

MISSION BAY HOMEOWNERS ASSOCIATION

Steering Committee Meeting

February 8, 2010 9:00 a.m.

MINUTES

The regular meeting of the Mission Bay Homeowners Association Steering Committee was opened by Chairman Wayne Finney at 9:00 a.m. at the Clubhouse. The Manager, the Developer, and five members of the Steering Committee were present with one committee member excused.

I. OLD BUSINESS

1. Contract review – The Manager reported that he is reviewing proposals for the spring lawn maintenance for the Association. Contracts will be issued in April.
2. Fidelity Coverage – Discussion took place regarding our current liability insurance coverage. It has been discovered that we do not have fidelity coverage under this current policy. A motion was made, seconded, and passed unanimously that the Manager secure an additional policy for a \$50,000 limit fidelity coverage for no more than \$200.

II. FINANCIAL/BUDGET REVIEW

1. The financial committee met and reviewed the end of the year statement and all the financial books. They found everything to be in order. They reported that our Accountant is doing a thorough and accurate accounting job for the Association.
2. The Steering committee did not review the budget this month because it is too early in the year to evaluate it. A review will be on the March agenda.
3. Liens were discussed. The Manager reported that the lien process will begin for some new properties that are late with their dues.

III. HOMEOWNER ISSUES

1. Post lighting – It has been reported to the Steering Committee that almost half of all homeowner light posts are non-operational in our community. It is a CC&R requirement that all homes have light posts. We discussed the need for enforcement of our rules and regulations, and that there seems to be no enforcement occurring at this time. The Board of Directors will send an e-mail and/or letter to all property owners to remind them of the CC&R requirement. The letter will also require that all affected homeowners repair their light posts within 30 days.
2. The Steering Committee requested that the manager evaluate all repairs that are needed to the clubhouse. Paint is chipping, lights are out.
3. Website Postings – Much discussion took place about what information should or should not be posted on our website. The Steering committee has set the goal to be transparent in our communication with the community. However, concern has been brought forward as to how safe posting our financials and minutes on the web will be. It was decided to bring this issue forward at the open homeowner Steering Committee meeting in March to get a wider opinion from homeowners. Our website manager said that it may be possible to have password

protection on any sensitive material such as our member name and phone number listing. A statement such as the following could be posted to all website users:

“The financial statements contain privileged information that is confidential. The information contained in this website (and any accompanying documents) is intended only for the personal and confidential use of the intended recipient as a homeowner of Mission Bay and/or Mission Bay Preserve. By entering the Mission Bay financial statement website, you hereby agree that any dissemination, distribution, copying or action taken in reliance on the contents of this website is strictly prohibited.”

4. Reserve fund expenditures were discussed. The Steering Committee does not want Reserve funds to be spent for operational expenses without authorization from the committee. A motion was made, seconded, and passed unanimously.
5. Common-wall Insurance – All common-wall property owners are required to provide proof of insurance. How this insurance should be filed along with a diary system that reflects various expiration dates, naming the HOA as loss payee, minimum replacement costs, rating of insurance and other issues of protection were discussed at length. Tim McKenna will work on a draft to present to the committee and the Board of directors at the next meeting in order to decide how we will proceed with homeowner Protection.

IV. CLUBHOUSE ISSUES

1. Security lights – Discussion took place about the number of security lights that are needed and how long they should be on at the Clubhouse. The committee discussed relocating the photo eye sensors or finding out the cost of timers to monitor when the lights will be on. The Manager will report back to the committee next month.
2. Volunteer Committees – In an effort to present a balanced budget under the current economic conditions, some of our maintenance budgets were reduced. The Steering Committee and the Board of Directors will be presenting lists for volunteer sign-ups at the March meeting. The volunteer committees will include the following: flower planting, flower watering, pool tending, tennis court groomers.

V. DIRECTORS AND OFFICERS INSURANCE – This insurance is in place for both Mission Bay and Mission Bay Preserve

VI. STRATEGIC PLANNING COMMITTEE REPORTS

1. Communication – Tim McKenna reported that communication goals are coming along well. The website is up and running. One member of this sub-committee is responsible for updating and keeping current the clubhouse bulletin board. “Lunch and learn” seminars will be offered soon to help owners access the website.
2. Organization – Tim McKenna reported that this sub-committee has been working on an organizational structure that is consistent with the future of the Mission Bay HOA maintaining

the autonomy of both Mission Bay and Mission Bay Preserve. Both associations have commonalities including the Clubhouse, sub-contractors, infrastructure, staff, etc. A plan has been proposed and will be further discussed. In addition, the committee is reviewing all standing committees. Each committee will be evaluated for purpose, criteria to serve on the committee, number of representatives, selection process, and a procedure for enforcement for rules and architectural violations. This new committee structure will be reviewed by the Steering Committee and Board and then brought forward to the association.

3. Infrastructure – Jill Southerland reported that this sub-committee is working on its first two goals. A report will be brought forward to the March meeting on the progress of procuring an as-built irrigation system map for the entire association. The Manager is working with local contractors to retrieve this information. A Reserve Study template has been formulated to list all permanent assets for the association. This itemized report will eventually tie budgeting and reserve planning together for future maintenance and replacement. The Manager and Developer will begin listing the assets with the goal of having a completed list prepared in time for the fall budgeting process.
4. CC&Rs – Wayne Finney reported that this sub-committee has been meeting and reviewing the changes that need to be made. This process will take some time. Any By-Law changes will be brought forward to the homeowners at the June semi-annual meeting.
5. Finance – No report at this time

VII. NEW BUSINESS

1. Nomination procedure for a Board of Director vacancy – The Steering Committee has made a recommendation to the Board that this position act as a liaison between the Board and the Committee by sitting on both. The person who is elected in June for the Board of Directors will automatically become a member of the Steering committee.
2. The Manager's cell phone – In 25 days the manager's cell phone service needs to be changed from Northwest Holdings to the MBHOA account. The 2010 budget includes a line item of \$25 per month for cell phone service. The manager will check into local service providers for the best plan available to fit the budget.
3. Axmen Propane would like to make a presentation to homeowner propane users. The Steering Committee suggested that this information be put on the website.

VIII. NEXT MEETING – The next meeting will be an OPEN meeting for homeowners on March 8, 2010, at 9:00 a.m. at the Clubhouse.

The meeting was adjourned at 12:20 p.m.

Respectfully submitted,

Jill Southerland