

LAKE DON PEDRO OWNERS' ASSOCIATION  
MINUTES OF THE GENERAL BOARD MEETING  
WEDNESDAY, July 10, 2024

Executive Session: 5:30 pm

General Meeting

I CALL TO ORDER & PLEDGE OF ALLEGIANCE: 6:37 pm by Chris Adams, Acting President.

Directors Present: Chris Adams, Dennis Dias, Renee Anderson, Kim Cheatham. Absent: Phyllis Cotta

II EXECUTIVE SESSIONS REPORTS by Chris Adams, Acting President:

June 28, 2024 Executive Session: On June 23<sup>rd</sup> the Board received notices of resignation from Directors Chris Lowey and Eva Banuelos. We appreciate their service and wish them all the best. An executive Session was then scheduled for June 28<sup>th</sup> to start the procedures to fill the remaining terms of the two vacant Board seats.

1. Authorization was given to post notice for candidate applications for the two appointments.

2. The Board also discussed the recent unwieldy Board Meeting format and decided to instead revert to the policies and procedures advised by legal counsel with the Statement of Meeting Procedures to be both published and read into the official minutes at this July 10, 2024 General Board Meeting.

---

Acting President Chris Adams reads: The STATEMENT of MEETING PROCEDURES ,Notes from attorney's Davis – Stirling website . *[Copy attached]*

---

July 8, 2024 Executive Session: Fine Hearing: No show by owner

July 10, 2024 Executive Session: Discussion of items to be read at open meeting and procedures for appointments to vacated board seats..

III **RE-ORGANIZATION OF OFFICERS:**

With the resignation of the Board president, the Vice President Chris Adams becomes the acting President with the consent of the remaining Directors. Unanimous consent to recognize.

IV **MAY 10, 2024 BOARD MEETING MINUTES: Motion to approve by** Dennis Dias, 2<sup>nd</sup> by Renee Anderson.

Approved, unanimous.

V **TREASURER'S REPORT** by Renee Anderson, Treasurer:

May 2024 Monthly Financials: Operating Account balance \$57,081.49, Reserve Account balance \$98,01579, + CDs \$575,264,.25

The June / Year-End Financials are being prepared to be sent to the Assoc.'s CPA firm for their yearly Review.

VI **COMMITTEE REPORTS – *Reports Only*** (*comments etc. are during Open Forum*)

1. **Facility Report** by Chris Adams: *See attached copy*

2. **ACC – Report** by Dennis Dias:

June – Plans: 2 approved, 2 denied, 2 conditional. Compliance: 4 letters on new issues, 5 closed/resolved issues, 2 pending, 1 referred for fine hearing, 1 cont. fine.

July – Plans: 5 approved, Compliance: 2 letters, 1 extension, 3 closed, 4 registered letters, 1 referral for fine hearing, 2 issue meeting no-shows.

3. **Parks & Trails Reports** by Renee Anderson: EP Park Committee reported their June 1<sup>st</sup> cleanup day with 25 volunteers, weed wacked, trash pickup, tables and container painted. Also swings replaced by Hacienda Maintenance. Requests: Turn on water to test EP sprinkler system (scheduled), extended weed maintenance areas (needs eval.), removal of metal debris near container (scheduled). Agenda request (see agenda item #3). TRAILS Report: No rides scheduled for Jun-Aug. The final Hwy trash pickup on 6/24/24, the funding has ended.
4. **Activities/Events Report** by Board: Game Night continues 1<sup>st</sup> Tues each month.

**VII OLD BUSINESS** – None

**VIII NEW BUSINESS** – Any Member comments re agenda items to be presented during Open Forum.

1. **Proposed:** Place signs at Gregoris Park that Port-a-Potty is not to be used to dump RV tanks. Signs donated by Renee Anderson. Motion to approve by Dennis Dias, 2<sup>nd</sup> Renee Anderson. Approved, unanimous.
2. **Proposed:** Add sign to El Prado playpark area “Property of the Lake Don Pedro Owners’ Assoc. – Members Only”. Motion to approve by Dennis Dias, 2<sup>nd</sup> Chris Adams. Approved, unanimous.
3. **Request:** by Andrea Walker – that the Board authorize an annual expense of \$229 per year out of the Parks Budget for the data storage service for a security camera at El Prado Park. Camera to be donated by Andrea Walker. Discussion regarding available budget funds, offer to personally loan funds if needed by Chris Adams, suggestion to sell 2 current game cameras to fund the storage expense. Motion by multiple Directors to add to August agenda for vote. Approved.

**IX OPEN FORUM / GOOD OF THE ORDER:** Member 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.*

*\*Regarding non-agenda items: 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.*

**X ADJOURNMENT / NEXT SCHEDULED MEETING DATE:**

Next Board Meeting Wednesday, August 14, 2024 – 6:30 pm at the Hacienda.

