

Eastbluff Community Homeowners Association
Board of Directors Accomplishments
2014-2015

The current Board of Directors has provided leadership and direction to a number of initiatives the past 18 months. The following list highlights the work that has been completed by the Board of Directors, committee volunteers and neighbors in Eastbluff. These volunteers have provided their services and expertise at no cost to homeowners that have resulted in increasing value of homes, effectively administering the community CC&R's, hosting community events and improving Eastbluff Community Homeowner Association's facilities.

1. Re-established and empowered volunteer Landscape Committee and initiated significant improvements to entrances, monuments, park, trees and slopes. This accomplishment included

- Prepare a request for proposal and conducted a thorough proposal review process to select a landscape maintenance firm.
- Coordinated transition of current landscape Maintenance Company to new company. Services provided by new firm, Cresta Verde Landscaping, have provided greatly improved service and made progress on long-term landscape improvement objectives.
- CVL and volunteer Landscape Committee produced a start-up repair and replacement plan for plants and sprinklers and developed a year-round landscape and tree maintenance plan
- Removal of diseased olive trees in the park
- Replanting & improvements to entrance landscaping
- Worked with city to accommodate water use restrictions while keeping landscaping alive.

2. Improved Web site and Communications with Members

At no cost to the Association, recruited a volunteer homeowner to serve as Webmaster. Work was done in partnership with Community Management Company to maximize use of current web site capabilities and avoid higher ongoing expenses. The website has significantly improved content about Association events and issues of concern (Community meeting schedule, event schedules, agenda distribution Airport Noise Issues, CdM Sports Complex expansion, Neighborhood Watch, coyote intrusion, photos of events, acknowledgement of community sponsors and local businesses.

3. Cleaned up and expanded use of Community Park Bulletin Board to keep members informed.

4. Expanded use of email blast to alert members to meetings and events.

5. Completed Phase 1 of Community Park Improvements

Funding for these improvements was available in the HOA's Reserve that has been saved for repair, maintenance and replace of assets. Volunteer committee research products, shop for best price, coordinated removal and installation saving the Association thousands of dollars. Specific improvements included:

- Replaced old, damaged, graffiti-covered playground equipment
- Donated old play equipment to a non-profit organization for refurbishment & reuse rather than send to landfill. HOA was reimbursed \$2,000 from them for cost of removal.
- Graded & replenished playground sand
- Installed "Little Free Library" with donated labor and materials
- Installed 2 pet waste bag dispensers

- Discarded broken picnic table and purchased 3 new tables including one ADA compliant
 - Purchased 7 new park benches to replace 20-30 year old damaged ones
 - Sold old shabby park benches for \$420
 - Replaced damaged & rusted volleyball poles & net
 - Authorized quarterly deep cleaning of community park equipment, benches, tables and walkways
 - Bulletin Board – approved volunteer to post relevant and current community information on the bulletin board
 - Approved Park Rules
 - Park Improvement Committee obtained community suggestions for naming our community park
 - BOD Selected Blue Heron Park name
6. The Park Improvement Committee under Board direction also researched proposed phase 2 park improvements & cost estimates. Coordinated planning and cost estimating for electrical power repair and improvement, pathway and tree lighting. This decision is pending and will be considered at December HOA meeting.
7. The Park Improvement Committee under Board direction also researched proposed phase 3 park improvements & cost estimates. A report to the community and a restroom feasibility study will be considered at December HOA meeting.
1. Picnic shelter
 2. Drinking fountain/water station
 3. Restroom
8. Conducted the following community events for homeowners with the generous support of sponsors and underwriters
- a. Gingerbread houses & Holiday Lights contest – Dec 2014
 - b. Easter Egg Hunt
 - c. Little Free Library Dedication
 - d. Memorial Day in the Park
 - e. July 4 in the Park
 - f. Neighborhood Watch Block Party
 - g. Family movie night in the park
 - h. Jazz Night in Blue Heron Park
 - i. Opening celebration of Little Free library
 - j. Pumpkin Carving Party
 - k. Christmas Holiday and Caroling Party at the park

9. Administrative Accomplishments Include:

- ✓ The Eastbluff Community Homeowners Association adopted the 12 basic principles of the Community Association Governance Guidelines developed by the "Community Association Institute" (CAI). These guidelines are designed to help community association boards govern fairly, responsibly and successfully. The guideline and related principles help the Association's Board of Directors to increase community success, reduce conflict and build a strong successful community.
- ✓ Conducted monthly Community meetings with published agenda, minutes, committee reports, financial reports and completing Architecture Review processes.
- ✓ Adopted policies for earlier distribution of monthly meeting announcements, agendas and support materials to members.
- ✓ Adopted improved procedures for neighbor notification of proposed home remodeling, construction and other improvements that the HOA CC&R's require notification and discussion at HOA meeting prior to approval.
- ✓ Reviewed and approved approximately 100 Architectural Review applications. This includes consultation with Architectural Consultant, neighbor notification, assisting in neighbor to neighbor dialogue and compromise.
- ✓ Organized Standing Committees made up of volunteer members of the community to conduct the business of managing Eastbluff community and activities. Each committee has a job description and support by a designated Board Member Liaison appointed to assist members to accomplish the committee's goals and report progress to the full Board and community.
- ✓ Current committees are:
 - Architectural Review
 - Landscape
 - Park Improvement
 - Tree & Landscape View Dispute
 - Neighborhood Connections
 - Neighborhood Watch
 - Corona Del Mar Sports complex
- ✓ Prepared a Board of Directors Training Curriculum and conducted training for the Board at the start of the 2014-2015 term.
- ✓ Prepared a records retention study to define record retention standards and improve capacity to store digital copies of HOA records and reports.
- ✓ Implemented projector presentation of HOA meeting agenda and report materials to help members follow discussion at monthly meeting.
- ✓ Conducted initial meeting of Architectural Review Committee to review policies and procedure and identify areas of improvement. This is a major project anticipated to be worked on in 2016 to streamline processes and update standards of home building and remodeling.