

**BELAIRE OF MISSION PACIFIC HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING HELD AUGUST 14, 2024  
MEETING MINUTES**

Community Manager Rachael Robenolt called the meeting to order at 6:02 p.m. Present were Pam Schwartz, Linda Blake, Jason Noble & Jim Peterson.

**OPEN FORUM:** The owner from lot 43 was present to note that there are trees that are recommended to be a certain number of feet from a building. She noted that perhaps the HOA can replace trees with ones that are on the approved list from FireWise.

She also noted that they put in fire safe screens in their home.

The owner from lot 5 was present to discuss the painting notice that they had received.

Jason asked if the Board ever considered changing the landscaping to more “local” landscaping.

~~The owner from lot 100 was present to discuss the painting notice that they had received.~~

**MANAGEMENT CONTRACT:** The Board reviewed the updated management contract. The Board provided several requests for changes to the contract. Management will incorporate the changes and provide a revised contract for review at the October meeting.

**APPROVAL OF THE MINUTES:** The Board reviewed the minutes from the June 2024 meeting. After discussion, Linda moved to approve the minutes as amended. Jim seconded, vote was all ayes, motion carried. Add Jason.

**FINANCIALS:** The Board reviewed the financials for May - June 2024. After discussion, Pam moved to approve the financials. Linda seconded, vote was all ayes, motion carried.

**LIEN APPROVAL:** The Board reviewed notice of intent to lien parcel # 456-533-09-00. A motion was made and seconded to approve the lien. Vote was all ayes, motion carried. It was resolved that the Board authorizes that a lien be recorded on the property in the event that payment in full is not received by the deadline imposed in the Intent to Lien letter.

**RESERVE STUDY:** The Board reviewed the draft reserve study. After discussion, Pam moved to approve the study as presented. Jim seconded, vote was all ayes, motion carried.

**BUDGET:** The Board reviewed the draft 2025 budget. After discussion, the issue was tabled until the October meeting.

**LANDSCAPE UPGRADES:** The Board reviewed the quote for replacement of the aging ice plant on the slope between 7885 & 7887 Mission Bonita. After discussion, Linda moved to approve the proposal. Jason seconded, vote was three ayes (Pam abstained), motion carried.

The Board reviewed the quote for replacement of the aging ice plant on the slope at 8022 Mission Vista. After discussion, Jim moved to approve the proposal. Linda seconded, vote was all ayes, motion carried.

The Board reviewed the quote for removal of trees at 7922 Mission Manzana and 7864 Mission Bonita. After discussion, Linda moved to approve the proposal from San Diego Tree Care. Jason seconded, vote was all ayes, motion carried.

**ARCHITECTURAL APPLICATIONS:** The Board reviewed the application for painting at lots 71/72. After discussion, management was requested to try again to contact the lot 71 owner regarding their account.

The Board reviewed the application from lot 86 for a Japanese Maple tree installation. After discussion, Jason moved to approve the tree, as well as the other installed plants, with the conditions that all of the landscaping is the responsibility of the homeowner. Jim seconded, vote was all ayes, motion carried.

It was noted that this home also has decorative lights wrapped around the pillar and lights in the shrubs.

**EXECUTIVE SESSION SUMMARY:**

The Board addressed disciplinary actions, contract issues, and delinquency issues.

Attested: \_\_\_\_\_

Date: \_\_\_\_\_

**BELAIRE OF MISSION PACIFIC HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING HELD JUNE 12, 2024  
MEETING MINUTES**

Community Manager Rachael Robenolt called the meeting to order at 6:03 p.m. Present were Pam Schwartz, Linda Blake & Jim Peterson.

**OPEN FORUM:** There were no owners present for open forum.

**APPROVAL OF THE MINUTES:** The Board reviewed the minutes from the April 2024 meeting. After discussion, Linda moved to approve the minutes as amended. Jim seconded, vote was all ayes, motion carried.

Management was requested to call the Fire Marshal regarding the clearance of the canyon slope.

**FINANCIALS:** The Board reviewed the financials for March - April 2024. After discussion, Pam moved to approve the financials. Jim seconded, vote was all ayes, motion carried.

**LANDSCAPE OPEN AREA:** The Board reviewed the quote new plants in the open area near the bulletin board. After discussion, Pam moved to approve the proposal, only if there hasn't already been work done in the past three years. Linda seconded, vote was three ayes (Jason abstained), motion carried.

**ARCHITECTURAL APPLICATIONS:** There were no architectural applications for review at the time of the meeting.

**EXECUTIVE SESSION SUMMARY:**

The Board addressed disciplinary actions, contract issues, and delinquency issues.

