

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

**REGULAR SESSION BOARD OF DIRECTORS MEETING
MONDAY, JANUARY 20, 2020 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 December 2, 2019 Regular Session Meeting Minutes.
- FINANCIAL:**
- * Board to approve the financial statements for the period ending November & December 2019 subject to year-end review to be performed by an Independent CPA.
 - * Board to November & October Bank Statements and Reconciliations.
 - * Civil Code Requirement – Board to discuss and approve authorization for management to transfer Association Funds per Civil Code Section 5380 (b)(6).
 - * Reserve Allocations – Board to approve reallocations of Reserve Funds.
- DELINQUENCIES:** * Board to disclose any foreclosures and/or approve liens in open session.
- MANAGER REPORTS:**
- * Action Item List from the December 2, 2019 Board Meeting, Landscape Report and Work Order report for review.
 - * The next Property Inspection will take place on February 12, 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

- OLD BUSINESS:**
- * Rules and Regulations – Board to approve the proposed revised 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.
 - * Gate Repair/Paint – Board to approve estimate to repaint the gate at the entryway of the community.
 - * Pond Service – Board to approve proposal for Pond Service.
 - * Election Rules and Membership List Policy – Board to approve sending proposed Election Rules and Membership List Policy for 28 day review.
- 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, JANUARY 20, 2020
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 December 2, 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 Asphalt. |
| ADJOURNMENT: | * | No later than 8:00 p.m. |