

**Palomar Hills Community Association, Inc.**  
**Board of Directors Meeting Minutes**  
**Held via ZOOM video conference**  
**April 20, 2020**

Joe Clabes, President - Present  
Jeannie Hixson, Vice President - Present  
Jay Hierro, Secretary - Present

Brad Kerkhoff - Present  
Donna Potter - Present  
Matt Malone - Present  
Signe Dunn - Present

**Neighborhood Presidents:**

Sara Janes, Townhomes - Present  
Todd Taylor, Olde Bridge - Present  
Karin Iorio, Crossings - Present  
Trisha Dang, Greens - Present

Michael Schwab, Villas - Present  
Josh Fee, Meadows - Present  
Linda Smith, Woods - Present  
Don Hollis, Glades - Present

**Others in attendance:** Peter Woollam, Ross Tekulve, Chas Jordan, Kevin Culp, Haroleta Klausung, Mark Hanks, Sonny Burnette, Jeff Heath, and others logged in via Zoom.

The meeting was held via Zoom due to COVID-19 and social distancing requirements. Joe Clabes called the meeting to order at 7:00 PM

**Minutes:** The February 17, 2020 minutes were reviewed. Brad Kerkhoff made a motion for the minutes to be approved, Signe Dunn seconded. They were unanimously approved.

**Financial Report:** Joe Clabes announced that Jeannie Hixson had offered to step in as interim treasurer through the end of June, 2020. The Board reviewed the financial statement/report. Jeannie Hixson stated that finances are as expected and budgeted. She highlighted some extra other income in March due to a pay off that included lien fees and attorney fees. The Board budgeted as a capital expenditure to change the tennis court lights to LED. We have paid for the lights and the contractor is waiting for a long stretch of dry weather to install, so as not to damage the grass. Brad Kerkhoff asked about the expenses and loss of income if the pool did not open. We would lose around \$20,000 in income and rentals due to clubhouse being closed for events. We budget around \$74,000 for pool associated expenses (although some have been spent to be ready for pool season). We are waiting for word from the state and city about how pool season will be handled. Jeannie Hixson also noted residents paid April 2020 dues as normal, Mary Sue sent out 36 reminder letters after April 15, a normal amount. Brad Kerkhoff made a motion to approve the financial report, it was seconded by Matt Malone. It was unanimously approved.

**Modification Request- 4152 Palomar Blvd. (Allen)** - The resident had previously requested to replace their border fence with a 6' shadowbox fence. The Board approved that request. This request is for a black aluminum fencing to enclose the back yard connecting to the brick entrance fence. There was discussion about aluminum fencing. Finished aluminum fencing is allowed as per the board rule change in 2014. After discussion, Brad Kerkhoff made a motion to approve the black aluminum fencing to enclose the yard, Matt Malone seconded. It was unanimously approved. Joe Clabes abstained.

**Neighborhood Reports:**

Glades - Don Hollis - No report

Greens - Trisha Dang - No report

Meadows - Josh Fee - Riordan development moving slowly. The Madrone Way extension has not been opened

Olde Bridge - Todd Taylor - No report

Woods - Linda Smith - No report

Townhomes - Sara Janes - townhomes are meeting tomorrow for its board meeting. The reserve study is delayed due to COVID-19

Crossings - Karin Iorio - No report

Villas - Mike Schwab - Valencia was paved and the fence surrounding the Villas continues to deteriorate.

**Old Business** – ADA Compliant Pool Lifts (handicap access for family/lap pool). At the last Board meeting there was discussion about an ADA compliant lift purchase. After realizing where placement would be and the problems it might cause with the swim team, the Board asked Cindy to get quotes for a portable lift. The quotes were for the same lift but one was \$300 cheaper. The lift has a 5 year structural warranty and 5 year pro-rated electronic warranty. There was discussion of purchasing the lift and then the pool being unable to open. This would waste a year of warranty on the lift. Brad Kerkhoff made a motion to purchase the lift from O.P. Aquatics pending opening date of the pool, Matt Malone seconded. It was unanimously approved. Josh Fee asked that when it is available that it is announced on the blog and we have a procedure for its use or call ahead ability. The Board wants to make sure all lifeguards are trained on its use.