Attested: \_\_\_\_\_

Date: \_\_\_\_\_

**BELAIRE OF MISSION PACIFIC HOMEOWNERS ASSOCIATION**  
**BOARD OF DIRECTORS MEETING HELD APRIL 10, 2024**  
**MEETING MINUTES**

Community Manager Rachael Robenolt called the meeting to order at 6:03 p.m. Present were Pam Schwartz, Linda Blake & Jim Peterson.

**OPEN FORUM:** There were no owners present for open forum.

**APPROVAL OF THE MINUTES:** The Board reviewed the minutes from the February 2024 meeting. After discussion, Linda moved to approve the minutes as amended. Jim seconded, vote was all ayes, motion carried.

**FINANCIALS:** The Board reviewed the financials for January – February 2024. After discussion, Pam moved to approve the financials. Linda seconded, vote was all ayes, motion carried.

**INSURANCE:** The Board reviewed the quote for the 2024-2025 insurance period. Management noted that Farmers had opted not to renew, and that the only quote that was available is about twice as much as previous years. After discussion, Pam moved to approve the quote from Berg, but that we continue to try and find alternates. Linda seconded, vote was all ayes, motion carried.

**FINANCIAL REVIEW:** The Board reviewed the draft 2023 financial review from Sonnenberg CPA. After discussion, Pam moved to approve the review for distribution to the membership. Jim seconded, vote was all ayes, motion carried.

**TREE ISSUES:** The Board reviewed the quote for tree removals & trimming, requested by the landscapers. After discussion, Pam moved to approve the proposal. Jim seconded, vote was all ayes, motion carried.

**WEED CONTROL:** The Board reviewed the quote for both broadleaf & noxious weed control. After discussion, Jim moved to approve the ratification of the vote to approve the proposals. Pam seconded, vote was all ayes, motion carried. Double check with Frank.

**ARCHITECTURAL APPLICATIONS:** The Board reviewed the application for installation of a new front post at lot #25. After discussion, Jim moved to conditionally approve the application for the front post, so long as the owner agrees to install a post in the grey family (grey stone/paint, etc.). Linda seconded, vote was all ayes, motion carried.

The Board reviewed the application for installation of a new solar system at lot 25. After discussion, Jim moved approve the application with the conditions that the that no part of the system, including conduit of any kind, may run across the adjoining home, and that any access for installation, maintenance, etc. of the solar system may not go through the adjoining yard or across that roof. Additionally, all exterior conduits will need to be covered in molding and painted to match the color of the building, and any battery for the system must be either behind the patio fence or in the garage. Pam seconded, vote was all ayes, motion carried.

**EXECUTIVE SESSION SUMMARY:**

The Board addressed disciplinary actions, contract issues, and delinquency issues.

Attested: \_\_\_\_\_

Date: \_\_\_\_\_

**BELAIRE OF MISSION PACIFIC HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING HELD FEBRUARY 13, 2024  
MEETING MINUTES**

Community Manager Rachael Robenolt called the meeting to order at 6:09 p.m. Present were Pam Schwartz, Linda Blake & Jim Peterson.

**OPEN FORUM:** There were no owners present for open forum.

**APPROVAL OF THE MINUTES:** The Board reviewed the minutes from the December 2023 meeting. After discussion, Linda moved to approve the minutes as amended. Jim seconded, vote was two ayes (Pam abstained), motion carried.

**FINANCIALS:** The Board reviewed the financials for November - December 2023. After discussion, Pam moved to approve the financials. Linda seconded, vote was all ayes, motion carried.

**WEED CONTROL:** The Board reviewed the quote for both broadleaf & noxious weed control. After discussion, management was requested to ask about large cost increase for broad leaf.

**AERATION:** The Board reviewed the quote lawn aeration from Pacific Earth. After discussion, Pam moved to approve the proposal. Linda seconded, vote was all ayes, motion carried.

**ARCHITECTURAL APPLICATIONS:** The Board reviewed the application for installation of a new patio cover, concrete slab, shed & glass fence in the backyard of lot #9. After discussion, Pam moved approve the application for the patio cover and the shed, and the glass panel fence is approved, however only because it is not visible from the front of the home or common area. Linda seconded, vote was all ayes, motion carried.

**GAS LINE REPLACEMENT:** Management noted that they had met with SDG&E today to discuss the project. The project is not slated to begin until sometime in 2025, and it is currently only projected to affect those on the south/west side of Mission Montana Drive.

**EXECUTIVE SESSION SUMMARY:**

The Board addressed disciplinary actions, contract issues, and delinquency issues.

