

**Loma Linda Subdivision Homeowners Association**  
**Minutes of the Board Meeting**  
**August 9, 2021**

The meeting, held via Zoom online, was called to order at pm 6:08pm by president, Bill Trimarco. Directors present: Bill Trimarco, Rita Jensen. Members present: Natalie Carpenter, Lisa Jensen, Sharon Jennings, Rick and Bernie Sautel, Sherry Milligan, JoJo Bradford, Jim and Grace Walter, Doris Leitch, Matt and Maggie Fischer, Pam Hopkins, Robert and Anne Farris, Robyn Pfetzer, Randy and Joanie Wittenburg, Nancy Dorenkott, David and Jean Smith, Steve and Shelley Baker, Jo Myatt, Bob St. Cyr and Sue Wells.

**Minutes:** A motion to accept the minutes of the July 12, 2021 Board meeting as corrected was made by Rita Jensen, seconded by Tom Wennerlund, and approved by a vote of Rita-Yes, Tom-Yes, Bill-Yes. No motion to present the minutes of the July 28 or August 4 Executive Board meeting minutes was made.

**Open Forum:** a) Doris Leitch said information and opinions on Short Term Rentals was still being gathered. She asked that an email be sent through the HOA website to all residents. Bill agreed to get contact information for Doris and Anne Farris and post it. b) Jo Myatt noted when written complaints against the ACC are filed and received by the Board they are given to the ACC; she asked how a complaint is filed against the Board is handled. The Board said the complaint had been received and would be addressed. The issue in question happened at an Executive session and at this point is not open to be discussed at this meeting; it must be put on the agenda.

**Treasurer's Report:** Bill displayed and reviewed the July 2021 financials. The Operating Fund balance was \$48,106.99; the Reserve Fund balance was \$22,608.22. Catering for the annual meeting lunch was about \$930.00. Insurance costs were higher than expected. Room Rental was mostly for the cost of the location for the annual meeting. A motion to accept the financial reports as presented was made by Tom Wennerlund, seconded by Rita Jensen, and approved by a vote of Tom-Yes, Rita-Yes, Bill-Yes. Discussion: Due to the loss of our previous Secretary/Treasurer not all financials are on the website yet. A decision as to which director will take over as Treasurer and handle such postings has not been decided amongst the Board. Currently, an outside accounting service does the books. It was suggested that when the website is cleaned up there be a separate area for the general public. Jo Myatt requested from the Board a list of residents who paid their noxious weed fines. The outside accountant hasn't supplied this to the ACC yet but will.

**Committee Reports:**

**ACC:** The last meeting was August 2. a) Three submitted requests were reviewed and approved: Bill Remien, Sunrise-mitigation and tree removal; Eric Smith, Loma Linda-expansion of animal fencing and concrete pad; Steve Hendrix, Eight Mile-build shop/garage. b) Noxious weed letters were requested to be sent to fifty-one residents. The County sprayed the right-of-way within the subdivision for weeds.

**FireWise:** An update was sent to the HOA, but it hasn't been reviewed yet by the Board.

**Nominating:** Jean Smith was selected as chair of the nominating committee at the annual meeting; Sherry Milligan agreed to lead the ballot counting. Bill said no individual board member should contact or advise committees. To clear up confusion of the nominating process he gave a summary of the Bylaws Article V Section 2. 1) Nominating Committee presents names of candidates, 2) Additional nominees are taken from the floor, 3) If position is uncontested (only one candidate) a vote may be taken by the members present, 4) If position is contested (more than one candidate) the vote goes to a secret ballot, 5) a committee to count the ballots is selected at the annual meeting, 6) ballot procedure, 7) the nominating committee conducts the election, 8) Voting instructions and candidate biographies are collected for mailout, 9) mailed in ballots are opened and logged by a third party, 10) counting committee of three opens the secret ballot envelopes (candidates can be present for this), 11) results are announced at the next Board meeting.

Sherry asked about having a procedure manual for guidance in the election process. This will be put on the agenda for the September meeting.

Discussion: The external envelopes should be kept as backup for the nominating committee. It was suggested that the nominating committee be allowed to meet again to discuss their processes. The meeting needs to be posted. The HOA Board needs to ensure committees operate properly. The nominating committee should ensure the biographies are in order, that envelopes are marked so they can be identified, and that ballot instructions are clear. The Board will give Jean Smith examples of documents used in the past. The accountant opens the outer envelopes as they come in, but the nominating committee can ask for a separate process and have her hold all envelopes to be opened in the presence of the counting committee or they can go to her office and check the outer envelopes to ensure voters are eligible. Once cross-counted and all members agree on the count the committee will notify the HOA Board directors of the results. The Board will send email notification to all members. The Board can get a spreadsheet of eligible votes for the committee along with a new ballot. It was agreed that the Bylaws can be confusing.

Darlene Cassio (one-year candidate) has withdrawn. There is now only one candidate for the one-year Board position. The ballot will show only one candidate for the one-year position and both candidates for the three-year position.

#### **Old Business:**

**a) Ballot Process for CC&R Amendment** – After two public meetings, the documents were sent to the HOA attorney and received back today; there has not been time for the Board to go over the comments on the documents yet. At a special meeting they will be reviewed by members present and posted on the website.

**b) ACC Complaint Form** – The Property Owner Violation Complaint draft has been reviewed. A motion to post it on the website for 30-day member comment period was made by Rita Jensen, seconded by Tom Wennerlund, and approved by a vote of Rita-Yes, Tom-Yes, Bill-Yes.

**c) Annual Meeting** – The full minutes from this meeting cannot be posted until approved. A notice of the nominees, the members of the nominating and counting committee can be sent out. It was the consensus of the Board that a notice of important items from the annual meeting could be sent out including information on creating a member directory and short-term rentals. Bill asked for contact information from those involved and he would include that so members can contact them.

#### **New Business:**

**a) ACC Procedures** – The ACC is an appointed committee of the Board, they are not elected; as such, they can be removed from the committee as appropriate.

**b) ACC Policy on Structures** – After further changes by the committee, a new policy was submitted to the Board. By Board consensus this policy will be posted to the website for the 30-day member comment period.

**c) HOA and social media** – A motion to make a formal statement that the HOA Board will not use Facebook for any official HOA board announcements was made by Bill Trimarco, seconded by Tom Wennerlund, and approved by a vote of Bill-Yes, Tom-Yes, Rita-Yes. Discussion: The Facebook administrator can be contacted to remove any post that is felt to be inaccurate or improper; the Board will not counter any Facebook posts by using a Facebook response. The Board stated that for official statements from the HOA the email communications channel will be used. Facebook is a folksy way for the neighbors to communicate all sorts of info (dog issues, meal train, etc.) with each other; a lot of good comes from it. It is a good place for notices about fire warnings, annual meetings, etc.

**d) Member Directory** – Having the Board share contact information could be a problem, but the board agreed to send the information to the membership. Robert Farris said he was concerned about missing some residents and asked if the Board would send his directory form via email to all residents. Robert will email his directory info sheet to the LL HOA email address.

**e) Future meeting Format** – Due to the COVID incidents and Variant rates increasing the Board agreed that meetings remain using Zoom online for another month or so.

The next regular Board meeting is Monday, September 13<sup>th</sup> at 6:00pm via Zoom online.

A motion to adjourn the meeting at 7:49pm made by Rita Jensen, seconded by Tom Wennerlund, and approved by voice vote.

Sharon Jennings/Recording Secretary