

CANON DEL SOL HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

May 4, 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 4:06 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 Howard Kalt & Monna Lang & Hal Arnon. Nate Summer & Tom Hewett from the Management Company. Nate served as the recording secretary appointed at the outset of the Meeting.

MINUTES

Draft Minutes from the Board of Directors Meetings held on March 2nd, 2020 and April 6, 2020 were reviewed and amendments proposed. A motion was Made, Seconded and Passed (MSP) to approve as amended.

FINANCIAL REPORTS

Financial reports for the 3-month period January 1, 2020 through March 30, 2020:

Balance Sheet Report – Total funds on deposit \$1,281,102.

Operating Fund Report – Revenues total \$90,323. Expenses total \$82,015; Net Gain of \$8,307.

Reserve Fund Report – Revenues total \$60,366.; Capital Expenses total \$10,802.; Net Income of 49,564

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. Clubhouse Rules – Two comments from members were received from homeowners and responded to as appropriate. A Motion to accept the Rules with minor (non-substantive) changes MSP 5-0.
- B. Tennis Court Repairs – After discussion Motion to approve proposal to repair tennis courts. MSP 5-0

- C. Clamshell Street Repair – Due to damage that has developed in the road surface a Motion was made to remove damaged asphalt and replace. Additional work may be necessary and will be identified once the work commences. Motion to approve proposal submitted by Earth Works – MSP 4-0-1 (Mathews abstain)
- D. Concrete Steps Repair – Board reviewed proposal to repair damage to steps below tennis courts to repair existing damage to stairs. Tabled to June.
- E. Structural Repairs – 424 Arca repairs scope to be included in section A siding project. 319 CDS repairs to be added to Section A siding project if possible.
- F. Landscape Projects – Projects previously considered on Sea Horse/CDS and behind 455 Arca were reviewed. Motion to approve both projects MSP 5-0. Myoporum tree removal proposal tabled but Motion to purchase mulch for later use to be deposited in clubhouse parking lot at cost of \$400. MSP 5-0.
- G. Section A Structural Repair incl Termite Damage – Board reviewed multiple bids and Motion was made to approve Tru Construction to proceed as soon as possible with contingency of 20% based on a bid of \$72,318.69. MSP 5-0
- H. Drainage Repair – Project repairs at cost \$965 were completed at 329 & 341 CDS and projects \$575 at 449 & 484 Arca will be undertaken later this week.
- I. Concrete Repair – Tom to work with Witlow to review.
- J. Clubhouse Access Control – Motion to install 2 Nest cameras at cost NTE \$500 and subscription cost NTE \$150.00.
- K. Election of Directors – Board determined to proceed with election of Directors in August based on the adoption of revised Election Rules. Board will NOT solicit candidate communications from candidates.

NEW BUSINESS

- A. Resident Stickers & Guest Cards – Board discussed possibility of distributing owner and guest parking permits. Motion to obtain guest parking permits (2 per unit). Motion failed due to lack of second.
- B. Dryer & Chimney Cleaning – Tabled to June.

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 6:12 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 April 2020

April 2020 Items-

- Irrigation pipe and sprinkler repairs, and or replacement on Pismo and Canon Del Sol Drives. (Aqua Green Company)
- Monthly common area lighting checks.
- Weekly pool restroom cleaning, stock supplies.
- Refill dog waste bag stations weekly.
- Trimming of larger and smaller branches growing into the beach path.
- Clearing of weeds on both sides of the beach path with string mower.
- Install downspout elbows where needed, to direct water away from homes.
- Clear all leaves and debris from the pool, and tennis court enclosures.
- Install new dusk till dawn led light near the clubhouse front door.
- Planting of more bushes and ground cover on Oyster, Santa Monica, Marina Del Rey, and Sea Horse.
- Remove and replace old broken conduit, wire, and electrical boxes for hot tub timer / emergency shut off button and alarm. Paint conduit to match fencing.
- Break up, and dig out old sign posts and concrete in front of 341 Canon Del Sol, in preparation for drainpipe installation.
- Downspout drain pipe repairs and extensions in driveway medians on Canon Del Sol.
(Work performed by Quilici Landscaping)
- Investigate a complaint about ground erosion on hillside next to 484 Arca Dr.
- Meet with Whitlow concrete to get a bid on partial driveway, and walkway replacement, as well as tree root removal, for 407 Canon Del Sol.
- Turn all irrigation timers back on, for Spring / Summer seasons.

- Deliver home / termite inspection reports for 424 Santa Monica, and 319 Canon Del Sol to Tru Construction, so that they may review and submit bids for repairs noted by inspectors. (HOA responsibility items only)

Projected for May 2020-

- Quilici Landscaping to address erosion problem at 484 Arca Dr, and pour a concrete swale next to the driveway at 449 Arca Dr. directing water towards the drain, recurring erosion problems there.
- Purchase a new redwood planter for the front of the clubhouse.
- Trimming of trees close to, or touching houses throughout the complex. Removal of dead trees and branches. (Quilici Landscaping)
- Look into more modern light fixtures to replace old, dated ones in front of the clubhouse. (Tom)
- Purchase new bbq covers for the patio area behind the clubhouse. (Tom)
- Obtain bids for the cleaning of the clubhouse floors, so that once it is open again, it will be professionally cleaned once a month.
- Obtain bids for dryer vent, and chimney cleaning in painting section "A"
- Fix tiles that have come off of the sink vanities in the pool restrooms.
- Continued beach path maintenance.
- Install new tennis net for the court closest to the pool.