

**BELAIRE OF MISSION PACIFIC HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING HELD DECEMBER 10, 2025
MEETING MINUTES**

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

OPEN FORUM: The owner from lot 70 was present to ask about reaching her unattached neighbor, as her backyard is in need of attention. She noted that the home has been empty for at least a year. The trees are laying on the house, and it is pushing on the shared fence. The yard is full of garbage. Management noted that they can try and call the Fire Department, and express concern regarding a fire hazard.

APPROVAL OF THE MINUTES: The Board reviewed the minutes from the October 2025 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 2025. After discussion, Pam moved to approve the financials. Linda seconded, vote was all ayes, motion carried.

FINANCIAL REVIEW: The Board reviewed the proposal for the 2025 financial review. After discussion, Linda moved to approve the proposal from Sonnenberg CPA. Pam seconded, vote was all ayes, motion carried.

SLOPE: The Board reviewed the proposal for the renovation of the slope between 7861 & 7969 Mission Bonita. After discussion, Pam moved to approve the proposal from Pacific Earth. Jim seconded, vote was all ayes, motion carried.

ARCHITECTURAL APPLICATION: The Board reviewed the application from lot 99, for rain gutter replacement. After discussion, Linda moved to approve the application, with the condition that the gutters must be painted to match what they are attached to. Jim seconded, vote was all ayes, motion carried.

The Board reviewed the application from lot 99, for pavers, drainage, plant replacement. After discussion, Pam moved to approve the application, all at the expense of the homeowner, and with the condition that the homeowner will be responsible for the new plants moving forward. Linda seconded, vote was all ayes, motion carried.

The meeting was adjourned at 6:20 p.m.

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 8, 2025
MEETING MINUTES

Community Manager Rachael Robenolt called the meeting to order at 6:01 p.m. Present were Pam Schwartz, Linda Blake, Jim Petersen & Jason Bull.

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

APPROVAL OF THE MINUTES: The Board reviewed the minutes from the August 2025 meeting. After discussion, Linda moved to approve the minutes as presented. Jason seconded, vote was all ayes, motion carried. Pam abstained.

FINANCIALS: The Board reviewed the financials for July – August 2025. After discussion, Pam moved to approve the financials. Linda seconded, vote was all ayes, motion carried.

BUDGET: The Board reviewed the 2025 draft budget. After discussion, Pam moved to approve the budget, with a \$10.00 increase in dues. Jim seconded, vote was all ayes, motion carried.

Linda moved to approve the increase from Pacific Earth. Pam seconded, vote was all ayes, motion carried.

AERATING: The Board reviewed the proposal for aerating of the lawns. After discussion, Pam moved to approve the proposal from Pacific Earth, with a 3% cost increase from February 2025. Jim seconded, vote was all ayes, motion carried.

BROADLEAF WEED CONTROL: The Board reviewed the proposal for broadleaf weed control in the lawns. After discussion, Pam moved to approve the proposal from Pacific Earth, but upon Managements recommendation, only if they will agree to a 3% increase, as opposed to the 5% proposed. Jim seconded, vote was all ayes, motion carried.

ENFORCEMENT: The Board reviewed the information regarding AB 130. No action was taken at this time.

UNANIMOUS WRITTEN CONSENT: The Board reviewed the form to approve the Unanimous Written Consent, to allow for only a majority to approve actions outside of a meeting, as opposed to requiring unanimous email approval. After discussion, Linda moved to approve the Unanimous Written Consent. Jason seconded, vote was all ayes, motion carried.

ARCHITECTURAL APPLICATION: The Board reviewed the application from lot 70, for front landscape that was installed prior to the owners purchase. After discussion, Linda moved to approve the application. Jim seconded, vote was all ayes, motion carried.

The meeting was adjourned at 6:25 p.m.

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 AUGUST 13, 2025
MEETING MINUTES

Community Manager Rachael Robenolt called the meeting to order at 6:15 p.m. Present were Linda Blake, Jim Petersen & Jason Bull.

