

CANON DEL SOL HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

April 6, 2020 at 4:00 p.m.

Meeting held via Video Conference – Notice sent to all Owners and Posted

CALL TO ORDER

The meeting was called to order at approximately 4:12 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, Judy Mathews.

OTHERS PRESENT

Homeowners Zetta Hadden & Colin Tierney. Nate Summer & Tom Hewett from the Management Company. Nate served as the recording secretary appointed at the outset of the Meeting.

MINUTES

Minutes from the Board of Directors Meetings held on March 2nd, 2020 were reviewed and Tabled due to incomplete minutes distributed to Board members

FINANCIAL REPORTS

Financial reports for the 2-month period February 1, 2020 through January 31, 2020:

Balance Sheet Report – Total funds on deposit \$1,247,983.

Operating Fund Report – Revenues total \$60,422. Expenses total \$56,756; Net Gain of \$3,667.

Reserve Fund Report – Revenues total \$40,163.; Capital Expenses total \$8,302.; Net Income of 31,862

Aged Receivables Report. All 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

None

OLD BUSINESS

- A. Election Rules – Election Rules were previously distributed to all owners for comments. With no comments received, a Motion was made to approve the Election Rules with a goal of completing the Board election as soon as possible. Motion made, Second, Passed 5-0. Nominating Committee reported that only Colin Tierney has expressed interest in running.

HOMEOWNERS FROM THE FLOOR

None

MEETING ADJOURNED

There being no further business to bring before the Association's Board of Directors, the meeting was adjourned at approximately 4:33 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.

Canon Del Sol Property Report March 2020

March 2020 Items-

- Comcast finished the porting process, and took over the old AT&T secondary phone line in the clubhouse that services the fire alarm system. Comcast technician came out and finalized the physical hookup to the fire alarm system.
- Irrigation pipe and sprinkler fixes throughout the complex. (Aqua Green Company)
- Monthly common area lighting checks.
- Weekly clubhouse and pool restroom cleaning, stock supplies.
- Contact Whitlow Concrete to get a bid on break out, removal, and replacement of the top section of stairs behind the tennis courts, going down to Oyster Dr. (Bid received)
- Contact Mark Rood Paving Company to get a second bid on fixing the asphalt problem at the corner of Pismo Dr. at Clamshell Dr. (Bid received)
- Contact the Saviano Company to get a quote on repairing cracks and tears on the tennis court surface. (Quote received)
- Clear all leaves and debris from the pool, and tennis court enclosures.
- Clean, and tune up all of the gas powered landscape tools kept in the pool equipment room. (hand held string trimmer, hand held leaf blower, walk behind string trimmer, hedge trimmer)
- Gutter / downspout cleaning, and evaluation in painting section "A". The work was performed by J's Custom Painting.
- Cardiff Pest Control performed an exterior termite inspection for section "A".
- Progressive Pools was contacted to turn off the spa heater, cancel starting up the pool heater, and put up "pool closed" sign at the gate due to covid-19 rules put into place.
- Put up signs in the marquis, as well as inside the clubhouse front door saying that due to covid-19, the clubhouse and pool are closed until further notice.
- Installation of a secondary lock on the clubhouse front door, so that no unauthorized access occurs.
- Inspect all gutter/downspout connections in section "A", and make a list of any problems or missing items by street name and address.
- Review the tree trimming list made previously by Scott and Henry, check off completed items, and list some new trees that need attention.
- Quilici Landscaping installed new drain box and pipe, to mitigate soil erosion near the corner of the driveway at 449 Arca Dr.
- Planting of bushes and ground cover on OysterDr. and Santa Monica Dr.
- Test Irrigation system. Perform repairs in Section "B", zone 14. (Santa Monica and Sea Horse)

Projected for April 2020-

- More landscape irrigation sprinkler heads need to be fixed or replaced. (Aqua Green)
- Build new redwood planter box to be placed near the entrance to the clubhouse. (Tom)
- Get parts for, and fix downspout issues found in section "A" (Tom)

- Trimming of trees close to, or touching houses throughout the complex. Removal of dead trees and branches. (Quilici Landscaping)
Items to be disposed of inside, and outside of clubhouse (old furniture, tables, chairs, junk behind clubhouse, etc. Make a dump run. (Tom)
- Make a list of erosion related issues throughout the complex. (Tom)
- Look into more modern light fixtures to replace old, dated ones in front of the clubhouse. (Tom)
- Follow up with board members regarding bids received for concrete, paving, and tennis courts repairs.
- Remove broken conduit and control wire going from the pool equipment room to the hot tub controls, and replace with new. (Tom)
- Purchase new bbq covers for the patio area behind the clubhouse. (Tom)