

**RANCHO CIELO HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
GENERAL SESSION MINUTES  
MARCH 26, 2019**

**Call to Order**

Upon notice, duly given and received, the General Session Meeting of the Board of Directors of Rancho Cielo Homeowners Association was called to order at 7:07 PM at the Trabuco Canyon Water District located at 32003 Dove Canyon Dr., Trabuco Canyon, CA 92679.

**Roll Call**

A quorum was present with the following directors in attendance:

Michael Hinkle, President  
Darryl Wheeler, Vice President  
Alan Nielson, Treasurer  
Len Malena, Secretary  
Robert Hoffman, Member at Large

**Absent**

None

**Seabreeze Management Company, Inc.:**

Janet McCormick, CMCA Account Executive

**Executive Session Disclosure**

Executive Session convened to approve minutes, discuss rule violations, delinquencies, personnel, and legal issues.

**Homeowner Forum**

Homeowners were given an opportunity to address the Board of Directors for general matters that may or may not be related to specific agenda items.

**Acceptance of Board Tablets**

No action was taken.

**Approval of Minutes**

A Motion was made, seconded and carried to approve the January 22, 2019 and March 5, 2019 General Session minutes, as prepared by Seabreeze Management.

**FINANCIAL REPORT**

**Financial Statement – Ending February 28, 2019**

Be it resolved, upon a motion duly made and seconded, the Board resolved to acknowledge and accept the February 28, 2019 financial statements and reconciled bank statements presented, subject to audit/review by a CPA at fiscal year-end. This motion carried unanimously.

**TAX PACKAGE CHECKLIST & COVER LETTER**

The Board reviewed the tax package as prepared by the Association CPA, Owens, Moskowitz, and Associates, Inc. Be it resolved, upon a motion duly made and seconded, the Board resolved to approve the taxes as prepared by the Association CPA, Owens, Moskowitz, and Associates, Inc. Motion carried unanimously.

**DRAFT AUDIT FYE 08/31/2019**

The Board reviewed the draft audit as prepared by the Association CPA, Owens, Moskowitz, and Associates, Inc. Be it resolved, upon a motion duly made and seconded, the Board resolved to approve the draft audit as prepared by the Association CPA, Owens, Moskowitz, and Associates, Inc. Motion carried unanimously.

### **Hacienda Landscape – Reports, Updates, & Proposals**

Be it resolved, upon a motion duly made and seconded, the Board resolved to approve the proposal for landscape installation behind 21781 Pajarito Lane, for a total cost not to exceed \$1,080.00. Motion carried unanimously.

### **Reserve Study Proposals**

The Board reviewed proposals for reserve studies. Be it resolved, upon a motion duly made and seconded, the Board resolved to approve the proposal as submitted by ARS, for a reserve study with site visit, for a total cost not to exceed \$900.00. Motion carried unanimously.

### **Accurate Voting Proposal**

The Board reviewed the proposal for voting services as presented by Accurate Voting. Be it resolved, upon a motion duly made and seconded, the Board resolved to approve the proposal from Accurate Voting for a total cost not to exceed \$860.95, before meeting attendance. Motion carried unanimously.

### **Street Repairs Proposal**

The Board reviewed the proposal for street repairs as presented by TLG. Be it resolved, upon a motion duly made and seconded, the Board resolved to table the discussion. Motion carried unanimously. Management was directed to contact Ed Perez, La Belle-Marvin for additional information.

### **Pool Motor/Spa Jet Proposals**

The Board reviewed a proposal for a new spa jet motor, and to raise the pump to enclosure height, as submitted by Aquatrends. Be it resolved, upon a motion duly made and seconded, the Board resolved to approve the proposal as submitted by Aquatrends, for a total cost not to exceed \$1,740.25. Motion carried unanimously.

The Board reviewed a proposal from Shields Business Services for a new spa equipment housing, to raise the pump above ground to prolong the lifetime of the motor, as suggested by Aquatrends. Be it resolved, upon a motion duly made and seconded, the Board resolved to approve the proposal as submitted by Shields Business Services, for a total cost not to exceed \$2,884.00. Motion carried unanimously. Management was directed to have the pool heater turned on as of May 1, 2019.

### **Pool Restroom Door Jamb Repair Proposal Discussion**

The Board reviewed proposals to repair the pool restroom door and jamb. Be it resolved, upon a motion duly made and seconded, the Board resolved to approve the proposal as submitted by Shields Business Services, for a total cost not to exceed \$1,688.00. Motion carried unanimously.

### **Homeowner Requests**

The Board reviewed the request from 21781 Pajarito Lane, for landscape installation on the slope behind his home. Be it resolved, upon a motion duly made and seconded, the Board resolved to approve the request. Motion carried unanimously.

The Board reviewed the request from 32136 Rancho Cielo, for a birthday party in the park on April 16, 2019. Be it resolved, upon a motion duly made and seconded, the Board resolved to approve the request. Motion carried unanimously. Management was directed to send a 28-day rule change notice, to add a \$150.00 security deposit for gatherings in common areas, to the Membership in the May 2019 billing statement.

The Board reviewed the request from 21791 Estrella, to top or remove three large trees on the slope behind his home. Be it resolved, upon a motion duly made and seconded, the Board resolved to deny the request. Motion carried unanimously.

### **Adjourn**

Being no other business, a motion was made, seconded and approved to adjourn. The meeting adjourned at 8:29 PM.

**SECRETARY'S CERTIFICATE**

I, Len Malave, hereby certify that the foregoing is a true and correct copy of the approved Executive Session Minutes of the Board of Directors Meeting held on the above date.

  
Secretary

4-23-19  
Date