Attested: \_\_\_\_\_

Date: \_\_\_\_\_

**BELAIRE OF MISSION PACIFIC HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING HELD DECEMBER 13, 2023  
MEETING MINUTES**

Community Manager Rachael Robenolt called the meeting to order at 6:00 p.m. Present were Linda Blake & Jim Peterson.

**OPEN FORUM:** There were no owners present for open forum.

**APPROVAL OF THE MINUTES:** The Board reviewed the minutes from October meeting. After discussion, Linda moved to approve the minutes as presented. Jim seconded, vote was all ayes, motion carried.

**FINANCIALS:** The Board reviewed the financials for September - October 2023. After discussion, Linda moved to approve the financials. Jim seconded, vote was all ayes, motion carried.

**BRUSH CLEARANCE:** The Board reviewed the alternate quotes for brush clearance. After discussion, Jim moved to approve the original proposal from Pacific Earth, for the additional area behind 8152 MV. Linda seconded, vote was all ayes, motion carried.

**ARCHITECTURAL APPLICATIONS:** The Board reviewed the application for installation of a new solar system at lot 112. After discussion, Pam moved approve the application with the conditions that the that no part of the system, including conduit of any kind, may run across the adjoining home, and that any access for installation, maintenance, etc. of the solar system may not go through the adjoining yard or across that roof. Additionally, all exterior conduits will need to be covered in molding and painted to match the color of the building

The Board reviewed the application for installation of an antenna at lot 35. Linda moved to approve the application as submitted. Jim seconded, vote was all ayes, motion carried.

**EXECUTIVE SESSION SUMMARY:**

The Board addressed disciplinary actions, contract issues, and delinquency issues.

Attested: \_\_\_\_\_

Date: \_\_\_\_\_

**BELAIRE OF MISSION PACIFIC HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING HELD OCTOBER 11, 2023  
MEETING MINUTES**

Community Manager Rachael Robenolt called the meeting to order at 6:04 p.m. Present were Linda Blake, Jim Peterson, Pam Schwartz & LJ Woodward.

**OPEN FORUM:** There were no owners present for open forum.

**APPROVAL OF THE MINUTES:** The Board reviewed the minutes from August meeting. After discussion, Linda moved to approve the minutes as present. LJ seconded, vote was all ayes, motion carried.

**FINANCIALS:** The Board reviewed the financials July - August 2023. After discussion, Pam moved to approve the financials as presented. Linda seconded, vote was all ayes, motion carried.

**BUDGET:** The Board reviewed the draft budget for 2024. After discussion, Pam moved to approve the budget, with a \$10.00 increase in dues. LJ seconded, vote was all ayes, motion carried.

**RESERVE STUDY:** The Board reviewed the draft reserve study. After discussion, Pam moved to approve the study as presented. Linda seconded, vote was all ayes, motion carried.

**FINANCIAL REVIEW:** The Board reviewed the proposal for the 2023 financial review. After discussion, Pam moved to approve the proposal from Sonnenberg. Linda seconded, vote was all ayes, motion carried.

**TREE TRIMMING:** The Board reviewed the quote for 2023 tree trimming. After discussion, Pam moved to approve the proposal from San Diego Tree Care. Jim seconded, vote was all ayes, motion carried. Management will ask them about removing the palm, and note to them to only trim #20 carrotwood if needed, not for view.

**LANDSCAPING:** The Board reviewed the proposals from Pacific Earth for landscape upgrades. After discussion, Pam moved to approve the proposal, but with only 15 lantana. Linda seconded, vote was all ayes, motion carried.

The Board approved the purchase of gorilla tape for the bottom of the electrical pedestals. Pam will supply it and request reimbursement.

**ARCHITECTURAL APPLICATIONS:** The Board reviewed the application for installation of a new solar system at lot 112. After discussion, Pam moved approve the application with the conditions that the battery must be installed in garage. LJ seconded, vote was all ayes, motion carried.

**EXECUTIVE SESSION SUMMARY:**

The Board addressed disciplinary actions, contract issues, and delinquency issues.

Attested: \_\_\_\_\_

Date: \_\_\_\_\_



**BELAIRE OF MISSION PACIFIC HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING HELD JUNE 14, 2023  
MEETING MINUTES**

Community Manager Rachael Robenolt called the meeting to order at 6:05 p.m. Present were Jim Peterson, Pam Schwartz & LJ Woodward. There were four owners present.

**OPEN FORUM:** Shahrokh was present to discuss the issue of the vines on the fence.

Marc Shaw was present to inquire about the possibility of adding a dormer room.

