

## **Mission Manor at Ray Ranch**

Homeowner's Association

Board Meeting Minutes

September 14, 2020

**Members present:** Ross Thomas, Gerry DaRosa, Warren White, Rick Palmatier

**Other attendees:** Layla Vossoughi (TCPM)

**Members absent:** Melissa Bernard

**Location:** Zoom video conference

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The meeting was called to order at 7:00 p.m.

Minutes: The meeting minutes from July 13, 2020, were reviewed & approved on unanimous vote (W. White motion, R. Thomas second)

Treasurer's report: W. White reviewed the August 2020 financial report. R. Palmatier noted a typographical error on the date for the header page, and also questioned the nearly double deposit notation for the reserve account. TCPM to correct/verify. R. Thomas motion to approve, R. Palmatier second, UNANIMOUS vote

Old business: discussion of monthly updates

- CAM weekly report missing (TCPM to remind); handyman yet to look at/repair bag holder
- Landscaper - progressive death of front bushes, yet neighbors (also Caretaker) are OK, this is neglect rather than draught & heat stress (progressive decline in report photos); unsure if property serviced wk of 9/7; no response yet on new tree bid - irrigation flags noted on southern path, but some are in river rock depression or on Glorietta side of walk; bush trimming still not natural - flat tops - in spite of Matt notation on walk-around; lack of attention to south walk - G. DaRosa photos - TCPM to email Matt & his supervisor  
-- discussion of potential re-bid for landscaping, need to check contract cancellation clause

Architectural: no open requests, ratification of Harrison paver request (1 missing e-mail vote)

- Still no request received for landscaping changes on Santa Ana, TCPM has sent the request form with a reminder for submission

New business:

- Failures becoming obvious on the southern perimeter again, lots #23 & 24 - stair stepping, but also "chunks" which are historically water damage - discussed the potential of bids for spot-repairs; some areas in Linda/Dobson walls
- Discussed the status of notifications to those homeowners that are causing damage - prior photos, warning letters after last repair; do we ask owner to repair or repair ourselves w/ bill/lien against the home - better control over repairs if HOA repairs; need to request itemization from contractor - possibly on sq. ft. basis
- TCPM to begin working bid process

The meeting moved into Executive Session at 7:55 p.m.

The meeting was adjourned at 8:00 p.m. on unanimous motion.

NEXT MEETING: **Nov. 4, 2020**, anticipate Zoom format

Submitted by: R. Palmatier, 9/18/20

Approved: