

Minutes

Time	Agenda Item	Lead	Purpose
08:32	Meeting to order	Mark	<p>Meeting called to order at 8:32am.</p> <p>Attendees:</p> <ul style="list-style-type: none"> Board Members: Alan N, Doug O, Jim C, Mark P, Jessica T, Jason K, Sari S, Josette R, Kathy L Homeowners: Elke, Patrick, Bob, Helen, Leslie Office: Alan M, Joslynn W
08:32	Approval of 11/14/2020 minutes:	All	<p>11/14/2020 Meeting Minutes: Discussion about clarifying Pet rules regarding “confined to deck”, this will be revisited as needed. Mark motioned to approve, Doug seconded, approved unanimously.</p> <p>Action Items</p> <ul style="list-style-type: none"> Minutes correction (Joslynn): Kathy advised to make change to Open Session section regarding SB 3182 from “to HOA’s” to “our HOA” Once corrected post to website.
08:43	Homeowner Hearing/Correspondence: <ul style="list-style-type: none"> Homeowner email 	Mark	No action/response needed
08:46	<p><u>Actions from last meeting:</u></p> <ul style="list-style-type: none"> Dumpster Camera Surveillance (Alan M.): Test run with dumpster near Jayne’s unit. Dumpster Latching (Sari, Alan M.): Sari to work with Alan M. on better dumpster closing latch. Signage (Sari, Jessica, Helen, Alan M.): Sari to work with Jessica, Helen and Alan M on additional signage improvements. Lighting Project Update: <ul style="list-style-type: none"> Finalize project estimates with contractors, select one and begin scheduling work. Architectural Committee: Communicate Board Review & Decisions (Joslynn, Alan M.): Follow up with H.O. regarding results. 	Mark	<ul style="list-style-type: none"> Camera has not been added at this time. Discussion if it would deter outside use, camera shot could be provided to law enforcement. Can we talk to law enforcement to see what actions could be taken if vehicle owner /outside owner is located? Could we put up surveillance without actual camera? If we did have a camera, would we need a sign. Do we have to hold on to video for a specific time frame? What kind of wi-fi maintenance/camera maintenance? People could vandalize cameras. No action Sari had signs tested and emailed to office, will review. Alan M. to look into Dumpster company signs to get them update, some are faded. completed No further action

<p>08:58</p>	<ul style="list-style-type: none"> • Architectural Change Request & Decision Record Keeping (Joslynn, Alan M., Jessica T.): Develop and implement an improved architectural change request and decision record keeping process. • 2021 Board Officers & Committee (Joslynn): to update Board/Committee list on website and elsewhere as needed. • Financial Review: Jason Completed final review and update of 2021 financial forecast with Alan M. and McClintock Accounting. Part of November Mailing. 		<ul style="list-style-type: none"> • Alan M. will work with committee chairman. • Discussion about how many members for Architectural Committee, some read it as 3 members for architectural committee other’s read as a minimum of 3 members, but member amount should be left to the committee chair to determine after the minimum requirement. Several of the same homeowners on multiple committees and does that encourage diversity? It could be helpful for Architectural committee and Landscape committees. Also, what skills and knowledge are the members adding to the committees? Consensus is to leave committees as they are, currently. Jim nominates Doug for chairman of the Architectural committee, Kathy seconded. Sari nominated herself. *Votes for Sari, 2 from Sari and Jessica. *Votes for Doug, 6 from Alan N, Jim, Doug, Josette, Jason, Kathy. • No further action <p>Action Items:</p> <ul style="list-style-type: none"> • Dumpster Surveillance (Alan M.): Contact law enforcement to see what actions can be taken if an outside person is using HOA dumpsters and is caught on tape? What is legal requirement for having surveillance? How to maintain camera/wi-fi? • Dumpster Signage (Alan M.): Dumpster sign maintenance, contact company to replace their signs. Include Sari’s sign suggestions in next Agenda. • Architectural Standard & Change Request (Alan M., Doug): Update architectural standards and change request form. • Board member and Committee list (Joslynn): Update Board term/Officer term or remove term years, Update Doug as Architectural Committee chairman. • Architectural Committee Plan (Doug): To provide feedback within 3 weeks of January board meeting. • Update Committee Members (ALL Committee Chairs): Each individual chairperson to provide updated committee members list to office (to update on website).
<p>09:18</p>	<p><u>OLD BUSINESS</u></p> <ul style="list-style-type: none"> • Annual Minutes Draft • <u>Lighting Update:</u> 	<p>Mark Alan M.</p>	<ul style="list-style-type: none"> • Board advised to post Annual Minutes on website as DRAFT. • Lighting Project was contracted with Placer Electric Inc (PEI) at \$39,831.00 began 1/13/2021. Project completed 1/22/2021. Further phases may consider including additional lighting installed within the common areas and possibly a significant project to re-do the parking lot lights.

