

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

**REGULAR SESSION BOARD OF DIRECTORS MEETING
MONDAY, AUGUST 16, 2021, 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 Homeowner's 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 July 13, 2021 Regular Session Meeting Minutes.
- OPEN BOARD POSITION:** * Board to appoint homeowner to fill vacant board position.
- FINANCIAL:** * Board to approve the financial statements for the period of July 2021 subject to year-end review to be performed by an Independent CPA.
- * Board to Review the July 2021 Bank Statements and Reconciliations.
- * Board to approve authorizing transfer of Association funds per civil code 5380(b)(6).
- DELINQUENCIES:** * Board to disclose any foreclosures and/or approve liens in open session.
- MANAGER REPORTS:** * Action Item List from the July 13, 2021 Board Meeting, Landscape Report and Work Order report for review.
- * The next Property Inspection will take place on August 11, 2021 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
Monday, August 16, 2021

- COMMITTEE REPORTS:**
- * Landscape Committee Report
 - * Communications Committee Report
 - * Pool Committee Report
- OLD BUSINESS:**
- * Key Fob System – Board to discuss key fob system.
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- NEW BUSINESS:**
- * Landscape – Board to approve tree trimming proposal.
 - Social Events – Board to discuss Fall/Winter Social events.
 - Backflow Repair – Board to approve backflow repair proposal.
 - Pond Service – Board to review pond service bid.
- 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 HOMEOWNER'S ASSOCIATION
COMMUNITY ASSOCIATION MANAGER'S REPORT**

**EXECUTIVE SESSION BOARD OF DIRECTORS MEETING
MONDAY, AUGUST 16, 2021
IMMEDIATELY FOLLOWING THE REGULAR MEETING VIA ZOOM**

- CALL TO ORDER:** * Directly following the Regular Session.
- MEETING MINUTES:** * Board to approve the July 13, 2021 Executive Session Meeting Minutes.
- DELINQUENCY LIST:** * Board to review delinquency list and collection recommendations.
- MEMBER DISCIPLINE:** * Board to hold show cause hearings and review Violation List and related correspondence.
- ADJOURNMENT:** * No later than 8:00 p.m.