

# **CANON DEL SOL HOMEOWNERS ASSOCIATION**

## **BOARD OF DIRECTORS MEETING MINUTES**

March 2<sup>nd</sup>, 2020 at 4:00 p.m.  
CDS Clubhouse, 400 Abalone Drive, La Selva Beach

### **CALL TO ORDER**

The meeting was called to order at approximately 4:03 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, Bob Carpenter, Jesse Fielding, Bruce Margon.

### **OTHERS PRESENT**

Judy Mathews, a member of the Association and an individual previously identified by Board as a possible replacement for Mary Ann Herlihy who has resigned. Nate Summer, Mary McGovern & Tom Hewett from the Management Company. Mary served as the recording secretary appointed at the outset of the Meeting.

### **MINUTES**

Minutes from the Board of Directors Meetings held on February 3<sup>rd</sup>, 2020 were approved as presented. *Motion made, Seconded and Passed (MSP)*

### **OUT OF ORDER**

#### **APPOINT OF DIRECTORS**

A Motion was made to appoint Judy Mathews fill the Board seat vacated by the resignation of Mary Ann Herlihy. MSP

### **FINANCIAL REPORTS**

Financial reports for the 1-month period January 1, 2020 through January 31, 2020:

Balance Sheet Report – Total funds on deposit \$1,236,068.

Operating Fund Report – Revenues total \$30,223. Expenses total \$23,076; Net Gain of \$7,147

Reserve Fund Report – Revenues total \$20,137.; Capital Expenses total \$0.; Net Income of 20,137

Aged Receivables Report. One member 31-60 past due. All others are current.

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

Tom Hewett provided a written summary of events of the past month. A copy of his report is attached to these minutes.

### **PRESIDENTS REPORT**

- A. Aqua Green has inspected the irrigation system and made a number of repairs. The system continues to deteriorate with age and a long-term plan to repair and replace the system itself needs to be developed.

- B. Work at 461 Oyster to repair damage from water intrusion from the outside has been completed. Water intrusion resulted from failures in underground downspout water drainage pipes and irrigation lines running alongside of unit.
- C. Bids will be obtained to repair cracks in tennis court surfaces.
- D. 449 Arca experienced erosion at roadside. Quilici provided a proposal to address at cost of \$350. MSP

### **ARCHITECTURAL COMMITTEE**

435 Oyster Drive- Solar Panel approved subject to panel color. Jesse to contact owner

### **SOCIAL**

none

### **NOMINATING COMMITTEE**

It was reported by Bob Carpenter that, David or Tracy O'Rourke have indicated a desire to run for a Board seat at the upcoming election. Colin Tierney continues to have interest and Joe Nussbaum has removed himself from consideration.

### **OLD BUSINESS**

- A. 2020 Reserve Projects
  - a. Section A Siding repairs – Tru Construction has surveyed the exterior of Section A in order to prepare a scope of work that will be distributed for contractor bids.
  - b. Section A Gutters – Board considered proposals from 3 vendors. A Motion was made to approve proposal from J's Custom Painting. MSP
- B. Clubhouse Rules – Board reviewed draft Rules/Policy prepared by Judy and included in the packet regarding use of Clubhouse. After discussion, a Motion was made, seconded and unanimously passed to approve the Rules/Policy as amended to change the last line of the Access section. Anderson was directed to circulate the Rules/Policy to members in compliance with the 30-day comment period.
- C. Short Term Rental Policy –Board reviewed comments received by Members and determined that the majority of the community does not support an STR policy. A motion was made to revoke the Policy previously adopted by the Board. MSP
- D. Clubhouse Access– After discussion Board determined that all reservations to be made through CDS office (or ACO) at least 48 business hours in advance of use. Clubhouse reservations may be made by Members only.  
Board discussed opening/closing clubhouse. Motion was made to direct First Alarm to lock clubhouse during night patrol and unlock when opening pool daily. ACO to have 2<sup>nd</sup> lock installed. MSP
- E. Clubhouse Improvements – Ping Pong Table, chair carts and rugs to be purchase by Bob and approved for reimbursement.
- F. 461 Oyster Repair & Reimbursement Request - Motion made, Seconded and Passed to reimburse Corman Law Office \$545.00 for work done as a result of water intrusion.

