

**ORCHARD GLEN COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
MINUTES  
JANUARY 22, 2020**

**NOTICE OF MEETING**

Upon due notice given, a meeting of the Board of Directors for Orchard Glen Community Association was held on January 22, 2020 at the hour of 6:30 p.m. at the location of the Encore Property Management, 526 Queensland Circle, Corona, CA.

**ATTENDANCE:**

Directors Present: John Keith, James Eros, and Camden La Marca

Directors Absent: None

Representing Encore Property Management: Susan Beaver.

**CALL TO ORDER**

The meeting was called to order at 6:32 p.m. by John Keith, President.

**HOMEOWNER FORUM**

None

**CONSENT CALENDAR**

- A. Review/Approve Regular Session Minutes of November 13, 2019
- B. Review/Approve Management Report of November 2019
- C. Review Financials ending December 31, 2019

Motion made by James Eros, seconded by Camden LaMarca to approve the Consent Calendar as submitted.

**COMMITTEE REPORTS**

Finance - None

Landscape - None

**LANDSCAPING**

**Bemus Walk Through Notes**

Board reviewed the Walk Through notes from Bemus dated November 8, 2019 and January 10, 2020

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**Bemus Proposals**

Motion made by Camden LaMarca, seconded by James Eros to ratify the following proposals from Bemus Landscape:

- #113989 Replace plant material in multiple areas throughout the property \$954.53
- #111381 Remove and dispose of existing shrubs; install 5 gal Tecoma and 1 gal Myoporum \$725.56
- #113310 Replace damage valve 4<sup>th</sup> quarter irrigation inspection; Controller D; Station 2 & 11 \$778.98

Motion carried unanimously.

Motion made by James Eros, seconded by Camden LaMarca to approve the following proposals from Bemus Landscape:

- #115005 Install hedge around backflow for theft prevention for the backflow by the entrance on Trudy Way. \$320.70
- #117681 Add drain along sidewalk on Brannon Cr. \$2,123.13

Motion carried unanimously.

**UNFINISHED BUSINESS**

**Upgrade Irrigation to Smart Controllers**

Board reviewed proposal to upgrade irrigation controllers to Smart Controllers (Weathermatic option) and replace three enclosures in bad shape at a cost of \$18,116.13. Possible rebate up to \$11,760. Board tabled item. Need to know montly service amount and how many weather stations.

**Proposed New Election Rules**

Motion made by James Eros, seconded by Camden LaMarca to approve the proposed new Election Rules. Motion carried uanimously. Proposed rules to be mailed out to Owners.

**NEW BUSINESS**

**Ratify Replacement of Stolen Backflow**

Motion made by Camden LaMarca, seconded by James Eros to ratify proposal from Terry's Testing for the replacement of the stolen backflow at a cost of \$2125.00. Motion carried unanimously.

**Notice of Default Resolution**

Board approved in Executive Session to file Notice Of Default Resolution for Parcel # 275-163-011.

**NEXT MEETING**

The next meeting date is scheduled for March 25, 2020 at the hour of 6:30 p.m. in the location of Encore Property Management, 526 Queensland Circle, Corona, CA.

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**ADJOURNMENT**

There being no further business to bring before the Board at this time, the meeting was adjourned at 7:00 p.m.

Respectfully submitted by: Susan Beaver, Community Manager, CCAM®

Approved:   
(Authorized Board Member)

3/25/2020  
(Date)

**ORCHARD GLEN COMMUNITY ASSOCIATION**  
**\_\_\_\_\_, 2020**  
**OFFICIAL NOTICE OF PROPOSED OPERATING RULE CHANGES**

Dear Member:

This notice is provided to you in accordance with California *Civil Code* section 4360, which requires the Association to provide the Members with a minimum of twenty eight (28) days general notice of proposed rule changes. The purpose of this notice is to offer Members an opportunity to provide comments and opinions on the proposed changes.

