

CANON DEL SOL HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

May 4, 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 6:07 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, Paul Van Hoorickx, Mary Ann Herlihy, Jesse Fielding and Colin Tierney.

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.

APPOINTMENT OF OFFICERS: A motion was made, seconded, and passed unanimously to nominate Henry - President, Mary Ann - Vice-President, Jesse - Secretary, Paul – Treasurer.

President:	Henry Bose
Vice – President	Mary Ann Herlihy
Secretary	Jesse Fielding
Treasurer	Paul Van Hoorickx
Board Member	Colin Tierney

Committee Chairs:

Landscape	Scott Thomas
Architectural	Jesse Fielding
Environmental	Mary Ann Herlihy
Social	Board of Directors

MINUTES:

Minutes from the Board of Directors Meeting held on March 2, 2015 were approved as presented.

FINANCIAL REPORTS:

Financial reports for the three-month period through March 31, 2015:

Balance Sheet Report. Total funds on deposit \$844,665.

Operating Fund Report. Revenues total \$85,343. Expenses total \$63,812. Net change +\$21,531.

Reserve Fund Report. Revenues total \$54,708. Capital repairs total \$2,360. Net change +\$52,348.

Aged Receivable Report. All members are current with two exceptions. Two owners are one month or less past due, (\$645); twelve owners have prepaid dues, total -\$11,932.

ON-SITE MANAGERS REPORT:

Scott Thomas reported to Directors, in a written report, on items for the current period ending April 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:

Henry reported they have not been able to locate the irrigation water leak. Scott is manually watering 1 day a week. A motion was made to install a master valve on the irrigation meter and to helium test the existing irrigation system, NTE \$3,000, seconded, and passed unanimously.

ARCHITECTURAL COMMITTEE:

Use of Crane – 373 Canon del Sol. Homeowner was given permission March 18, 2015 to use a crane to move a refrigerator.

Window Replacement & Doors – 385 Clamshell. Homeowner was sent an ARC After-the-Fact application and charged \$75 after the fact fee. Awaiting the application.

Deck Extention – 412 Oyster. A motion was made to approve the 200 square foot deck extension pending 30 day neighborhood review which ends May 8, 2015, seconded, and passed unanimously.

Deck Extension – 460 Arca. A motion was made to approve the 208 square foot deck extension, pending 30 day neighborhood review which ends May 21, 2015, seconded, and passed unanimously.

Garage Door Replacement – 431 Santa Monica. A motion was made to approve the garage door replacement with rolling steel 4 piece, 8 panel garage door, painted to match, seconded, and passed unanimously.

Window Style. A homeowner inquired if they could install windows that open outward on top. The Board has requested a picture and further information.

SOCIAL:

The Board approved \$200 for the Memorial Day Party, Pat & John will send invitations.

OLD BUSINESS

Sand Dollar Road Median Improvements. Community Tree Service has begun the removal of 36 tree stumps.

NEW BUSINESS

Bank Signature Card. The Board updated the signature card for Santa Cruz County Bank to reflect the new Board.

Earthquake Insurance. Upon motion duly made, seconded, and unanimously passed, the Board ratified and approved the renewal of the earthquake insurance for one year effective May 1st with ACV coverage of \$21,600,000 and premium of \$39,281.80.

Transfer – Operating to Reserve. A motion was made to transfer \$45,000 in surplus operating funds in 2014 from the Association's to the Reserve Fund, seconded, and passed unanimously.

Reserve Fund Expenditures. On motion duly made and seconded and unanimously passed, the following expenditures of reserve funds were approved:

- a. **Irrigation-Master Valves.** The sum of \$2,380 to Aqua Green for irrigation valve and other repairs to the irrigation system.
- b. **Clubhouse.** The sum of \$830 to Aqua Green for improvements to the retaining wall behind the Clubhouse.
- c. **Corner of Marina del Rey.** The sum of \$6,475 to Quilici Gardening for the stone retaining wall on north side of Marina del Rey between Sea Horse and Oyster.
- d. **Painting Retaining Walls.** Tabled for bids.
- e. **Water Waste Treatment Plant.** The sum of \$1,300 to Quilici Gardening to remove the collapsed portion of the existing retaining wall at the Water Treatment Plant to further identify the best course of action repair/replace that portion of the retaining wall.

Windscreen. A motion was made to use the 160' of windscreen material CDS is storing to hang between the tennis courts and the pool, seconded, and passed unanimously.

Painting Clubhouse Retaining Wall. The Board requested that bids for painting the retaining wall behind the Clubhouse be obtained.

Financial Review Engagement Letter. A motion was made to authorize Paul to sign the Financial Review Engagement Letter from Levy, Erlanger, and Company, seconded, and passed unanimously.

Reserve Study 2016. Tabled for further information.

PENDING ITEMS:

Assessment Waiver. Tabled until June.

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

NEXT MEETING DATE CONFIRMED:

Directors confirmed that they will meet next on Monday, June 1, 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 7:34 p.m.

WIFI IN THE CLUBHOUSE.

Password: **510cb1bc77e2a8674171**

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.