

Lighthouse Point Estates Newsletter

PUNTA ARENA | LA RIBERA | EAST CAPE | BAJA CALIFORNIA SUR, MEXICO

DECEMBER 2016

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A WORD FROM YOUR PRESIDENT – JOYCE HARCZO

As we come to the end of the year, is time to reflect on the state of Lighthouse Point Estates Homeowners' Association. We have our legal status in order as a Mexican Homeowners Association. The minutes for 2016 are recorded and we are ready to prepare for our 2017 Annual Homeowners' Association meeting

The board has work very diligently to accomplish the task at hand. Our Treasurer has kept our money in order and increased our deposits by a monthly billing of unpaid dues, started searching for the names and contacts of owners who have not identified themselves. Chuck has kept the board informed with a monthly accounting of our dues, the payments of the HOA's expenses, and advised the board on budgetary expenditures to improve conditions that exist in our community that are available at this time. Some of those improvements have been completed this year. The fences have been replaced where

needed. The interior roads were cleaned of all grass, the removal of bushed from the curbs, the grading and filling of low spots in the road have improved the community roads. We will start to replace the irrigation system and developing a media plan for more attractive plants and conservation of water. We are investigating the cost to get the fountain operational.

Chuck has been the best treasurer that this board has ever had. Please give Chuck a big Thank You for doing an excellent job. I have made a list of all Real Estate agents that have listings in our development and the MLS, contacting them to inform all sellers and buyers that there is a HOA with CCRS and dues, and they must adhere to their rules and regulations. They must have their dues paid to the HOA Association. I will inform the Agents that they must give the buyer a copy of our CCRS and notifying them of dues to be paid. Also the Agent must contact the Treasurer of any sale of property.



The retrofitting of all phases' water connections has been completed and will help the Association with water losses. The board has developed a contract agreement with our Security Company and set requirements for the Security employees to follow adhering to strict verification of access through the gate, procedures for security of ATV checks at night, and purchased stickers to be applied on Homeowners vehicles for better identification. The Security employees must wear the designation shirts issued to them for clear identification of the staff. The security cannot open the gate until they have secured the information required to have access Lighthouse Community. The guards have a list of all owners and lot numbers in the office which they must refer to when allowing someone into Lighthouse. I want to thank Marianela for offering her time to be our interpreter for the board and translate our requirements in Spanish to the Security Company. She has played a valuable role to our community.

Ruben Mejia, our Property manager has performed his services beyond the call of duty, by reporting to the board any problems or situations that need board action. Dale Gardner, our VP, is our board liaison with Security. He has done an excellent job of filling in for the President when she is not in residency. My sincere thanks, to the board, for their great job of fulfilling their board duties. I also want to thank the Architectural committee and Chairwoman, Mary Jane Keehn, our onsite resident for her diligent reporting of all changes to the development and insuring that Lighthouse Point Estate CCRS' are followed before, during and after any changes to all properties. It is the board's duty to insure that our Homeowners follow the CCRS' and are in compliance with those CCRS'. Be patience with the committee, as they are only adhering to our CCRS'.

A Merry Christmas to all and a Prosperous New Year,
Joyce Harczo, President
jharczo@frontier.com

MEET THE BOARD OF DIRECTORS:

Joyce Harczo, President | jharczo@frontier.com (Part time Resident of LPE)
Dale Gardner, Vice President | moneymgt@mtonline.net (Permanent Resident of LPE)
Chuck Troutman, Treasurer | lighthouse.treasurer@outlook.com (Permanent Resident of LPE)
Sandra Kadi, Temporary Secretary
Sandra Kadi, Member at Large | lpehoamember@gmail.com (Part time Resident of LPE)

COMMITTEE:

Architectural Committee: Chairperson; Mary Jane Keehn
Security committee: Chairman: Dale Graham
Property Manager: Ruben Mejia

BOARD POSITION DESCRIPTIONS:





Board President: The leader of the Board of Directors, the President of the Board works in close conjunction with the community association’s property manager, which is Ruben Mejia. The President conducts all board meetings and should always set the example for others by being ready to take charge, and serve whenever the situation calls for it. The President calls the meetings to order, sets the agenda and follows Robert Rules of Order in presiding over a meeting. The President can form committees and name a Chairperson to that committee.