Orchard Glen Community Association's Election Rules and Procedures are being entirely rewritten to ensure that they are in compliance with the most recent amendments to the Davis-Stirling Act, which became effective January 1, 2020. An explanation of the purpose and effect of each section of the proposed new rules is presented under each heading that follows the name and number of each rule.

<b>Section</b>	<b>Purpose and Effect</b>
Section 1. Application of Rules	This provision applies these election rules to all matters presented for a membership vote. The rule further provides that the election rules were intended to comply with <i>Civil Code</i> Section 5100 et seq.
Section 2. Membership Voting	This section describes the classes of voting membership as set forth in the Governing Documents.
Section 3. Record Date	This section fixes a default record date, determining member voting eligibility, to the date the ballots are mailed. Thus, unless otherwise set by the Board, members as of the date of mailing will be eligible to vote. Members must also provide updated mailing address to the Association up to five (5) days prior to the record date.
Section 4. Candidate Qualifications	Individuals who fail to meet these requirements will not qualify as an eligible candidate.
Section 5. Director Requirements	Directors who fail to meet these requirements will no longer qualify to serve on the Board and may be removed.
Section 6. Nominations	Members may nominate themselves as a candidate. Additionally, every qualified member who returns a candidacy form by the deadline shall be included in the ballot mailer.

Section 7. Solicitation Materials.	All candidates shall have equal access to Association mailings, newsletters, and websites, if such access is provided. Notwithstanding, the Association limits the amount of content any individual candidate may provide for publication. The intended effect is to prevent excessive mailers and to create equity in the amount of material or space available to each of the candidates.
Section 8. Availability of Meeting Space.	The Association shall provide access to common area meeting space for any reason reasonably related to a membership vote. Notwithstanding, the Association may fulfill this obligation by hosting a "Meet the Candidates Night."
Section 9. Ballot Distribution.	Ballots shall be distributed to each Member reflected on the membership list as of the record date. Ballots submitted by a person with general power of attorney for a Member, if valid and timely returned, will be counted by the Association.
Section 10. Proxies.	This section states the Association's rules relating to the use of proxies.
Section 11. Inspector(s) of Election.	Persons or entities that fail to meet the requirements of this section may not serve as inspector of election. This rule also sets forth default procedures as to how the inspector(s) of election is/are selected; how election materials are sent, received, and stored.
Section 12. Meeting Conduct.	This rule sets forth the rules governing conduct at any election.

The Board invites your comments on these proposed Operating Rule changes. The proposed changes will be considered for adoption by the Board at its open session meeting set for \_\_\_\_\_, 2020, at \_\_\_\_\_ p.m. The meeting will be held at \_\_\_\_\_.

Comments may be delivered at the meeting, mailed to the Association c/o Encore Property Management, 526 Queensland Circle, Corona, CA 92878, Attention: Ms. Susan Beaver, or may be submitted via email to [sbeaver@encorepmc.com](mailto:sbeaver@encorepmc.com).

