

# Canon del Sol Homeowners Association Inc

## Board of Directors Meeting Minutes

August 29, 2022 4:00 PM

Meeting via Zoom

President Bob Carpenter called the meeting to order at **4:03 P. M.** A quorum was established with 4 Board members present. A notice was posted at the clubhouse.

Bob Carpenter, Judy Mathews, Bruce Margon and Jesse Fielding were Board members present. Colin Tierney was absent. Kane Silverberg and Dianne Kingsbury were present from Anderson and Company. Dianne was appointed as the recording secretary from the outset of the meeting.

Homeowners present: Lorraine Margon.

It was M/S Jesse/Judy to approve the minutes of July 11, 2022 without corrections or additions. Motion carried 4/0.

The Board had received and reviewed the financial statements as prepared by Anderson and Company for the period ending July 31, 2022. Here is the report on the financial statements presented:

Financial reports for the 5-month period through May 31, 2022:

Balance Sheet Report – Total funds on deposit \$1,513,443.

Operating Fund Report – Revenue's total \$229,232 Expenses \$177,229. Net Gain of \$52,003.

Reserve Fund Report- Revenue's total \$144,006 Expenses \$128,911 Net Gain \$15,095.

Delinquency Report -Several owners are delinquent on their account and management is working to resolve the issues.

It was M/S/P to approve the monthly reserve transfer per the 2022 budget.

### ON SITE MANAGERS REPORT

Tom provided an onsite maintenance report.

- K & D Landscaping had been performing irrigation repairs in Section C including valve replacement
- Significant progress was made on the landscaping upgrade at Santa Monica
- The beach path had been cleared
- The trash can notice reminders have proven to be very effective
- Bob and Tom had walked the property to reassess the scope of work for painting and siding replacement in Section C
- A visitor/resident had a party and left overflowing glass in the trash can and broken glass around the pool. Tom had posted some signs reminding members and guest of the NO GLASS is permitted in the pool area.
- A member had written a letter of appreciation for all that Tom does for the community.

**PRESIDENT'S REPORT:** The Presidents report was incorporated into old business.

### COMMITTEE REPORTS:

- Landscape Committee-
- Judy reported that the Committee met this month and their concerns are completely in line with the Board's concerns regarding overgrown and dying plants, diseased

Myoporum trees, and invasive ivy causing damage to buildings, plants and trees. We are considering Zone Coordinators. Much progress has been made on the large Santa Monica area. Next priorities include the Circle and Sea Horse. Bob added that he/Tom/Judy are planning to meet with Quilici and K&D for proposals regarding managing the landscape and irrigation going forward.

- **OLD BUSINESS:**

- CSA5 Retaining Wall Update Proposal (Perkins Construction)-Bob suggested getting the GB Group involved to expedite the permit process. Bob will ask the contractor to come in to remove debris.
- Chimney Cap Inspection Update (Section B) Added to GB scope
- Street Signs Update-Green required at Sand Dollar/Seahorse- County price 3x ACO preparing package for final review. Tracy O' Rourke will assist with proofreading, once Dianne has the order ready for My Parking Sign.
- Keyless entry for Clubhouse Doors-equipment received, next step wiring for cameras and keypads-Bob and Tom will work on this process
- Section B Painting/Siding project -GB Group under contract for scope definition-Scope received-Initial scope received, review in process by Tom/Bob-Bob and Tom met with GB Group to discuss completion of the scope. The updated scope has been submitted to the bidders. A decision will be made on awarding the contract once the revised bids have been received and reviewed.
- BOD Officer Election Process: Reviewing Ballots until 9/23. Quorum of 49 votes required-Dianne reported that to date 49 ballots had been received that were properly submitted. The incomplete ballots are being returned for completion. (no signature on the envelope).
- Board Letter Cabral-Owner Correspondence update-ACO provided new council contact-The Cabral's are in the process of obtaining a report from a surveyor. The Board is awaiting correspondence from Council regarding recommendations.
- HOA Sewer Lateral inspections plan/quote: ¾ complete-There is a sewer lateral that is the responsibility of the HOA to maintain. An inspection revealed that one of the clean outs was installed backwards. The Board reviewed a proposal for repairs from Bellows plumbing. It was M/S Bruce/Judy to prove the proposal. Motion carried 4/0. A new line item will be added to the reserve budget for plumbing.
- Garbage can notice update. CC&R Violation Notice to all repeat offender-Tom reported that all of the members had been conforming to the garbage rules regarding returning their cans after pick up.
- Tree – next phase update, and planned cost. #1 priority tennis pathway and diseased Myoporum trees - Management will get a date from Lewis Tree Service for the commencement of the next tree maintenance work as provided in the scope.
- Tennis Court Resurface- Saviano and Bayside Asphalt in process-There was some discussion about converting one Tennis court into two Pickle Ball courts. Jesse expressed a concern that the sport is quite noisy and might disturb the residents that live within close proximity to the Court. Jesse agreed to talk with CDS pickle ball players regarding options.
- Review recent concerns and next step on revised Clubhouse Rules/Reservations-The rules had been sent to the members for the required 30-day comment period. Most of the recommendations will be solved with the installation of the security camera system. The Board has reviewed the suggested comments. Revised rules will be available after the installation of secure entry and cameras.

- Zoom Equipment for hybrid meeting-Bid received from Totlcom. Bob reported that one of the members might be able to assist with the project.

#### **NEW BUSINESS**

- There was an emergency call from the County that the sewer system at CSA5 had broken down due to hazardous waste being dumped into the sewer system. This is a potential fineable offense. The Board will work with management to send out correspondence to the members regarding the incident. Bob will work with Lorraine to draft an item to be placed in the next newsletter. Notices will be placed in mailboxes.

#### **HOMEOWNERS FROM THE FLOOR**

- There was no homeowner input.

#### **WORK ORDER**

- The Board will review the Work Order report as presented by Anderson and Company.

#### **ADJOURNMENT**

- There being no further business to bring before the Board it was M/S/P to adjourn the meeting at 4:45 P.M.

**NEXT BOARD MEETING SCHEDULED TO BE HELD: October 3, 2022 4:00 PM**

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