Board Vice President: The role of the association’s Vice President varies with each community. One constant is the Vice President will take the place on the board as the President if that member is not present. Like any other position on the board, the role of the VP can be as effective as the officer is willing to be.

Treasurer Job Description and Duties:

Annually

1. Prepare Annual HOA Budget based upon previous year’s spending, and any foreseeable projects that will require financial support in the upcoming Calendar Year. Assure that projected expenses do not exceed projected revenue.
2. Propose and seek approval of annual budget from members of the HOA at the annual meeting.
3. Advise HOA board members on all financial implications of decisions made to better Lighthouse Point Estates.
4. Manage revenue and expenses throughout the year.
5. Prepare and deliver the annual meeting report of revenue and expense for previous year.

Monthly Revenue Duties

1. Copy previous month’s HOA excel database and rename new database with current month name.
2. Sort database on cell titled “Total Due”
3. Referencing the records with “Total Due” fields greater than 0, In the corresponding cells titled “2017 Balance” paste the appropriate new amount for the corresponding month on each record. These records will be the HOA members who have not paid their dues during the current fiscal year. The amount for each month can be found on the “Payment Penalties” tab on the HOA database. Save but do not close this database.
4. Copy all cells for accounts greater than 0 in the “Total Due” cell into the excel database named “Balance Owed Merge”. Assure that when you paste data into the merge database that you delete any records left over from the previous month (There should be a smaller number of records in your merge database each month since the number of unpaid accounts should be fewer each month.) Save and Close “Balance Owed Merge” Database

5. Re-sort Current Month database by "Lot", Save and Close Current Month Database. **It is very important that your sorting of data always includes all data (all columns) in each record to assure that data is not corrupted.**
6. Open Word document titled "LPE Invoice Final". Respond Yes to request to link to "Balance Owed Merge" database
7. Edit the document to denote the current month that will appear on the Statement (Example January 2017)
8. Do NOT make any other changes and Save this document.
9. On mailings tab, see the "Preview Results and scroll through each record while verifying that the statement appearing on your screen contains the right information merged off your new database.
10. On the "Mailings Tab" click Finish and Merge button to send email statements to owners.
11. Save and close the Word Document titled "LPE Invoice Final"
12. Check your Outlook Email account to monitor delivery of email statements to owners
13. In response to email error messages received for statements that failed because of a bad email address, modify the current month HOA database to remove the email address from "Email" cell and paste that email into the "Email2" cell.

Monthly Revenue and Expense Reporting Duties

Receive statement of expenses from the Property Manager and post those expenses in the corresponding monthly column on the document titled "LPE Revenue and Expense 2017" Use the Pesos fields on the sheet and divide those costs by the cell "B9" to allow each cell to reflect DOLLARS spent that month on each line item.

1. Receive statement of revenue from Bancomer and post that revenue in Rows 3 and 5 on the "LPE Revenue and Expense" excel document. Revenue from the Bancomer Pesos account will be converted to DOLLARS for purposes of reporting.
2. Reference the Wells Fargo online bank website and total up the revenue received in the appropriate cell in Row 6 on the "LPE Revenue and Expense" cell.
3. Reference the Wells Fargo online bank website and total up expenses related to the Merchant Banking account fees billed to that account. These amounts are for the credit card transactions.
4. Reference the Wells Fargo online bank website and the statement from Bancomer to post bank balances on to the monthly revenue and expense database.
5. Verify that all revenue and expenses for the month are captured and send a copy of the updated report to all board members.
6. Whenever you receive an email documenting a payment on the website, go on the credit card transaction website and mark the payment for settlement.
7. Whenever any payment is received, mark the payment on the current month HOA database and be sure to include all demographic information provided by the member in the database.

Upon Request

1. Provide owners, real estate offices and other interested parties with statements related to dues paid to LPE HOA.
2. Participate in discussions with Board Members about common to all issues for the HOA.

Board Secretary:

The Secretary plays an important role in the Association's Affairs. This officer accurately records the minutes at the board meetings and insures that quorum criteria has been met. The Secretary will maintain the board minutes in a yearly book for the Association. The board prepares the agenda for the yearly AGM , and the Secretary delivers that Agenda and Ballot to the Homeowners. The Secretary has the job of sending meeting notices to homeowners and ensuring that they are sent in advance, to comply with Mexican laws and the community's governing documents. The Secretary also sends a newsletter 3 times a year to the Homeowners. He/she gives all her recorded minutes and documents to the newly elected Secretary. She gives the newly elected Secretary procedures for duties required to perform duties as the HOA Secretary. He/she give the newly Secretary a list of Contact information for each Homeowner.



