

# CANON DEL SOL HOMEOWNERS ASSOCIATION

## BOARD OF DIRECTORS MEETING MINUTES

March 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, Jesse Fielding and Bruce Margon

Absent: Bob Carpenter

### OTHERS PRESENT

Nate Summer, from the Management Company. Nate 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.

### MINUTES

Minutes from the Board of Directors Meeting held on February 5, 2019 were approved as presented. *Motion, Seconded and Passed*

### FINANCIAL REPORTS

Financial reports for the 1 month period through January 31, 2019:

Balance Sheet Report – Total funds on deposit \$1,203,720.02

December Operating Fund Report – Revenues total \$31,937.94; Expenses total \$21,705.03; Net Gain of \$10,232.91

December Reserve Fund Report – Revenues total \$15,6052.44; Capital Expenses total \$ -0- Net Income of \$15,652.04

Aged Receivables Report. All members are current. Thirty Three 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.

Henry

## PRESIDENTS REPORT

Landscaping Projects – The Board President reviewed the status of the median project ~~X~~ As well as progress made regarding obtaining no parking signs at the top of Sand Dollar.

## RECAP OF WORK ORDERS AND CORRESPONDENCE

The Board reviewed work orders included in their packet.

## NEW WORK REQUEST

- None

## LANDSCAPE COMMITTEE

~~ARC Application for window replacement for 335 CDS was reviewed and approved at the meeting.~~

## ARCHITECTURAL COMMITTEE

Application for window replacement for 335 CDS was reviewed and approved at the meeting.

## SOCIAL

No report

## OLD BUSINESS

- Fence – An updated bid from Cypress fence was obtained to include ~~addition of~~ metal posts. Motion to increase approved cost by +/- \$600. **MSP**
- 2019 Reserve Projects – Board reviewed projects under consideration
- Emergency Response Plan – Mary Ann explained several components of the plan to be Access, Communication and Fire Suppression. Training for an ERP program is scheduled and has been distributed in the newsletter.
- Detention Pond – A motion was made to expand the project scope to include the entire pond at a total cost NTE \$15,000. **MSP**
- Street Light Conversion – All street lights have been converted to LED and lights have deflectors installed to limit light intrusion into homes.
- Sand Dollar Median - Board reviewed proposal from K&D. A motion was made to proceed as proposed. **MSP**
- Rat Abatement Program – Prior 3 months reports were reviewed indicating that all poison has been consumed. No additional concerns have been expressed by homeowners. Motion to continue program on a month to month basis. **MSP**
- Short Term Rentals – Board discussed the potential impact of short term rentals and the desire to ensure the community does not see a significant increase. Motion to obtain guidance from attorney in how to proceed. **MSP**

insert

**MSP = Motion Made, Seconded and Passed**

Discuss the  
subject  
to  
the  
board

## **NEW BUSINESS**

- A. Nominating Committee – Mary Ann, Jesse and Bob have terms up for election. Bruce and Henry volunteered to serve as Nominating Committee. ACO to send Call For Candidates
- B. Year end transfer from Opr to Reserves - Board reviewed Henry's recommendation o transfer excess funds to Reserve. Motion to transfer \$40,000 to Reserves. **MSP**

## **HOMEOWNERS FROM THE FLOOR**

None

## **NEXT MEETING DATE CONFIRMED**

Directors Meeting – April 1, 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.

**TO DO TASK LIST CANON DEL SOL DIRECTORS MEETING February 4, 2019:**

**Cara**

1. Send copies of draft minutes and task list to each director for review and edit
2. Send draft minutes to Scott Thomas
3. Upload approved minutes and any attachments to website
4. Send Henry water bills monthly
5. Upload Monthly Newsletter to website
6. ARC for 335 CDS approved
7. Please advise Henry reason pool/spa at \$1300 for Jan
8. Xfer \$40,000 Op to Res
9. Work Order to Whitlow Concrete - Approved Expanded bid
10. Add to next meeting's agenda:
  - a. Emergency Response Plan
  - b. Nomination Comm report/nominations
  - c. Reserve Study Proposal (incl in packet)

**Alexis**

1. Send call for Candidates ASAP

**Nate**

1. Get Vac Rental input from Atty

**Reminder:**

**Directors Meeting - Monday, March 4, 2019 at 6:00 pm**

**Reoccurring Maintenance**

| <u>EVENT</u> | <u>COMPANY</u> | <u>DATE DUE</u> | <u>OCCURANCE</u> |
|--------------|----------------|-----------------|------------------|
|--------------|----------------|-----------------|------------------|

*Work order to Cypress re approved metal posts*