

CANON DEL SOL HOMEOWNERS ASSOCIATION

**BOARD OF DIRECTORS MEETING MINUTES**

October 5, 2015 at 6:00 p.m.

CDS Clubhouse, 400 Abalone Drive, La Selva Beach

**CALL TO ORDER:**

The meeting was called to order at approximately 6:02 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, Jesse Fielding, 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 owner Frank Losco and Scott Thomas, who serves as the Association's On-Site Manager.

**MINUTES:**

Minutes from the Board of Directors Meeting held on September 14, 2015 were approved as amended:

**Add: 2016 Directory. Occupancy forms will be sent to homeowners to fill out for the 2016 directory. A copy of the form is attached to these minutes.**

**FINANCIAL REPORTS:**

Financial reports for the eight-month period through August 31, 2015:

Balance Sheet Report. Total funds on deposit \$917,475.

Operating Fund Report. Revenues total \$228,148. Expenses total \$180,945. Net change +\$47,203.

Reserve Fund Report. Revenues total \$146,328. Capital repairs total \$22,774. Net change +\$123,554.

Aged Receivable Report. All members are current with two exceptions. Two owners are one month or less past due, (\$541); eight owners have prepaid dues, total -\$6,487.

During the transition to the new bank, Management will review the CD's and verify when closing CD's if it will be more beneficial with the higher interest rate at the new bank to taking an early withdrawal penalty and lose interest for that period or to wait until the CD matures.

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

Scott Thomas reported to Directors, in a written report, on items for the current period ending September 30, 2015. A copy of the report is made a part of these Meeting Minutes.

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

Michele recapped work order requests and correspondence.

### **NEW WORK REQUESTS:**

None.

### **LANDSCAPE COMMITTEE:**

Scott will be meeting with an Arborist to survey 35 trees to be either pruned or removed. Scott has also scheduled for the perimeter behind the units, starting at the entrance and ending at the back gate of CDS to be cleaned up on October 21 & 22.

### **ARCHITECTURAL COMMITTEE:**

None.

### **SOCIAL:**

None.

### **OLD BUSINESS**

**Sand Dollar Road Median Improvements.** Nate reported that Sand Dollar HOA stated they are pulling out of any further work on the median improvements. Henry will follow up with Sand Dollar HOA.

**Roof Repair – 381 Canon del Sol.** A motion was made to accept the roof repair proposal from Daddario Roofing in the amount of \$475 and have Dale Rutledge check the siding for repairs, seconded, and passed unanimously.

**Insurance Overview.** Colin prepared an insurance overview for the Board to review and give feedback by the next meeting.

**Draft 2016 Operating & Reserve Budget.** Tabled until November.

**435 Oyster - Waterproofing.** Dale Rutledge inspected and replaced the waterproof membrane on the side of the unit and adjusted the sprinklers to avoid water spraying the side of the unit. Payment to Rutledge in the amount of \$774.61 was approved.

### **NEW BUSINESS**

**El Nino Preparation.** The Board reviewed an article from the ECHO journal regarding preparing for El Nino.

### **PENDING ITEMS:**

**Review CC&R's, Policies and Practices.** Tabled.  
**Solar Policy.** Tabled.

**NEXT MEETING DATE CONFIRMED:**

Directors confirmed that they will meet next on Monday, November 2, 2015 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 6:42 p.m.

**B. Closed Executive Session.**

Session was called to order at 6:43P.M. to discuss management fee.

**C. ADJOURNMENT**

Directors adjourned the closed executive session at 6:53 P.M. by a unanimous vote for a motion to adjourn. MSP.

**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.