Requests for Audit- There has been discussion at the last few Board meetings related to a possible audit and what type of audit would be necessary. The plan for this board meeting had been to have one of the accounting firms that bid on a possible audit speak with the Board. Joe Clabes stated because this was our first Zoom meeting, that he delayed having someone attend the meeting until we had the kinks knocked out of the process. He stated that a full audit would be around \$20,000 and a financial review (second tier of audit) would be around \$6500 and a compilation the lowest tier of audit would not really be effective. Joe noted that if the review found something out of line, that a full audit would have to occur. This has been noted by all accountants that he has spoken with about it. Joe Clabes noted the Board has around \$6000 in discretionary funds so it could possibly pay for a review. The full audit would require more funds than have been budgeted. Donna Potter noted her support for a full audit and discussed her conversation with a top state accountant. Joe Clabes told her that accountant would be welcome to make a bid to complete the audit. Sara Janes asked some questions and said she believed a financial review would be prudent. The Board agreed to invite one of accountants with outstanding bids to attend the next meeting.

**Resident Business-**

Kevin Culp asked when the tennis courts might be opening back again. There was discussion about the local and state directives. Mr. Culp said the golf courts are opening. Mr. Clabes said that it had become a place where people congregated. The Board will keep reviewing the guidance from the Governor and city and hope to get them open.

Peter Woollum said he has noticed that a water roller on the tennis courts is in need of replacement

Mark Hanks said his neighbor has a huge excavation project occurring in his backyard. Mr. Clabes said that the neighbor had made a modification request which proposed permeable pavers, a 2' retaining wall and a few steps. The Board approved. Brad Kerkhoff said what was requested was more related to city regulation and permits versus Greenbook requirements. City officials are involved and the project is not complete. Don Hollis says the project is pushing the water towards Mr. Hanks. Matt Malone asked Cindy to follow up with the city to see the status of the project. Joe Clabes asked if the french drains that the developers are granting have been installed. They have not been installed yet.

Chas Jordan asked that when the tennis court lights are installed to focus on that they focus on the last two tennis courts and not the basketball courts. Cindy also said she would call Chas and other players to help with direction when they are installed.

Jeannie Hixson wanted to thank Mandy Howard a resident of Palomar for taking porch pictures for Palomar. It was a wonderful thing to do for residents to keep their spirits up and enjoyed by all.

### **Manager's Report:**

#### ***April 2020 Manager's Report***

#### **Collections**

PHCA currently holds liens on three (3) properties, with outstanding balances totaling \$1,493. One lien was paid off and the lien released.

#### **Maintenance**

- Hooked up plumbing in cabana bathrooms
- Built new windowsill on cabana windows and painted
- Put new coat of Granite Grip on floors of men's and women's bathroom and lifeguard room
- Installed new exhaust fan in cabana women's bathroom
- Installed new faucet in lifeguard room
- Removed old landscape lighting around adult pool
- Cleaned out gutters on cabana
- Adjusted all up landscape lighting at Man O' War entrance
- Replaced photocell on streetlight at Peppertree Court
- Replaced all burned out bulbs/lamps in step lighting around adult pool
- Drained baby pool and cleaned out leaves
- Repaired rotten wood on exterior of cabana
- Hooked up all landscape backflows
- Installed 2 new liners in fountain at clubhouse
- Turned on irrigation sprinklers at clubhouse, repaired three (3) breaks
- Pressure washed all concrete around deck

- Repaired fountain in lower pond (motor locked up caused by fishing line and plastic shopping bag)
- Repaired fountain at townhomes upper pond

### **Miscellaneous**

- Mailed letters to several homeowners not in compliance
- Met with several townhome owners and homeowners
- Input maintenance requests information into townhome computer system
- Mailing company sent Spring newsletter to residents of PHCA

At 8:41 PM, Jeannie Hixson made a motion to adjourn and seconded by Signe Dunn. It was unanimously approved.

*Minutes submitted by Jeannie Hixson*