

LAKE DON PEDRO OWNERS' ASSOCIATION
MINUTES OF THE GENERAL BOARD MEETING
WEDNESDAY, JANUARY 24, 2024, at 6:30 pm

No Executive Session

- I CALL TO ORDER & PLEDGE OF ALLEGIANCE: 6:35 pm.** By Eva Banuelos, President
Board Members Present: Pres. Eva Banuelos, VP Christopher Adams, Secretary Dennis Dias, Treasurer Renee Anderson, Directors Kim Cheatham & Chris Lowey. Absent: Director Phyllis Cotta. Audience attendance 32.
- II EXECUTIVE SESSIONS REPORTS** by Eva Banuelos, President
December 12, 2023 Executive Session – Directors orientation & review, Department responsibilities, ACC Compliance matters/ legal options.
January 8, 2024 Executive Session – Disciplinary/ACC, Personnel, Legal, Authorized check signers for Operations and Reserve checks: Eva Banuelos, Renee Anderson, Dennis Dias & Phyllis Cotta.
- III APPROVAL OF MINUTES**
November 13, 2023 Board Meeting and Ballot Count Minutes: Motion to approve by Renee Anderson, 2nd by Chris Adams. Motion passed – unanimous.
No December meeting.
- IV TREASURER'S REPORT** – Renee Anderson, Treasurer
November 2023 Monthly Financials: Account balances – Operating \$260,808.18, Reserve \$674,645.37
December 2023 Monthly Financials: Account balances – Operating \$254,756.90, Reserve \$679,437.29
Motion to accept by Dennis Dias, 2nd by Chris Lowey. Motion passed – unanimous.
- V COMMITTEE REPORTS – Reports Only (no questions or discussions - those are during Open Forum)**
1. Facility Report by Chris Adams: Seasonal storm projects, annual well testing, replaced the tagged Carmelita Park sign, repaired potty at El Prado, repairs to Hacienda sidewalks, new computerized septic monitoring system installed, state inspection of water system, minor repair well #1, completed rest room updates w/ new sinks, paint and lights, replaced office lights w/low amp fixtures, repaired and replaced machines in gym, installed timer light switches in gym, apt B heater repaired, bids obtained for roofing project and exterior painting.
 2. ACC – Report by Dennis Dias: 8 Permits approved; Compliance: 7 open cases, 5 cases closed, 11 New Cases, 16 letters & Violation Notices sent, 5 fine cases.
 3. Parks & Trails Committee Reports by Renee Anderson: Replaced vandalized sign at Carmelita Park, El Prado cleanup day by volunteers, new fence at El Prado going in, holding off on El Prado playset until we see if the new fence arrangement controls vandalism. Several activities by Traiblazers group.
 4. Activities/Events Report by Eva Banuelos: Appreciation for Holiday Craft Fair fund raising, the 2024 dates of November 9 & 10.
- VI CONTINUING BUSINESS** - None
- VII NEW BUSINESS** – ‘Discussion’ refers to **Discussion by the Board only**. (Not a general discussion)
1. **Report:** Received a thank you from Lions Club for donation to the annual Don Pedro Christmas Baskets.
 2. **Vote:** Annual renewal of all Assoc. insurance policies totaling \$76,929. Motion to approve by Dennis Dias, 2nd by Eva Banuelos. Motion passed – unanimous.
 3. **Vote:** 2024 renewal of CPA Engagement agreement for annual Financial Review & Tax Returns. Motion to approve by Dennis Dias, 2nd by Chris Lowey. Motion passed – unanimous.