---

**MEETING RULES:**

No audio or video recording allowed by attendees. However, the Secretary may record the meeting to aid in the preparation of minutes. The recording is deleted once the minutes have been prepared. As provided in the "Open Meeting Act," **members may observe the meeting but do not have the right to participate in the Board's deliberations or votes.** Members may address issues during the Open Forum portion of the meeting. Attendees may not engage in obscene gestures, shouting, profanity, or other disruptive behavior. If attendees become disruptive, they may be expelled from the meeting and/or fined.

July 10, 2024

STATEMENT:

The Board has voted to go back to the attorney recommended original format for running board meetings. There will be no audience comment allowed until the Open Comments portion of the meeting when the speaker will get 3 minutes to present their topic.

If anyone has any concern with an employee, they should raise that concern by a letter to the President. It will then be appropriately dealt with by the Board. Any comments about employees in open board meetings could result in possible litigation.

Therefore, the board will not allow any audience comments about any LDPOA employee in an open Board Meeting. If anyone makes such a comment, they will be asked to stop. If they don't stop, the President will stop the meeting until the person(s) leave the meeting.

---

STATEMENT of BOARD MEETING PROCEDURES

Notes from The Assoc's attorney's Davis – Stirling website:

OPEN FORUM:

By statute, members can **observe** the board conduct business. In addition, they can address the board during the open forum portion of the meeting.

Boards can, however, place reasonable restrictions on some topics. **For example, personnel issues should be addressed privately with the board or in writing to the board, not publicly.** For example, topics should not:

- involve matters outside the board's authority,
- be defamatory, indecent, abusive, or involve personal attacks or threats, legal or otherwise,
- involve personnel issues,
- involve the disclosure of confidential information,
- maintenance issues can be raised during open forums but are often better addressed in writing through the office "Attention to the Board".

---

MEETING RULES:

No audio or video recording allowed by attendees. However, the Secretary may record the meeting to aid in the preparation of minutes. The recording is deleted once the minutes have been prepared. As provided in the "Open Meeting Act," **members may observe the meeting but do not have the right to participate in the Board's deliberations or votes.** Members may address issues during the Open Forum portion of the meeting. Attendees may not engage in obscene gestures, shouting, profanity, or other disruptive behavior. If attendees become disruptive, they may be expelled from the meeting and/or fined.

## Hacienda

### General duties:

Weekly mowing of lawns

Watering of all Hacienda landscaping

Coordinate housekeeping schedule with Hacienda usage

Setup & takedown for meetings

General inspection and repairs of facility

### Seasonal duties:

Scheduling of pool monitors

Seasonal Mowing – Hacienda 12 acres mowed total of 4 times since end of May. Takes 1 ½ - 2 days each time.

Daily pool cleaning, chemical monitoring & balancing. (1 1/2 – 2 hours per day)

Summer extensive staggered watering schedule due to available water pressure and volume, including hand watering of areas not on timers.

### Projects & Repairs:

- Gym electronic door lock replaced
- Assemble and install new treadmill
- Hacienda exterior painting started
  - Jeff removes all signs, 40 + exterior light fixtures etc. save time and expense of paint contractor crew.
  - While removed all light fixtures examined for repairs, lighting upgrades and taken apart and thoroughly cleaned.
  - During and after the two and half weeks of painting were completed: Replace all signage, remount lights etc.. Thoroughly clean all adjacent flooring, fixtures, screens etc from any painting “dust” accumulated. Housekeeping cleans all windows.
- Roofing crew – Jeff co-ordinates, schedules and oversees.
- Inspect Apartment Balcony and repair for dry-rot starting on beam. Carry out planned repairs.
- Annual sealing of tile walkways and courtyard started, 2 coats and rolled in. Work around scheduled usage of facility to section off, apply and let cure, repeat 2<sup>nd</sup> coat and dry (8-10 hours) before opening section for use.

### Additional Incidents:

Thursday June 6<sup>th</sup> evening: Pool Monitor reported water out at facility – Maintenance manager returned from home to assess problem. Broken water main. Made temporary repair, but tanks had emptied, so stayed until tanks filled enough to assure service for apartments. Here until 10 pm. Also contacted Canapa Well Service. Notified staff & office of Friday facility closure (per state law) as pump would be disconnected for repairs.

Friday June 7<sup>th</sup> : NOTE: Maintenance Manager scheduled for only 2 hrs. on Fri. to do daily pool cleaning, and then off work for family event – But ended up working until 5pm with the Well servicing company due to necessity of replacing both controller and well pump.

Saturday: On his day off, Maintenance Manager returned to the Hacienda in early morning to check the well operation again, clean the pool of the dirt accumulated from the water system repair and balance the chemicals so that the pool could open for use.

### Parks:

- Vandalism checks
- The Board authorized fence and gate completed.
- Mowed twice
- 4 scheduled garbage pick ups
- + 1 unscheduled garbage pickup
- Replaced tire swing & 2 regular swings

### Note:

After several weeks since the fence and gate were completed both the vandalism and amount of household garbage being dumped at El Prado Park have been significantly reduced.