Most Sincerely,

Board of Directors  
ORCHARD GLEN COMMUNITY ASSOCIATION

## ORCHARD GLEN COMMUNITY ASSOCIATION

### ELECTION RULES AND PROCEDURES

1. **Application of Rules:** These rules shall apply to any meeting of the membership or solicitation of membership approval by a ballot vote (i) regarding matters specified in California Civil Code Section 5100(a), and (ii) any other matter unless the Association's Board of Directors has elected to conduct such vote or solicit such member approval for such other matter in accordance with California Corporations Code Section 7513, in which case the provisions of (A) Corporations Code Section 7513, (B) the Association's Bylaws, and (C) other applicable provisions of the California Corporations Code will apply to the exclusion of these Election Rules and Procedures. The Election Rules contained herein are intended to be in compliance with Civil Code Section 5100 et seq., and should be interpreted as such.
2. **Membership Voting:** Pursuant to the Association's governing documents, the Association has one class of Membership.
3. **Record Dates:** In the absence of a specific resolution of the Board for any given election, the record date for determining the right of a Member to receive notice and to vote shall be the date that ballots are distributed, and shall include all separate interests reflected in the Association membership list as of such record date. Members may verify and update their individual information contained in the Association's records anytime up to the date ballots are distributed, and are encouraged to review their personal information by the deadline set for submitting nominations of candidates to ensure Members review their personal information at least thirty (30) days before the ballots are mailed. The voter list shall include for each separate interest: (1) name; (2) voting power; (3) the separate interest address, parcel number or both; and (4) the mailing address, if different. The voting period shall start when ballots are distributed and shall close when the ballots are counted. The polls shall close for any Member vote as specified in the ballot materials or as determined by the Inspector(s) of Election at any Member meeting.
4. **Candidate Qualifications:** The Association's property, business and affairs shall be governed and managed by a Board of Directors composed of five (5) persons.

Subject to Civil Code §5105, all Candidates for the Board must meet the following qualifications:

- a. The Candidate must be an Owner. If title to a separate interest is held by a legal entity, such entity may appoint a natural person to serve or vote on such entity's behalf by delivering evidence of an appropriate written appointment to the Association;
- b. The Candidate must be current in the payment of all regular and special assessments. For the purposes of these election rules, "current" means current in the payment of all regular and special assessments for the three (3) months immediately preceding the date of the election at which the Candidate is being considered for election to the Board;
- c. Candidate may not hold a joint ownership interest in the same separate interest as any other candidate or incumbent director];

Adopted \_\_\_\_\_, 20\_\_

- d. The Candidate is not eligible to run if the Association is aware or becomes aware of a past criminal conviction that would, if the Candidate were elected, either prevent the Association from purchasing the fidelity bond coverage required by Civil Code §5806 or terminate the Association's existing fidelity bond coverage.

5. **Director Requirements:** To remain qualified to serve on the Board of Directors, an Owner who has been elected to the Board of Directors must:

- a. Not be absent from at least three (3) consecutive regularly scheduled meetings of the Board;
- b. Attend at least seventy-five percent (75%) of the Board meetings held during the year and attend the entire meeting each time;
- c. Comply with every duly approved action of the Board;
- d. Comply with the Association's governing documents and correct, within five (5) days of receipt of notice, any violation of the governing documents for which that Owner has been determined to be responsible pursuant to applicable due process requirements;
- e. Not be more than three (3) months in arrears in the payment of any regular or special assessment;
- f. Exhibit respect, professionalism and courteous behavior to owners, committee members, vendors, the Association's management agent and staff, and any other persons associated with or retained by the Association;
- g. Be at all times an Owner in good standing;
- h. Refuse any type of gain, such as money, services, products, gifts or gratuities of a significant value, as determined by a majority vote of the Directors who meet all of the required qualifications to serve as such, which gain is offered in relation to the Owner's service as a Director. In addition, the Owner must disclose such offers at an open meeting of the Board. Compensation for services duly approved by the Board and unrelated to duties as a Director or officer of the Association, and reimbursement of expenses associated with services to the Association, do not constitute prohibited gain within the meaning of this subsection; and
- i. Not act in a manner determined by a majority vote of the Directors to be grossly detrimental to the general safety, health or welfare of the Association and its Members.

6. **Nominations:** Nomination for election to the Board may be made from any qualified Member. Any Member may nominate himself or herself as a Candidate. Every qualified Member returning a candidacy form by the deadline established in any candidate solicitation shall be included on the ballot and in any associated ballot materials.

