

SONATA SINGLE FAMILY HOMEOWNERS ASSOCIATION
Board of Directors Meeting
Monday, November 23, 2020 | Conference Call In
General Session Minutes

1. CALL TO ORDER

The General Session meeting of the Sonata Single Family Homeowners Association Board of Directors was called to order at 7:40pm. In accordance with California Civil Code, the agenda was posted at least four days prior to the meeting.

DIRECTORS PRESENT

Saeed Abdollahi, Vice President
Cameron Cyrus, Prior President
Jody Guth, Treasurer
Brian Gibbs, Secretary

DIRECTORS ABSENT

None

ASSOCIA-PCM

Jim Fraker, Senior 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 present for the forum.

3. REPORTS

The following reports were reviewed and filed:

- A. Architectural Review
- B. Landscape Report – Final review of 2021 Landscape contract renewal to be completed.
- C. Action List – Jim Fraker noted the Annual Meeting and Election Rules have been finalized, and the rules were posted for the homeowners. As such, pending Covid restrictions, an Annual Meeting will be organized.
- D. Financial Report – June 2020 FYE Audit and Tax Filings completed by Jeremy Newman, CPA.
- E. Welcome Committee – Sue Tami reported four homes recently sold in the community.

4. CONSENT CALENDAR

Motion: Guth

Second: Cyrus

Resolution: That the Consent Calendar items listed be approved/accepted as presented.

Ayes: Abdollahi, Cyrus, Guth, Gibbs

Nays: None

A. Financial Report – September and October 2020

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 October 2020 highlights are as follows:

Operating Funds*	\$44,640.98
Reserve Funds	\$62,421.39
Accounts Receivable**	\$52,721.07
Prepaid Expenses	\$4,345.15
Other Current Assets	\$0.00
Total Assets	\$68,680.88
Total Liabilities	\$19,288.46
Current Year Net Income or (Loss)	(\$8,596.22)

*Reflects \$3,178.46 due to operating from reserves

**Included in the Accounts Receivable are three accounts that are in collections and allowance for doubtful accounts (if any). See the Delinquency Report for details.

Resolution: That the September 2020 financial statements be accepted as presented subject to audit or review. As for the October 2020 financial statement, high water expenses to be reviewed as well as a \$10.00 State tax payment and a \$175.00 reserve expense.

B. General Session Minutes – September 28, 2020

Resolution: That the General Session minutes dated September 28, 2020 be approved as presented.

5. NEW BUSINESS

A. PCM Administrative Costs Invoice

Outstanding management pass through charges were discussed. Jody Guth noted questions on the charges related to the number of letters mailed and a

domain name. As such, Jody will work with staff to resolve the questions related to the pass through charges. It was agreed that the regular monthly service contract should be paid.

B. Tree Maintenance Proposals

Motion: Guth
Second: Gibbs

Resolution: That bid #'s 1501 – 1504 submitted by San Marcos be approved to trim three (3) trees and remove one (1) tree for a total cost of \$1,010.00 with funds to be expended from operating account #6160 (tree maintenance) which has \$7,350.00 remaining in the current fiscal year.

Ayes: Cyrus, Guth, Gibbs, Abdollahi
Nays: None

6. REFERENCE MATERIAL (INFORMATIONAL ONLY)

The following reference materials were reviewed and filed:

- A. Annual Calendar
- B. Site Map

7. NEXT MEETING & SITE REVIEW

The next Meeting of the Sonata Single Family Homeowners Association Board of Directors is tentatively scheduled for Monday, January 25, 2021. It was noted the meeting might be set up under a virtual viewing format. Executive Session will begin at 7:00pm and General Session will follow at 7:30pm.

8. ADJOURNMENT

There being no further business to come before the board in General Session, the meeting was adjourned at 8:08pm.

Approved Date

Approval Signature

Printed Name