

**AVOCADO HOMEOWNERS ASSOCIATION
COMMUNITY ASSOCIATION MANAGER'S REPORT**

REGULAR SESSION BOARD OF DIRECTORS MEETING

Monday, December 2, 2019 AT 6:00 PM

MEETING ROOM IN THE POOL AREA

1744 THE WOODS DRIVE EL CAJON, CA 92019

- CALL TO ORDER:** * No later than 6:00 p.m.
- EXEC SESSION DISCLOSURE:** * Board to provide the topics of the most recent Executive Session.
- HOMEOWNER'S FORUM:** * Open discussion for comments, suggestions, or questions from any Homeowners that may be in attendance. A three (3) minute discussion period should be allocated for each Homeowner.
- MEETING MINUTES:** * Board to approve the September 30, 2019 Regular Session Meeting Minutes.
● Board to approve the Organization Minutes from October 5, 2019 Special Board Meeting.
- FINANCIAL:** * Board to approve the financial statements for the period ending September 2019 & October 2019 subject to year-end review to be performed by an Independent CPA.
* Board to September 2019 and October Bank Statements and Reconciliations.
- DELINQUENCIES:** * Board to disclose any foreclosures and/or approve liens in open session.
- MANAGER REPORTS:** * Action Item List from the September 30, 2019 Board Meeting, Landscape Report and Work Order report for review.
* The next Property Inspection will take place on November 13, 2019 at 9:30a.m.
- ARCHITECTURAL:** * Architectural report and pending architectural applications for board review and approval.
- CORRESPONDENCE:** * Board to review correspondence and/or request and advise management on respective responses.
- COMMITTEE REPORTS:** * Landscape Committee Report
* Communications Committee Report
* Pool Committee Report
* Rules Update Committee Report

Avocado Homeowners Association
Community Association Manager's Report
Monday, December 2, 2019

- OLD BUSINESS:**
- * Rules and Regulations – Board to discuss updating the Rules and Regulations.
 - * Surveyor – Board to discuss status of Survey Report.
 - * Survey – Board to discuss community survey.
- NEW BUSINESS:**
- * Landscape Bids – Board to approve pending landscape bids.
 - Amazon Delivery Tracker – Board to approve Amazon Delivery Tracker. **(55)**
 - Code of Conduct – Board to approve Code of Conduct Agreement for 2020.
 - Insurance Renewal – Board to approve insurance renewal.
- EMERGENCY APPROVALS:**
- * Board to consider approving any emergency proposals not received in time for the board packet if necessary.
- ADMIN TOOLS:**
- * Approved 2018 – 2019 Budget and map for board reference.
- NEXT MEETING:**
- * The next Board of Directors Meeting TBD.
- ADJOURNMENT:**
- * No later than 7:00 PM



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**AVOCADO HOMEOWNERS ASSOCIATION
COMMUNITY ASSOCIATION MANAGER'S REPORT**

**EXECUTIVE SESSION BOARD OF DIRECTORS MEETING
Monday, December 2, 2019
IMMEDIATELY FOLLOWING THE REGULAR MEETING
MEETING ROOM IN THE POOL AREA
1744 THE WOODS DRIVE EL CAJON, CA 92019**

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| CALL TO ORDER: | * | Directly following the Regular Session. |
| MEETING MINUTES: | * | Board to approve the September 30, 2019 Executive Session meeting minutes. |
| DELINQUENCY LIST: | * | Board to review delinquency list and collection recommendations. |
| MEMBER DISCIPLINE: | * | Board to review Violation List and related correspondence. |
| CONTRACTS: | * | Board to discuss Asphalt Repair Contract. |
| LEGAL: | * | Board to review correspondence from Legal regarding Election Rules. |
| ADJOURNMENT: | * | No later than 8:00 p.m. |