7. **Solicitation Materials:** Every Candidate and Member shall have equal access to the Association mailings, newsletters, and website during a campaign, if any such access is provided, for the publication of viewpoints reasonably related to any issue presented for membership vote.
- a. **Content:** The Association does not edit or redact any content provided by a Candidate or Member. The Candidate or Member creating such content, and not the Association, is responsible for any published statement.
  - b. **Limitation on Publication Space Made Available:** So long as each Candidate and/or Member is provided the same opportunities for publication, the Association may restrict the availability of any publication by limiting the printing space made available or the number of words that will be included from each Candidate or Member included in the publication. In the absence of any other limitations adopted by the Board for any particular matter, each Candidate and/or Member shall be limited to no more than 200 words for any one publication. The Board may, in its sole discretion, present a candidacy questionnaire with questions for all interested Candidates and/or Members to complete. If such a questionnaire is provided, then the Association will only print the answers to such questions and may impose a limitation upon the number of words for the response to any question presented.
8. **Availability of Meeting Space:** Access to common area meeting space shall be made equally available, at no cost, to all Candidates and/or Members desiring to use such space for any reason reasonably related to a membership vote. The Association may meet the requirements of this section by hosting a "Meet the Candidates Night", or other such event, so long as every Candidate and/or Member is provided with an equal opportunity to participate in the event.
9. **Ballot Distribution:** A ballot shall be distributed to every Member reflected in the Association membership list on the date that ballots are distributed. Replacement ballots will be provided upon request to anyone who was a Member as of the date when ballots were distributed. The Association shall not deny a ballot to a person with general power of attorney for a Member. A ballot submitted by a person with general power of attorney for a Member, if valid and returned by the applicable deadline, shall be counted by the Association. At least thirty (30) days prior to any election, the Inspector(s) of Election shall deliver or cause to be delivered: (1) a ballot to each Member reflected on the voting list; and (2) a copy of these election rules. Delivery of these election rules may be accomplished by posting them on an internet website and including on the ballot the corresponding internet website address together with, in at least 12 point font, the phrase: "The rules governing this election may be found here:".
10. **Proxies:** The Association will not distribute proxies; however, every member entitled to cast a vote at a meeting of the members shall be entitled to vote either in person, or by proxy. In order to be valid, proxies must satisfy the requirements of California Civil Code Section 5130. The granting of a proxy shall not authorize the retrieval of any ballot previously cast. Ballots, once cast, are final and irrevocable.



**11. Inspector(s) of Election:** Prior to the presentation of any issue to the Members for a membership vote, the Board may appoint one (1) or three (3) Inspector(s) of Election. In the absence of a specific appointment by the Board, or in the event that an appointed Inspector is unable or unwilling to serve, then the Members in attendance at any duly held meeting of the Members at which a quorum is present may elect an Inspector or Inspectors to serve.

Any Inspector(s) of Election must be an independent third party. An independent third party may not be a person, business entity, or subdivision of a business entity who is currently employed or under contract to the Association for any compensable services other than serving as an Inspector(s) of Election. An Inspector may not be: (1) a Director; (2) a Candidate; (3) a Director's relations; or (4) a Candidate's relations.

The Inspector(s) of Election may appoint and oversee additional persons to verify signatures and to count and tabulate votes as the Inspector(s) of Election deem appropriate, provided that the additional persons satisfy the eligibility requirements for service as an Inspector of Election.

In the absence of a more specific determination by the Inspector(s) of Election, the Association's management company shall prepare and retain the association election materials (i.e., the candidate registration list, voter list, ballots, signed voter envelopes, and any proxies) for a period of three (3) years following any election.

Inspector(s) of Election shall perform all duties impartially, in good faith, to the best of their ability, as expeditiously as practical, and in a manner that protects the interest of all Members of the Association.

**12. Meeting Conduct:** Any counting of ballots shall be done at an open meeting of the membership or the Board of Directors. Any Candidate or Member may observe the count, but shall stand at least five feet away from the Inspector(s) of Election. No person may harass, cajole or otherwise interfere with the Inspector(s) of Election while the count is taking place. Persons not specifically authorized to do so may not touch any secret ballot or other election materials. All ballots will be made available for inspection by any Candidate or Member during regular business hours at the Association's management office once the meeting is concluded. Any person violating this section may be asked by the Inspector(s) of Election or the meeting chair to leave the meeting to prevent further disruption.