

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

**REGULAR SESSION BOARD OF DIRECTORS MEETING
MONDAY, FEBRUARY 17, 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 January 20, 2020 Regular Session Meeting Minutes.
- FINANCIAL:**
- * Board to approve the financial statements for the period ending January 2020 subject to year-end review to be performed by an Independent CPA.
 - * Board to January 2020 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).
- DELINQUENCIES:** * Board to disclose any foreclosures and/or approve liens in open session.
- MANAGER REPORTS:**
- * Action Item List from the January 20, 2020 Board Meeting, Landscape Report and Work Order report for review.
 - * The next Property Inspection will take place on March 11, 2020 at 2:30 p.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:

- * Surveyor – Board to discuss status of Survey Report and approve proposal to survey lot #57.
- * Survey – Board to discuss community survey.

NEW BUSINESS:

- * Landscape Bids – Board to approve pending landscape bids.
- * Election Rules and Membership List Policy – Board to approve sending proposed Election Rules and Membership List Policy for 28 day review.
- * Updated Fee Schedule for Assessment Recovery Services – Board to review notice from Epsten APC regarding increase in service fees.
- * Taxes/Year End Review – Board to approve the 2019 Taxes and Year End Review as prepared by Beck and Co.

EMERGENCY APPROVALS:

- * Board to consider approving any emergency proposals not received in time for the board packet if necessary.

ADMIN TOOLS:

- * Approved 2019 – 2020 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, FEBRUARY 17, 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 January 20, 2020 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. |
| ADJOURNMENT: | * | No later than 8:00 p.m. |