

**4S RANCH MASTER ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
January 21, 2025  
**REGULAR SESSION MEETING MINUTES**

**NOTICE OF  
MEETING:**

Upon due notice given and received, the Regular Session meeting of the 4S Ranch Master Association Board of Directors was held on January 21, 2025 at the hour of 6:30 p.m. at 10805 Rancho Bernardo Road, Suite 250, San Diego, CA 92127.

**ATTENDANCE:**

Directors Present:     Albert Bates, President  
                                 Charlotte Cofield, Vice President  
                                 Mark Emch, Treasurer  
                                 Michael Abdou, Director  
                                 Lee Kaminetz, Secretary

Directors Absent:     None

Representing The Prescott Companies was Jocelyn Luna, General Manager, Paola Scrimsher, President. Representing Associa was Jessica Williams, Regional Vice President Southern California.

**CALL TO ORDER:**

Jocelyn Luna called the meeting to order at 6:34 pm.

**EXECUTIVE  
SESSION**

**DISCLOSURE:**

It was disclosed that an Executive Session meeting was held prior to Regular Session during which the Board reviewed homeowner delinquencies, collections, legal matters, contracts and executive correspondence.

**LANDSCAPE  
VENDOR**

**ATTENDANCE:**

Chris Ward, Kim Garcia, Elias Pimienta and Jason Stewart from Park West attended the Board to provide the monthly landscape and tree care update. Michelle Priske was present via conference call.

**HOMEOWNER  
FORUM:**

Time was set aside during open forum for homeowners to voice their concerns and suggestions. There were no homeowners in attendance.

**CONSENT**

**CALENDAR:**

The Board of Directors reviewed the consent calendar. Upon a motion made by Al Bates, seconded by Mark Emch and unanimously carried, the Board of Directors approved the following items on the consent calendar:

- Regular Session Minutes dated November 19, 2024
- November Financials
- Collection Resolution
- Investment Listing
- Committee Reports
- Annual Calendar
- Action Lists

**UNFINISHED  
BUSINESS:**

Enforcement Committee Report: A report was provided regarding the ERC January hearings indicating out of 18 hearings, 11 violations were corrected, 6 were fined for continued noncompliance, 1 were fined in abeyance, 2 of 3 appeals was approved, and 1 of 3 cold cases were resolved.

Park West Arborist Report: Presented for information. No action was taken.

Park West Irrigation Invoice: The Board of Directors reviewed the November irrigation invoice in the amount of \$13,322.90 and the December invoice in the amount of \$12,854.79. Upon a motion made by Al Bates, seconded by Lee Kaminetz, and unanimously carried, the Board voted to approve the invoice as submitted.

Geotechnical Engineer Updates

Silver Pine Road – Xinia Trejo of Nautilus Construction was present via Zoom to advise the Board regarding the masonry block wall. The Board instructed Management to obtain bids from Geotechnical Engineers to provide a scope of work.

Owner Correspondence:

- 10433 Cherry Blossom Lane – The Board reviewed correspondence from the homeowner regarding dog waste and leashes. Upon a motion made by Charlotte Cofield, seconded by Michael Abdou and unanimously carried, the Board approved a cost not to exceed \$1,500 to install signage at the two entrances of Garden walk and one location at Linear Park with verbiage regarding dog waste and leash rules.

- 17116 Silver Pine Road – The Board reviewed a letter submitted by the Association’s certified arborist regarding aphid treatment. The Board instructed Management to include a cover letter and mail to the residents on the block with affected parkway trees.
- 10515 Blue Granite Drive – The Board reviewed correspondence submitted by a homeowner reporting dying or missing trees along this street. Management announced that the developer did not install trees at every home on this street but that violations had been sent to those who were noncompliant for unmaintained trees. The Board instructed Management to inspect the street with the Association’s arborist to obtain an expert opinion and send notices to non compliant properties.
- 17836 Ralphs Ranch Road – the Board reviewed compliance from homeowners reporting overgrown landscape and requesting the Association poison, dry out, and kill trees behind this address. Management announced the Arborist recommended against this method. The Board instructed Management to follow the Arborist’s recommendations.

Town Green Electrical – Helpers Electrical submitted a bid in the amount of \$5,782 to reroute power from an irrigation clock to the pedestal in the area. This item was tabled to allow for further investigation regarding the purpose of the clock.

**NEW  
BUSINESS:**

Financial Update: Mark Emch proposed the Association extend maturities of CDs and treasuries to December 2026. This was approved upon a motion made by Al Bates, seconded by Charlotte Cofield and unanimously carried.

Landscape Proposals

The following proposals were approved to be paid from Reserves:

- Proposal #120750 Horse Park – Dianella to fill in bare areas. \$3,336. This was approved upon a motion made by Mark Emch, seconded by Al Bates and unanimously carried.
- Proposal #121059 Trail behind 4S Commons – Installation of fences and rails. \$10,364. This was approved upon a motion made by Al Bates, seconded by Charlotte Cofield and unanimously carried.
- Proposal #121155 Camino San Thomas and Silver Pine Parkway – Replace fallen tree. \$950. This was approved upon a motion made by Mark Emch, seconded by Charlotte Cofield, and unanimously carried.

