

**CASA CANON HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
FEBRUARY 11, 2013
MINUTES**

NOTICE With notice given and received, the Regular meeting of the Board of Directors of the Casa Canon Homeowners Association was held on February 11, 2013 at the Casa Canon Clubhouse in Anaheim, California.

PRESENT Becky Gore, President
Nicole Madsen, Vice President
Carmen Delibrado, Treasurer
Nancy Caldwell, Member at Large

Taryn Martin, StoneKastle Community Management, Inc.

ABSENT Susan Fuller, Secretary

CALL TO ORDER The meeting was called to order at 6:01 P.M. by Board President, Becky Gore.

OPEN FORUM No homeowners were in attendance.

MINUTES A motion was duly made by Nicole Madsen, seconded by Nancy Caldwell to approve the regular meeting minutes of January 14, 2013. Motion carried unanimously.

UNFINISHED BUSINESS Updating Rules and Regulations
The Board informed Management this is an active agenda item. It will remain on the agenda while the rules are being revised/updated.

Clubhouse Renovations
The Board informed Management this is an active agenda item. It will remain on the agenda as the project is ongoing.

Mailboxes
The Board informed Management this is an active agenda item. It will remain on the agenda as the project is ongoing.

NEW BUSINESS Casa Canon Maintenance Matrix
The Board and Management revised the maintenance matrix according to the governing documents. The matrix will be included in the monthly board reports.

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Casa Canon Annual Maintenance Calendar

The Board requested Management include the monthly maintenance items Coast Landscape has in place. The revised annual maintenance calendar will be included in the monthly board reports.

Casa Canon Annual Calendar

The Board requested Management remove the holiday lighting proposals and installation from the calendar. The revised annual calendar will be included in the monthly board reports.

Casa Canon Sample Newsletter

The Board requested Management make a few revisions to the draft February newsletter. Management will include the February Newsletter in the next billing statement.

2012 Audit & Tax Returns

A motion was duly made by Nicole Madsen, seconded by Carmen Delibrado to approve the proposal as received by Schonwit & Company to complete the 2012 audit and tax returns at a cost of \$1,100.00. Motion carried unanimously.

Casa Canon Sample Proxy

The Board requested Management include a cover letter to explain the purpose of the Proxy. Management will draft the cover letter and include the document in the next billing statement.

Casa Canon Sample Request for Candidates

The Board requested Management make a few revisions to the request for candidate documents. Management will complete the revisions and include the document in the next billing statement.

**NEXT
MEETING**

The next scheduled meeting is March 11, 2013 at 6:00pm.

ADJOURN

There being no further business to come before the Board at this time, the meeting was adjourned at 7:22 P.M.

ATTEST

Respectfully Submitted by Taryn Martin, StoneKastle Community Management.

APPROVED BY THE BOARD 3/11/13