

CANON DEL SOL HOMEOWNERS ASSOCIATION

**BOARD OF DIRECTORS MEETING MINUTES**

November 4, 2013 at 6:00 p.m.  
CDS Clubhouse, 400 Abalone Drive, La Selva Beach

**CALL TO ORDER:**

The meeting was called to order at approximately 6:01 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:**

Jesse Fielding, Henry Bose, Howard Kalt, Mary Ann Herlihy, and Paul Van Hoorickx.

Absent: None.

**OTHERS PRESENT:**

Nate Summer and Michele Maldonado, from the Management Company, Michele serves as the recording secretary appointed at the outset of the Meeting. Also present owner Scott Thomas, who serves as the Association's On-Site Manager.

**MINUTES:**

Minutes from the Board of Directors Meeting held on October 7, 2013 were approved as amended.

**Amend:**

**Change condo to townhouse.**

**Landscape committee – Add names of committee members: Joyce Wendt, John Mello, and Pat Vance.**

**Dryer Vents, change “to protect the safety of the association” to “as a fire protection measure”**

Minutes from the Special Board of Directors Budgeting Meeting held on October 9, 2013 were approved as presented.

**FINANCIAL REPORTS:**

Financial reports for the ten-month period through October 31, 2013:

Balance Sheet Report. Total funds on deposit \$956,671.

Operating Fund Report. Revenues total \$271,341 at 100% of budget. Expenses total \$237,979 at 88% of budget. Net change +\$33,362.

Reserve Fund Report. Revenues total \$218,065 at 111% of budget. Capital repairs total \$107,947 at 39% of budget. Net change +110,117.

Aged Receivable Report. All members are current with twelve exceptions. Eleven owners are one month or less past due, (\$5,311); one owner is two months past due, (\$812); thirteen owners have prepaid dues, total -4,949.

Approximately six homeowners who are on the delinquent list contacted Anderson & Company and advised they had send in their payments which Anderson never received. Those homeowners then contacted their banks and the checks had not cleared.

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

Scott Thomas reported to Directors, in a written report, on items for the current period ending October 31, 2013. 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.

#### **NEW WORK REQUESTS:**

- **SCCB CD's need to be moved to other banks, 6, 9, and 12 month CD's**
- **Add Paul Van Hoorickx to ECHO**
- **Prepare and distribute Annual Disclosures**
- **Schedule meeting between Chuck Michaelis and Henry and Scott to review paving**

#### **LANDSCAPE COMMITTEE:**

None.

#### **ARCHITECTURAL COMMITTEE:**

**367 Clamshell – Deck Replacement.** The Board reviewed plans presented by Leo & Kristen Polanowski to extend their rear deck by 220 square feet.

A motion was made to grant preliminary approval for this deck addition subject to a 30 day neighborhood review, seconded, and passed unanimously.

**484 Arca – Satellite Dish.** The Board approved the installation of a satellite dish inside the fence and mounted on a pole.

#### **FINANCIAL COMMITTEE:**

**Adopt 2014 Operating Budget.** A motion was made to adopt the 2014 Operating Budget as presented, seconded, and passed unanimously.

**Adopt 2014 Reserve Plan and Budget.** A motion was made to amend the Reserve Plan and Budget as presented to the meeting to provide for replacing 10 driveways every 5 years commencing in 2016 at a cost of \$5,000 each, seconded, and passed unanimously. A motion was made to adopt the Reserve Plan and Budget as amended, seconded, and passed unanimously.

**Assessment Changes.** The Board summarized its discussion regarding possible changes in assessments and confirmed its determination to make no changes at the present time given the possible major expenditures, such as roads, within the development in the near term and the continued aging of the residential structures within the development.

## **OLD BUSINESS**

**418 Santa Monica - Repairs.** The Board reviewed two bids from Rios & Company, \$1,300 to demolition and repair the area by the window, \$2,800 to demolition and repair the area by the door. A motion was made to accept both bids from Rios & Company, seconded, and passed unanimously.

## **NEW BUSINESS**

**Driveway Repairs.** The Board reviewed a bid from Whitlow Concrete in the amount of \$7,665 to repair concrete driveways at 8 locations within the project. A motion was made to accept the bid from Whitlow Concrete in the amount of \$7,655, seconded, and passed by majority vote.(3 votes yes, 2 abstained, Howard and Jesse since their units are involved.)

A notice will be sent to the eight homeowners who need driveway repairs advising when the repairs will be made.

**State Property Restoration.** The Board reviewed a bid from Ecological Concerns Inc. in the amount of \$7,250 to plant 506 plants around the beach path on State property, as required by the state.

A motion was made to accept the bid from Ecological Concerns Inc. in the amount of \$7,250, seconded, and passed unanimously.

**Chimney Inspections.** The Board reviewed the reports from The Soot Merchant for chimney cleanings.

A motion was made to send letters to those homeowners whose fireplaces are in need of repairs, 60 days to provide proof the repairs were made, and not to use them until fixed, seconded, and passed unanimously.

A motion was made to send all other homeowners the results of their cleanings, seconded, and passed unanimously.

A motion was made to accept the bid from the Soot Merchant to replace 29 chimney caps in the amount of \$5,186.12, seconded, and passed unanimously.

Notices will be sent to residents advising when the chimney caps will be replaced but all will be accessed from the exterior of units.

**Inspection Fee Refund.** The Board reviewed a request from Paul Weller seeking reimbursement for his sealed gas fireplace to be serviced. The Soot Merchant is not equipped to service wood stoves.

A motion was made to reimburse Paul Weller \$125.00 for the service on his sealed gas fireplace, seconded, and passed

**PENDING ITEMS:**

Maintenance Agreements – Pending Inspections by Scott.

**HOMEOWNERS FROM THE FLOOR.**

None.

**NEXT MEETING DATE CONFIRMED:**

Directors confirmed that they will meet next on Monday, December 2, 2013 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 7:33 p.m.

**WEBSITE INFORMATION REMINDER:**

Name of Website: [www.canondelsol.com](http://www.canondelsol.com)

Username: cds

Password: surfandsun

**WIFI IN THE CLUBHOUSE.**

Password: 510cb1bc77e2a8674171

**IMPORTANT REMINDER!**

**Monthly dues were decreased by approximately 5% in January 2013, your monthly invoice will reflect this adjustment and those who use automated bank payments or pay their annual dues in advance should take appropriate action to prevent overpayment.**

**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.