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

APPROVAL OF THE MINUTES: The Board reviewed the minutes from the June 2025 meeting. After discussion, Linda moved to approve the minutes as presented. Jason seconded, vote was all ayes, motion carried.

FINANCIALS: The Board reviewed the financials for May - June 2025. After discussion, Jason moved to approve the financials. Linda seconded, vote was all ayes, motion carried.

BUDGET: The Board reviewed the 2025 draft budget. The Board agreed to table the issue until the October meeting.

BUCK A DOOR: The Board reviewed the information for California Legislative Action Committee. After discussion, Jim moved to approve the donation of \$144.00. Jason seconded, vote was all ayes, motion carried.

TREE TRIMMING: The Board reviewed the proposal for 2025 tree trimming. After discussion, Linda moved to approve the proposal from San Diego Tree Care. Jim seconded, vote was all ayes, motion carried.

ARCHITECTURAL APPLICATION: The Board reviewed the application from lot 49, for replacement of their backyard fence. After discussion, Jason moved to approve the application. Jim seconded, vote was two ayes, Linda nay, motion carried. Management noted that the approval letter will note that homeowners are responsible for any and all damage to the glass, regardless of the source of the damage.

The Board reviewed the application from lot 48, for replacement of their backyard fence and installation of a pergola. After discussion, Linda moved to approve the application. Jason seconded, vote was all ayes, motion carried.

The meeting was adjourned at 6:45 p.m.

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 11, 2025
MEETING MINUTES**

Community Manager Rachael Robenolt called the meeting to order at 6:06 p.m. Present were Linda Blake, Jim Petersen & Jason Bull.

ELECTION BY ACCLAMATION: Linda moved to elect by acclamation, Pam Schwartz, Linda Blake, and Jason Bull to the Board of Directors. Jim seconded, vote was all ayes, motion carried.

OPEN FORUM: There were no owners present for open forum. Linda asked if tree trimming was complete. She noted that the 7961 & 7969 Mission Bonita trees are touching both houses.

APPROVAL OF THE MINUTES: The Board reviewed the minutes from the April 2025 meeting. After discussion, Jason moved to approve the minutes as presented. Linda seconded, vote was all ayes, motion carried.

FINANCIALS: The Board reviewed the financials for March - April 2025. After discussion, Jim moved to approve the financials. Jason seconded, vote was all ayes, motion carried.

RESERVE STUDY: The Board reviewed the 2025 draft reserve study. After discussion, Jason moved to approve the study as amended. Linda seconded, vote was all ayes, motion carried.

FINANCIAL REVIEW: Linda moved to ratify the approval of the 2024 financial review, that was approved via email. Jim seconded, vote was all ayes, motion carried.

LANDSCAPING: The Board reviewed the proposal for lot 103 to address slope erosion. After discussion, Jason moved to approve the proposal from Pacific Earth. Jim seconded, vote was all ayes, motion carried.

The Board reviewed the proposal for lot 66 for plant replacement in the sidewalk planter. After discussion, Jim moved to approve the proposal from Pacific Earth. Linda seconded, vote was all ayes, motion carried.

The meeting was adjourned at 6:50 p.m.

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 9, 2025
MEETING MINUTES**

Community Manager Rachael Robenolt called the meeting to order at 6:01 p.m. Present were Pam Schwartz, Linda Blake, Jim Petersen & Jason Bull.

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

APPROVAL OF THE MINUTES: The Board reviewed the minutes from the February 2025 meeting. After discussion, Linda moved to approve the minutes as presented. Pam seconded, vote was all ayes, motion carried.

FINANCIALS: The Board reviewed the financials for January – February 2025. After discussion, Pam moved to approve the financials. Linda seconded, vote was all ayes, motion carried.

