

CANON DEL SOL HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

September 10, 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 3:08 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 and homeowner Margaret Cardiel.

MINUTES

Minutes from the Board of Directors Meeting held on August 6, 2018 were approved as amended:

- Remove "on both sides" under Old Business item E
- Correct spelling error under Old Business item E

FINANCIAL REPORTS

Financial reports for the 7-month period through July 31, 2018:

Balance Sheet Report – Total funds on deposit \$1,239,754

Operating Fund Report – Revenues total \$30,096; Expenses total \$26,885; Net Income of \$3,211

Reserve Fund Report – Revenues total \$17,423; Capital Expenses total \$60,149; Net Loss of (\$42,726)

Aged Receivables Report. All members are current with one exception. Forty-six owners are prepaid.

ON-SITE MANAGERS REPORT

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

The Board reviewed work orders included in their packet.

NEW WORK REQUEST

None

LANDSCAPE COMMITTEE

None

ARCHITECTURAL COMMITTEE

467 Arca Drive – A Draft Agreement regarding installation of skylights was presented to the Board by the President for review.

SOCIAL

No report

OLD BUSINESS

- A. Pool Equipment Doors – Job has been completed by Tom at ACO
- B. Insurance Policy – A motion was made to approve the Policy change to the “All In” General Policy as previously quoted by LaBarre/Oksnee Insurance at the annual cost of \$35,290. Policy to be placed in effect ASAP with no change to the expiration date. *Motion, Seconded and Passed*
- C. Short Term Rentals – Defer until next meeting
- D. Salt Water Pool – Defer...the Board would like to review the cost in context and budget.
- E. Pool chain link fence – Job has been completed by Tru Construction. The Board reviewed before and after pictures provided in their packet.
- F. Median Project – The Board reviewed a list of estimated costs provided in their packet by the Board President.

NEW BUSINESS

- A. Section C Gutters – Quotes from AR Gutters and Guy’s Gutters were reviewed. Consideration of replacement is being pushed to when sections A, B and C will be painted in the future. Expected cost to be added to reserve plan.
- B. Gas line replacement – Scott Thomas reported a gas leak at the clubhouse. The gas has been shut off and Scott is currently working with Bellows and Wilson plumbing for bids. A third bid from Santa Cruz Plumbing is pending. A motion was made to approve the cost of the repair, using vendor with the lowest bid. *Motion, Seconded and Passed*
- C. Pool filter replacement – Progressive Pools advised that this is overdue and must be done ASAP. A motion was made to approve the replacement cost of the filters, ranging from \$650 to \$800. *Motion, Seconded and Passed*
- D. Pool drain covers – Progressive Pools advised that this is overdue and must be done ASAP. A motion was made to approve the replacement cost of the drain covers, ranging from \$750 to \$800. *Motion, Seconded and Passed*
- E. Deck Extension (412 Oyster) – see Homeowners from the floor
- F. ARC Short Form revision – The Board President suggested that the Board adopt an expedited procedure for those architectural changes requiring Board or committee approval but that fell within prescribed specifications. He presented a suggested revised short form approval application which could permit owners to go forward with changes without awaiting Board approval at a formal meeting.
- G. 2019 Draft Budget & Reserve Plan – A copy of the 2019 Proposed Budget was submitted for review.

HOMEOWNERS FROM THE FLOOR

Homeowner Margaret Cardiel of 412 Oyster Drive was present. Margaret submitted an application for her deck extension as the approval of her application previously submitted was over two years old. She also provided the Board with a copy of the plans for the extension. A letter needs to be sent to her surrounding neighbors regarding her deck extension for any objections and/or concerns. Neighbors have 30 days to respond. A motion was made to approve the ARC application as presented subject to neighbor comments. *Motion, Seconded and Passed*

NEXT MEETING DATE CONFIRMED

Directors Meeting – October 1, 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 4:50 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.