### **NEW BUSINESS**

- A. Appointment of Direct – Addressed Out of Order at Onset of Meeting.
- B. Clubhouse Use Policies – Combined with Clubhouse Rules above

### **OTHER ASSOCIATION TOPICS**

Because emergency phone was nonfunctional, Board removed it from the pool area. In order to ensure residents are not locked in, Tom to install a thumb latch on inside of gate with a access shield to prohibit improper entry.

**HOMEOWNERS FROM THE FLOOR**

None

**EXECUTIVE SESSION**

Board adjourned to Executive Session (ACO excused) at 5:05 and reconvened at 5:20. No action taken.

**MEETING ADJOURNED**

There being no further business to bring before the Association’s Board of Directors, the meeting was adjourned at approximately 5:20 p.m.

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

**EMERGENCY CONTACTS**

CANON DEL SOL OFFICE	(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.

## On-Site Canon Del Sol Property Report February 2020

### February Items-

- 461 Oyster Dr. water intrusion issue progress -1. Quilici Landscaping dug up, repaired, re-routed gutter/downspout drainage pipes away from structure, and took them straight to the street gutter on Marina Del Rey. 2. Tru Construction finished drywall, texture, baseboard, and paint on the interior. 3. Rainbow Carpet installed new carpet in bedroom.
- Begin posting monthly clubhouse events calendar inside the marquis next to the front door.
- Monthly common area lighting checks.
- Weekly clubhouse and pool restroom cleaning, stock supplies.
- Remove Comcast modem inside 400 Oyster Dr. laundry room that had been previously providing a phone line for the swimming pool perimeter alarm system. Disconnect power for pool alarm control panel. Contact First Alarm to discontinue service for pool alarm.
- Remove the non-functioning emergency phone at the pool house, as well as removing all of the conduit and wire going back to the clubhouse.
- Meet with First Alarm technician to get the phone lines for the fire/burglar alarm systems fully functional again.
- Contact Earthworks to have them give a bid on repairing the checkered asphalt problem on Clamshell Dr. at Pismo.
- Contact Comcast business to request that the AT&T phone line providing line 2 for the fire alarm system be taken over by them. This will make things less complicated, provide better service according to First Alarm, and be a substantial savings over the current arrangements.
- Contact Quilici Landscaping to get a proposal/bid to mitigate erosion problems near the driveway at 449 Arca Dr.

- Aqua Green performed testing of the entire landscape irrigation system, made repairs where necessary.
- Contacted (3) gutter/downspout cleaning service companies for bids on section A.
- Tree trimming by Quilici Landscaping
- Broken window at clubhouse replaced by Delta Glass Co.

Projected for March-

- 461 Oyster Dr. (Tru Construction exterior repairs)
- Follow up with First Alarm concerning the cancellation of service for the perimeter alarm, and the emergency phone at the pool.
- Follow up on Comcast phone line porting, and AT&T service cancellation for alarm systems at the clubhouse.
- Trimming of trees close to, or touching houses throughout the complex by Quilici Landscaping.
- Items to be disposed of inside, and outside of clubhouse (old furniture, tables, chairs, junk behind clubhouse, etc.
- Make a list of erosion related issues throughout the complex
- Look into more modern light fixtures to replace old, dated ones in front of the clubhouse.
- Get proposal/bids for siding in section A.
- Get bids for updating the hardware on the clubhouse doors from Tru Construction, and Pajaro Valley Lock Shop.

## **Canon Del Sol Homeowners Association [HOA] Clubhouse Policy**

### **USAGE**

Usage of the Clubhouse falls under three general categories:

1. Open use for Members and their invited guests, unreserved.
2. Association-wide event, reserved. [all Members and their invited guests are included]
3. Private use by a Member, reserved.

