

**MONARCH BAY ASSOCIATION**

**GENERAL SESSION MEETING OF THE BOARD OF DIRECTORS**

**AUGUST 15, 2023**

**\*\*\*MINUTES\*\*\***

**NOTICE** Upon due notice given and received, the members of the Board of Directors for the Monarch Bay Association met on Tuesday, August 15, 2023 via Zoom teleconference.

**ATTENDANCE**

Present: Michael Burton, President  
Doug McLeish, Vice President  
Charlie McClung, Secretary  
Ron Brown, Treasurer  
Marc Kazarian, Directors  
Len Kranser, Director  
Len Shulman, Director (depart 8:06 P.M.)

Absent: Darrin Campbell, Director  
Mike Winterhalter, Director

Management: Elizabeth Reed, CMCA, AMS  
Lisa Klasky, CCAM, Community Liaison  
Keystone Pacific Property Management

**CALL TO ORDER**

The meeting was called to order at 7:31 P.M. by Board President, Michael Burton.

**MOTION TO ADOPT AGENDA AS PUBLISHED**

The Board reviewed and approved the agenda, as presented. Upon motion duly made and seconded:

**Resolved:** To adopt the agenda as amended. **7/0**

**HOMEOWNER FORUM**

Nine Homeowners were in attendance to discuss the Welcome Committee plans, discuss the front gates and submit committee reports.

**CONSENT CALENDAR**

A “consent calendar” has been prepared to expedite the business decisions. One motion will approve all items on the consent calendar. Upon motion duly made and seconded:

- A. **Resolved**: To approve the minutes from July 18, 2023 General Session meeting, as submitted.
- B. **Resolved**: To ratify approval of installation of two 36” box Carolina Cherry trees, in the amount of \$4,230.00.
- C. **Resolved**: To ratify the actions and approve the following transfers in excess of \$10,000.00.
- JMBM - \$16,262.50
  - Keystone - \$22,391.50
  - Saxon Engineering - \$11,936.85

End of Consent Calendar: Motion passed. **7/0**

## **BUSINESS ISSUES**

### **A. Treasurer’s Report – and July 31, 2023 Financial Statements**

The Board reviewed the Treasurer’s Report prepared by Director Brown. Director Brown shared his recent financial forecast. Upon motion duly made and seconded:

**Resolved**: To accept the August Treasurer’s Report, and July 31, 2023 financial reports, as submitted. **7/0**

### **B. 2023-2024 Reserve Study**

Upon motion duly made and seconded:

**Resolved**: To approve the 2023-2024 Reserve Study as submitted. **7/0**

### **C. 2023-2024 Fiscal Year Draft Budget**

Director Brown gave some details on the draft budget, as presented. The Association will fund the Mall Reserves as this is maintained by assessments. It was determined that the Association does not need to formally fund General fund Reserves. Upon motion duly made and seconded:

**Resolved**: To approve the draft 2023-2024 Budget for mailing with some minor line item adjustments. **7/0**

### **D. Kieckhafer Schiffer Audit/Tax Engagement Letter**

Upon motion duly made and seconded:

**Resolved**: To approve the Kieckhafer Schiffer Audit and Tax engagement letters. **7/0**

### **E. Entry and Park Project**

## Park Enhancement

Tot Lot sports equipment is scheduled for delivery at the end of September. Installation will take one week and should be completed by the end of October.

The Generator was tested on areas that had no power during the August 11<sup>th</sup> outage. Many areas maintained power during the outage, so testing those areas is pending. No Board action taken.

## F. Entry Gate Best Practices

Paul Sampedro has been added to the Entry Committee who will review the daily gate usage and make recommendations to the Board. No Board action taken.

## G. Street Project Proposals

This item has been pended while awaiting final numbers from Hardy and Harper and bid analysis from Ed Perez of LaBelle Marvin.

## H. Draft CC&R Revisions

The Ad Hoc Sub Committee continues to work on the revisions. Director McClung is to prepare a brief for members at the Annual Meeting.

## I. Community and Vendor Updates

Upon motion duly made and seconded:

**Resolved:** To waive the vendor requirements for Finishing Touch Millwork and the onsite insurance requirements for Resource4Signs, the sign manufacturer. **7/0**

## COMMITTEE REPORTS & ITEMS OF INTEREST

### A. Architectural Committee

The ACC met on July 31, 2023 and the next meeting is scheduled for August 28, 2023. No Board action taken.

### B. Tree Review Committee

#89 from #91 Until Ms. Morrison either provides pictures or allows View Committee on property, no new action can be taken. No Board action taken.

#43 has said that they will have their gardener trim the trees.

### C. Landscape Committee

No Board action taken.

**D. Emergency Preparedness Committee**

To date, about \$64,000.00 had been raised for Ruben with the Community GoFundMe account. The EPC shared results of recent testing of generator. No Board action taken.

**E. Beach Club Advisory Committee**

A report which included updates on new menu items, staffing changes and repairs to fencing was shared. No Board action taken.

**F. Access Gate Entry Representative**

Upon motion duly made and seconded:

**Resolved:** To approve VSI proposal, in the amount of \$4,340.68 and DwellingLive costs, \$295.00 subscription to install LPR. **6/0**

**G. Facilities/Maintenance Committee**

Facilities shared the recent efforts and plans for bringing the gate hinges to standard before turnover from the contractor. No Board action taken.

**H. Orientation/Welcome Representative**

No Board action taken.

**I. Caring Neighbor Outreach**

No Board action taken.

**J. Financial Statement**

No Board action taken.

**NEWSLETTER SUGGESTIONS**

The following topics were suggested for the next Bay Banter: BC courtesies, Neptune Volleyball, gate access procedures, speeding and safe driving, sports courts procedures and the approval of LPR.

**ADJOURNMENT**

There being no further business to come before the Board in General Session at this time, the Board adjourned the meeting at 8:35 P.M. The next regular session meeting of the Board of Directors will be held on Tuesday, September 19, 2023 via teleconference.

**ATTEST**

Signature \_\_\_\_\_  Date 9/22/2023 | 2:43 PM PDT