

# **CANON DEL SOL HOMEOWNERS ASSOCIATION**

## **BOARD OF DIRECTORS MEETING MINUTES**

October 1, 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 6:04 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 September 10, 2018 were approved as amended:

- Correct time and location of meeting on header

### **FINANCIAL REPORTS**

Financial reports for the 8-month period through August 31, 2018:

Balance Sheet Report – Total funds on deposit \$1,176,949

Operating Fund Report – Revenues total \$29,835; Expenses total \$32,936; Net Loss of \$3,101

Reserve Fund Report – Revenues total \$17,388; Capital Expenses total \$82,122; Net Loss of \$64,734

Aged Receivables Report. All members are current with two exceptions. Eleven 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, 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**

No report

## **ARCHITECTURAL COMMITTEE**

No report

## **SOCIAL**

No report

## **OLD BUSINESS**

- A. Deck Expansion (412 Oyster) – The Board requested that an approval letter be sent to the owner if no response from neighbors by the cutoff date of October 12, 2018
- B. ARC Short Form Revision – The Board reviewed the ARC form and requested the following revisions:
  - Add “Doors to be consistent in style to other doors in the same structural building.” Applicable to items 1, 2 and 3 on Exhibit A
  - Add “in full compliance with all applicable federal, state and local laws, codes and regulations to paragraph 3 of the form.

A motion was made to update the ARC Short Form with such revisions. *Motion, Seconded and Passed*

- C. 2019 Budget – Revisions to the budget were submitted by the Board President and reviewed by the Board with no objections.
- D. Detention Pond – Defer to November meeting. The Board President would like to contact Whitlow to discuss other options.
- E. Clubhouse remodel – Bob Carpenter discussed current items being reviewed such as door replacement, painting of the walls, new flooring, window coverings and lighting.

## **NEW BUSINESS**

- A. 6' Fence – The Board requested new quotes for entire fence, approximately 100 ft.
- B. Assessment change – The last change in assessments was made in 2013 and was a 5% reduction. Since then, no cost of living or other change has been made. The Board determined not to increase assessments.

## **HOMEOWNERS FROM THE FLOOR**

Homeowner expressed concern with the parking situation at the top of the hill at Sand Dollar. Henry will follow up.

## **NEXT MEETING DATE CONFIRMED**

Directors Meeting – November 5, 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 7:41 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.