			<p>Action Items:</p> <ul style="list-style-type: none"> • Annual Meeting Minutes Draft (Joslynn): Post to website. • Lighting Project – Next Phase (Alan M): to assess existing lighting and need of additional lighting in common areas and research the existing lights in the overflow lots.
09:33	<p><u>NEW BUSINESS</u></p> <ul style="list-style-type: none"> • ADA project 	Alan M.	<p>ADA PROS provided a plan for HOA to become ADA compliant, the next step if the board would like to proceed is getting bids from contractors. The budget currently is \$100k. The overall work would be common area amenities, paths, bathrooms.</p> <p>Discussion regarding how the ADA project started, it was initiated when looking into doing pool bathroom upgrades and it would require being ADA compliant. If we do not upgrade bathroom, do we have to start the ADA project? A lot of work has gone into starting this project and for lack of a better term we have “gotten away” without being ADA compliant as we haven’t done common space upgrades. Who would benefit from this? It was advised that this project would need to be done not just for bathroom upgrades but even if we started a project on upgrading the fences, per title 22. The we have had about 30 years to work on being ADA compliant and have done nothing. The work does not have to be done all at once, it could be broken into different phases/stages. Homeowner commented “As a 74 year old homeowner, my future needs will require ADA improvements to smooth out many surfaces. The entrance to the [Adult/Quiet] pool has been awkward for years, with some minor improvements in front of the gate.”</p> <p>Action Items:</p> <ul style="list-style-type: none"> • Homeowner Expertise (Jim): Ask Jeff Sealy to come to next board meeting to provide expertise in this kind of work. • ADA Project Estimates/Plan (Alan M): Get estimates for ADA work and plan for rolling out work in phases/stages. Once we have estimates/plan the board can review.
09:49	Pool Committee Chair	Josette	<p>Discussion of 3 options for re-opening the pools for the summer depending on the pandemic and re-opening guideline.</p> <ol style="list-style-type: none"> 1. Keep pools closed. 2. Open one (1) pool, set up a sanitizer station, remove furniture, close bathroom; this would be self-patrolled. 3. Reservation system and staffing. <p>Next committee meeting to be set up in the near future, what path does the board want to take? How would we enforce time limits? Suggestion that homeowners could make reservation and pickup pass/key from the office and return, this would be w/reduced hours as office is not open for all pool hours currently.</p> <p>Action Items:</p> <ul style="list-style-type: none"> • Provide Pool Feedback (All Board Members): to Josette about options for pool re-opening in the summer. • Pool Committee Meeting (Josette): To have committee meeting to discuss option for pool re-opening.