**APPROVAL OF THE MINUTES:** The Board reviewed the minutes from April meeting. After discussion, Pam moved to approve the minutes as presented. Jim seconded, vote was all ayes, motion carried.

**FINANCIALS:** The Board reviewed the financials March - April 2023. After discussion, Pam moved to approve the financials. LJ seconded, vote was all ayes, motion carried.

**RESERVE STUDY:** The Board reviewed the proposal for the 2023 reserve study. After discussion, Pam moved to approve the proposal for the 3 year plan from Barrera. LJ seconded, vote was all ayes, motion carried.

**ARCHITECTURAL APPLICATIONS:** The Board reviewed the application for installation of solar at lot 56. After discussion, LJ moved approve the application as submitted. Jim seconded, vote was all ayes, motion carried.

The Board reviewed the application for installation of solar at lot 15. After discussion, Pam moved ratify the previously approved the application as submitted. LJ seconded, vote was all ayes, motion carried.

The Board reviewed the application for installation of *additional* solar at lot 32. After discussion, Pam moved approve the application as submitted. Jim seconded, vote was three ayes (LJ abstained), motion carried.

The Board reviewed the application for installation of new fencing at lot 69. After discussion, it was noted that replacement like for like is deemed approved.

The Board reviewed the application for enclosing of the roof eaves at lot 124. Management noted that the attached neighbor was unable to do the matching work at this time. After discussion, as this is an issue related to safety and insurance, Jim moved approve the application as submitted, with the condition that the new wood must be the color of what they are covering up. LJ seconded, vote was all ayes, motion carried.

The Board reviewed the application for installation of additional drainage at lot 42. After discussion, Pam moved approve the application as submitted, with the condition that the work be done by the HOA landscaper and that any damage to the HOA landscaping must be addressed by the HOA landscaper and paid for by the owner. LJ seconded, vote was all ayes, motion carried.

**EXECUTIVE SESSION SUMMARY:**

The Board addressed disciplinary actions, contract issues, and delinquency issues.

Attested: \_\_\_\_\_

Date: \_\_\_\_\_

**BELAIRE OF MISSION PACIFIC HOMEOWNERS ASSOCIATION**  
**BOARD OF DIRECTORS MEETING HELD APRIL 12, 2023**  
**MEETING MINUTES**

Community Manager Rachael Robenolt called the meeting to order at 6:05 p.m. Present were Linda Blake, Jim Peterson, Pam Schwartz, Steve Cerasaro & LJ Woodward.

**OPEN FORUM:** There were no owners present for open forum.

**APPROVAL OF THE MINUTES:** The Board reviewed the minutes from February meeting. After discussion, Pam moved to approve the minutes as presented. LJ seconded, vote was all ayes, motion carried.

**FINANCIALS:** The Board reviewed the financials January – February 2023. After discussion, Pam moved to approve the financials. LJ seconded, vote was all ayes, motion carried.

**FINANCIAL REVIEW:** The Board reviewed the draft 2022 financial review. After discussion, Pam moved to approve the review for distribution to the membership. Steve seconded, vote was all ayes, motion carried.

**INSURANCE:** The Board reviewed the insurance renewal. After discussion, Steve moved to approve the quote from Farmers. Pam seconded, vote was all ayes, motion carried.

**LEGAL:** The Board reviewed the updated pricing for 360 collections. Pam moved to approve the 360 fees. LJ seconded, vote was all ayes, motion carried.

The Board also reviewed pricing for Delphi, for advanced collections needs. Pam moved to approve using Delphi for advanced collection needs such as foreclosure. Linda seconded, vote was all ayes, motion carried.

**ELECTRIC PEDESTALS:** The Board reviewed the proposal for the electric pedestal replacement. After discussion, Management was requested to try and get SDG&E to replace the meter box.

**ARCHITECTURAL APPLICATIONS:** The Board reviewed the application for installation of solar at lot 103. After discussion, Steve moved approve the application as submitted. Linda seconded, vote was all ayes, motion carried.

The Board reviewed the application for removal of shrubs for solar. After discussion, Management was requested to ask the owners why the shrubs need to be removed, as no other owner has had to remove the shrubs.

Steve moved to approve the application, with the condition that the owners have the HOA landscapers install something shorter once the solar is installed, at their own expense, and 30 days to submit an application for that installation, which will be reviewed at the June meeting. LJ seconded, vote was all ayes, motion carried.

**EXECUTIVE SESSION SUMMARY:**

The Board addressed disciplinary actions, contract issues, and delinquency issues.

Attested: \_\_\_\_\_

Date: \_\_\_\_\_