

San Elijo Hills II Property Owners Association
September 22, 2025
Board of Directors General Meeting
Meeting held at 1059 San Patricio Drive

Attendance

Board of Directors

Ron Tinkham, President
Brian Coe, Vice President
Amy Sims, Member at Large
Tina Tinkham, Director
Martha Grim, Director
Tim Pickwell, Director

Management

Kyle Merritt, Community Association Manager, Keystone Pacific; Recording Secretary
Amy Laughton, Community Association Manager,

Call to Order

The meeting was called to order at 5:00 PM.

Open Forum

There were no homeowners in attendance.

Minutes

The Board unanimously approved the General Session minutes from the meeting held on August 18, 2025.

Financials

The Board reviewed and unanimously approved the August 2025 financial statements, bank statements, and bank reconciliations subject to year-end-review.

Architectural

758 Santa Rufina (Exterior Modifications) – The Board unanimously approved the application as submitted.

Management Report

The Board reviewed the community inspection report.

The Board unanimously approved the proposal from Pro Advantage to renew the community website for an annual cost of \$630.00.

Landscape

The Board reviewed the Landscape, Work Order Schedule and Drive-Around reports.

- The Board unanimously approved work order #64 from Martinez Landscape.
- The Board discussed work order #66 from Martinez Landscape.
- The Board reviewed the proposal for the fire break clearance from Martinez Landscape at \$18,500.00 for 100 feet from the edge of properties. Martinez Landscape to contact each homeowner, if any owner does not want the clearance the amount will be deducted at \$1,700.00 per property.

Business

The Board unanimously approved the proposal from Beck and Company, CPAs for the year end review (\$1,380.00).

Correspondence

The Board reviewed any homeowner submitted correspondence, requests, or concerns.

Adjournment

The General Session meeting adjourned at 6:28 PM.

Next Meeting

The next meeting is to be determined pending newly assigned manager's schedule.

BOARD CERTIFICATION AND APPROVAL OF MINUTES:

This is to certify that San Elijo Hills II Property Owners Association is a California Nonprofit Mutual Benefit Corporation; that the Board is duly constituted; has made all decisions based on reasonable investigation in good faith and with regard to the best interests of the community and its members; has exercised discretion within the scope of its authority under relevant statutes, covenants and restrictions in discharging its obligations; and hereby approve the authenticity of actions reported of this meeting.

Respectfully Submitted:

Kyle Merritt, Recording Secretary

Board Signature