of Determination was sent on July 7, 2015. Plans to remodel current illegal deck were not approved.

A Motion was brought, seconded and approved that it is SMPOA's policy regarding non-compliance with CC&R's, that, following the expiration of the 30 day compliance period in the Letter of Determination, Request for ADR will be sent to the non-complying homeowner(s).

FUTURE MEETINGS OF THE BOARD

Monthly Meetings of the SMPOA Board of Directors will be posted on the community website and, unless a change is issued, held as follows:

August 16th	Linda Kaye, President	18431 Kingsport Drive
September 13 th	Marco Rufo, Secretary	18459 Coastline Drive
October 11 th	Mark Ovitz's, Vice President	18307 Wakecrest Drive
November 8 th	Anne Burkin, Board Member	3516 Shoreheights Drive
December 13 th	Nancy Posner, Getty Liaison	18456 Coastline Drive
January 10 th	Linda Kaye, President	18431 Kingsport Drive
February 7th	Gregg Bernstein, Treasurer	18241 Wakecrest Drive
March 13 th	Marco Rufo, Secretary	18459 Coastline Drive
April 10 th	Mark Ovitz, Vice President	18307 Wakecrest Drive
May 15 th	Anne Burkin, Board Member	3516 Shoreheights Drive
June 12 th	Linda Kaye, President	18431 Kingsport Drive
June 2016	ANNUAL MEETING	TBD

TREASURER REPORT AS OF JUNE 30, 2015

• **Wells Fargo Bank Account**

Ending balance: \$147,805.12

Undeposited funds: \$1,600 received from 16 homeowners for annual dues

Deposits:

\$9,600.00 – 6/16/15 - annual dues payments

\$1.02 – 6/30/15 - interest

Payments:

Check 2124 \$850.00 - 5/26/15 - Kehillat Israel - Annual SMPOA meeting venue
Check 2125 \$236.25 - 5/29/15 - Paula Segestrom - emergency data base construction
Check 2126 \$1,196.75 - 5/31/15 - Kaiser Swindell - legal fees
Check 2127 \$202.50 - 6/15/15 - Paula Segestrom - emergency data base construction
Check 2128 \$140.00 - 6/15/15 - Hanna Gebauer - emergency data base construction
Check 2129 \$4,611.88 - 6/15/15 - Kaiser Swindell - legal fees

- **Stifel account.**

Ending balance: \$32,964.92

- **UBS account.**

Ending balance: \$78,618.05

A vote was taken and passed unanimously to expend \$25 per household in good standing to have their house numbers painted if not completed last fiscal year by John Lehne. Any homes now in compliance will also be so painted.

GETTY MATTERS

The Getty Committee is a Liaison between SMPOA and Getty Villa. Nancy Posner was elected as the Getty Liaison in a unanimous vote. A discussion was held in terms of distribution of Getty cards. Getty cards are available only to members in good standing with a drop off of a self-addressed stamped envelope to 18431 Kingsport.

OTHER MATTERS

Lola Jones, homeowner, will Chair the Block Party Committee with Anne Burkin serving as Board Liaison. There will be a block party the last weekend of August on Saturday August 29th. Any homeowner that would like to serve on this Committee, should contact any Board member. \$25 per household of collected dues has been allocated for that household scrip, which they can use to purchase food and entertainment provided. Marco Rufo has volunteered to help deliver flyers.

Numerous homeowners have requested that the Board increase transparency and post on a regular basis which homeowners have paid their dues and which ones have not. The Board agreed that this would increase awareness of the homeowners not in compliance. Anne Burkin volunteered to head up that effort.

EXECUTIVE SESSION

There being no further Board business, the meeting was adjourned and the Board went into executive session at 1:46 P.M.

Submitted on behalf of SMPOA



Gregg Bernstein
Vice President