Member at Large:

Community Liaison to the Board.

TREASURER'S REPORT:

This morning Angie and I went out in our Kayak and caught 6 trigger fish in about an hour. One of the great things about Lighthouse Point is that you can fish almost out your front door.

As I write this note, to members I reflect on my role as your HOA Treasurer for the past 2 years. I am happy to report that the HOA is financially sound and that we have been able to meet all budget obligations with our Revenue collected from members. Thank you for supporting your HOA as we have endeavored to improve your community with your help and support. I look forward to sharing details of our financial status at our Annual Meeting in February.

Below is a reminder of how we will collect our dues in 2017. Last year most of the owners chose the online payment option that provides online receipting and the most real time reporting. Second is the Wells Fargo deposit option.

PLEASE NOTE THE PAYMENT OPTIONS BELOW HAVE CHANGES FOR 2017

- Dues paid online from January 1 to January 31 will have their HOA dues priced at \$360
- Dues paid at Wells Fargo from January 1 to January 31 will have their dues priced at \$360
- Payments received by check to the Property Manager or any Board Member will be honored at the discounted rate so long as they are received by January 31, 2017
- Dues will no longer be accepted in the Bancomer Account as of January 1, 2017
- There is no option for mail in payments any longer.

- Payments will be accepted in person by the property manager or any board member.
- Penalties for late payments will be identical to the schedule used in previous years and will be furnished to owners on their January 2017 statement.

It has been my pleasure to serve the HOA as your Treasurer. My term as Treasurer will end this year. I have prepared a detailed job description for the volunteer who will serve as your next Treasurer. If you would like to inquire about serving in this role, please email me at charlestroutman@gmail.com and I will be happy to speak with you about this role on the HOA board.

Chuck Troutman
Lighthouse Point Estates HOA Treasurer

MEMBER-AT-LARGE REPORT: Sandra has step-up and is filling in as Secretary for the 2017 AGM . We thank her for serving in two roles.

HOLA to LPE OWNERS,

My family plans to visit LPE this November for several months. Please remember that it is important to stay involved with the always-evolving situation/s re LPE and LPE HOA. Everyone on the Board wants to hear about your ideas for LPE and any ways or methods you have found to successfully solve particular problems. Tell us what has worked for you living as an ex-pat or tourist. See you all at the next Annual Meeting, February 11, 2017.

Sandra kadi (lpehoamember@gmail.com)



ARCHITECTURAL COMMITTEE CHAIRPERSON REPORT; MARY JANE KEEHN

ARC NEWS WRAP UP FOR 2016

This year has brought us many more building starts and construction approvals than we have seen in past years. Approvals and/or starts for 2016 follow:

- A10-11 Plans approved and now under construction
- A12 Plan approval under consideration
- A16 Plans approved
- A78 Plans for garage addition approved and now under construction

- A88 Plans approved and now under construction
- C4 Plans approved
- C74 Plans approved and now under construction
- C143 Plans for garage addition approved and now under construction
- D32 Plans submitted with insufficient information. Approval not issued



As the year closes we want to take this opportunity to remind owners intending to build additions such as carports, garages, roof additions and casitas that these plans need to pass through the ARC for review. We have also recently learned that additions which are a new footprint or add on to your existing footprint require building permits with the La Ribera Building Department. Many owners cannot be on site continually throughout the duration of construction. Our association with this La Ribera municipal department helps us oversee LPE construction projects as they commence.

May we also take a moment to reiterate the importance of installing the CCR required waste treatment system. All systems in LPE must be Aerobic Treatment Systems which introduce air into the process to facilitate the growth of good bacteria which breaks down waste solids and creates clean, non-polluting, odor-free water run off that can be used in landscape irrigation. These systems have two positive benefits for our individual homeowners, our community and the environment:

- We are conserving water resources
- We are insuring that pollution will not seep into the Sea of Cortes.

