

**4S RANCH MASTER ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
March 17, 2020  
**REGULAR SESSION MEETING MINUTES**

**NOTICE OF MEETING:**

Upon due notice given and received, a meeting of the 4S Ranch Master Association Board of Directors was held on March 17, 2020 at the hour of 5:45 p.m. via Zoom conference call due to the COVID-19 pandemic.

**ATTENDANCE:**

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

Directors Absent:     None

Representing The Prescott Companies was Leanne Beck, Vice President Inland San Diego.

**CALL TO ORDER:**

Al Bates called the meeting to order at 5:58p.m.

**EXECUTIVE SESSION DISCLOSURE:**

Board President Al Bates 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:**

John Makowski and Alex Vanderhoeff from Park West attended the Board meeting to provide the monthly landscape and tree update.

**HOMEOWNER FORUM:**

Time was set aside during open forum for homeowners to voice their concerns and suggestions. There were no homeowners in attendance to address the Board with questions regarding the community.

**CONSENT CALENDAR:**

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

- Regular Session Minutes dated February 18, 2020.
- February 2020 Financials.

- Open Session Collection Resolution.
- Committee Reports.
- Work Order Log.
- Annual Calendar.

## UNFINISHED

### BUSINESS:

Irrigation Invoices: The Board of Directors reviewed the February irrigation invoice submitted by Park West, in the amount of \$2,996.96. Upon a motion made by Al Bates, seconded by Mark Emch and unanimously carried, the Board of Directors approved the invoice as submitted.

CC&R Changes/Capital Improvements: The Board of Directors reviewed proposals submitted by Prater Architects, Studio Varone and Mosher Drew for a conceptual design of a proposed clubhouse with pool option. Upon a motion made by Mark Emch, seconded by Charlotte Cofield and unanimously carried, the Board of Directors approved the proposal submitted by Prater Architects at an amount not to exceed \$8,800.

## NEW

### BUSINESS:

Investment Recommendations: The Board of Directors reviewed the investment recommendations from Morgan Stanley as follows:

#### Reserves

- Maturing CD (\$490000): Rollover CD maturing on 4/27/2020 for 1 years (1.5%)
- Money Market: No Action needed at this time.

Upon a motion made by Mark Emch, seconded by Al Bates, and unanimously carried, the Board of Directors approved the investment recommendations for the reserve account, with the \$490,000 being invested into multiple CDs.

California Waters Proposal: The Board of Directors reviewed the proposal submitted by California Waters for the following:

- Acid Pump Replacement \$1,090
- Additional Toy Replacements \$3,140
- Deep clean of play area proposed \$4,000

Upon a motion made by Al Bates, seconded by Joe Erpelding and unanimously carried, the Board of Directors approved of the proposal as submitted.

Habitat Management Plan Proposal: The Board of Directors reviewed the proposal submitted by HRS to complete the habitat management plan at a cost of \$2,800 per year. Upon a motion made by Al Bates, seconded by Lee Kaminetz and unanimously carried, the Board of Directors approved of the proposal as submitted.

Landscape Proposals: The Board of Directors reviewed the proposals submitted by Park West, as follows:

- Camino Del Norte Median Renovation- \$43,960
- 2020 Upper Dam Cleanup- \$11,496
- Town Green Plantings- \$2,710
- Slope behind Alva Rd near park- \$900
- Tristania Removal/Replacement- \$450
- Additional Rosemary Mission Ranch- \$240
- Camino Del Norte Slopes- \$253,485
- Star Jasmine Garden Walk- \$390

Upon a motion made by Joe Erpelding, seconded by Charlotte Cofield and unanimously carried, the Board of Directors approved of the proposals as submitted. The proposal in the amount of \$11,496 for the upper dam cleanup is to be paid from Operating and all other approved from proposals will be paid from Reserves.

Settlement Funds: The Board of Directors reviewed information regarding the settlement account and funds from legal counsel along with a breakdown of all previous matters, amounts received, and amounts expended. Upon a motion made by Al Bates, seconded by Charlotte Cofield and unanimously carried, the Board of Directors approved of the following:

- The transferring of \$54,950.50 plus interest to the Maybeck Reserves. This is the settlement amount remaining from the completed repairs and will be used for future alley repairs/replacements.
- The transferring of \$273,188.25 to the Operating account to reimburse for expenditures from all settlement matters which were previously paid from Operating, prior to each matter being settled. These funds were for legal and consulting services.
- The transferring of anything remaining in the account to the Morgan Stanley Reserve account and the closing of the Morgan Stanley Settlement Account.

Tipuana Tree Treatment Proposal: The Board of Directors reviewed correspondence and a proposal from Park West Arbor Care in the amount of \$3,072 to treat 96 trees surrounding San Moritz and Bridgeport. Upon a motion made by Joe Erpelding, seconded by Lee Kaminetz and unanimously carried, the Board of Directors approved of the proposal pending confirmation from the vendor that it is the best time of year for the trees to be treated.

Maybeck: The Board of Directors reviewed correspondence from American GeoTechnical regarding their review of the alleys. The report was not yet ready for the Boards review. Management was directed to draft an informational letter for the Cost Center, to be reviewed by the Board, as well as keep the item on the agenda for future meetings.

Correspondence: The Board of Directors reviewed correspondence submitted and voted as follows:

- Correspondence from the MAC, indicating that she has moved to Los Angeles but would like to review ARC submittals via email. Upon a motion made by Al Bates, seconded by Mark Emch and unanimously carried, the Board of Directors approved of continuing with Farah's MAC review via email while interviewing for a replacement MAC reviewer. NOC's to be reviewed in person by a Board representative.
- Correspondence from Carmela Lutz, Crime Prevention Specialist, requesting that the Board allow her to attend a future Board Meeting. Upon a motion made by Al Bates, seconded by Mark Emch and unanimously carried, the Board of Directors approved of her attendance as soon as the Association could resume in-person Board Meetings.

**BOARD MEMBER**

**INPUT:**

Board members were allotted time to provide input regarding HOA matters and items to be included in the upcoming Agenda.

**NEXT BOARD**

**MEETING:**

The next meeting will be held on April 21, 2020 at 6:00 p.m., via conference call.

**ADJOURNMENT:**

There being no further business to come before the Board in Regular Session, the meeting was adjourned at 7:43 p.m.

ATTEST: \_\_\_\_\_ DATE: \_\_\_\_\_