

October 9, 2020

**VISTA LA JOLLA TOWNHOMES ASSOCIATION**  
***NOTICE OF ANNUAL MEETING OF MEMBERS***

**NOTICE IS HEREBY GIVEN** that the Annual Meeting of the Members of Vista La Jolla Townhomes Association will be **Wednesday, November 11, 2020 at 6:00 p.m.** to be held by mail ballot voting only. Nominations from the floor will not be permitted due to the current state of affairs, however, if you were planning to nominate someone from the floor, please use the 'write-in' area on the ballot to nominate your candidate.

- (1) To elect three (3) Directors to serve on the Association's Board of Directors for a term of two (2) years each.
- (2) To approve the 2019 Annual Meeting Minutes;
- (3) To approve IRS Revenue Ruling 70-604.

Please refer to the attached Annual Meeting of the Members Agenda and the 2019 Annual Meeting Minutes for additional information.

Below are the names of the candidate(s), in alphabetical order, currently running for the Board of Directors:

**Susanne Ball (Incumbent)**

**Cathy Colclasure (Incumbent)**

**Sue Rotunno**

**Kurt Swanson (Incumbent)**

In accordance with California Civil Code Section 5115(a), voting, for the Directors, will be conducted by **Secret Ballot**, using a **two-envelope system**.

Enclosed are the following documents to complete your vote:

- **Annual Election Instructions** to complete the Secret Ballot;
- **Board of Directors Nominee Application Form(s)** listing the names of the candidates and their respective qualifications;
- **Secret Ballot** listing the name of the candidates, voting options for the 2019 Annual Meeting Minutes, voting options for the IRS Revenue Ruling 70-604; and
- **Two Envelopes** to be used to enclose your ballot.

**PLEASE NOTE: Registration will begin @ 5:45 p.m. The Meeting will be called to order at 6:00 p.m., if a quorum is present.** A quorum of 33% or 39 of the members of the Association, represented by ballot, is necessary to conduct the Annual Meeting. Pursuant to California Civil Code Section 5115(b), each ballot received by the Inspector of Election shall be treated as a member present at a meeting for the purposes of establishing a quorum.

Members should return their ballots to Inspector of Election c/o, Stella Logan, PO Box 28084, San Diego, CA 92198 by Wednesday, November 11, 2020 at 8:00 a.m.

*If a quorum is not attained, another meeting will need to be scheduled. Your returned ballot is important and appreciated. Please review the enclosed Annual Election Instructions sheet.*

We look forward to receiving your ballot by **WEDNESDAY, NOVEMBER 11, 2020**, at the Annual Meeting for Vista La Jolla Townhomes Association.

**If you would like to participate in this Board Meeting via telephone conference, please complete the following instructions:  
On Wednesday, November 11, 2020 at 6:00pm PST, please call using the dial-in number: (669)-900-6833 or go to Zoom.us and click on 'Join A Meeting'.  
When prompted, enter the assigned Meeting ID: 87315203977 and Password: 053862**

Sincerely,



Sean DeFreitas, CCAM®  
Community Association Manager  
Vista La Jolla Townhomes Association

Encl(s)

# Vista La Jolla Townhomes Homeowners Association

## ANNUAL ELECTION INSTRUCTIONS

This is your chance to participate in the democratic process that governs the election of directors of Vista La Jolla Townhomes Association.

1. The rules governing this election may be found here: [www.AMcKibbin.com](http://www.AMcKibbin.com) (click on Properties, then click "Vista La Jolla")
2. Please complete your ballot.
3. Place your ballot in the Ballot Envelope.
4. Seal the Ballot Envelope and place the Ballot Envelope inside the Outer Envelope.
5. On the outside of Outer Envelope, print your name, address, and unit number and **sign** your name on the signature line.
6. Return the Outer Envelope (with the Ballot Envelope inside) on or before 8:00 a.m. on Wednesday, October 11, 2020 to the Inspector of Elections, c/o Stella Logan, PO Box 28084, San Diego, CA 92198. The envelope must be mailed to the specified location. The member may request a receipt for delivery. Please note that once submitted, ballots cannot be revoked.

