

CANON DEL SOL HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

June 4, 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, Jesse Fielding and Bruce Margon

Absent: None

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.

MINUTES:

Minutes from the Board of Directors Meeting held on May 7, 2018 were approved as presented.

FINANCIAL REPORTS:

Financial reports for the 4-month period through April 30, 2018:

Balance Sheet Report – Total funds on deposit \$1,247,440

Operating Fund Report – Revenues total \$29,975; Expenses total \$32,925; Net Loss of \$2,949

Reserve Fund Report – Revenues total \$17,332; Capital Expenses total \$2,175; Net Income of \$15,158

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

ON-SITE MANAGERS REPORT:

Scott Thomas reported to Directors, in a written report, on items for the current period ending May 31, 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.

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:

Board to review short and long ARC Forms to discuss in next Director's meeting.

SOCIAL:

A July 4th party is being planned and scheduled for June 30, 2018.

OLD BUSINESS

- A. Chimney Cleaning – Work in process. Scott reported that there are five units left. Attempts were to contact the owners of such units with no response.
- B. Section C Deck Repairs – Henry reported that the TRU Construction bid was based on the Exterior Decks Inspection Report from David Sparks and included all recommended work. Actual repairs to be completed are those identified as needing immediate repair work by photograph in the Parks Report and will be made by Green Construction. Budgetary changes should be considered to accommodate the remaining suggested repairs.
- C. Sand Dollar Median Improvements – see President's Report
- D. Dry Rot Repairs, 478 Abalone – A letter was sent to Aptos Glass, who originally installed the bay window. Scott received a call from Aptos Glass that the window was on order for replacement. Homeowners to coordinate and oversee the replacement of the window.
- E. Insurance – The Board has requested that a call be schedule with the insurance broker during the next Director's meeting.

NEW BUSINESS

- A. 2018 Reserve Projects – An updated list of the projects was provided to the Board. No changes were made at this time.
- B. Pool Equipment Rood Door Replacement – A quote was presented to the Board from TRU Construction but may be for only one set of doors. Both sets of doors need to be replaced. Cara to request a revised quote.
- C. Replace Mailbox/Mailbox Numbers – Mailboxes to be cleaned and coated with ArmorAll and only to be replaced as needed. A suggestion was made that all mailboxes within a group be replaced if one or more need replacement. The Board has requested that the order be placed for the mailbox numbers and provide them to Scott. Scott to contact HDS and discuss labor needed.
- D. Detention Pond – Scott Thomas and Henry Bose met with a Civil Engineer. Possible erosion has been detected. Civil Engineer to provide full report. A motion was made to approve \$2000 cost need for the Civil Engineer. *Motion, Seconded and Passed.*
- E. Fence Repairs – Three quotes were presented. The board requested a revision of one quote as it did not contain the approximate measurements.
- F. Pool/Tennis Courts Cloth Repair and/or Replacement – Scott to look at how much material is on hand for replacement and/or repairs and work with HDS on what needs to be repaired or replaced.
- G. ARC Application Requirements/Procedures – See Architectural Committee

HOMEOWNERS FROM THE FLOOR:

No homeowners attended the meeting or presented anything for consideration from the floor.

NEXT MEETING DATE CONFIRMED:

Directors Meeting – July 2, 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 7:10 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.