

CANON DEL SOL HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

July 3, 2018 at 10:00 a.m.

Anderson & Company, 783 Rio Del Mar Blvd. #59, Aptos

CALL TO ORDER:

The meeting was called to order at approximately 10.00 a.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 and Bruce Margon
Via Phone: Mary Ann Herlihy and Jesse Fielding
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.

Given the schedule of the Board members participating in the meeting by phone, the Board agreed to first consider the issued involving the painting contractor's submission of a change order request claiming that significant additional labor and materials were required as a result of a significant increase in prep work, principally unit scraping, then originally estimated. The Board reviewed the contract and considered its options which included acceptance of the request, retaining another contractor to complete the project, legal action and negotiating a fair result with the contractor. After the review, upon motion duly made and seconded, the Board unanimously authorized the President to negotiate a resolution of the claim with the existing contractor.

The President then reported that in the preparation work for the painting of Section C it became apparent that redwood railing, pickets, steps, decking and fascia boards for decks and entryways in Section C, needed considerable work. In addition, deck brackets were experiencing significant rusting. The President then stated that he had authorized the sanding of all handrails only and the epoxy treatment of the deck brackets. Upon motion duly made and seconded sanding of the handrails and epoxy treatment of the deck brackets was approved.

Jesse Fielding and Mary Ann Herlihy exited the meeting.

MINUTES:

Minutes from the Board of Directors Meeting held on June 4, 2018 were approved as presented.

FINANCIAL REPORTS:

Financial reports for the 5-month period through May 31, 2018:

Balance Sheet Report – Total funds on deposit \$1,279,533

Operating Fund Report – Revenues total \$29,574; Expenses total \$22,299; Net Income of \$7,275

Reserve Fund Report – Revenues total \$17,378; Capital Expenses total \$1,850; Net Income of \$15,528

Aged Receivables Report. All members are current with two exceptions. Thirteen owners are prepaid.

ON-SITE MANAGERS REPORT:

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

PRESIDENTS REPORT:

No report

RECAP OF WORK ORDERS AND CORRESPONDENCE:

No report

NEW WORK REQUESTS:

Bob Carpenter reported that the ivy against his unit is getting out of hand and may create a rodent problem. Asked that it would be trimmed back or removed.

LANDSCAPE COMMITTEE

None

ARCHITECTURAL COMMITTEE:

No report

SOCIAL:

The July 4th party has been rescheduled to July 14, 2018.

OLD BUSINESS

- A. LED Lighting – The Board review the proposal from John Hope Electric. The Board asked to defer the proposal for the street lights as the landscaping lights may be added. Scott Carpenter to work with Cara on a new proposal to include landscaping LED lighting. A motion was made to accept the proposal to replace the lights around the tennis courts at \$950.00 and lights around the clubhouse at \$1,611.00. *Motion, Seconded and Passed.*
- B. Fence Repairs – The Board has asked for revised proposals to include metal posts
- C. Mailboxes – Custom numbers have been ordered
- D. Pool/Tennis Courts Cloth Repair/Replacement – Scott Thomas working with HDS
- E. Salt Water Pool Conversion – Defer to September 2018

NEW BUSINESS

- A. Section C Gutters – Scott Thomas received a call from Guy's Gutters and will follow up
- B. Railing Prep/Rusted Metal Epoxy – An email from Jesse Gullings was presented to the Board with a cost description for the railing prep and rusted metal epoxy at a cost of \$3,550. A motion was made to approve this additional cost. *Motion, Seconded and Passed.*
- C. Echo subscription – Board members currently receiving the Echo issue have decided not to continue with the subscription.

- D. *Addition to Agenda* – A Termite Inspection report from homeowner Julie Virga was presented to the Board. This was a Termite Inspection she had requested on her own since she wasn't satisfied with the Inspection the Board has previously provided. Per her request, the termite inspector cut a hole in the master bedroom closet for access to the crawl space. Julie Virga is asking the Board to reimburse her for the cost of repairing the floor and/or work performed by Termite Biz Inc in the amount of \$850. The Board unanimously agrees that because the work performed was inside the unit, it shall be the owner's responsibility. A motion was made to deny the reimbursement to the Virgas. *Motion, Seconded and Passed.*

HOMEOWNERS FROM THE FLOOR:

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

NEXT MEETING DATE CONFIRMED:

Directors Meeting – August 6, 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 11:37 a.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.