**Ballots must be received by the above date in order to be counted. The Inspectors of Election will extend the deadline for voting from one monthly Board meeting to the next until enough ballots or proxies have been returned to achieve a quorum. At the Board meeting, when the Inspectors determine that enough ballots have been received, the ballots will be opened.**

If you own more than one Unit,  
Please fill out a separate ballot for each Unit

# *Vista La Jolla Townhomes Association*

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## 2020 BOARD OF DIRECTORS NOMINEES

**SUSANNE BALL (INCUMBENT)**  
**8833 VIA ANDAR**  
**SAN DIEGO, CA 92122**

As a home owner for over 25 years I have been proud to live at Vista La Jolla Townhomes and to serve on the Board as Vice President and this past year as President. I hope to continue to serve and to always treat those within our community with respect and fairness.

I graduated from the University of Georgia with a degree in Journalism and Public Relations. I worked with the Promotions Department at Six Flags Over Georgia and at WAGA TV in Atlanta. Finally I pursued a career within the travel industry, assisting primarily with leisure travel. In that capacity I traveled the world! I was with American Express for over 20 years and was Manager of their travel and financial La Jolla and Downtown offices prior to the closure of their storefront locations.

My degree and subsequent experience are very helpful with regards to building relationships, problem solving, and decision making. Being dependable and trustworthy has served me well as a Board member and in my work and life. As far as community service, I have been acting Secretary for the Cabrillo Branch of the American Society of University Women for the past two years and currently I am on the Programs Committee.

At present I am a Realtor for HomeSmart Realty West. I have sold several homes in our complex and assisted tenants to purchase homes of their own. In this capacity I keep current and inform neighbors of sales within the complex. My experience as a realtor is very beneficial in making decisions with regards to Vista La Jolla Townhomes.

We are very fortunate to have Sean DeFreitas and A. McKibbin as our Management Company. I count myself lucky to have wonderful neighbors and a beautiful community. Thank you!

**CATHY COCLASURE (INCUMBENT)**  
**8881 VIA ANDAR**  
**SAN DIEGO, CA 92122**

### **QUALIFICATIONS:**

- Over the past 19 years I regularly have been involved in stimulating the progress and improvement of our Vista La Jolla Townhomes ("VLJT") neighborhood. My community-based activities have included serving you, other VLJT owners, and VLJT residents, through actively seeking and fulfilling various roles and positions, including President, Vice-President, and Secretary of the Board of Directors, and overseer of the care and use of our VLJT Community Clubhouse and Pool(s).
- I strive to make our VLJT community a true neighborhood where, as owners and residents, we befriend one another, come together to care for one another, and seek to look out for the welfare of one other.

**OBJECTIVES:**

- Making VLJT the best neighborhood in the UTC area, stimulating our sense of community and increasing our property values;
- Wisely dispersing our monthly HOA dues so as to prevent them from being increased;
- Hearing your voice and the concerns of our other owners to help lead VLJT into an increasingly prosperous and profitable future.

**SUE ROTUNNO  
4453 VIA PASEAR  
SAN DIEGO, CA 92122**

**QUALIFICATIONS:**

For the last three years, while walking our neighborhood with my dog Charlie (yorkie) I have gotten to know many of my neighbors and our community. I have given our board many suggestions that have stemmed from my conversations with neighbors. A board member from Vista La Jolla Townhomes Association moved in 2018 at which time I filled the vacancy until the annual election. At this time, I am ready to rejoin the board and be an active member of the decision body.

For one year, 2017 I held a board position on the Villa La Jolla Condominium Association. Many of the homeowners lived off site and their unit were an investment rental. Also, a portion of the complex was owned by a corporation. As an onsite homeowner I was able to contribute by walking the complex, getting to know the residence and bring observations and suggestions to the board for consideration and possible change as appropriate.

For twelve years, ending in 2015 I held the position of Director for Bloomfield West Homeowner Association in the Chicagoland area. The Association was originally started by the builder and turned over to the homeowners in 2003. As a newly developed 200 single family home complex, our mission was two-fold. Maintain and increase the value of our homes and also ensure a safe neighborhood for our families.

