

# CANON DEL SOL HOMEOWNERS ASSOCIATION

## BOARD OF DIRECTORS MEETING MINUTES

May 7, 2018 at 6:00 p.m.

CDS Clubhouse, 400 Abalone Drive, La Selva Beach

### CALL TO ORDER:

The meeting was called to order at approximately 6:00 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, Mary Ann Herlihy, Bruce Margon

Absent: Jesse Fielding

### OTHERS PRESENT:

Nate Summer & 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.

Homeowners: John & Roberta Bessa, 478 Abalone Drive

Gloria Johnson, 442 Oyster Drive

### MINUTES:

Minutes from the Board of Directors Meeting held on April 2, 2018 were approved as presented.

### APPOINTMENT OF OFFICERS:

A motion was made to elect and appoint the following as the officers of the Association. *Motion, Seconded and Passed.*

<b>President</b>	Henry Bose
<b>Vice President</b>	Mary Ann Herlihy
<b>Secretary</b>	Jesse Fielding
<b>Treasurer</b>	Bob Carpenter

### FINANCIAL REPORTS:

Financial reports for the 3-month period through March 31, 2018:

Balance Sheet Report – Total funds on deposit \$1,279,249

Operating Fund Report – Revenues total \$29,599; Expenses total \$24,582; Net Income of \$5,017

Reserve Fund Report – Revenues total \$17,291; Capital Expenses total \$5,854; Net Income of \$11,437

Aged Receivables Report. All members are current with two exceptions. Twenty-seven owners are prepaid.

**ON-SITE MANAGERS REPORT:**

Scott Thomas reported to Directors, in a written report, on items for the current period ending April 30, 2018. A copy of the report is made a part of these Meeting Minutes.

**PRESIDENTS REPORT:**

Sand Dollar Median – An email was received from a homeowner objecting the project and the use of funds. A copy of the President’s response was sent to each Board member and now accompanies these minutes. The Association’s application for an Encroachment Permit from the County remains in process with the County requesting additional information – drawings – of the irrigation system.

**RECAP OF WORK ORDERS AND CORRESPONDENCE:**

The Board reviewed work orders included in their packet.

**NEW WORK REQUESTS:**

None

**LANDSCAPE COMMITTEE**

Median – See Presidents Report

**ARCHITECTURAL COMMITTEE:**

296 Pismo Drive – A motion was made to approve the sliding glass door replacement. *Motion, Seconded and Passed.*

A discussion regarding the process of ARC applications and approvals was tabled until the next meeting when Jesse Fielding is present.

**SOCIAL:**

A July 4<sup>th</sup> party is being planned. A motion was made to approve the budgeted cost for the party of \$350.00. *Motion, Seconded and Passed.*

**OLD BUSINESS**

- A. Chimney Cleaning – Work in process. Per A-1 Chimney there are approximately 15 homeowners/units that need to be scheduled. Efraim has attempted to contact via phone, email and door knocking.
- B. Section C Deck Inspection Report – Quote requests have been sent for repair work per the Inspection Report from David Parks.
- C. Section C Siding and Trim Repairs – A motion was made to accept the proposal from David Parks in the amount of \$7,325 for siding repairs. *Motion, Seconded and Passed.*
- D. Beach Stairs – A letter campaign was discussed. Henry to provide letter suggestions/examples to homeowners.
- E. Sand Dollar Median – see President’s Report
- F. 2018 Reserve Projects – An updated list of the projects was provided to the board. No changes were made.

**NEW BUSINESS**

- A. Dry Rot Repairs – 478 Abalone Drive  
John and Roberta Bessa were present to discuss repairs to the exterior damage around the bay window and asked the Board to assume responsibility. The board advised John and Roberta to contact the window replacement company for warranty information on the work performed before going further. Tabled

- B. Letter to Homeowners – The copy of the proposed letter to homeowners included in the Board packet was approved.
- C. Homeowner Newsletter – Lorraine Margon would like to volunteer and create a newsletter to be provided to homeowners on a regular basis. This newsletter would be created by Lorraine and provided to ACO for distribution. Approved
- D. Outside Lights – Bob Carpenter suggested replacing all building exterior lights to LED. Fixtures and bulb replacement to be consistent through-out property. Bob to further research lighting.

**HOMEOWNERS FROM THE FLOOR:**

John & Roberta Bessa, 478 Abalone Drive - see New Business, item A  
 Gloria Johnson, 442 Oyster Drive - Gloria asked the Board to discuss the idea of beginning a regular Homeowner gathering at the Clubhouse.

**NEXT MEETING DATE CONFIRMED:**

Directors Meeting – June 4, 2018 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 7:50 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.