

# HIALEAH ESTATES PROPERTY OWNERS

5256 S. MISSION ROAD, 703-016 | BONSAI, CA 92003 | WWW.HIALEAHSTATES.ORG

SUBJECT: Minutes of Quarterly Open Board of Director's Meeting

LOCATION: Greg Stearns' Residence

DATE: December 17, 2016

TIME: 8:00 AM

IN ATTENDANCE: Greg Stearns, Mary Ann Dureau, Mike Collier

1. CALL TO ORDER: Greg Stearns called the meeting to order at 8:00 AM.
2. APPROVAL OF MINUTES FROM LAST MEETING: Greg asked for a motion to approve the minutes from the last meeting, Mike so moved, Mary Ann seconded the motion, and the minutes were unanimously approved.
3. REPORTS
  - 3.1 President's Report: Greg quickly started the meeting by welcoming the board members to the meeting. There were no other residents in attendance at the meeting.
  - 3.2 Treasurer's Report: Mike Collier presented the treasurer's report. Mike stated that all the residents were current on their HOA assessments. Mike and Greg also clarified that the annual assessment invoices will be mailed March 1, 2017, with a due date of April 1, 2017. Mike stated that the Reserve Account has a balance of \$38,796.52 as of November 30, 2016. Mike also stated that the Operating Account has a balance of \$957.73 as of November 30, 2016. In the next period, the Board anticipates the following upcoming invoices:
    - 3.2.1 Bonsall Postal: \$75 per year
    - 3.2.2 HEPOA Website: Unk
    - 3.2.3 Quickbooks Online: \$40 per month
  - 3.3 Secretary's Report: The HEPOA Board is committed to going green as well as streamlining the administrative process. This means the board will focus on minimizing the amount of documents that are mailed and instead utilize email. Please feel free to contact the HEPOA board with updated email and contact information in support of this endeavor. The HEPOA board will also use a cloud based archive to store documents going forward. This will enable all docs to be in one location and improve the transition when board members change in the future. Specifically, the plan is to use Google Docs. Mike also reported that HEPOA is again using the PO box at the Bonsall Village shopping center.
4. OLD BUSINESS
  - 4.1 Premier Community: The board made a previous motion to terminate the agreement with Premier Community Services with the overall goal to reduce annual costs and become a self-managed HOA. The motion was approved and the agreement expired on

Oct 16, 2016. The board estimates the residents will save approximately \$500/month (\$6000/year).

- 4.2 HEPOA Address: HEPOA is continuing to use the PO BOX in Bonsall. The address is 5256 South Mission Road #703-016, Bonsall, CA 92003.
  - 4.3 HEPOA Bank Account: HEPOA established a new bank account with Pacific Western Bank.
  - 4.4 HEPOA Annual Assessments: HEPOA board confirmed all late payments were received.
  - 4.5 Communication: The board stated that most communication in the future will be using email.
  - 4.6 HEPOA Reserve Study: The board provided the reserve study report to the residents on November 22, 2016.
  - 4.7 HEPOA New Homeowners: The board previously reported that there are 3 new members to the community. The Leto family that lives at 6686 Via De La Reina, the Cannon family that lives at 30329 Calle La Reina, and the Erichson family that lives at 30710 Via Maria Elena.
5. NEW BUSINESS
- 5.1 HEPOA Policy Statement: The HEPOA policy statement was discussed, has been updated to reflect the new by-laws, and will be sent to all homeowners.
  - 5.2 Street Assessment: Based on information from the previous Board it was reported that there are 3 outstanding payments due by residents outside the HEPOA membership. The Board is considering methods to get payment from these parties.
  - 5.3 Leans: There is a lien on one property within the membership the Board will monitor. Once the foreclosure is complete the Board will attempt to collect any past due monies.
  - 5.4 Website: The Board will continue to update the website in the next quarter.
6. OPEN FORUM: No issues discussed during open forum.
7. NEXT MEETING: March 2017 (date TBD)
8. ADJOURNMENT: Meeting was adjourned at 8:50 AM.