

CANON DEL SOL HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

May 6, 2013 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. by President Bob Fennell. 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.

It was agreed by all Board members present to change the meeting time to 6:00 effective June 3.

DIRECTORS PRESENT:

Bob Fennell, Howard Kalt, Jesse Fielding, Henry Bose, and Mary Ann Herlihy.
Absent: None.

OTHERS PRESENT:

Ernie Anderson and Michele Maldonado, from the Management Company, Michele served as the recording secretary 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 April 1, 2013 were approved as presented.

FINANCIAL REPORTS:

Financial reports for the twelve-month period through April 30, 2013:

Balance Sheet Report. Total funds on deposit \$925,284.

Operating Fund Report. Revenues total \$108,526 at 100% of budget. Expenses total \$69,918 at 64% of budget. Net change +\$38,609.

Reserve Fund Report. Revenues total \$78,811 at 100% of budget. Capital repairs total \$32,020 at 26% of budget. Net change +46,791.

Aged Receivable Report. All members are current with six exceptions. Five owners are one month or less past due, (\$2,302); Ten owners have prepaid dues, total - \$8,006.

ON-SITE MANAGERS REPORT:

Scott Thomas reported to Directors, in a written report, on items for the current period ending April 30, 2013. A copy of the report is made a part of these Meeting Minutes.

Pool deck repairs will be scheduled to begin on a Monday in June. Once the date is obtained from Tom Ralston Concrete a post card will be sent to all homeowners advising when pool will be closed.

A motion was made to accept the bid from Dale Rutledge in the amount of \$797.50 to install two 2' x 8' long retaining walls on the residential side of retaining pond #4 behind 431 Canon del Sol, seconded, and passed unanimously.

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:

None.

LANDSCAPE COMMITTEE:

Bob and Scott will be landscaping designated locations along Marina del Rey with fieldstone to match the others. A motion was made not to exceed \$750 to purchase fieldstone with delivery, seconded, and passed unanimously.

ARCHITECTURAL COMMITTEE:

442 Oyster, Deck Addition. The Board reviewed plans submitted for a front deck addition. Tabled for further information.

FINANCIAL COMMITTEE:

The association has two funds of money, operating and reserve accounts that cannot be comingled. In the packet there were two types of balance sheets, one is consolidated with operating and reserve and the other has separate balance sheets for the operating and reserve accounts. The Board will be using the separate balance sheets on a trial basis.

ENVIRONMENTAL COMMITTEE UPDATES:

Beach Path Drainage Work-Insurance Claim. The settlement agreement and check have been received. The Board is awaiting a signed letter from Bob DeWitt, an updated bid from MTM Truck and Tractor and insurance certificates from both Bob Dewitt and MTM Tractor.

NEW BUSINESS

Fence Repair. A motion was made to authorize \$1000 to hire Labor Ready to remove the dirt away from under the perimeter fencing and the sum \$7,200 to implement the recommendation of Scott Thomas regarding fencing repair set forth in his email to board members dated April 20, 2013, a copy of which is attached, with repair of broken pickets added to the fence repair scope of work, seconded, and unanimously passed.

Emergency Phone List for Residents. A notice will be mailed to homeowners asking for emergency contact information to post on the website.

Tree Trimming Bid. The Board reviewed priority tree list from Lewis Tree Service. A motion was made to spend \$10,000 on priority #2 and #3, seconded, and passed unanimously.

Dryer Cleaning Bid. A motion was made to accept the bid from Affordable Heating and Air in the amount of \$10,185 to inspect and clean dryer vents in all units, seconded, and passed unanimously.

Clubhouse Furnace Bid. A motion was made to accept the bid from Freedom Heating in the amount of \$2,182, to replace the clubhouse furnace, seconded, and passed unanimously.

PENDING ITEMS:

Maintenance Agreements – Pending Inspection by Scott

HOMEOWNERS FROM THE FLOOR.

None.

NEXT MEETING DATE CONFIRMED:

Directors confirmed that they will meet next on Monday, June 3, 2013 at 6:00 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 8:43 p.m.

WEBSITE INFORMATION REMINDER:

Name of Website: www.canondelsol.com

Username: cds

Password: surfandsun

WIFI IN THE CLUBHOUSE.

Password: **510cb1bc77e2a8674171**

IMPORTANT REMINDER!

Monthly dues were decreased by approximately 5% in January, 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:

Ernie 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.