

CANON DEL SOL HOMEOWNERS ASSOCIATION

**BOARD OF DIRECTORS MEETING MINUTES**

November 7, 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 October 3, 2016 were approved as amended:

**FOOTER: Change from October 1, 2016 to October 3, 2016**

**HOMEOWNERS FROM THE FLOOR.**

None.

**FINANCIAL REPORTS:**

Financial reports for the 8 month period through September 30, 2016:

Balance Sheet Report. Total funds on deposit \$1,048,046.

Operating Fund Report. Revenues total \$258,021. Expenses total \$221,278. Net change +\$36,742.

Reserve Fund Report. Revenues total \$166,928. Capital repairs total \$161,245. Net change +\$5,682.

Aged Receivable Report. All members are current with eight exceptions, all under 30 days past due. Thirty seven 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:**

The Board reviewed work orders included in their packets.

**NEW WORK REQUESTS:**

None.

**LANDSCAPE COMMITTEE:**

None.

**ARCHITECTURAL COMMITTEE:**

None.

**SOCIAL:**

There will be a holiday party on December 10<sup>th</sup>. The Board approved \$350 for the party. A check will be sent to Pat Vance.

**OLD BUSINESS**

**Monthly Landscape Maintenance Proposals.** A motion was made to continue in 2017 with current landscape company Quilici budgeting an operating expense the amount of \$54,000 annually and to be undertaken in 2017 with a 6 month evaluation, seconded, and passed unanimously.

**Landscape Projects.** The Board reviewed proposals for 3 landscape projects. A motion was made to accept the proposals from Quilici in the aggregate amount of \$14,110, seconded, and passed unanimously.

**Homeowner Request for landscape reimbursement.** Colin excused himself. The Board upheld their decision to not reimburse homeowner for landscape plans at this time, however, when the landscape committee gets to 442 Oyster the Board will then consider reimbursing homeowner for landscape plans subject to Board approval of plans.

**Sand Dollar Median.** A motion was made to allocate \$20,000 in the 2017 Operating budget for Sand Dollar Median, seconded, and passed unanimously.

**Rat Abatement Program.** A motion was made to accept the proposal from Cardiff Pest Control for a 6 month trial period, seconded, and passed unanimously.

**Clubhouse Remodel.** A motion was made NTE \$1,045 to hire designer to provide an overall design with specifications for the clubhouse, seconded, and passed unanimously.

A motion was made to make the following changes to the proposed 2017 Reserve Plan:

Window Coverings, \$6,000, no change useful life  
Interior Paint, \$12,000, no change useful life  
Carpet, \$10,000, useful life 10 years  
Furniture, \$10,000, useful life 5 years

**Adopt 2017 Operating Budget and Reserve Plan.** A motion was made to adopt the 2017 Operating Budget and Reserve Plan presented to the meeting with the changes required by the actions previously taken at this meeting with no dues increase, seconded, and passed unanimously.

**Letter to homeowners.** The Board reviewed the draft letter to homeowners, after Henry sends edits it will be distributed to all homeowners.

**Solar.** Tabled until 2018.

**Directory.** A motion was made to have the directories printed and include a copy of the CC&R's NTE \$1,000, seconded, and passed unanimously.

#### **NEW BUSINESS**

**Pool Cover.** A motion was made to purchase a thermal pool cover estimated to cost approximately \$3,000, seconded, and passed unanimously.

**Assessment Review.** A motion was made to keep assessment at current level, seconded, and passed unanimously.

**Gutter Cleaning.** No action taken at this time.

#### **NEXT MEETING DATE CONFIRMED:**

Directors confirmed that they will meet next on Monday, January 9, 2017 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 7:30 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.