

SONATA SINGLE FAMILY HOMEOWNERS ASSOCIATION
Board of Directors Meeting
Tuesday, May 28, 2019 | Park Avenue Center at
210 Park Avenue, Escondido, CA 92025
General Session Minutes

1. CALL TO ORDER – GENERAL SESSION

The General Session meeting of the Sonata Single Family Association Board of Directors was called to order at 6:35 PM by Cameron Cyrus. In accordance with California Civil Code, the agenda was posted at least four days prior to the meeting.

DIRECTORS PRESENT

Cameron Cyrus
Jody Guth
Saeed Abdollahi

DIRECTORS ABSENT

Brian Gibbs

ASSOCIA-PCM

Jim Fraker, Community Manager

EXECUTIVE SESSION DISCLOSURE

An Executive Session Meeting was held immediately preceding this General Session, where the Board of Directors discussed some, or all, of the items related to the following: (1) litigation or potential litigation; (2) matters relating to the formation of contracts with third parties; (3) member discipline; (4) member delinquency, including payment plan requests; (5) personnel matters; and/or (6) approval of Executive Session minutes.

2. HOMEOWNER FORUM

No homeowners were present during Homeowner Forum.

3. REPORTS

The following reports were reviewed and filed:

A. Architectural Review

Steve and Eleni Tignor presented the architectural report and inquired about a pending application's completion date.

B. Landscape Report

C. Action List

D. Welcome Committee Report

Sue Tami presented the welcome committee report.

E. Financial Report

4. ADJOURN TO EXECUTIVE

6:50 PM

5. CALL TO ORDER

7:15 PM

6. CONSENT CALENDAR

Resolution: That the Consent Calendar items listed be approved/accepted as presented with the omission of the March 25, 2019 for amendments.

Aye: Cyrus, Guth, Abdollahi

Nays: None

A. Financial Report –April 2019

It is Board policy to review the draft financial statements at each General Session Board Meeting. Associa-PCM has prepared and attached the most recent financial statements for review and acceptance by the Board.

The notable highlights are as follows:

Operating Funds*	\$74,730.60
Reserve Funds	\$54,304.31
Accounts Receivable**	\$10,320.06
Prepaid Expenses	\$1,703.72
Other Current Assets	0.00
Total Assets	\$86,754.38
Total Liabilities	\$11,836.71
Current Year Net Income or (Loss)	\$23,353.36

*Reflects \$43.54 due to operating from reserves

**Included in the Accounts Receivable is 1 account that is in collections and allowance for doubtful accounts. See the Delinquency Report for details.

B. Financial Report – March 2019

It is Board policy to review the draft financial statements at each General Session Board Meeting. Associa-PCM has prepared and attached the most recent financial statements for review and acceptance by the Board.

The notable highlights are as follows:

Operating Funds*	\$68,445.78
Reserve Funds	\$53,901.27
Accounts Receivable**	\$10,402.08
Prepaid Expenses	\$2,213.50
Other Current Assets	0.00
Total Assets	\$81,061.36
Total Liabilities	\$13,527.29
Current Year Net Income or (Loss)	\$14,877.76

*Reflects \$435.46 due to operating from reserves

**Included in the Accounts Receivable is 1 account that is in collections and allowance for doubtful accounts. See the Delinquency Report for details.

C. General Session Minutes – March 25, 2019

Resolution: That the General Session minutes dated March 25, 2019 be removed from the consent calendar and denied as amendments were requested.

D. Expense Items for Ratification

The following expenditures were noted by the Board of Directors.

<i>Vendor</i>	<i>Scope of Work</i>	<i>Cost</i>	<i>To Be Paid from GL #</i>	<i>Balance in Account for Expense</i>
Professional Community Management	May Management contract	\$1,490.00	7040	\$4,790.00
Professional Community Management	June Management contract	\$1,490.00	7040	\$4,790.00

E. Reserve Study

Resolution: To approve the Reserve Study as submitted by Intraspect noting 81.89% funding at the fiscal year end.

F. 2019-2020 Budget

Resolution: To approve the 2019/2020 Budget as submitted with no increase in HOA dues.

G. Audit and Tax Proposal

Resolution: To approve the audit and tax proposal as submitted by Jeremy Newman and Associates in the amount of \$895.00 to be paid out of G/L 7000- Audit and Tax Services, which has a budgeted amount of \$1000.00 according to the 2019-2020 Fiscal year budget.

7. NEW BUSINESS

A. Assessment Billing and Collection Policy

The Board of Directors reviewed the assessment and billing collection policy for the Sonata Single Family Home HOA.

Resolution: To approve the Assessment and Billing Collection Policy as presented.

Aye: Cyrus, Guth, Abdollahi

Nays: None

B. Management Fee

The Board of Directors reviewed the management contract renewal including a 3% increase which equates to a \$45.00 a month increase.

Discussion: To table the management contract increase of 3% or a \$45.00 a month increase in management fees until all pending items are resolved.

C. San Marcos Landscape Snail Bait Proposal

The Board of Directors reviewed the requested proposal for snail bait application submitted by San Marcos Landscape in the amount of \$600.00.

Resolution: To approve the proposal as submitted in the amount of \$600.00 to be paid out of G/L 6199- Landscape Other, which has a remaining balance of \$(235.27) according to the most recent financial statement.

Aye: Cyrus, Guth, Abdollahi

Nays: None

D. Insurance Policy Renewal

The State Farm Insurance Policy Renewal form is included in the board packet for review and approval.

Resolution: To approve the renewal in the amount of \$4,568.00 to be paid out of G/L 5400-Insurance Premium, which has a remaining balance of \$1,195.94 according to the most recent financial statement.

Aye: Cyrus, Guth, Abdollahi

Nays: None

8. REFERENCE MATERIAL (INFORMATIONAL ONLY)

A. Correspondence

B. Annual Calendar

C. Site Map

9. NEXT MEETING & SITE REVIEW

The next Meeting of the Sonata Single Family Home HOA Board of Directors is scheduled for Monday, July 22, 2019 at Park Avenue Center. Executive Session will begin at 6:30 PM and General Session will follow at 7:00 PM.

The next community site review is scheduled for Monday, June 10, 2019 at Sonata Single Family Homes HOA. Please contact management if you intend to be present to ensure that notice is posted if a quorum of the Board is represented.

10. ADJOURNMENT

There being no further business to come before the board in General Session, the meeting was adjourned at 8:30 PM by Cameron Cyrus.

Approved Date

Approval Signature

Printed Name