

**FORSTER RANCH MASTER ASSOCIATION I
BOARD OF DIRECTORS MEETING
GENERAL SESSION MINUTES
MAY 3, 2016
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NOTICE

Upon notice duly given and received, the General Session meeting of the Board of Directors of Forster Ranch Master Association I was held at 6:30 p.m. Tuesday, May 3, 2016 at Palisades United Methodist Church, 27002 Camino De Estrella, Capistrano Beach, CA 92624.

BOARD OF DIRECTORS PRESENT

Christopher Coyle, Vice President
Jack Cronk, Treasurer
Maggie Sforza, Secretary
Fred Olsen, Member at Large
Randell Young, Member at Large

BOARD OF DIRECTORS ABSENT

Jim Hinton, Member at Large

SEABREEZE MANAGEMENT COMPANY, INC.

Kathryn Hinton, Account Executive

BEMUS LANDSCAPE, INC.

Miles Coffin, Client Representative
Felix Montano, Branch Manager

CALL TO ORDER

The meeting was called to order by Account Executive, Kathryn Hinton, at 6:41pm.

HOMEOWNER FORUM

Homeowner Cyndy Snell was present to discuss the plan for the rear yard of 1104 Novilunio as well as to express her interest in volunteering for a committee if there was a need.

BEMUS

Miles Coffin and Felix Montano of Bemus Landscape were present to review the May 2016 operations report/update and discuss several open projects. The Board discussed irrigation and overwatering and reviewed the documentation provided by Miles regarding the water usage and the different meters and their size of the area they watered.

LANDSCAPE COMMITTEE REPORT

Committee Chair, Jim Hinton, was absent so Account Executive, Kathryn Hinton, provided the Board with an update on the landscape committee's projects and plans.

• **Approved Proposals:**

Be it resolved, upon a motion duly made and seconded, the Board of Directors voted to ratify the decisions made by the Landscape Committee and to approve the following proposals as submitted by Bemus Landscape:

- Hazardous Tree Removal in the amount of \$12,604.00 to remove trees deemed hazardous by Bemus' arborist for various reasons (trees health concerns, height and proximity to housing).
- #15444 in the amount of \$74.72 to replace a tree previously removed near 2915 Bonanza.
- #15445 in the amount of \$60.00 to replace a recycled water sign.

Motion carried 6/0.

• **Summary of Open Proposals –**

- **Warm Season Tree Trimming – Be it resolved**, upon a motion duly made and seconded, the Board of Directors voted to approve a proposal in the amount of \$34,843.35 for warm season tree trimming to be expensed from GL# 7555 (Tree Maintenance). **Motion carried 6/0.**

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- **Palm Tree Trimming** – **Be it resolved**, upon a motion duly made and seconded, the Board of Directors voted to approve a proposal in the amount of \$4,059.01 to trim the palm trees in the community and to be expensed from GL# 7555 (Tree Maintenance). **Motion carried 6/0.**

ARCHITECTURAL COMMITTEE REPORT

- **Committee Update** – Committee Chair, Chris Coyle, provided the Board with an update.
- **Architectural Variance Request: Treehouse** – **Be it resolved**, upon a motion duly made and seconded, the Board of Directors voted to deny the treehouse and required that it be removed by May 31, 2016. **Motion carried 5/0/1. Chris Coyle recused himself.**

SECRETARY'S REPORT

Be it resolved, upon a motion duly made and seconded, the Board of Directors voted to approve the April 5, 2016 General Session meeting minutes as submitted. **Motion carried 6/0.**

DELINQUENCIES

- **Acct# 00141-9234**: **Be it resolved**, upon a motion duly made and seconded, the Board of Directors voted to file a lien. **Motion carried 6/0.**
- **Acct# 00142-1280**: **Be it resolved**, upon a motion duly made and seconded, the Board of Directors voted to file a lien. **Motion carried 6/0.**

TREASURER'S REPORT

- **Financial Statements** – **Be it resolved**, upon a motion duly made and seconded, the Board of Directors voted to approve the March 31, 2016 financials as submitted, subject to audit. **Motion carried 6/0.**
- **Maturing CDs** – Board Treasurer, Jack Cronk, provided the Board with an update on maturing CDs.
- **Storage Document Destruction** – **Be it resolved**, upon a motion duly made and seconded, the Board of Directors voted to approve the document retention policy as prepared by Board Treasurer, Jack Cronk, and to approve destruction of documents as indicated in the policy. **Motion carried 6/0.**

NEW BUSINESS

- **Discussion: Vacation Rental Properties** – No formal motions were made at this time.

EXECUTIVE SESSION SUMMARY

The Board of Directors met in Executive Session on May 3, 2016. The following was discussed/determined:

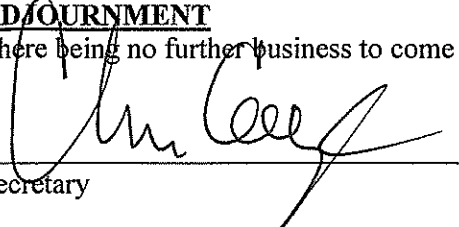
- April 5, 2016 Executive Session meeting minutes were approved as presented.
- The Board reviewed the current delinquency list and payment plan tracking report and took necessary action.
- The Board reviewed homeowner requests and made decisions.

NEXT MEETING

The next scheduled General Session Board of Directors meeting is Thursday, June 2, 2016 to be held at Palisades United Methodist Church, 27002 Camino De Estrella, Capistrano Beach, CA 92624.

ADJOURNMENT

There being no further business to come before the Board of Directors the meeting was adjourned at 7:40 p.m.


Secretary

9/13/16
Date