

CANON DEL SOL HOMEOWNERS ASSOCIATION

**BOARD OF DIRECTORS MEETING MINUTES**

October 3, 2016 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, Jesse Fielding, Mary Ann Herlihy, Paul Van Hoorickx and Colin Tierney.

Absent: None.

**OTHERS PRESENT:**

Nate Summer and Michele Suttora, from the Management Company, Michele 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 September 7, 2016 were approved as amended:

**FINANCIAL REPORTS. Reserve Fund Report. Change period to comma in Revenues total \$129,918**

**Applicable Improvement Standards. Capitalize the "I" in Improvement**

**Delete – Homeowner Installations paragraph.**

**HOMEOWNERS FROM THE FLOOR.**

None.

**FINANCIAL REPORTS:**

Financial reports for the 8 month period through August 31, 2016:

Balance Sheet Report. Total funds on deposit \$1,047,421.

Operating Fund Report. Revenues total \$229,436. Expenses total \$192,384. Net change +\$37,052.

Reserve Fund Report. Revenues total \$148,432. Capital repairs total \$136,606. Net change +\$11,827.

Aged Receivable Report. All members are current with five exceptions, all under 30 days past due. Thirty nine owners are prepaid.

**ON-SITE MANAGERS REPORT:**

Scott Thomas reported to Directors, in a written report, on items for the current period ending September 30, 2016. A copy of the report is made a part of these Meeting Minutes.

**RECAP OF WORK ORDERS AND CORRESPONDENCE:**

None.

**NEW WORK REQUESTS:**

None.

**LANDSCAPE COMMITTEE:**

**Monthly Maintenance Proposals.** Tabled until November.

**Beach Path Stairs.** None.

**Applicable Improvement Standards.** The Board reviewed the standards included in their packet.

**Homeowner request for landscape reimbursement.** The Board reviewed the request submitted for reimbursement in the amount of \$700 for landscape plans. No action taken at this time.

**ARCHITECTURAL COMMITTEE:**

None.

**SOCIAL:**

None.

**OLD BUSINESS**

**Review Policies & Practices.** Tabled.

**Capital Improvement Projects.** Tabled.

**Rat Abatement.** Tabled for further information.

**Clubhouse Remodel.** Tabled for more information.

**NEW BUSINESS**

**Homeowner request for reimbursement.** The Board reviewed a request from a homeowner for \$140 reimbursement for their gas fireplace inspection from April. A motion was made to reimburse the homeowner \$100, the amount the association would have paid for the inspection, seconded, and passed unanimously.

**Letter to homeowners.** Tabled.

**Solar.** Colin presented information he obtained regarding installing solar on the clubhouse. Tabled for further information.

**2017 Operating & Reserve Plan (1<sup>st</sup> draft).** The Board reviewed the draft 2017 budget included in their packet. Tabled until November.

**NEXT MEETING DATE CONFIRMED:**

Directors confirmed that they will meet next on Monday, November 7, 2016 at 6:00 P.M.

**ADJOURNMENT:**

There being no further business to bring before the Association's Board of Directors, a motion was duly made, seconded, and by unanimous voice vote of Directors present adjourned the public portion of the Meeting at 7:35 p.m.

**WIFI IN THE CLUBHOUSE.**

Password: **510cb1bc77e2a8674171**

**IMPORTANT REMINDER!**

**EMERGENCY CONTACTS:**

<b>SCOTT THOMAS, ONSITE MANAGER</b>	<b>(831) 722-4048</b>
<b>ANDERSON &amp; COMPANY</b>	<b>(831) 688-1090</b>
<b>FIRST ALARM</b>	<b>(831) 684-1111</b>

**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.