

# **CANON DEL SOL HOMEOWNERS ASSOCIATION**

## **BOARD OF DIRECTORS MEETING MINUTES**

November 4, 2019 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, Bruce Margon, Bob Carpenter, Jesse Fielding & Mary Ann Herlihy

Absent: None

### **OTHERS PRESENT**

Nate Summer, from the Management Company. Nate served 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 homeowners Ryan Cizonin, Judy & Mark Matthews, John Bilby, Pat Vance, John Herlihy & Diane Lehmann.

### **MINUTES**

Minutes from the Board of Directors Meetings held on August 5, 2019 were approved as presented. *Motion made, Seconded and Passed*

### **FINANCIAL REPORTS**

Financial reports for the 5-month period through September 30, 2019:

Balance Sheet Report – Total funds on deposit \$1,270.890

Operating Fund Report – Revenues total \$286,183 Expenses total \$286,732; Net Loss of \$550

Reserve Fund Report – Revenues total \$141,785; Capital Expenses total \$53,451; Net Income of \$88,304.

Aged Receivables Report. With the exception of one owner, all members are current.

### **ON-SITE MANAGERS REPORT**

Scott Thomas reported to Directors, in a written report, on items for the current period ending September 30, 2019. A copy of the report is made a part of the Meeting Packet.

### **PRESIDENTS REPORT**

None

### **RECAP OF WORK ORDERS AND CORRESPONDENCE**

The Board reviewed work orders included in their packet.

### **NEW WORK REQUEST**

None

## **LANDSCAPE COMMITTEE**

No Committee report. A motion was made to retain Quillici Landscape for 2020. MSP

## **ARCHITECTURAL COMMITTEE**

Application to upgrade existing solar system at 431 Santa Monica to include PGE required exterior meter & disconnect in courtyard was approved by the ARC Committee and affirmed by the Board.

## **SOCIAL**

Pat requested \$400 for Holiday Party.

## **OLD BUSINESS**

- A. Seal coating of roads & Parking – Work is substantially complete. Punch list items remain including response to damage caused at clubhouse entry railing
- B. Short Term Rental Policy – Henry summarized the process to date for those present & invited comments from the floor. 5 Homeowners addressed the Board. The Board then discussed approaches to move the process forward. Henry will prepare a proposal for further consideration.
- C. Clubhouse Lighting – Board reviewed lighting proposals received through Gloria Johnson. Board determined to replace bulbs w LEDs then consider adding additional cans as needed. Bob to replace bulbs for initial trial.
- D. Clubhouse doors – 1 additional bid was received through Gloria. No action taken
- E. Emergency Response Plan – No report. Tabled to next meeting
- F. Clubhouse Access – bids pending

*Mary Ann left meeting*

## **EXECUTIVE SESSION**

The Board adjourned to EXECUTIVE SESSION TO CONSIDER CONTRACTS AND PERSONEL MATTERS at 7:10.

## **RETURN TO OPEN SESSION**

The Board reconvened the OPEN SESSION at 7:33.

### **ONSITE MANAGER**

Scott Thomas having previously advised the Board of his intention to retire effective 12/31/19, the Board considered several alternatives to best address the needs of the community. A motion was made to work with Anderson & Company to provide the services previously provided by Scott on a mutually agreeable basis not to exceed an average of 3 hours per day 5 days per week on site. MSP (3-0-1 Carpenter abstaining).

### **RESERVE STUDY**

A motion was made to accept the Reserve Study prepared by Applied Reserve Analysis prepared on September 22, 2019 and previously delivered to the Board. MSP (4-0)

## CDS 2020 OPERATING BUDGET AND RESERVE PLAN

The Board then considered and discussed both the 2020 operating budget and reserve plan that accompanied the agenda packet for the meeting. It was noted that the reserve plan is based on the Applied Reserve Analysis study modified to reflect a more conservative approach to such matters as siding repair and replacement and the addition of other matters such as dryer vent and chimney cleaning. A motion was made to adopt and approve (a) the 2020 operating budget accompanying the meeting packet amended to reflect compensation to Anderson & Co at the 2019 level with a 4% increase, and (b) the 2020 reserve plan accompanying the meeting packet. MSP (4-0).

## ASSESSMENTS

The Board then considered and discussed assessments including both the need to increase the percent funded of reserve obligations and the recommendations of Applied Reserve Analysis. In the discussion, it was noted that assessments were reduced in 2013 by approx. 5% and had remained at that reduced level for 6 years without change. A motion was made to increase assessments back to the 2013 level, i.e. an approx. 5% increase and to amend both the adopted and approved 2020 operating budget and reserve plan to reflect such increase. MSP (4-0)

## BEACH STAIRS

Henry then advised the Board of his efforts to get State Parks to move on the restoration of the stairs leading from the parking lot in Uplands Manresa State Park to the beach including the creation of a GOFUNDME site to raise funds necessary to retain an individual experienced in working with governmental entities to help advance the restoration project with State Parks. The Board agreed that the restoration of the stairs would benefit the community as a whole and agreed with the decision that this should be a private effort – NOT funded by HOA monies. The Board also agreed to advise the community of the ongoing efforts through the community newsletter.

## NEW BUSINESS

### ANNUAL MEETING DATE

At the request of ACO, Board agreed to change the date of the 2020 Annual Meeting to March 28, 2020.

## MEETING ADJOURNED

There being no further business to bring before the Association's Board of Directors, the meeting was adjourned at approximately 8:10 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.