

# **CANON DEL SOL HOMEOWNERS ASSOCIATION**

## **BOARD OF DIRECTORS MEETING MINUTES**

February 4, 2019 at 6:00 p.m.  
CDS Clubhouse, 400 Abalone Drive, La Selva Beach

### **CALL TO ORDER**

The meeting was called to order at approximately 6:02 p.m. by Henry Bose. A legal quorum of Directors was present to conduct the Board of Directors Meeting. Legal notice was by actual written notice posted on the community bulletin board as prescribed in the Association's bylaws.

### **DIRECTORS PRESENT**

Henry Bose, Mary Ann Herlihy, Bob Carpenter, Jesse Fielding and Bruce Margon  
Absent: None

### **OTHERS PRESENT**

Nate Summer & Cara Melim, from the Management Company. Cara serves as the recording secretary appointed at the outset of the Meeting. Also, present Scott Thomas, who serves as the Association's On-Site Manager. One home owner was also present, Jim Churchill of 248 Pismo Drive.

### **MINUTES**

Minutes from the Board of Directors Meeting held on November 5, 2018 were approved as presented. *Motion, Seconded and Passed*

### **FINANCIAL REPORTS**

Financial reports for the 12-month period through December 31, 2018:

Balance Sheet Report – Total funds on deposit \$1,185,177.71

December Operating Fund Report – Revenues total \$29,831; Expenses total \$42,675; Net Loss of \$12,844

December Reserve Fund Report – Revenues total \$17,511; Capital Expenses total \$524; Net Income of \$16,986

Aged Receivables Report. All members are current. Nine owners are prepaid.

### **ON-SITE MANAGERS REPORT**

Scott Thomas reported to Directors, in a written report, on items for the current period ending December 31, 2018. A copy of the report is made a part of these Meeting Minutes. In addition, he reported to Directors with respect to activities in January 2019.

## **PRESIDENTS REPORT**

Landscaping Projects – The Board President identified additional areas to be included in landscaping projects. Pictures were provided to the Board for review. Quilici is scheduled to begin at the end of February.

Median Improvement – A meeting is scheduled for Friday, February 8, 2019 to produce plans for the final phase of the project. The Board President also informed the Board that the Sand Dollar Board of Directors has changed, and the new Board members stand committed to go forward with the Median project.

## **RECAP OF WORK ORDERS AND CORRESPONDENCE**

The Board reviewed work orders included in their packet.

## **NEW WORK REQUEST**

- Picket fence repair
- Outside lights at clubhouse/tennis court are out

## **LANDSCAPE COMMITTEE**

No report

## **ARCHITECTURAL COMMITTEE**

- A. Churchill Deck Extension – 248 Pismo Drive  
Homeowner Jim Churchill was present to discuss the construction of his deck. The ARC committee reviewed the plans and approved the deck extension on January 11, 2019. A motion was made to approve the deck construction subject to standard conditions, including the execution and recording of an agreement recognizing homeowners responsibility for repair and maintenance, including painting of new deck. *Motion, Seconded and Passed*

## **SOCIAL**

No report

## **OLD BUSINESS**

- A. Insurance – The “All-In” General Policy has been implemented with Travelers as the insurer, as of January 1, 2019. There were no objections from the Board regarding the implementation. A Certificate of Liability Insurance was provided to the Board in the meeting packet.
- B. Street Light Conversion – A proposal from John Hope Electric dated 6/4/18 in the amount of \$11,288 was reviewed by the Board. The Board President informed the Board that this work can also be done by Anderson & Company with minimal labor involved, estimated to roughly be \$100 per pole.; there are 36 poles. The Board suggested a warm light be used and possible shields to block lights facing the units. Upon motion made and seconded, the Board approved going forward with Anderson & Company.
- C. Detention Pond – After inspection, three possible fixes were identified. A proposal from Whitlow Concrete, dated September 4, 2018 was reviewed by the Board to cover the

eroding wall with concrete and stones, totaling \$10,250. A second proposal from Whitlow Concrete, dated October 5, 2018 in the amount of \$33,500 was also discussed. This would involve an installation of a stacked block wall so that the detention pond would look more like to one at the end of Clamshell. A motion was made to approve the proposal 9044, totaling \$10,250 from Whitlow Concrete. *Motion, Seconded and Passed*

- D. Emergency Response Plan – Mary Ann Herlihy reported on the status of the preparation of an Emergency Response Plan. There have been two meeting with homeowners with good response. Discussed items included an evacuation plan and available training classes.

## **NEW BUSINESS**

- A. 2019 Reserve Project – A list of the 2019 Reserve Projects was reviewed and discussed by the Board. The Board President requested that Anderson & Company obtain quotes for items 1, 16 and 17.
- B. Lewis Tree Service – A proposal from Lewis Tree Service was reviewed by the Board to remove dead or dying myoporum trees, including those along the existing fence, in order to replace the fence separating a portion of the HOA property from the water treatment facility. A motion was made to approve the proposal from Lewis Tree Service, dated 12/5/18 totaling \$3,500. *Motion, Seconded and Passed*
- C. SC County General Plan Amendments - A letter drafted by the Board President was discussed. The Board feels it is not necessary to send to homeowners, as it may not impact the community of Canon del Sol.
- D. Additional items:
- Green Book – The Board discussed updating the Green Book. Mary Ann to work with Anderson & Company to discuss the best way to acquire updated contact information from homeowners.

## **HOMEOWNERS FROM THE FLOOR**

See Architectural Committee Section above, item A.

## **NEXT MEETING DATE CONFIRMED**

Directors Meeting – March 4, 2019 at 6:00 pm at the CDS Clubhouse

## **ADJOURNMENT**

There being no further business to bring before the Association's Board of Directors, the meeting was adjourned at approximately 7:34 p.m.

**\*\*\* IMPORTANT REMINDER \*\*\***

**EMERGENCY CONTACTS**

SCOTT THOMAS, ONSITE MANAGER	(831) 722-4048
ANDERSON & COMPANY	(831) 688-1090
FIRST ALARM	(831) 684-1111

**SHUT YOUR WATER OFF WHEN LEAVING POLICY REMINDER**

The Board reminds everyone to remember to turn down your water heater and shut off the water supply to your residence whenever you are leaving your home for more than the day. Water shut off valves is located at the front of each residence, and if anyone has trouble finding your valve, or turning it off, please call Management for help. Water damages to the interior of a residence from leaking appliances, broken pipes, are an individual unit owner responsibility.