

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

**CALL TO ORDER:**

The General Session Meeting of Southshore Hills Property Owners' Association was held on December 2, 2020, on Zoom Meeting ID 302 033 439. Quorum was established and the meeting was called to order by Carole Vicens at 6:34 PM.

**DIRECTORS PRESENT:**

Carole Vicens – President  
Richard Hostin – Vice President  
Kavoos Blourtchi – Treasurer  
Jonathan Mason – Secretary

**DIRECTORS ABSENT:**

Danny Lupold – Member at Large

**OTHERS PRESENT:**

2267 Highgate Road  
2259 Highgate Road  
2327 Bayside Court

**PROPERTY MANAGEMENT PROFESSIONALS REPRESENTATIVES:**

Matt Bland, CMCA, AMS - Community Asset Manager  
Julie Phan, Community Asset Manager

**SECRETARY'S REPORT:**

A motion was made by Carole Vicens and seconded by Kavoos Blourtchi to approve the general meeting minutes from November 4, 2020. Motion carried. (M/S/C 4-0).

**MANAGEMENT REPORT:**

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

**TREASURER'S REPORT:**

Financial Summary and Recommendations: October 2020 financial summary was reviewed by the Board.

Financial Statements: A motion was made by Richard Hostin and seconded by Carole Vicens to accept the October 2020 financials. Motion carried (M/S/C 4-0).

Lien Approval/Disclosure of Foreclosure: None currently.

**COMMITTEE REPORTS:**

Technology and Communications Committee: John Soukup provided update regarding information added to website and Survey Monkey for types of trees to be added to the median.

Architectural Committee: The architectural report prepared by PMP was reviewed by the Board. The updated Architectural Guidelines were sent out for comments.

Architectural Guidelines: A motion was made by Richard Hostin and seconded by Kavoo Blourtchi to formally adopt the new architectural guidelines. Motion carried. (M/S/C 4-0).

Advisory Committee: No report at this time.

Landscape Committee: The City of Thousand Oaks have removed the trees in the median. Type of trees still to be determined for installation. The City will provide a total of 6 trees for installation.

**NEW / UNFINISHED BUSINESS:**

Restated Governing Documents Review and Update: The Board updated the membership on the next steps for the governing document rewrite. There will be a summary of changes letter drafted by the attorney and mailed out to all members. The association is currently in the last stages of the CC&R and the Board discussed timing of when to be sent out to the membership and setting up secret ballot.

Maintenance of Channel Land Strip and Monument Easements: Richard Hostin provided an update on the maintenance responsibility for these land strips and the status of the monument easements.

Annual Holiday Party in January: A motion was made by Richard Hostin and seconded by Jonathan Mason to postpone the holiday party until March due to COVID-19 and Stay-at-Home Order. Management will obtain available dates in March to be presented to the Board. Motion carried. (M/S/C 4-0).

Neighborhood Speed Awareness Program: The association will not qualify for the Speed Awareness Program. The Board has requested that homeowners assist in drafting a letter to be presented to the City Council and Mayor requesting for implementation of speed regulations be approved for the association.

Welcome Letter to New Owners: The Board has asked for a draft letter from PMP to welcome new homeowners to the association. The Board would like to include community resources such as monthly newsletter, website address, opportunities for involvement, board meeting information.

**HOMEOWNER'S FORUM:**

The homeowners in attendance had discussions regarding speeding in the community.

**ADJOURNMENT AND ANNOUNCEMENT OF THE NEXT BOARD MEETING:**

There being no further business before the Board of Directors, the General Session Meeting was adjourned at 7:36 PM. The Next Board meeting is scheduled for February 2020 via Zoom Meeting.

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Board Member

\_\_\_\_\_  
Date