ARCHITECTURAL APPLICATIONS: The Board reviewed the application from lot 9, for additional solar panels. After discussion, Pam moved to approve the application, with the condition that all exterior conduits will need to be covered in molding and painted to match the color of the building. Linda seconded, vote was all ayes, motion carried.

The Board reviewed the application from lot 106 for driveway repairs, and paver placement. After discussion, Pam moved to approve the application as submitted. Linda seconded, vote was all ayes, motion carried.

The Board reviewed the application from lot 47 for sidewalk replacement. After discussion, Pam moved to approve the application as submitted. Linda seconded, vote was all ayes, motion carried.

The meeting was adjourned at 6:50 p.m.

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 12, 2025
MEETING MINUTES**

Community Manager Rachael Robenolt called the meeting to order at 6:01 p.m. Present were Pam Schwartz, Linda Blake & Jason Bull.

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

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

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

GOPHER CONTROL: The Board reviewed the quote from Mt. Helix for monthly gopher control. Management noted that the Association has spent \$3,410 in the last 12 months on gopher issues. After discussion, Pam moved to approve the proposal from Mt. Helix Pest for monthly gopher service, at a cost of \$210.00 per month. Linda seconded, vote was all ayes, motion carried.

METER BOX: The Board reviewed the quote for meter box replacement at 7922 Mission Manzana. After discussion, Management was requested to contact the City to see if they will replace the box.

AERATION: The Board reviewed the quote for lawn aeration. Management noted that it is the same price as the most recent aeration, and \$51.73 more than the work was in early 2024. After discussion, Linda moved to approve the proposal from Pacific Earth. Pam seconded, vote was all ayes, motion carried.

WEED CONTROL: The Board reviewed the quote for broadleaf weed control. Management noted that it is the same price as the most recent service, and \$68.79 more than the work was in early 2024. After discussion, Linda moved to approve the proposal from Pacific Earth. Pam seconded, vote was all ayes, motion carried.

The Board reviewed the quote for noxious weed control. Management noted that it is \$57.58 more than the work was in early 2024. After discussion, Linda moved to approve the proposal from Pacific Earth. Pam seconded, vote was all ayes, motion carried.

GROUND COVER: The Board reviewed the quote for groundcover replacement at 7806 Mission Montana. After discussion, Linda moved to approve the proposal from Pacific Earth. Pam seconded, vote was all ayes, motion carried.

ARCHITECTURAL APPLICATIONS: The Board reviewed the application for an air conditioner installation at lot 70. After discussion, Pam moved to approve the application, with the condition that all exterior conduits will need to be covered in molding and painted to match the color of the building. Linda seconded, vote was all ayes, motion carried.

The Board reviewed the application for window replacement at lot 92. After discussion, Pam moved to approve the application as submitted. Linda seconded, vote was all ayes, motion carried.

The meeting was adjourned at 6:50 p.m.

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 11, 2024
MEETING MINUTES**

Community Manager Rachael Robenolt called the meeting to order at 6:01 p.m. Present were Pam Schwartz, Linda Blake & Jim Peterson.

OPEN FORUM: The owners from lot 57 were present to discuss the painting of their home.

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

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

LIEN APPROVAL: The Board reviewed recommendations for liens for parcel# 456-533-14.00. A motion was made and seconded to approve sending the Notice of Intent to Lien(s) and subsequent lien(s) if the account is not brought current within the 30 days required in the Notice of Intent to Lien letter(s) for the noted parcel(s). Vote was all ayes, motion carried. It was resolved that the Board authorizes that lien(s) be recorded on the property(ies) in the event that payment in full is not received by the deadline(s) imposed in the Intent to Lien letter(s).

CTA COMPLIANCE: The Board reviewed the information regarding the Corporate Transparency Act. After discussion, Pam moved to approve the proposal from CTA Review, pending the outcome of the government appeal of the Federal stay on the requirement. Linda seconded, vote was all ayes, motion carried.

