

Southshore Hills Property Owners' Association
Board of Directors Meeting
General Session Meeting Minutes
January 2, 2020

CALL TO ORDER:

The General Session Meeting of Southshore Hills Property Owners' Association was held on January 2, 2020, at the PMP Offices. Quorum was established and the meeting was called to order by Carole Vicens at 6:35 PM.

DIRECTORS PRESENT:

Carole Vicens – President (via teleconference)
Randy Michaels – Vice President (via teleconference)
Richard Hostin – Treasurer
Danny Lupold – Member at Large

DIRECTORS ABSENT:

Jonathan Mason – Secretary

OTHERS PRESENT:

2231 Kelmscott Court
1685 Bowcliff Terrace

PROPERTY MANAGEMENT PROFESSIONALS REPRESENTATIVES:

Matt Bland, CMCA, AMS - Community Asset Manager.

SECRETARY'S REPORT:

A motion was made by Randy Michaels and seconded by Danny Lupold to approve the general meeting minutes for December 4, 2019. Motion carried (M/S/C 4-0-0).

MANAGEMENT REPORT:

The Board of Directors reviewed and discussed the action item tracker from December 2019. No action was required of the Board of Directors at this time.

TREASURER'S REPORT:

Financial Summary and Recommendations: November 2019 financial summary was reviewed by the Board. The Board would like to see the 2020 Budget in all future agenda packets.

Financial Statements: A motion was made by Richard Hostin and seconded by Danny Lupold to accept November 2019 financial statements. Motion carried (M/S/C 4-0-0).

Lien Approval/Disclosure of Foreclosure: None at this time.

COMMITTEE REPORTS:

Technology and Communications Committee: The committee has been posting newsletters, Holiday party updates, and pine tree surveys. They are also working on the performance reviews.

Architectural Committee: The architectural report prepared by PMP was reviewed by the Board.

Advisory Committee: There was no report at this time.

Landscape Committee: There was an update on the landscape improvements, the survey and a discussion about the tree removals.

NEW / UNFINISHED BUSINESS:

Election Rules: A motion was made by Randy Michaels and seconded by Danny Lupold to adopt the election rules and presented to the membership. Motion carried M/S/C (4-0-0).

Architectural Rules Review and Update: A motion was made by Richard Hostin and seconded by Danny Lupold to table the architectural rules discussion for further review. Motion carried M/S/C (4-0-0).

2018 Audit CPA Letter: The Board reviewed the letter from the CPA regarding the audit for 2018. They are not able to complete the audit due to insufficient documentation.

Holiday Party: The party was discussed by the Board. There is an appointment to obtain keys and final instructions for the venue on January 17th. The Board of Directors will instruct management on what food to order.

Pine Tree Survey Results and Board Decision: The Board reviewed 41 completed surveys. There were 27 surveys in favor of removing all 4 trees. A motion was made by Randy Michaels and seconded by Richard Hostin to have the landscape committee work directly with the City of Thousand Oaks to have the trees removed, the areas repaired, and new trees planted. Motion carried M/S/C (4-0-0).

Postpone Late Fees for Annual Invoice: A motion was made by Richard Hostin and seconded by Danny Lupold to postpone the late fees until the end of January and to send out a reminder email blast. Motion carried M/S/C (4-0-0).

HOMEOWNER'S FORUM:

Homeowners in attendance discussed violation fines, late fees for annual assessments, and interest in joining the architectural committee.

AJOURNMENT AND ANNOUNCEMENT OF THE NEXT BOARD MEETING:

There being no further business before the Board of Directors, the General Session Meeting was adjourned at 7:00 PM. The Next Board meeting is scheduled for February 5, 2020 at the PMP Offices.

Board Member

Date