My initial responsibilities were to develop the rules and regulations, hire a company to manage our finances, bid out contracts for landscaping and insurance. As the homeowner association matured, I was involved in starting the Neighborhood Watch Program along with the support from the local police authorities. I also attended and graduated from the residence' police academy. We also established a program to receive group discounts from local business to encourage homeowners to maintain the value of their homes.

**KURT SWANSON (INCUMBENT)  
4474 VIA PASEAR  
SAN DIEGO, CA 92122**

**QUALIFICATIONS:**

Hi Neighbors – I have served on the Board for eight years – I am currently the only Board Member with financial industry experience. I have owned a registered Investment Advisory Firm for over two decades. I will continue to facilitate and coordinate with Management to continue to increase the value of our Property.

**VISTA LA JOLLA TOWNHOMES ASSOCIATION  
RECONVENED ANNUAL MEETING MINUTES  
WEDNESDAY, DECEMBER 11, 2019**

**CALL TO ORDER**

Kurt Swanson called the Annual Membership Meeting of Vista La Jolla Townhomes Homeowners Association to order at 6:09 p.m. at the clubhouse.

**DIRECTORS PRESENT**

Kurt Swanson, President  
Susanne Ball, Vice President  
Richard Heckman, Treasurer  
Cathy Colclasure, Secretary

**ALSO PRESENT**

Sean DeFreitas, A. McKibbin & Co.  
Kim Angell, A. McKibbin & Co.  
2 Homeowners

**ESTABLISHMENT OF A QUORUM**

Sean DeFreitas stated that a quorum had been established, having at least 25% of the membership present, either in person or by proxy.

**APPROVAL OF 2018 ANNUAL MEETING MINUTES**

Kurt Swanson made a motion motion to approve the 2018 Annual Meeting Minutes. Susanne Ball seconded the motion and the motion passed unanimously.

**ELECTION OF DIRECTORS**

**Presentation of Candidates:**

Sean DeFreitas proceeded to present the one nominee running for two positions – Pamela Findling.

**Nominations from the Floor:**

Sean DeFreitas explained that there are two available positions on the Board and currently one candidate running. Sean DeFreitas asked if there were any nominations from the floor. As there were no nominations from the floor, a motion was made, seconded and carried to close the nominations from the floor.

**Casting of Ballots**

Management asked all members to cast their votes and 38 total ballots were cast, of which 3 were invalid. Sean DeFreitas explained to the Membership the voting procedures and how the votes would be tallied.

**Announcement of Results**

Management announced the election results; Pamela Findling and Victor Zeng (write-in) were elected to the Board to serve a two-year term

**Positions:**

Cathy Colclasure made a motion to elect the following officer positions; Susanne Ball as President, Kurt Swanson as Vice President, Victor Zeng as Treasurer, Cathy Colclasure as Secretary and Pamela Findling as Director. Susanne Ball seconded the motion, and the motion passed unanimously.

**ADJOURNMENT**

There being no further business, the Reconvened Annual Meeting was adjourned at 6:26 p.m.

Respectfully Submitted,  
Kim Angell, Recording Secretary

**APPROVED**

\_\_\_\_\_  
Cathy Colclasure, Secretary

\_\_\_\_\_  
Date

**VISTA LA JOLLA TOWNHOMES ASSOCIATION**

**ANNUAL MEETING OF MEMBERS**

**AGENDA**

**Wednesday, November 11, 2020  
6:00 P.M**

<b>6:00 P.M.</b>	<b>CALL TO ORDER</b>	<b>Susanne Ball, President</b>
	<b>❖ CERTIFICATION OF QUORUM</b>	
<b>6:05 P.M.</b>	<b>APPROVAL OF MINUTES</b>	<b>Cathy Colclasure, Secretary</b>
<b>6:10 P.M.</b>	<b>TREASURERS REPORT</b>	<b>Victor Zeng Treasurer</b>
<b>6:15 P.M.</b>	<b>ELECTION OF DIRECTORS</b>	<b>Stella Logan, Inspector of Election</b>
	<b>❖ Candidate presentation</b>	
	<b>❖ Explanation of voting procedures</b>	
	<b>❖ Casting and tabulation of ballots</b>	
<b>6:25 P.M.</b>	<b>ELECTION RESULTS</b>	<b>Stella Logan, Inspector of Election</b>
<b>6:30 P.M.</b>	<b>ADJOURNMENT</b>	<b>Susanne Ball, A. McKibbin &amp; Co.</b>

