

CANON DEL SOL HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

August 6, 2018 at 6:00 p.m.

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

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, Mary Ann Herlihy, Bob Carpenter, 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 July 3, 2018 were approved as presented.

FINANCIAL REPORTS

Financial reports for the 6-month period through June 30, 2018:

Balance Sheet Report – Total funds on deposit \$1,275,160

Operating Fund Report – Revenues total \$30,131; Expenses total \$25,634; Net Income of \$4,497

Reserve Fund Report – Revenues total \$17,414; Capital Expenses total \$24,641; Net Loss of (\$7,227)

Aged Receivables Report. All members are current with two exceptions. Thirty-three owners are prepaid.

ON-SITE MANAGERS REPORT

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

None

LANDSCAPE COMMITTEE

None

ARCHITECTURAL COMMITTEE

Four ARC applications were review by the Board. The following application were approved by the ARC Committee on July 26, 2018.

- 479 Arca Drive (Maselli) – Windows/Sliding Door
- 476 Arca Drive (Benevento) – Windows, sun tunnel(s), gas fireplace insert
- 367 Clamshell Drive (Polanowski) – Windows
- 435 Oyster Drive (Bilby) – Windows

Upon motion duly made and seconded, the foregoing applications are unanimously approved by the Board, subject the standard conditions accompany such approvals.

Out of Order

Scheduled call at 6:15 with Insurance Broker, Kurt Labarre

A conference call was placed with Kurt Labarre regarding Canon del Sol's current policy coverage in comparison to the All-in Coverage quoted earlier this year.

SOCIAL

No report

OLD BUSINESS

- A. TerraX Reports – Reports for April, May and June were provided. The Board had no comments or questions in reference to the reports.
- B. Detention Pond – The Board reviewed the Erosion Repair Assessment report provided by Rodney Cahill, Civil Engineer with three design options for erosion repair, which include:
 - Option 1 – Angular Rock Slope Protection - \$4,000
 - Option 2 – Concreted Rock Slope Protection - \$4000
 - Option 3 – Retaining Wall - \$6,000The Board discussed moving forward with the repair work without the design work. The Board asked that ACO provide a list of contractors to bid job, for option 2.
- C. Pool Equipment Doors – ACO obtained a revised bid from Tru Construction for the two sets of doors which was approximately double the previous bid for just one set of doors (bid was missing from the packet). The Board asked that Tom from ACO look at the doors to see if it's something he could do at the hourly rate plus materials.
- D. Insurance Call – see above agenda "out of order" item
- E. The President then described the current status of the median project. He stated that the project had been divided into 3 phases (1) site preparation (2) installation of an irrigation system and (3) planting. He also stated that encroachment permits had been obtained that cover all 3 phases and those working on the project were recommending going forward with the first phase of Sand Dollar Drive, the farmer having indicated a willingness to make water available on the median itself. Finally, the President stated K&D Landscaping had been selected to do the work and that he had a proposed contract from K&D between K&D and both Canon del Sol HOA and San Dollar Beach HOA for the first phase work at a cost of \$19,860 which would be split equally by the two HOAs. Upon motion duly made and seconded, the Board unanimously approved going forward with the Sand Dollar median improvement in conjunction with Sand Dollar Beach HOA, the improvement project being determined to be in the best interest of the

Association and its members and the value of properties within the development. Upon motion duly made and seconded, the Board also unanimously approved the execution by the President of a contract with K&D for the first phase of the project in the above stated amount. Finally, the Board unanimously approved the payment of \$800 to the County for the Encroachment Permit covering the installation of the proposed irrigation system.

The President then stated that the agreement with Sand Dollar Beach HOA to jointly pursue the improvement project sharing equally in the cost was oral and that to date the cost sharing arrangement and other project determinations was proceeding smoothly without major difficulties. However, he further indicated that now that the project was being implemented the contracts and amounts in play would be greater and that with respect to contracts executed by both HOAs without a severability provision technically both HOAs would be liable to K&D for the full contract price. Possible contract and payment arrangements were discussed including utilization of separate project bank account. It was determined to continue under the oral arrangements as project matters were currently being conducted.

- F. Reserve Project List – The Board President provided ACO with an edited copy of the 2018 Reserve Project List. ACO to make the appropriate corrections and distribute to Board members.

NEW BUSINESS

- G. Section C Gutters – A quote from AR Gutters was reviewed by the Board to replace gutter in Section C at a total cost of \$36,800. Scott Thomas met with estimator from Guy's Gutters...the quote is yet to be received. The Board asked that this be tabled until the quote from Guy's Gutters is received.
- H. Short-term Rentals – The Board discussed the use of the units as short-term rentals and whether restriction should be established. The Board would like to continue the discussion at a later meeting pending review of guidelines that may already be established by other associations and/or home owners.
- I. *Addition to Agenda* – The Board reviewed a quote previously submitted by Tru Construction to repair the wire fence at the pool. A motion was made to move forward with the work at a cost of \$552.85 as a Repair & Maintenance item. *Motion, Seconded and Passed.*
- J. *Addition to Agenda* – The Board then discussed the Margaret Cardiel (412 Oyster) proposed extension of her deck which had been approved by the Board some time ago. The Board determined that since the extension had been approved more than two years ago and no action taken by Margaret in the time since approval, she would have to go through the approval process again. The focus being on potential concerns by neighbors.

HOMEOWNERS FROM THE FLOOR

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

NEXT MEETING DATE CONFIRMED

Directors Meeting – September 10, 2018 at 3:00 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 7:45 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.