10:00	2021 Board Meeting Dates	Mark	<p>Suggested Board Meeting Dates: Feb 20, Mar 20, Apr 17, May 22, June 19, July 17, Aug 21, Sept 18, Oct 9, Nov 20, Dec NO. Note that all meetings start at 8:30 am except October 9 starts at 8:00 am and Annual meeting starts at 10:00 am. Request for Nov 13 instead of the 20th. Nov updated to the 13th. No other changes or objections.</p> <p>Discussion of notices of Board meetings to members and how and when members should be notified. This is covered in the “Open Meeting Act”. We have meeting dates and agendas are on the website well in advance of the meetings and zoom link is up within a week of the meetings. Homeowner requested for the Agenda to be in the email reminder notice of meeting.</p> <p>Action Items:</p> <ul style="list-style-type: none"> • Update Board Meeting Dates (Joslynn): on website and corkboard outside office. • Clarify Regular Board Meeting Notifications (Sari): To provide “Open Meeting Act” info (I found the following links) • Notification of Board Meetings (Joslynn): check “Open Meeting Act” and compare to our existing member notifications. • Email notice of Meeting w/Agenda(Joslynn): Add link to Agenda in the email reminder of the board meeting. Add Meeting Date/Time/Agenda link to message on Dues Statements (with next Dues statement send calendar of meeting dates).
10:11	<p>Financials:</p> <ul style="list-style-type: none"> • November • A/R aging summary (Nov) 	Jason	<p>November Financials reviewed, no concerns. November A/R Aging report reviewed, questions will be clarified.</p> <p>Action Items: November Financials (Joslynn): Post report to Website. Clarify AR Aging Report (Jason): Reach out to Alice (McClintock End of Year Financials (Joslynn): email reports to board members</p>
10:22	<p>Open session (as needed):</p> <ul style="list-style-type: none"> • Board future topics/non-agenda items • Member comments 	Mark	<p>Homeowner asked if meetings would continue to be on zoom once we resume meetings in person again? Concern about people not breaking down cardboard box. HOA would consider zoom option for when in-person meetings resume. HO Patrick is a new member and wanted to see what the meeting was about.</p> <p>Action Items: Continuing Zoom/In-Person Meetings (Board): to review when meetings are able to be in-person again</p>
10:25	Executive Session	Mark/ Alan	
10:35	Meeting Adjournment	Mark	<p>Mark motioned that the meeting be adjourned. Seconded by Jim. Approved unanimously. Meeting adjourned at 10:37</p>

LAKE FOREST GLEN HOMEOWNERS ASSOCIATION

BALANCE SHEET
November 30, 2020

See Independent Accountants' Compilation Report

ASSETS

		OPERATING FUND	REPLACEMENT FUND
ASSETS			
1040	Operating Checking Account	\$ 181,766	\$ -0-
1045	Deferred Compensation Account	202,968	-0-
1060	US Bank ACH Account	123,026	-0-
1090	Petty Cash Account	378	-0-
1280	El Dorado Savings	-0-	397,864
1290	Edward Jones	-0-	1,100,538
1320	Other Receivable	119	-0-
1410	Assessments Receivable	3,450	-0-
1415	Allowance for Bad Debt	-0-	-0-
1501	Prepaid Expenses	-0-	-0-
1505	Other Prepaid Expenses	325	-0-
1511	Prepaid Taxes	-0-	-0-
1475	Due From Operating	-0-	(48)
1502	Workers' Comp Deposit	-0-	-0-
1520	Property & Equipment	177,086	-0-
1530	Less: Accum. Depreciation	(158,606)	-0-
	TOTAL ASSETS	<u>\$ 530,512</u>	<u>\$ 1,498,354</u>

LIABILITIES & FUND BALANCES

LIABILITIES			
3010	Accounts Payable	\$ 12,104	\$ -0-
3011	Accrued Accounts Payable	-0-	-0-
3015	Replacement Accounts Payables	-0-	-0-
2055	Deferred Charter Revenue	10,530	-0-
2035	Accrued Payroll Taxes & Workers' Comp	200,972	-0-
2040	Accrued Salaries & Wages	15,405	-0-
2041	Accrued Vacation	14,110	-0-
2045	Homeowners Dues Paid In Advance	11,662	-0-
2034	Escrow Deposits	-0-	-0-
2000	Income Taxes Payable - Federal	-0-	-0-
2001	Income Taxes Payable - Franchise	-0-	-0-
2120	Due To Replacement	(48)	-0-
	TOTAL LIABILITIES	<u>264,735</u>	<u>-0-</u>
FUND BALANCES			
3100	Operating Fund Balance	228,360	-0-
3900	Replacement Fund Balance	-0-	1,177,127
	Current Year Net Revenue (Expense)	<u>37,417</u>	<u>321,227</u>
	TOTAL FUND BALANCES	<u>265,777</u>	<u>1,498,354</u>
	TOTAL LIABILITIES & FUND BALANCES	<u>\$ 530,512</u>	<u>\$ 1,498,354</u>

