

CANON DEL SOL HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

April 4, 2016 at 6:00 p.m.

CDS Clubhouse, 400 Abalone Drive, La Selva Beach

CALL TO ORDER:

The meeting was called to order at approximately 6:05 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, Jesse Fielding, Paul Van Hoorickx, Mary Ann Herlihy and Colin Tierney.

Absent: None

OTHERS PRESENT:

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

MINUTES:

Minutes from the Board of Directors Meeting held on March 7, 2016 were approved as presented.

FINANCIAL REPORTS:

Financial reports for the 2 month period through February 29, 2016:

Balance Sheet Report. Total funds on deposit \$1,062,777.

Operating Fund Report. Revenues total \$57,395. Expenses total \$46,219. Net change +\$11,177.

Reserve Fund Report. Revenues total \$37,301. Capital repairs total \$2,000. Net change +\$35,301.

Aged Receivable Report. All members are current with eight exceptions. Seven owners are one month or less past due, 1 owner is 60+ days past due.

ON-SITE MANAGERS REPORT:

Scott Thomas reported to Directors, in a written report, on items for the current period ending March 31, 2016. 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:

Scott will be mulching smaller areas with ground cover or bushes.

ARCHITECTURAL COMMITTEE:

None.

SOCIAL:

The Social Committee will only host two parties this year.

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

OLD BUSINESS

Sand Dollar Road Median Improvements. Scott and Henry met with the President of Sand Dollar HOA, they will not be able to move forward until at least fall. The County issued an encroachment permit for the median. A motion was made to accept the proposal in the amount of \$1,000 by Michael Driscoll to mow the median with the anticipation of being reimbursed 50% by Sand Dollar HOA in the future, seconded, and passed unanimously.

Termite/Dry Rot Repairs. A motion was made for the Association to assume responsibility for termite and dry rot repairs, seconded, and passed unanimously.

Phase 3 – Skylights. No action taken at this time.

Electrical Breakers. Another homeowner has had an issue with their electrical breakers. A notice will be sent to homeowners with the information on the type of breakers.

Section B 2016 Repairs.

Termite Inspection. The inspection reports were obtained and there was no termite work noted.

Painting Bids. A motion was made to accept the painting bid from J’s Custom Painting in the amount of \$100,800 for Section B buildings, redwood deck landings and railings to be stained for \$2.00/sq ft, stain picket railings \$6.00 per linear ft., and paint post and glass railings, \$3.00 linear foot, and light posts and caps painted

in the amount of \$4,100, subject to review, license, permits, and insurance, seconded, and passed unanimously.

Exterior Repairs. Repairs have been started.

Review Policies & Practices. Tabled.

NEW BUSINESS

Driveway Repairs. A motion was made to accept the proposal from Whitlow as presented by Scott in the amount of \$41,860, seconded, and passed 3-0, Henry and Jesse abstained.

Chimney/Dryer Vent Inspections. A motion was made to accept the proposal from Corcoran in the amount of \$65 per dryer vent cleaning and \$65 per chimney cleaning, seconded, and passed unanimously.

A motion was made to accept the proposal from The Fireplace Guy to clean gas fireplaces in the amount of \$100 each, seconded, and passed unanimously.

Tennis Court Repairs. A motion was made to accept the proposal from Saviano Company, Inc. for tennis court resurfacing as presented in the amount of \$16,200, seconded, and passed unanimously.

Homeowner Request for Reimbursement – 425 CDS. Tabled to Executive Session.

NEXT MEETING DATE CONFIRMED:

Directors confirmed that they will meet next on Monday, May 2, 2016 at 6:00 P.M.

The Board of Director's meeting was adjourned at 7:25 to Executive Session.

Closed Executive Session.

Session was called to order at 7:27P.M. to discuss homeowner request for reimbursement. Mary Ann excused herself from the meeting as this pertains to her unit.

Adjournment

Directors adjourned the closed executive session at 7:40 P.M. by a unanimous vote for a motion to adjourn. MSP.

Board of Director's meeting was reconvened at 7:40.

Homeowner Request for Reimbursement – 425 CDS. A motion was made to reimburse John and Mary Ann Herlihy half of their restoration claim(exclusive of that portion relating to the crawl space opening)in the amount of \$5,074 of which \$1,200 has already been paid leaving a balance to be paid of \$3,874, seconded, and passed by majority vote, 3-1.

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 7:45 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.