

Southshore Hills Property Owners' Association  
Board of Directors Meeting  
General Session Meeting Minutes  
January 6, 2021

**CALL TO ORDER:**

The General Session Meeting of Southshore Hills Property Owners' Association was held on January 6, 2021 on Zoom Meeting ID 302 033 439. Quorum was established and the meeting was called to order by Carole Vicens at 6:49 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:**

2327 Bayside Court

**PROPERTY MANAGEMENT PROFESSIONALS REPRESENTATIVES:**

Julie Phan, Community Asset Manager  
Garett Guenot, Sr. Community Asset Manager, CMCA, AMS

**SECRETARY'S REPORT:**

A motion was made by Richard Hostin and seconded by Kavoos Blourtchi to approve the general meeting minutes from December 2, 2020. Motion carried. (M/S/C 4-0).

**MANAGEMENT REPORT:**

The Board of Directors reviewed and discussed the action item tracker. The Board has requested that current dates be noted on the tracker after the notes section.

**TREASURER'S REPORT:**

Financial Summary and Recommendations: November 2020 financial summary was reviewed by the Board. The Board has requested that 2019 and 2020 water bills be presented for comparison and for management to contact UgMo to see if there is a water report that can be generated to see if there is a savings.

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

Lien Approval/Disclosure of Foreclosure: None currently.

**COMMITTEE REPORTS:**

Technology and Communications Committee: The Board has requested that 2020 newsletters be uploaded to the website and the open surveys regarding trees remain on the site.

Architectural Committee: The architectural report prepared by PMP was reviewed by the Board. The updated Architectural Guidelines were mailed out to the membership.

Advisory Committee: No report at this time.

Landscape Committee: The City of Thousand Oaks installed the trees and additional trees will be planted in between those trees to fill in.

**NEW / UNFINISHED BUSINESS:**

Restated Governing Documents Review and Update: The Board provided an update on the CC&R draft. Legal will be providing a summary page with notable changes to the CC&R and final draft.

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: The Board has cancelled the holiday party until COVID-19 eases and restrictions are lifted.

Welcome Letter to New Owners: PMP has provided a Welcome Letter for the Board to review. This letter would be included in the escrow packets. The Board has requested that PMP include one sheet for all PMP contacts and phone numbers.

**HOMEOWNER'S FORUM:**

There were not any comments or questions raised during homeowner's forum.

**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 7:35 PM. The Next Board meeting is scheduled for February 3, 2021 via Zoom Meeting.

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Board Member

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Date