SUBSTANTIALLY ALL DISCLOSURES
HAVE BEEN OMITTED

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TENTATIVE AND PRELIMINARY
FOR DISCUSSION PURPOSES ONLY

LAKE FOREST GLEN HOMEOWNERS ASSOCIATION

STATEMENT OF OPERATING FUND REVENUE & EXPENSES

For the Month Ended November 30, 2020

And Year-to-date Period January 1, 2020 to November 30, 2020

See Independent Accountants' Compilation Report

	CURRENT MONTH ACTUAL	YEAR TO-DATE ACTUAL	ANNUAL BUDGET	YTD ACTUAL % BUDGET	RESIDUAL BUDGET
REVENUE					
5010 Dues Assessments	\$ 86,580	\$ 952,380	\$ 1,038,960	92%	\$ 86,580
5011 Less: Dues Allocated to Replacement Fund	(33,348)	(366,828)	(400,177)	92%	(33,349)
5110 Interest Income	252	1,696	150	1131%	(1,546)
5250 Late Fees & Interest	-0-	444	1,500	30%	1,056
5260 Transfer Fee Income	300	2,800	1,500	187%	(1,300)
5290 Miscellaneous Income	400	4,090	1,350	303%	(2,740)
TOTAL REVENUE	54,184	594,582	643,283	92%	48,701
EXPENSES SCHEDULE ATTACHED					
Landscaping	6,122	97,175	106,955	91%	9,780
Utilities	4,726	50,849	56,800	90%	5,951
Pool & Tennis Expenses	5,954	60,038	79,689	75%	19,651
Repairs & Maintenance	16,756	122,981	167,465	73%	44,484
Administrative Expenses	20,480	217,694	232,496	94%	14,802
8150 Depreciation	738	8,118	8,858	92%	740
6001 Property Tax	-0-	300	-0-	0%	(300)
8151 Provision for Federal Income Tax	-0-	-0-	-0-	0%	-0-
8152 Provision for Franchise Tax	-0-	10	849	1%	839
TOTAL EXPENSES	54,776	557,165	653,112	85%	95,947
EXCESS OF REVENUE OVER (UNDER) EXPENSES	\$ (592)	\$ 37,417	\$ (9,829)		\$ (47,246)

SUBSTANTIALLY ALL DISCLOSURES
HAVE BEEN OMITTED.

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TENTATIVE AND PRELIMINARY
FOR DISCUSSION PURPOSES ONLY

LAKE FOREST GLEN HOMEOWNERS ASSOCIATION

STATEMENT OF REPLACEMENT FUND REVENUE & EXPENSES

For the Month Ended November 30, 2020

And Year-to-date Period January 1, 2020 to November 30, 2020

See Independent Accountants' Compilation Report

	CURRENT MONTH ACTUAL	YEAR TO-DATE ACTUAL	ANNUAL BUDGET	YTD ACTUAL % BUDGET	RESIDUAL BUDGET
REVENUE					
5100 Replacement Allocation	\$ 33,348	\$ 366,828	\$ 400,177	92%	\$ 33,349
3115 Investment Interest	-0-	490	-0-	0%	-0-
TOTAL REVENUE	33,348	367,318	400,177	92%	33,349
EXPENSES					
9140 Site BMP Requirements/Landscape	-0-	25,620	21,000	122%	(4,620)
9151 Bldg Brick & Cement	-0-	-0-	-0-	0%	-0-
9152 Bldg Siding/Trim/Fascia/Painting	-0-	-0-	-0-	0%	-0-
9153 Buildings/Storage/Lockers	-0-	-0-	3,000	0%	3,000
9160 Roofs - All	-0-	-0-	-0-	0%	-0-
9170 Asphalt Crack Fill	-0-	6,000	6,000	100%	-0-
9171 Asphalt Resurfacing	-0-	-0-	-0-	0%	-0-
9173 Asphalt Sealing Striping	-0-	1,340	-0-	0%	(1,340)
9174 Foot Paths	-0-	-0-	-0-	0%	-0-
9180 Pools/Replastering/Tile	-0-	-0-	-0-	0%	-0-
9181 Pools/Decking/Fences/Gates	-0-	-0-	40,000	0%	40,000
9182 Pools/Equipment & Mechanical	-0-	6,072	-0-	0%	(6,072)
9183 Pool Replacement/Kids/Adults	-0-	-0-	-0-	0%	-0-
9184 Pools-Furniture	-0-	-0-	6,000	0%	6,000
9185 Playground Equipment	-0-	-0-	-0-	0%	-0-
9190 Tennis/Paint Stripe	-0-	-0-	-0-	0%	-0-
9191 Tennis Equipment	-0-	-0-	-0-	0%	-0-
9192 Tennis #1 and #2 Resurface	-0-	-0-	-0-	0%	-0-
9193 Tennis #3 and #4 Resurface	-0-	-0-	-0-	0%	-0-
9200 Office Equipment	-0-	-0-	-0-	0%	-0-
9201 Computer	-0-	1,721	2,500	69%	779
9202 Office Furniture	-0-	5,338	6,000	89%	662
9210 1/2 Ton Truck	-0-	-0-	-0-	0%	-0-
9211 3/4 Ton Truck	-0-	-0-	-0-	0%	-0-
9212 Snow Removal Equipment	-0-	-0-	-0-	0%	-0-
9220 Perimeter Fence	-0-	-0-	500	0%	500
9221 Privacy Fences	-0-	-0-	500	0%	500
9300 Provision for Federal Income Tax	-0-	-0-	-0-	0%	-0-
9301 Provision for Franchise Tax	-0-	-0-	-0-	0%	-0-
TOTAL EXPENSES	-0-	46,091	85,500	54%	39,409
EXCESS OF REVENUE OVER (UNDER) EXPENSES	\$ 33,348	\$ 321,227	\$ 314,677		\$ (6,060)

