

CANON DEL SOL HOMEOWNERS ASSOCIATION

**BOARD OF DIRECTORS MEETING MINUTES**

May 1, 2017 at 6:00 p.m.

CDS Clubhouse, 400 Abalone Drive, La Selva Beach

**CALL TO ORDER:**

The meeting was called to order at approximately 6:08 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 and Bob Carpenter.

Absent: Paul Van Hoorickx and Jesse Fielding.

**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 April 3, 2017 were approved as presented.

**FINANCIAL REPORTS:**

Financial reports for the 3 month period through March 31, 2017:

Balance Sheet Report. Total funds on deposit \$1,103,992.

Operating Fund Report. Revenues total \$94,171. Expenses total \$96,144. Net change -\$1,973.

Reserve Fund Report. Revenues total \$47,675. Capital repairs total \$7,215. Net change +\$25,724.

Aged Receivable Report. All members are current with seven exceptions, one owner is 60 days past due and six under 30 days past due. Forty owners are prepaid.

The Board then considered requests from two owners to waive late fees on assessment payments. After discussion, on motion duly made and seconded the Board adopted a policy that a waiver of late fees on assessments would be granted to each owner once, such policy to be communicated to owners and apply to account 3 in the amount of \$103.03 and account 79 in the amount of \$47.69.

**ON-SITE MANAGERS REPORT:**

Scott Thomas reported to Directors, in a written report, on items for the current period ending April 30, 2017. A copy of the report is made a part of these Meeting Minutes.

## **PRESIDENTS REPORT:**

Sand Dollar Median – K&D Landscape has been retained to provide cost estimates for the various steps in landscaping the median. The County will be removing the last tree in the median within the next month.

Replacement of the beach path stairs – Henry has been in contact with State Parks regarding the replacement of the stairs. State Parks state they have received bids for the sea level rise analysis ranging from \$9,000 - \$12,000 but lack the funds to proceed. They also state they did not receive any deferred maintenance funding for the design and construction of the stairs in the coming fiscal year and will need to find funding once they are able to get a Coastal Development Permit.

2017 Inspections- Henry reported that a number of components in the development such as gutters, roofs, spark arresters, belly bands, deck brackets, are in need of inspections and reports with respect to these would be presented at future meetings.

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

The Board reviewed work orders included in their packet.

Nate reported a new regulation regarding sending all homeowners an occupancy form each year which would include a secondary address and emergency contact. This will be to all homeowners within the next month. Once the forms are received updates to homeowner's accounts will be sent to all homeowners to update their green book.

## **NEW WORK REQUESTS:**

None.

## **LANDSCAPE COMMITTEE**

Scott reported the irrigation system has been turned on. If anyone sees a sprinkler head leaking or pointed in the wrong direction are asked to contact Scott for repair.

## **ARCHITECTURAL COMMITTEE:**

**Deck Expansion 455 Arca.** Tabled.

## **SOCIAL:**

None.

## **OLD BUSINESS**

**Reserve Fund Expenditures 2017.** The Board reviewed the list of reserve items scheduled for 2017 in the reserve plan.

A motion was made to approve Reserve fund expenditures in March 2017 in the aggregate amount of \$1,176 and consisting of \$520 for roof minor repair and \$656 for repair to the pool cover reel, seconded and passed unanimously.

A motion was made to proceed with roof inspections and repairs and replacement of pool drain covers, seconded, and passed unanimously.

A proposal for and pool furnishings will be obtained and entry lights will be inspected to determine replacement needs if any.

**Reserve Study.** Henry and Scott met with the Reserve Analyst. A report is expected within two weeks.

**Clubhouse Remodel.** Tabled, awaiting proposals.

**Rat Abatement Program.** Tabled until June.

The Board reviewed email received from homeowner Charles Hansen, 473 Arca regarding rats near his unit. Scott will check around the Hansen unit for activity.

## **NEW BUSINESS**

**Gutter Cleaning.** The Board reviewed proposals included in their packet for gutter cleaning of all units and the clubhouse ranging from \$5,500 to \$6,790. A motion was made to accept the proposal in the amount of \$5,500 from J's Custom Painting, seconded, and passed unanimously.

## **HOMEOWNERS FROM THE FLOOR.**

The Board reviewed an email from homeowner Zetta Hadden, 355 Canon del Sol requesting permission to have two dogs with the understanding that this is a onetime exception and would expire when one of the dogs passes. A motion was made to grant permission to have two dogs with the understanding that they must follow all pet rules, permission expires when one dog passes and permission can be revoked at any time by the Board of Directors if the dogs become a nuisance, seconded, and passed by majority vote, 2-1.

## **NEXT MEETING DATE CONFIRMED:**

Directors Meeting – Monday, June 5, 2017

## **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 7:22 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.