4. **Event Proposals** – Eva Banuelos: (see info sheets on each)
 - a. Monthly Game Day & BINGO Night on 1st Tuesday of the month.
 - i. Game Day on 1st Tues. each month (no budget) 2-6pm starting March 5th: Motion to approve Kimberly Cheatham, 2nd by Eva Banuelos. Motion passed – unanimous.
 - ii. BINGO Night: 1st Tuesday night each month, 6-9 pm, with startup/equipment budget of approx. \$755-\$800: Motion to approve by Renee Anderson, 2nd Eva Banuelos. Motion passed – unanimous.
 - b. Karaoke Night in the Lounge on last Thursday each month starting March 28th, with startup budget of \$110. Motion to approve by Dennis Dias, 2nd Kimberly Cheatham. Motion passed – unanimous.
 - c. 1st Sunday Evening Concerts (spring & summer) on hill behind Hacienda. Budget?: Motion to table to Feb. 14th Board Meeting by Dennis Dias, 2nd Eva Banuelos. Motion passed – unanimous.
5. **Project/Vote:** Bid for Hacienda flat-roof (Reserve) project. Discussion of two different materials/methods proposed on bids; both with 10 year warranty. Motion to accept bid of \$10,800 by S-J Company. By Dennis Dias, 2nd by Chris Adams. Motion passed – unanimous.
6. **Project/Vote:** Bids for Hacienda exterior painting (Reserve) project. Only 2 bids received. Motion to table to Feb. 14th Meeting to obtain more bids, by Eva Banuelos, 2nd by Dennis Dias. Motion passed – unanimous.
7. **Discussion/Vote:** Recommend revise apartment rental rates to one year-round daily rental rate of Apt A Members \$210, Non-Members \$300; Apt B \$150 Members & \$230 Non-Members. Motion to approve by Eva Banuelos, 2nd by Chris Lowey. Motion passed – unanimous.
8. **Discussion/Vote:** Revise the Transfer Fee charged when property transfers ownership to \$150. Motion to approve by Eva Banuelos, 2nd by Dennis Dias. Motion passed – unanimous.
9. **Discussion/Vote:** Revise the one-time Plan Review Fee for property development to \$100. Motion to approve by Eva Banuelos, 2nd by Chris Lowey. Motion passed – unanimous.
10. **Vote/Maintenance:** Replacement steel folding chairs for Pavilion (Reserve item) 48 at approximately \$1,520.00 (includes tax). Motion to approve by Eva Banuelos, 2nd by Renee Anderson. Motion passed – unanimous.
11. **Request/Discussion/Vote:** Adriana & Victor Ramirez request to use the Hacienda Kitchen for commercial resale food preparation. (See info sheet for details) Requirements? Stipulations? Fee? Motion to table to Feb. 14th Board Meeting for additional info by Renee Anderson, 2nd by Chris Adams. Motion passed – unanimous.
12. **Request/Discussion/Vote:** Jacob Erickson requests to be able to use the Hacienda exercise room to work with clients. (See info sheet for details) Requirements? Stipulations? Fee? Motion to table to Feb. 14th Board Meeting for additional info by Dennis Dias, 2nd by Renee Anderson. Motion passed – unanimous.
13. **Discussion/Vote:** Expense to have attorneys draft letter to non-compliant owner. Motion to approve by Chris Lowey, 2nd by Chris Adams. Motion passed – unanimous.
14. **Proposal:** Purchase push brooms for event halls. \$80. Motion to approve by Eva Banuelos, 2nd by Renee Anderson. Motion passed – unanimous.
15. **Request:** Custom 18x24 aluminum park signs for 5 parks @ est. \$210 each. (checking for cheaper vendor). Motion to table to Feb. 14th meeting for more bids by Renee Anderson, 2nd by Dennis Dias. Motion passed – unanimous.
16. **Request:** 5 standard signs “Please don’t leave your garbage”. 3 bids (2 bids for wood at \$50 each, 1 for aluminum at \$30 ea.) Motion to buy 6 aluminum signs with graphic by Eva Banuelos, 2nd by Dennis Dias. Motion passed – unanimous.
17. **Proposal:** Add fencing between pool deck and play area. **Vote:** Obtain estimate on cost. Motion to get in-house estimate for fence and access gate by Eva Banuelos, 2nd by Chris Lowey. Motion passed – unanimous.

18. **Request:** Renee Burritt & Donna Jean to again chair the Holiday Craft Fair on Nov. 9 & 10, 2024. Motion to approve by Eva Banuelos, 2nd by Dennis Dias. Motion passed – unanimous.
19. **Discussion/Vote:** Fund revisions to Assoc. website that require tech support. Motion to approve by Motion to approve by Dennis Dias, 2nd by Chris Adams. Motion passed – unanimous.
20. **Discussion/Vote:** Add funds to Parks budget for dump fees reimbursements. Motion to table to Feb. 14th Board Meeting by Renee Anderson, 2nd by Dennis Dias. Motion passed – unanimous.

VIII OPEN FORUM / GOOD OF THE ORDER: Audience comments. (3 min. limit)

At this time, the members may comment on any item of interest within the jurisdiction of the Board.

Though the Board generally will not respond, please understand that we are listening carefully.

However, in compliance with state statutes (the Ralph M. Brown Act), the Board is not permitted to take action on non-agenda items and therefore, Board policy restricts Board discussion of non-agenda items. If appropriate, consistent with Board policy, the Board may direct scheduling an item for discussion and/or action on a future Board agenda.

Audience comments regarding the ACC efforts to correct violation problems, gratified that the Board has voted to authorize funding an attorney's letter and hope that plus community pressure on county agencies for county enforcement will result in compliance. Pleased comments about the planned activities. Some comments about various community matters and activities by volunteer groups not under Assoc. jurisdiction.

IX MEETING ADJOURNED at 8:35 pm

NEXT SCHEDULED MEETING DATE: General Board Meeting Wednesday, February 14, 2024 – 6:30 pm at the Hacienda.

Respectfully Submitted by: Pam Hatler
on behalf of Dennis Dias, Board Secretary.

The foregoing minutes were approved by the Board of Directors on February 14, 2024.