

# CANON DEL SOL HOMEOWNERS ASSOCIATION

## BOARD OF DIRECTORS MEETING MINUTES

April 1, 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 6:03 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, Mary Ann Herlihy, Jesse Fielding, ~~and~~ Bruce Margon and Bob Carpenter

### OTHERS PRESENT

Nate Summer and 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.

### MINUTES

Minutes from the Board of Directors Meeting held on March 4, 2019 were approved as amended. *Motion, Seconded and Passed*

- Correct spelling under Old Business, item C. Replace ERP with CERT.

### FINANCIAL REPORTS

Financial reports for the 2-month period through February 28, 2019:

Balance Sheet Report – Total funds on deposit \$1,236,202.02

February Operating Fund Report – Revenues total \$31,768.12; Expenses total \$24,237.80; Net Gain of \$7,530.32

February Reserve Fund Report – Revenues total \$15,585.78; Capital Expenses total \$0; Net Income of \$15,585.78

Aged Receivables Report. With the exception of one owner, all members are current, and fifteen owners are prepaid.

### ON-SITE MANAGERS REPORT

Scott Thomas reported to Directors, in a written report, on items for the current period ending March 31, 2019. A copy of the report is made a part of these Meeting Minutes.

## PRESIDENTS REPORT

Landscaping Projects – The Board President reviewed the status of the median project and upcoming meeting with the farmer to discuss water system. The Board President also obtained a quote from K&D Landscaping for regular maintenance of the median at \$300 per month (CDS portion). Additional cleanup would require more funds, such as cleaning of ice plants and branches.

816000  
300 Per month

## RECAP OF WORK ORDERS AND CORRESPONDENCE

The Board reviewed work orders included in their packet.

## NEW WORK REQUEST

None

## LANDSCAPE COMMITTEE

No report

## ARCHITECTURAL COMMITTEE

No report

## SOCIAL

No report

## OLD BUSINESS

- A. Reserve Study Proposal – Board reviewed reserve study proposal from ARA. A motion was made to approve Level 2 with a 7-week turnaround at a cost of \$1,675. *Motion, Seconded and Passed*
- B. Street light conversion invoice – Board reviewed ACO invoice for converting street lights to LED. A motion was made approve and pay the invoice totaling \$4,667.14. *Motion, Seconded and Passed*
- C. Whitlow invoice – Board reviewed Whitlow Concrete invoice for the detention pond repair. A motion was made approve and pay the invoice totaling \$13,840. *Motion, Seconded and Passed*
- D. Nominating Committee – No other member has submitted a nomination. Call for candidates to be announced at the upcoming annual meeting.
- E. 2019 reserve projects – Board reviewed updated list of reserve projects
- F. Short-term rentals – Board discussed short-term rentals. A list of considerations was provided to the Board for review.
- G. Annual meeting – The annual meeting is schedule for Saturday, April 6. Annual meeting topics to include but not limited to: median project, stairs, assessments, landscaping, ARC applications, clubhouse remodel and emergency responded plan.
- H. Emergency Response Plan – Mary Ann discussed topics from the last response plan meeting including an alternate exit gate.

From reserve funds

From reserve fund

**NEW BUSINESS**

- A. Pool light replacement - Board reviewed ACO invoice for pool light replacement. A motion was made approve and pay the invoice totaling \$616.75. *Motion, Seconded and Passed*
- B. Picket fence replacement – Board discussed repair and/or replacement of the picket fence. Board to inspect fence and discuss at the next Director’s meeting.
- C. Pressure washing estimate - Board reviewed estimate from C&J Cleaning and Pressure Washing. A motion was made to approve the estimate at a cost of \$9,095. *Motion, Seconded and Passed*
- D. 2019 Insurance renewals – A list of 2019 insurance premiums were provided to the Board for their records.

**HOMEOWNERS FROM THE FLOOR**

None

**NEXT MEETING DATE CONFIRMED**

Directors Meeting – May 6, 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 7:58 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.