NOTE: A brief organizational meeting of the new Board of Directors will immediately follow the adjournment of the Annual Meeting.

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# VISTA LA JOLLA TOWNHOMES ASSOCIATION

This Secret Ballot has three (3) measures for Vista La Jolla Townhomes Association. This Secret Ballot is to elect three (3) candidates to serve on the Board of Directors, to vote to approve or not to approve the 2019 Reconvened Annual Meeting Minutes and to vote to approve or not to approve IRS Revenue Ruling 70-604.

## Election of Directors

This is a Secret Ballot for your use in voting for Vista La Jolla Townhomes Association 2020 Board of Directors. There are three (3) vacancies on the Board of Directors. Each member has three (3) votes per home. You may cast three (3) votes for one person or any other combination for a **TOTAL** of three (3) votes.

<b>Susanne Ball (Incumbent)</b>	_____
<b>Cathy Coclosure (Incumbent)</b>	_____
<b>Sue Rotunno</b>	_____
<b>Kurt Swanson (Incumbent)</b>	_____
_____	_____
<b>TOTAL</b>	<b>3</b>

## Approval of Annual Meeting Minutes

The purpose of this ballot measure is to approve the draft 2019 Reconvened Annual Meeting Minutes. Please read the draft 2019 Reconvened Annual Meeting Minutes. Please place one (1) vote to: approve the draft 2019 Reconvened Annual Meeting Minutes with no changes; to approve the draft 2019 Reconvened Annual Meeting Minutes with changes; or to not approve the draft 2019 Reconvened Annual Meeting Minutes. Any ballot with more than one (1) vote will be deemed invalid for the purposes of calculating this vote.

\_\_\_\_\_ I approve the draft 2019 Reconvened Annual Meeting Minutes with no changes.

\_\_\_\_\_ I approve the draft 2019 Reconvened Annual Meeting Minutes with the changes noted below.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ I do not approve the draft 2019 Reconvened Annual Meeting Minutes.

**(Please turn the page over for additional balloting measures)**

**Approval of IRS Revenue Ruling 70-604**

The purpose of this ballot measure is to vote for the approval of IRS Revenue Ruling 70-604. This Ruling will allow Vista La Jolla Townhomes Association to apply the excess of membership income over membership expenses for the year end 2020 to the subsequent tax year, and requires the approval of the membership.

By having the ruling approved by the membership, the Association will have the option of filing whatever tax form (1120 or 1120H) is most cost effective to the Association. If this ballot item is not approved, the Association will not be able to take advantage of Revenue Ruling 70-604 if filing form 1120, and will therefore be subject to paying higher taxes on any excess income.

Please place one (1) vote either in favor of the IRS Revenue Ruling 70-604, or one (1) vote not in favor of the IRS Revenue Ruling 70-604. Any ballot with more than one (1) vote will be deemed invalid for the purposes of calculating this vote.

\_\_\_\_\_ Yes, I am **in favor** of approving IRS Revenue Ruling 70-604 for tax year 2020 for Vista La Jolla Townhomes Association

\_\_\_\_\_ No, I am **not in favor** of approving IRS Revenue Ruling 70-604 for tax year 2020 for Vista La Jolla Townhomes Association

You must return your Secret Ballot in the enclosed envelopes to the Inspector(s) of Election per the attached instructions, and your Secret Ballot must be received before the official counting process begins, or it will not be counted. Please ensure that your name, address and signature are on the outside of the outer envelope provided, but **do not sign this document**. Once cast, this Secret Ballot is irrevocable.