

CANON DEL SOL HOMEOWNERS ASSOCIATION

**BOARD OF DIRECTORS MEETING MINUTES**

September 12, 2011 at 6:30 p.m.  
CDS Clubhouse, 400 Abalone Drive, La Selva Beach

**CALL TO ORDER:**

The meeting was called to order at approximately 6:30 p.m. 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:**

Mona Salvage, Bob Fennell, Mike Barber, Howard Kalt and Jesse Fielding.  
Absent: none.

**OTHERS PRESENT:**

Homeowner Mary Elaine Dinger. Ernie Anderson and Michele Maldonado, from the Management Company, Michele served as the recording secretary at the outset of the Meeting. Also present was owner Scott Thomas, who serves as the Association's On-Site Manager.

**MINUTES:**

Minutes from the Board of Directors Meeting held August 1, 2011 were approved as amended. Delete incomplete sentence in financial reports. A motion was duly made, seconded, and passed by unanimous voice vote.

**FINANCIAL REPORTS:**

Financial reports for the eight-month period through August 31, 2011:

Balance Sheet Report. Total funds on deposit \$630,084.

Operating Fund Report. Revenues total \$199,405 at 101% of budget. Expenses total \$178,734 at 89% of budget.

Reserve Fund Report. Revenues total \$195,708 at 101% of budget. Capital repairs total \$70,135 at 25% of budget. Net change +\$125,573.

Aged Receivable Report. All members are current with seven exceptions. Five are one month or less past due, totals \$2,062. One owner is two months past due and owes \$1,097. One owner is three months past due and owes \$1,663. Five owners have prepaid dues, total -\$3,786.

**ON-SITE MANAGERS REPORT:**

Scott Thomas reported to Directors, in a written report, on items for the current period ending August 31, 2011. A copy of the report is made a part of these Meeting Minutes.

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

A recap of work order requests and correspondence were reviewed by Directors. A copy of this report is also made a part of the Meeting Minutes.

## **LANDSCAPE COMMITTEE:**

1. Finish rock wall
2. Move sprinklers
3. Planting plans for Abalone
4. Planting plan for Canon Del Sol
5. Order rock for guest parking
6. Dog stations need to be installed

## **ARCHITECTURAL COMMITTEE UPDATES:**

Several homes have porta potties in their driveways that did not obtain prior permission to place and need to be removed. If you are having work done on your home and your workers cannot use the restroom in your home provide them with the pool key and they can use the restrooms there.

## **FINANCIAL COMMITTEE UPDATES:**

Draft budget and reserve plan reviewed. Mona and Howard will meet with Martha for a second time to review the changes. No increase in dues projected. Major repair item this year is asphalt streets, and sealing.

## **ENVIRONMENTAL COMMITTEE UPDATES:**

**Beach Path Drainage Work.** Mona reported that she is waiting on information from our Attorney, Terry Humanick, for Mike Barber to create the spreadsheet that Jerry Wallace, Attorney for Coastal Nursery has requested.

## **COUNTY SERVICE AREA "CSA 5":**

County will be making the repairs to the lining of the tanks this year.

## **NEW BUSINESS:**

**Asphalt Overlay Bid.** The main problem is not the weight on the roads but the underground spring on Arca.

A motion was made, seconded, and passed unanimously to hire Chuck Michaelis to check roads and make recommendations for paving. This expense will be charged to repairs and maintenance.

**Concrete Repair Bid.** A bid was obtained from Dale Rutledge to remove all material behind the clubhouse and disconnect the heat pump and remove the pump and electrical panel and repair siding where duct work enters the building for \$1,220. A motion was made, seconded, and passed unanimously to accept the bid.

**Governing Document Revisions.** Directors are still reviewing the amended documents from Catherine Philipovitch. Directors have requested their questions be sent to her for clarification.

**HOA vs. Owner Maintenance – Electrical Panels.** Tabled until October.

**First Alarm – Scope of Services.** Tabled until October.

**PENDING ITEMS:**

**Web Site Bids.** Tabled until October.

**Electrical Panel Inspection Report.** Electrical inspections were put on hold until a meeting could be arranged with Eveready Electrical due to some homeowners questioning if they were doing a thorough inspection. Ernie and Bob met with Ross from Eveready Electrical. Ross explained that they are checking all breakers and the buss bar on all electrical panels. The buss bar is located behind all the breakers. Each breaker has to be pulled out to check. After careful consideration the Board decided Eveready was doing a thorough inspection and to proceed with inspections. If homeowners have their electric panels inspected by their own electrician they must show proof that they inspected the buss bar.

**HOMEOWNERS FROM THE FLOOR.**

Mary Elaine Dinger explained to the Board that her deck has never been stained while painting since she has so many plants on her deck. The Board will have Sean Jiggins check on her deck and stain.

**NEXT MEETING DATE CONFIRMED:**

Directors confirmed that they will meet next on Monday, October 3, 2011 at 6:30 p.m. in the Clubhouse.

**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 8:57 p.m.

**WEBSITE INFORMATION REMINDER:**

The web-site is currently down and we are working to get a new provider.

Name of Website: <http://canondelsol.litesites.info>

Password: surfandsun

## **IMPORTANT REMINDER!**

### **SHUT YOUR WATER OFF WHEN LEAVING POLICY REMINDER:**

Ernie reminds everyone to remember to 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.