

**4S RANCH MASTER ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
September 20, 2022  
**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 September 20, 2022 at the hour of 6:00 p.m. at Del Norte High School located at 16601 Nighthawk Lane, San Diego, CA 92127.

**ATTENDANCE:**

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

Directors Absent:     None

Representing The Prescott Companies was Leanne Beck, Senior Vice President of Community Management Operations, and Jocelyn Luna, General Manager.

**CALL TO ORDER:**

Jocelyn Luna called the meeting to order at 7:09 p.m.

**EXECUTIVE SESSION DISCLOSURE:**

Jocelyn Luna 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:**

Carlos Kurlinski, Jason Stewart, Mike Scorsone and Cameron MacDonald from Park West attended the Board meeting via zoom to provide the monthly landscape and tree care update.

**HOMEOWNER FORUM:**

Time was set aside during open forum for homeowners to voice their concerns and suggestions. Two homeowners were in attendance.

**CONSENT CALENDAR:**

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

- Regular Session Minutes dated August 16, 2022.
- August 2022 Financials.
- Investment Reports.
- Committee Reports.
- Annual Calendar.
- Action List.

**UNFINISHED  
BUSINESS:**

Park West Arborist Report: No action was taken.

Irrigation Invoice: The Board of Directors reviewed the August irrigation invoice submitted by Park West in the amount of \$15,145.03. Upon a motion made by Charlotte Cofield, seconded by Mark Emch and unanimously carried, the Board voted to approve the invoice as submitted.

Landscape Proposals: The Board of Directors reviewed proposals provided by Park West and voted as follows:

- Proposal #97864 – Renovation of Cayenne Ridge slope for demolition and clearance of brush, installation of irrigation and new plant material - \$274,900 previously approved for demo and clearance only.

This item was tabled for further information regarding RSFFD planting requirements.

Pioneer Park: Upon a motion made by Al Bates, seconded by Mark Emch and unanimously carried, the Board approved Gotham Poured Rubber's proposal to reseal and repair the splash pad surface at a cost of \$8,392.50.

**NEW  
BUSINESS**

Landscape Proposals: The Board reviewed landscape proposals submitted by Park West and voted as follows

- Proposal #99264 – Ralphs Ranch Road slope clearance - \$38,120.00  
Upon a motion made by Al Bates, seconded by Charlotte Cofield and unanimously carried, the Board approved this proposal as submitted to be paid from reserves.
- Proposal #99259 – Dove Creek basin clearing - \$33,900.00  
Upon a motion made by Al Bates, seconded by Charlotte Cofield and unanimously carried, the Board approved this proposal as submitted to be paid from reserves
- Proposal #94886 – Ivy Gate entry plantings - \$3,900.00  
Upon a motion made by Al Bates, seconded by Charlotte Cofield and unanimously carried, the Board approved this proposal as submitted to be paid from Ivy Gate reserves.

Enforcement Committee: Upon a motion made by Al Bates, seconded by Lee Kaminetz and unanimously carried, the Board accepted the resignation of David Sikute from the ERC.

CPA Engagement Letter: Upon a motion made by Mark Emch, seconded by Lee Kaminetz and unanimously carried, the Board approved the engagement letter submitted by Greg Villard. Villard will be furnishing the financial audit for the fiscal year ending 12/31/22 at a cost of \$2,925 and efile taxes at a cost of \$25.

Delegate Appreciation Night: Upon a motion made by Charlotte Cofield, seconded by Al Bates and unanimously carried, the Board approved hosting the Delegate Evening at Miguel's Cocina on October 19, 2022 from 7pm-9pm with the minimum charge of \$2,000.

Annual Meeting & Election: This was informational only. No action was taken.

Social Committee Events: This was informational only. No action was taken.

Trail Usage Request: Upon a motion made by Lee Kaminetz, seconded by Charlotte Cofield and unanimously carried, the Board approved HelensCloset.org's request for trail usage for the annual Thank You Run on Thanksgiving Day from 7am-10am upon the condition that no commercial signs are posted in the common areas.

Board Meeting Location: The Board instructed Management to contact Bridgeport HOA for use of their clubhouse during future meetings. No action was taken.

Owner Correspondence: The Board reviewed correspondence from 16503 4S Ranch Pkwy regarding dog waste. No action was taken.

**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 October 18, 2022 at 6:00 p.m. at the Bridgeport HOA clubhouse located at 10433 Styles Place, San Diego, CA 92127.

**ADJOURNMENT:**

There being no further business to come before the Board in Regular Session, the meeting was adjourned at 8:39 p.m.

ATTEST:



DATE:

10/18/22