- Proposal #121722 4S Ranch Pkwy between Eagle Canyon and Black Opal – Convert irrigation to drip, install new plantings. \$13,630. This was approved upon a motion made by Al Bates, seconded by Charlotte Cofield and carried, with Michael Adou, and Mark Emch opposed.
- Proposal #121811 Pioneer Park Large Entrance Gate – Removal of turf, replacement with pavers to allow better access for delivery vehicles setting up for Association events. \$4,942.
- Proposal #4SR-017 – Removal of two podocarpus trees at the Siana Hills entrance to Pioneer Park to provide access for previously described work. \$950. This proposal was approved at a cost NTE \$450 as one tree was removed during windstorm. This was approved upon a motion made by Michael Abdou, seconded by Mark Emch, and unanimously carried.
- Proposal #12191 Monuments throughout 4S Ranch – treatment of 65 agave for snout weevil. \$1,450. This was approved upon a motion made by Lee Kaminetz, seconded by Al Bates and unanimously carried.
- Proposal #121942 Behind Ivy Gate Trail - Return rocks and soil to their location after modification from others in building a motocross track. \$1,320. This was approved upon a motion made by Charlotte Cofield, seconded by Al Bates and unanimously carried.

The following proposals were tabled for further review:

- Proposal #120936 Camino Del Norte between Lone Quail and 4S Ranch Parkway – Replace dead and dying plants in the median. \$11,550.
- Proposal #121214 – Camino San Bernardo between 4S Ranch Pkwy and Dove Canyon – Fill in bare areas in the median with new plantings. \$20,210
- Proposal #121504 Rancho Bernardo Road between Dove Canyon and 4S Ranch Pkwy – Remove star jasmine and repair drip line in parkways, install dianella. \$57,998.50

Ratification of Emergency Approvals: The following repairs were completed on an emergency basis between meetings and presented for ratification as moved by Al Bates, seconded by Mark Emch and unanimously carried to be paid from reserves:

- Park West Proposal #120700 – Rip rap near drain to prevent failure of DG trail behind Ivy Gate to prevent erosion. \$3,156
- Park West Proposal #12107 – Replacement of 2" pressure regulator at POC #33 on Lone Quail to maintain safe operation for mainline. \$3,411.10

- APS Proposal #1490 Replacement of entry gate swing operators to replace the current components that were fried and obsolete. \$12,781. This was approved from Ivy Gate reserves.
- Sprint Postal Est. #6664 Replacement of a vandalized mailbox on Palomino Mesa Rd. \$2,531.59 and reinstatement of mail service.
- Sprint Postal Est. #6679 Replacement of three vandalized mailbox units servicing Palomino Mesa Road and Fire Opal Court. \$7,503.18 and reinstatement of mail service.

Sprint Postal Est. #705: The vendor submitted a proposal to replace the units at 16743 Cimarron Crest Drive and 16151 Cayenne Creek Place for a total of \$5,063.18. This was approved to be paid from reserves upon a motion made by Al Bates, seconded by Mark Emch and unanimously carried.

2025-2027 Reserve Study Bid: A three year loyalty plan was submitted by Association Reserves for a cost of \$3,200 annually. This was approved upon a motion made by Mark Emch, seconded by Al Bates and unanimously carried pending a productive discussion about prior years' service issues with the reserve analyst.

4<sup>th</sup> of July Trail Run Request: The Board reviewed a request submitted by Andrea Hamilton and Tiffinie Harpster to host a 4<sup>th</sup> of July Freedom Run in 4S Ranch in a loop from the trail behind the Boys and Girls Club to Heritage Park. Upon a motion made by Michael Abdou, seconded by Lee Kaminetz, and with Charlotte Cofield opposed, the request was approved only the use of the HOA trail and not of the County streets or sidewalks contingent on a complete application being submitted.

2025-2026: Management announced that Kirk Miller would be present at the February Board meeting to discuss renewal options. The Board instructed Management to obtain proposals for a variance in deductibles with 2 or 3 options. No

Wrought Iron Proposals – The board reviewed proposals submitted by Empire Works, Pacific Western Painting and Construction, Protech Painting, and Rayco Exteriors for repair, prep and paint of the wrought iron fences on the north and south sides of the Association. Due to the significant discrepancies in pricing and linear feet proposed in each bid, the Board tabled all proposals and instructed Management to obtain an additional bid from a project management vendor to oversee the bidding and resubmittal process needed for this project.

Client Media Invoice: Client Media submitted an invoice in the amount of \$1,017.50 for work completed to repair the Association's website [www.4sconnect.com](http://www.4sconnect.com). This was approved upon a motion made by Lee Kaminetz, seconded by Charlotte Cofield and unanimously carried.

**BOARD MEMBER**


**INPUT:** Board members were allotted time to provide input regarding Association matters and items to be included in the upcoming Agenda.

**NEXT BOARD**

**MEETING:** The next meeting will be held on January 21, 2025 at 6:00 p.m. at the offices of the Prescott Companies.

**ADJOURNMENT:** There being no further business to come before the Board in Regular Session, the meeting was adjourned at 9:54 p.m.

ATTEST:

  
\_\_\_\_\_  
Lee S. Kaminetz, Secretary

DATE: 2/18/25