



RANCHO DOMINGUEZ TOWNHOMES COMMUNITY ASSOCIATION

NOTICE & AGENDA BOARD OF DIRECTORS MEETING

DATE: Thursday, March 14, 2024

TIME: 6:15 p.m. Executive | 6:45 p.m. General

**LOCATION: Travis Ranch Activity Center
5200 Via De La Escuela Yorba Linda, CA 92887**

Civil Code §4930: The Board may not discuss or act on any item at a non-emergency meeting unless the item was placed on the agenda included in the notice that was posted and distributed pursuant to subdivision (a) of Section 4920.

EXECUTIVE SESSION

Pursuant to Civil Code §4935(a) an Executive Session will be held prior to the General Session to consider any of the following: litigation, matters relating to the formation of contracts with third parties, member discipline, personnel matters, or to meet with a member, upon member's request, regarding the member's payment of assessments, as specified in Section 5665. This is a closed meeting and is not open to owners unless specifically agreed to by the Board per Civil Code §4925(a).

I. DECLARATION OF QUORUM / CALL TO ORDER

II. CONTRACTS

- A. Management Contract
 - a. Percent of Manager Time
 - b. Management Extras vs. Contractual Obligations
 - c. Point Person
 - d. Board / Management Expectations
 - e. Site Walk / Property Inspections (Twice Monthly / 3 Months)

III. DELINQUENCIES

- A. A/R Aging Report 02/29/24 (Prior Mgmt.) Not Received
- B. Collection Attorney Status Reports- Not Received
- C. Collection of Delinquent Fees/ Early Dispute Resolution Policy & Collection Policy

IV. HEARINGS / NON-COMPLIANCE

- A. Hearing: All Active / Current Report (Prior Mgmt.)

V. LEGAL

- A. Importance of Using Licensed, Bonded & Insured Contractors
- B. Lawsuits or Pending Litigation Trial Continuance

VI. MINUTES

- A. February 2024 Executive Session (Prior Mgmt.) Not Received

VII. NON-COMPLIANCE

- A. Resolution of Establishment of Executive Committee

VIII. ADJOURN EXECUTIVE SESSION

GENERAL SESSION

I. DECLARATION OF QUORUM / CALL TO ORDER

II. EXECUTIVE SESSION DISCLOSURE

Civil Code §4935(e): Any matter discussed in executive session shall be generally noted in the minutes of the immediately following meeting that is open to the entire membership.

III. HOMEOWNER FORUM (15 Minutes)

(3 minutes per member / 15 minutes maximum)

Civil Code §4925(b), 5000(b): The board shall permit any member to speak at any meeting of the association or the board, except for meetings of the board held in executive session. A reasonable time limit for all members of the association to speak to the board or before a meeting of the association shall be established by the board.

IV. COMMITTEE REPORTS

- A. ARC Reports (Review Only) (Prior Mgmt.) Not Received
- B. Landscape Committee

V. SECRETARY'S REPORT / MINUTES

- A. February 2024 General Session (Prior Mgmt.) Not Received

VI. TREASURER'S REPORT / FINANCIALS

- A. 02/29/24 Financial Statement (Prior Mgmt.) Not Received
- B. Financial Statement Status
- C. Plan To Pay Back Reserves from Operating
- D. Board Resolution – Monetary Transfers Civil Code Sections 5380(b)(6) and 5502
- E. Ratification of Executive Finance Committee Approved Items

VII. LIEN RESOLUTIONS

- A. APN #xxxxxx

VIII. GENERAL BUSINESS

- A. Adopt Financial Transfers Resolution (Civil Code 5380(b), 5500, 5501 & 5502) (Initial Meeting ONLY)
- B. Adopt Executive Finance Committee Charters / Affirmation & Appointments (Initial Meeting ONLY)
- C. SB323 Election Rules / Civil Code Compliant *(Note: Per Civ. Code §5105(h). Election rules cannot be amended less than 90 days prior to an election)*
April (2024) Annual Election *(Note: Per Civil Code § 5115 the timeframe needed to conduct the Annual Election process, is a minimum of 105 days. As such, it is recommended that the Board select an Annual Election Date of at least 120 days out, to account for the various processing times.)*
 - Timeline Requirements –
 1. Call for Candidates / Nomination Procedures – **120 days** prior to Election Date
 2. Select an Inspector of Election – **70 to 75 days** prior to the Election Date
 3. Pre-Ballot Notice – **60 days** prior to the Election Date
 4. Annual Election Notice – **30 days** prior to the Election Date
 - Annual Election Date: May 8th, 2024
- D. Inspector of Election: **Pro Elections**
- E. Roofing Issues
- F. Maintenance Responsibility Checklist
- G. Safety Plan & Committee Formation
- H. Water Intrusion Policy (If Condo)
- I. Tot Lot Annual Safety Inspection Proposals
- J. Hydro-Jetting Needed Annually for Slopes, V-Ditches, Common Area Drains that flow out.
- K. Management Transition Status from Golden West Property Management

- Minutes
- Items Not Received
- Items Needing Immediate Action – (IE; Audit, Budget, and or Election Processes)
- L. Special Projects – Board confirmation / discussion of “In Process” items Optimum should be aware of
- M. Meeting Schedule per Bylaws – Bylaw Amendment, Amend the contract/fee, Hold Meeting without Management (Potential Solution - Homeowner Forum ONLY)
- N. Profile / Annual Calendar Review (April Agenda)
 - Architectural
 - Architectural Committee Members & Governing Document Requirements
 - Architectural Committee Submission Review Procedures
 - Architectural Review – Confirm ARC Guidelines Reasonable Review Time Frame
 - Board Meetings
 - Dates, Time & Location (Executive Before General)
 - Location & Procedure to Post Notice of Board Meeting & Agenda
 - Community Entry & Access
 - Key / Fob / Remote Distribution Procedures & Fees (Pool)
 - Newsletter (Frequency/Prepared By/Due by 10th/Deadline/Per Contract)
 - Parking Permit & Safelist Procedures
 - Pool Heating Schedule - ON and OFF
 - Property Inspection Dates, Time & Starting Location
 - Service Providers & Operating Instructions
- O. Creation of Association Operational Document
- P. Association Website – Transfer of URL and Maintenance
- Q. Vantaca – Digital Invoice Approvers
- R. Unlicensed and Uninsured Vendors Article
- S. Vendor ASN Vetting & Compliance Status (CARRY OVER TO NEXT BOARD MEETING AGENDA 60 DAYS AFTER START)
- T. Maintenance Proposals Pending Approval
 - Janitorial
 - Landscape
 - Lighting / Electrical
- U. Schedule Board Orientation

IX. ITEMS NEEDING IMMEDIATE ACTION

Before discussing any item not on the posted Agenda pursuant to Civil Code §4930(d), the Board shall openly identify the item to the members in attendance at the meeting.

X. NEXT MEETING

Thursday, April 11, 2024, at 6:15 pm Executive Session and 6:45 pm General Session at the Travis Ranch Activity Center, 5200 Via De La Escuela, Yorba Linda

XI. ADJOURN GENERAL SESSION

MAKING A DIFFERENCE TOGETHER



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