

CANON DEL SOL HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

September 9, 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 6:00 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, and Mary Ann Herlihy.
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.

Homeowners: Todd Riddick, Bob DeNure, and Ronald & Linda Copp.

MINUTES:

Minutes from the Board of Directors Meeting held on July 1, 2013 were approved as amended.

**Amend: Page 3 – Use only between the hours of 9:00 A.M and 10:00 P.M.
- Tub to be removed when no longer medically necessary**

FINANCIAL REPORTS:

Financial reports for the eight-month period through August 31, 2013:

Balance Sheet Report. Total funds on deposit \$925,989.

Operating Fund Report. Revenues total \$217,096 at 100% of budget. Expenses total \$181,537 at 82% of budget. Net change +\$35,559.

Reserve Fund Report. Revenues total \$178,944 at 114% of budget. Capital repairs total \$96,663 at 35% of budget. Net change +82,282.

Aged Receivable Report. All members are current with six exceptions. Six owners are one month or less past due, (\$2,461); eleven owners have prepaid dues, total -\$5,001.

It was noted that water billing in August was abnormally high. Anderson and Company will investigate.

ON-SITE MANAGERS REPORT:

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

- **Make sure The Soot Merchant has list of all homes with two chimneys**

LANDSCAPE COMMITTEE:

Scott is working with landscapers every week and is continuing the relocation of ground cover from Marina del Rey to the side of the tennis courts.

ARCHITECTURAL COMMITTEE:

431 Canon del Sol – Replace windows. The Board approved the replacement of 3 double pane windows with new milgard styleline vinyl framed in white windows with same grid as existing.

460 Oyster Drive – Deck Replacement. The Board reviewed plans presented by Ron & Linda Copp to extend their front deck. Ron explained that the deck will be 389 square feet and will be the same as neighbors across the street except will be adding a 6 ft. slider to replace existing 6 ft. window.

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

FINANCIAL COMMITTEE:

Operating account checks currently require 1 signature and reserve account checks require 2 signatures. The President of the Management Company is an authorized signatory on all checks, operating and reserve accounts.

A motion was made to have all Board members as authorized signatures on all accounts, seconded, and passed unanimously. Signature cards to be revised when new director is appointed.

A motion was made to have all operating checks over \$2,500 signed by 2 persons at least one of which is a Board member, seconded, and passed unanimously.

OLD BUSINESS

Revision of new state laws. Nate advised that a summary of all state changes can be made to go with the CC&R's.

Insurance Summary. Howard is preparing an insurance explanation document to send to all homeowners. The documents will be reviewed by Bill Hansen, Hansen Insurance before it is sent.

NEW BUSINESS

Guard rail, Beach Path Bid. The Board discussed the construction of a guard rail along the beach path where it crosses the newly constructed drainage trench. Scott will contact the State and see if we can obtain authorization to build the fence on its property and any specifications or conditions it may impose.

Clubhouse Carpet Cleaning Bid. Scott is awaiting the bid for the clubhouse carpet cleaning.

A motion was made to authorize the carpet cleaning bid not to exceed \$550, seconded, and passed unanimously.

Dryer Vent Inspection Report. Michele reported that all dryer vents have been inspected by Affordable Heating.

Change in Annual Disclosures. Changes in Annual Disclosures from Davis-Stirling take effect on January 1, 2014. There will be no change in Canon del Sol's disclosure for the 2014 year since they will be prepared and mailed to all homeowners before December 31, 2013.

PENDING ITEMS:

Maintenance Agreements – Pending Inspection by Scott.

HOMEOWNERS FROM THE FLOOR.

None.

NEXT MEETING DATE CONFIRMED:

Budget Meeting Wednesday, October 9, 2013 at 4:00P.M.

Directors confirmed that they will meet next on Monday, October 7, 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 7:13 p.m.

B. Closed Executive Session.

Session was called to order at 7:25P.M. to discuss appointment of Board member.

C. ADJOURNMENT

Directors adjourned the closed executive session at 7:37 P.M. by a unanimous vote for a motion to adjourn. MSP.

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:

Nate 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.