In all general categories, the following applies:

- a. The Clubhouse is available for the use and convenience of the HOA Members.
- b. No commercial or profit making activities nor activities open to the public may be conducted at the clubhouse, however planned events that are open to all Members are permitted to collect a small fee to offset the cost of the event. [i.e., class materials, instructors, performers]
- c. A responsible adult Member must be present at all times during use.
- d. No smoking, vaping or illegal activities are permitted inside the Clubhouse.
- e. Noise must be kept to an appropriate level
- f. No wet swimsuits or muddy shoes are permitted inside the Clubhouse.
- g. No animals are permitted inside the Clubhouse.
- h. Members are responsible to turn off all lights, close all windows, and ensure no one is left inside before closing and locking all doors after use.
- i. Member shall be liable to the Association for any damage including but not limited to furniture, rugs, fixtures, equipment, walls, lighting, floors and other personal property due to the negligence or misconduct of the Member or of the Member's family members, relatives, guests or invitees.
- j. Members shall treat the Clubhouse and its furnishings with extreme care and cleanliness, as it is a valuable asset enjoyed by all.

### **OPEN USE**

Open Use of the Clubhouse will include individuals and groups that are willing to comply with Clubhouse policy and share use of the facility in a cooperative and neighborly manner. No reservations required, however Open Use is subject to the availability of the Clubhouse.

### **ASSOCIATION-WIDE EVENTS**

Association-wide events require reservations and Member notifications. This will include the Annual Meeting, Board Meetings, Occasional Parties, and other events as scheduled. Association business will take priority over other use of the Clubhouse.

### **PRIVATE USE BY A MEMBER**

Private Use by a Member and their invited guests require reservations and are subject to the availability of the Clubhouse.

### **RESERVATIONS**

- a. Clubhouse reservations will be handled through an HOA representative designated by the Board. Contact information and a Clubhouse reservation schedule will be posted online and at the Clubhouse bulletin board.
- b. Reservations require a minimum 48 hour notice and may be made during Anderson & Company business hours by calling [831] 722-4048.
- c. The Member making a Clubhouse reservation is expected to be present during the function and will be required to provide a non-refundable fee, make a refundable cleaning deposit and enter into a rental agreement prior to the function.

## ACCESS

Access to the Clubhouse is available to Association members and accompanying family, friends and invitees between the hours of 9am to 10pm daily unless the Clubhouse has been otherwise reserved. Tenants are not provided access except as invitees of a Member.

## AMMENITIES

Folding tables and chairs are available in the Clubhouse storage room and are to be returned in a clean and damage-free condition after use. Pool table and Ping Pong table equipment are available upon request. Limited kitchen facilities are available.

## CLEANING

1. Reporting – after each use, Member is responsible for scanning the facility and reporting maintenance issues or concerns, as required.
2. Event Décor and Signage – Member-added temporary décor and signage is acceptable, with the following restrictions:
  - a. No tape, nails or push pins may be applied to the walls, ceiling beams or ceiling. Necessary signage may be taped to window surfaces or displayed in Member-provided sign holders {such as tabletop sign holders or stand-alone floor displays}.
  - b. Balloons are discouraged. No helium balloons or mylar balloons are permitted within the Clubhouse or in conjunction with a Clubhouse event.
  - c. All Member-added décor shall be removed immediately after event unless other arrangements have been made.
3. Trash – Member is responsible to remove all trash from inside the Clubhouse after use. Trash cans are available for use within the Clubhouse, but must be emptied into the large, outdoor trashcans at the end of the Clubhouse use. If outdoor trashcans are used, include this information in your maintenance report, so that barrels can be put out for weekly County trash pickup.
4. Floors – A vacuum, broom and mop are available to clean the floors and carpet after use.
5. Tables, chairs, furniture – Wipe down tables and chairs prior to re-folding and storing. If spills occur on any upholstered surfaces, “sponge” the area with a clean dry cloth or paper towels. If Member is unable to treat spill satisfactorily, please notify property manager.

6. Pool table and Ping Pong table – Never put items on the felted pool table unless it is covered by the old ping pong board. Only billiard balls belong on the pool table felt. The Ping Pong table should be returned to its original location.
7. Kitchen and bar – if used, kitchen and bar surfaces must be wiped down with soap and water. All kitchen items must be cleaned and replaced where found.
8. Bathrooms – Member shall clean/disinfect bathroom, or may opt to pay a fee for required bathroom cleaning, if required outside of regularly scheduled maintenance. Bathroom supplies are maintained by the property manager. Member should include any concerns in the report.
9. Fireplace – Member must have prior permission to use the fireplace. After use, all ashes must be disposed of safely and properly.