A link can be found here for those interested in learning more.

https://en.wikipedia.org/wiki/Aerobic_treatment_system

In other news, we have asked Chuck Troutman to join the ARC. Thank you, Chuck, for your agreement to become an ARC member. We have also appointed Andy Williamson, Co-chairperson, to act as our first point of initial approval submission. Your ARC committee consists of Mary Jane Keehn, Co-chairperson; Andy Williamson, Co-chairperson; Joe Bauer, Archivist; Chuck Troutman, HOA Board Liaison. All construction approval requests must be submitted to Andy Williamson, bajautah123@gmail.com and maryjanekeehn3@gmail.com.

ANNUAL GENERAL MEETING OF THE LIGHTHOUSE POINT ESTATE HOA:

- Date:** First Call of AGM: February 9, 2017:
Location: Vista La Ribera Restaurant in La Ribera, Baja California Sur, Mexico: Time 6:00 PM
Date: Second Call of AGM: February 9, 2017:
Location: Vista La Ribera Restaurant in La Ribera, Baja California Sur, Mexico; Time 7:00 PM
Date: Saturday, February 11, 2017 Phase 1: 7:30 AM: Sign in: Third Call: 7:50 AM
Date: Saturday, February 11, 2017: All other Phases will sign in and each Phase will be called to order at their designated time. Each Phase will receive their agenda, proxy and ballot 15 days before February 11, 2017.

PLACE: LA CHOLLA COMMUNITY CENTER: LIGHTHOUSE POINT ESTATES, LA RIBERA, BAJA CALIFORNIA SUR, MX.

PROXIES ARE DUE 7 DAYS BEFORE FEBRUARY 11, 2017:

THE NOTIFICATION OF THE ANNUAL GENERAL MEETING WILL BE SENT OUT 10 DAYS PRIOR TO FEBRUARY 11, 2017 TO HOMEOWNER'S EMAIL ADDRESS.

BOARD POSITIONS OPEN FOR NOMINATION; PLEASE SEND YOUR RESUME TO JOYCE HARCZO jharczo@frontier.com and she will put your name on the ballot. We need your help. If you want to make Lighthouse Point Estate a viable community, please make every effort to be a part of the community you have chosen to live and make an investment for your future.

- VICE PRESIDENT, 2 Year Term**
- TREASURER, 2 Year Term**
- SECRETARY, 2 Year Term**

PROXY LEGAL REQUIREMENTS AND DELIVERY DEADLINES

- Proxy must be signed by the owner of the parcel with all dues paid in full
- Lot number of parcel (one vote per parcel owner and all dues paid in full)
- Legal identification of owner with driver's license or passport sent with proxy by email or in person.
- Each Proxy signed by the owner of the parcel must be signed by a witness

Delivery of Proxy MUST BE RECEIVED 7 days prior to February 11, 2017 jharczo@frontier.com Any proxy received after that date will not be valid.

Helping Hands – The Year in Review

Have you heard about **Helping Hands**? If not take a moment to know us and the work we do for our local community in La Ribera. In the fall of 2014, as the holiday season approached, we wondered how we could bring a bit of cheer to families in La Ribera and hatched the idea of doing a Food Drive. After some investigation we learned that yes, indeed, extra food through the holidays would be greatly appreciated by those who needed it.

So, began our first endeavor. Through generous contributions from many owners in Lighthouse Point Estates we were able to bring food staples to 18 families. We continued this effort in 2015 and now again we will do this for the 2016 holidays.



Over the years we have expanded our efforts to include helping a few specific families in need with gasoline to get to medical appointments, medical supplies and a few simple little luxuries that they are unable to acquire for themselves. We have also helped the Enternada, a dormitory housing children from distant ranches, during the week so they can attend school in La Ribera. We have brought toiletries and blankets this past year and have had the appreciation of La Ribera's mayor.



All this good work is only possible with generous participation from our Lighthouse Point Estates Community. Our inspiration for creating Helping Hands happened because we heard so many people say “I love our town and wish I knew how to be more involved with it”. Participation in the 2016 Food Drive is a good way to be involved. If you feel inclined to help, there are two ways to donate:

- Send a check written to Deb Svoboda to Deb Svoboda, 15 Rancho Circle, Lake Forest, CA 92630
- Make a pledge via email to maryjanekeehn3@gmail.com and bring the cash with you the next time you are here. We can accept cash through April 2017.

We look forward to hearing from you and thank you in advance for any help you can give.

