

Rancho Cielo Homeowners Association
Board of Directors Meeting
January 24, 2024

General Session
MINUTES

CALL TO ORDER

The General Session meeting of the Board of Directors was called to order at 6:00 PM at Trabuco Canyon Water District, 32003 Dove Canyon Dr, Trabuco Canyon, CA, by board president Len Malena.

ATTENDANCE

Directors Present: Len Malena, President
Darryl Wheeler, Vice President, Via Zoom
Timothy Whelan, Secretary
Robert Hoffman, Treasurer
Gina Cox, Member at Large, Via Zoom

Directors Absent: None

Also, Present: Denise Mitchell, Senior Community Manager, Vintage Group
Colleen Rozen, Community Manager, Vintage Group

MEMBER FORUM

No Members attended the meeting.

SECRETARY'S REPORT

Upon review, a motion was made, seconded, and unanimously carried to approve the November 29, 2023, Executive Session and General Session meeting Minutes as submitted.

Upon review, a motion was made, seconded, and unanimously carried to approve the proposal from Advanced Election Services to provide inspector of election services for the 2024 board of directors' election. The board chose to attempt an election by acclimation at a cost of \$1,260.00. Should the acclimation not succeed, an additional \$1,865.00 was approved for the balloting process.

The board set the annual meeting date for August 28, 2024, at 6:30 pm.

A motion was made, seconded, and unanimously carried to appoint the board of directors the governing body that approves the annual meeting minutes.

TREASURER'S REPORT

A motion was made, seconded, and unanimously carried to accept the November 30, 2023, and December 31, 2023, financial statements subject to fiscal year end audit by a Certified Public Accountant.

The board reviewed the AR Aging Report. No action was necessary.

The board reviewed communication from Merryll Lynch regarding the investment portfolio. After discussion, a motion was made, seconded, and unanimously carried to open a staggered 36-month revolving treasury ladder utilizing \$400,000.00 of the funds already with Merryll Lynch.

TREASURER'S REPORT CONTINUED

Upon review, a motion was made, seconded, and unanimously carried to approve Associations Reserves to conduct a reserve study analysis without site visit at the agreed cost of \$650.00.

LANDSCAPE REPORT

Upon review, a motion was made, seconded, and unanimously carried to approve the following proposals from Hacienda Landscape,

- Removal of 2 dead trees \$300.00.
- Install eight 5-gallon Raph Clara \$280.00.

GENERAL MATTERS

The board reviewed member requests regarding Common area maintenance, reimbursement for costs related to the towing of a vehicle and damage to the common area caused by bicycle riding/jumps on the grass. Management was given instructions on how to respond to each member.

ADJOURNMENT

There being no further business to come before the board, a motion was made by Len Malen, seconded by Timothy Whelan, and unanimously carried to adjourn the meeting at 7:27 p.m.

Secretary's Certificate

I, Tim Whelan, do hereby certify that the foregoing is a true and correct copy of the Minutes of the General Session Meeting held on the above date, as approved by the Board of Directors.

ATTEST: Tim Whelan

Signature

2-29-2024

Date