SUBSTANTIALLY ALL DISCLOSURES
HAVE BEEN OMITTED.

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TENTATIVE AND PRELIMINARY
FOR DISCUSSION PURPOSES ONLY

LAKE FOREST GLEN HOMEOWNERS ASSOCIATION

SCHEDULE 1

SCHEDULE 1 - OPERATING EXPENSES
For the Month Ended November 30, 2020
And Year-to-date Period January 1, 2020 to November 30, 2020
See Independent Accountants' Compilation Report

	CURRENT MONTH ACTUAL	YEAR TO-DATE ACTUAL	ANNUAL BUDGET	YTD ACTUAL % BUDGET	RESIDUAL BUDGET
LANDSCAPING EXPENSES					
7000 Salaries - Foreman	\$ 2,931	\$ 30,969	\$ 32,428	96%	\$ 1,459
7010 Salaries - Seasonal	2,053	46,749	46,130	101%	(619)
7020 Employer Costs	1,138	10,859	16,497	66%	5,638
7030 Plants	-0-	152	-0-	0%	(152)
7031 Irrigation	-0-	1,097	750	146%	(347)
7032 Fertilizers	-0-	1,330	700	190%	(630)
7033 Hardscape	-0-	698	400	175%	(298)
7035 Equipment	-0-	153	1,500	10%	1,347
7036 Equipment Maintenance	-0-	103	500	21%	397
7040 Pest Control	-0-	4,418	8,000	55%	3,582
7050 Other/Uniforms & Safety	-0-	647	50	1294%	(597)
TOTAL LANDSCAPING	6,122	97,175	106,955	91%	9,780
UTILITIES EXPENSES					
7111 Electricity	696	7,579	8,000	95%	421
7121 Gas	18	201	500	40%	299
7131 Sewer	60	854	700	122%	(154)
7151 Garbage	3,952	42,215	47,600	89%	5,385
TOTAL UTILITIES	4,726	50,849	56,800	90%	5,951
POOL & TENNIS EXPENSES					
7200 Salaries - Foreman	1,954	20,646	21,619	95%	973
7210 Salaries - After Hours Personnel	585	7,528	16,281	46%	8,753
7220 Employer Costs	469	4,706	7,959	59%	3,253
7230 Repairs & Maintenance Equipment	-0-	736	1,200	61%	464
7231 Repairs & Maintenance Tennis Courts	-0-	-0-	100	0%	100
7232 Fences & Gates	-0-	84	300	28%	216
7233 Decking & Tile	-0-	10	100	10%	90
7240 Supplies/Chemicals	1,161	6,173	7,000	88%	827
7241 Supplies/Restrooms	-0-	372	750	50%	378
7242 Supplies/Uniforms & Training	-0-	135	-0-	0%	(135)
7250 Utilities	1,785	17,249	21,580	80%	4,331
7260 Other/Permits	-0-	2,399	2,800	86%	401
TOTAL POOL & TENNIS	\$ 5,954	\$ 60,038	\$ 79,689	75%	\$ 19,651

SUBSTANTIALLY ALL DISCLOSURES
HAVE BEEN OMITTED.