GROUND COVER: The Board reviewed the quote for ground cover at 7929 Mission Bonita. After discussion, Pam moved to approve the proposal from Pacific Earth Landscape. Linda seconded, vote was all ayes, motion carried.

GROUND COVER: The Board reviewed the quote for ground cover at 7806 Mission Montana. After discussion, Pam moved to approve the proposal from Pacific Earth Landscape. Linda seconded, vote was all ayes, motion carried.

MISSION GORGE PLANTS: The Board reviewed the quote for replacement of the plants along Mission Gorge. After discussion, the Board agreed to table the issue indefinitely.

TREE REMOVAL: The Board reviewed the quote for the tree removal at 7974 Mission Bonita. After discussion, Pam moved to approve the proposal from San Diego Tree Care. Linda seconded, vote was all ayes, motion carried.

ARCHITECTURAL APPLICATIONS: The Board reviewed the application for solar at lot 59. After discussion, Pam moved to approve the application, with the conditions that potted plants be placed in front of the inverter, to hide the large fixture; 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. Linda seconded, vote was all ayes, motion carried.

The meeting was adjourned at 6:50 p.m.

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 9, 2024
MEETING MINUTES**

Community Manager Rachael Robenolt called the meeting to order at 6:01 p.m. Present were Pam Schwartz, Linda Blake, Jason Noble & Jim Peterson.

OPEN FORUM: The owners from lot 57 were present to discuss the fact that they removed their back fence.

Lot 8187 was present to ask about a date for the tree removal at her unit.

The owners from the homes on Mission Manzana were present to discuss the trees on the Mission Manzana slope.

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

FINANCIALS: The Board reviewed the financials for July - August 2024. After discussion, Pam moved to approve the financials. Jason seconded, vote was all ayes, motion carried.

BUDGET: The Board reviewed the draft 2025 budget. After discussion, Pam moved to approve the budget, with a \$25 increase in dues, with changes noted. Linda seconded, vote was all ayes, motion carried. Management was requested to draft a cover letter and send it to Pam for final changes.

MANAGEMENT CONTRACT: The Board reviewed the updated management contract, including several requested changes. After discussion, Linda moved to approve the new contract. Jason seconded, vote was all ayes, motion carried.

FINANCIAL REVIEW: The Board reviewed the proposal for the 2024 CPA financial review. After discussion, Jason moved to approve the proposal from Sonnenberg. Jim seconded, vote was all ayes, motion carried.

TREE TRIMMING: The Board reviewed the proposal for annual tree trimming throughout the community. After discussion, Linda moved to approve the proposal from San Diego Tree Care. Jim seconded, vote was all ayes, motion carried.

The Board reviewed the proposal for removal of 23 eucalyptus trees on the Mission Manzana slope. After discussion, Jason moved to approve the proposal from San Diego Tree Care. Jim seconded, vote was all ayes, motion carried.

Pam moved to approve a special assessment, in the amount of \$99.00 per unit, to pay for the eucalyptus tree removal project. Jim seconded, vote was all ayes, motion carried.

AERATING/BROADLEAF WEED CONTROL: The Board reviewed the quotes for aerating of the lawns, and broadleaf weed control. After discussion, Pam moved to approve both proposals from Pacific Earth Landscape. Linda seconded, vote was all ayes, motion carried.

ARCHITECTURAL APPLICATIONS: The Board reviewed the application removal of landscaping at lot 9. After discussion, Pam moved to approve the application, with the condition that the owner use Pacific Earth for the work, at their own expense. Linda seconded, vote was all ayes, motion carried. Jim & Jason will look at it, with Frank.

The Board reviewed the application from lot 57, asking for a variance to leave their back fence down, that they had removed without approval. After discussion, Pam moved to deny the application. Linda seconded, vote was all ayes, motion carried.

The meeting was adjourned at 6:50 p.m.

EXECUTIVE SESSION SUMMARY:

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

Attested: _____

Date: _____