

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

**REGULAR SESSION BOARD OF DIRECTORS MEETING
TUESDAY, DECEMBER 8, 2020 AT 6:00 PM**

In order to comply with CDC recommendations in response to COVID-19, the Board of Directors will be holding the General Session through ZOOM Video Conference. Homeowners who are interested in attending the meeting will need to contact Management for the log in information. Residents will have up to three (3) minutes to address the board during Homeowners forum at the beginning of the meeting and will be asked to remain on mute for the remainder of the meeting.

- 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 November 10, 2020 Regular Session Meeting Minutes.
- FINANCIAL:**
- * Board to approve the financial statements for the period ending October 31, 2020 subject to year-end review to be performed by an Independent CPA.
 - * Board to Review the October 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 November 10, 2020 Board Meeting, Landscape Report and Work Order report for review.
 - * The next Property Inspection will take place TBD at 9:30 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.

Avocado Homeowners Association
Community Association Manager's Report
December 8, 2020

- COMMITTEE REPORTS:**
- * Landscape Committee Report
 - * Communications Committee Report
 - * Pool Committee Report
- OLD BUSINESS:**
- * Surveyor – Board to discuss status of Survey Report.
 - Board to discuss Asphalt curbing repairs and shared driveways.
 - * Key Fob System – Board to discuss
- NEW BUSINESS:**
- * Landscape Bids – Board to approve pending landscape bids.
 - * Spa Repair – Board to ratify approval of spa pump repair.
 - * Year End Review/Taxes – Board to approve proposal to prepare year end review and taxes.
- EMERGENCY APPROVALS:**
- * Board to consider approving any emergency proposals not received in time for the board packet if necessary.
- ADMIN TOOLS:**
- * Approved 2020 – 2021 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
TUESDAY, DECEMBER 8, 2020
IMMEDIATELY FOLLOWING THE REGULAR MEETING**

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| CALL TO ORDER: | * | Directly following the Regular Session. |
| MEETING MINUTES: | * | Board to approve the November 10, 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. |