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TENTATIVE AND PRELIMINARY
FOR DISCUSSION PURPOSES ONLY

LAKE FOREST GLEN HOMEOWNERS ASSOCIATION

SCHEDULE 1

SCHEDULE 1 - OPERATING EXPENSES
EXPENSESFor the Month Ended November 30, 2020
And Year-to-date Period January 1, 2020 to November 30, 2020

See Independent Accountants' Compilation Report

	CURRENT MONTH ACTUAL	YEAR TO-DATE ACTUAL	ANNUAL BUDGET	YTD ACTUAL % BUDGET	RESIDUAL BUDGET
REPAIRS & MAINTENANCE EXPENSES					
7300 Salaries - Foreman	\$ 2,443	\$ 25,807	\$ 27,023	96%	\$ 1,216
7310 Salaries - Seasonal	4,145	42,128	46,130	91%	4,002
7320 Employers Costs	837	7,202	15,362	47%	8,160
7330 Painting Labor/Material	-0-	1,128	400	282%	(728)
7340 Road Maintenance	-0-	-0-	750	0%	750
7350 Roof Maintenance	-0-	-0-	200	0%	200
7360 Plumbing - Water	-0-	(247)	300	-82%	547
7361 Fire Box Inspection	-0-	-0-	-0-	0%	-0-
7370 Building Maintenance	-0-	1,863	2,500	75%	637
7371 Entries/Porches	-0-	103	-0-	0%	(103)
7372 Storage/Utility Sheds	-0-	-0-	-0-	0%	-0-
7373 Maintenance Shed & Fence	-0-	-0-	-0-	0%	-0-
7374 Privacy Fences	-0-	3,145	-0-	0%	(3,145)
7375 Perimeter Fence	-0-	99	2,500	4%	2,401
7376 Fire Extinguishers	-0-	827	1,300	64%	473
7380 Electrical	209	1,929	1,000	193%	(929)
7390 Contract Sewer	2,275	2,775	3,500	79%	725
7400 Snow Removal Contract	5,200	20,800	50,000	42%	29,200
7401 Snow Removal/In House	-0-	-0-	-0-	0%	-0-
7402 Snow Removal/Supplies	572	1,654	2,000	0%	346
7410 Truck Operation/Gasoline	284	6,908	9,000	77%	2,092
7411 Truck Operation/Supplies	-0-	1,063	500	213%	(563)
7412 Truck Operation/Repairs	778	2,428	3,500	69%	1,072
7420 Supplies/General	-0-	1,717	1,000	172%	(717)
7421 Tools & Equipment	13	1,477	500	0%	(977)
7430 Other/Uniforms	-0-	175	-0-	0%	(175)
TOTAL REPAIRS & MAINTENANCE	16,756	122,981	167,465	73%	44,484
ADMINISTRATIVE EXPENSES					
8000 Salaries Manager	2,443	25,807	27,023	96%	1,216
8001 Salaries Secretary	3,108	31,740	39,170	81%	7,430
8010 Employee Benefits	1,335	23,255	30,711	76%	7,456
8011 Employer Costs	904	8,485	9,592	88%	1,107
8020 Security Patrol	557	5,481	6,000	91%	519
8030 Accounting Fees	2,685	23,969	19,000	126%	(4,969)
8040 Audit Fees	-0-	4,450	3,600	124%	(850)
8050 Legal Fees	490	1,855	2,500	74%	645
8060 Insurance	7,317	73,605	76,000	97%	2,395
8070 Copying & Postage	216	4,569	4,500	102%	(69)
8080 Supplies	-0-	2,415	3,000	81%	585
8090 Telephone	579	6,153	4,400	140%	(1,753)
8100 Travel Expense	-0-	1,060	5,000	21%	3,940
8110 Training	-0-	216	2,000	11%	1,784
8120 Other/Computer	846	4,634	-0-	0%	(4,634)
Bad Debt Expenses	-0-	-0-	-0-	0%	-0-
TOTAL ADMINISTRATIVE	\$ 20,480	\$ 217,694	\$ 232,496	94%	\$ 14,802

SUBSTANTIALLY ALL DISCLOSURES
HAVE BEEN OMITTED.

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TENTATIVE AND PRELIMINARY
FOR DISCUSSION PURPOSES ONLY