

**Costa Brava at Rancho Niguel Association
Board of Directors Meeting Minutes
June 17, 2019**

1 Upon due notice, given and received, the Board of Directors of the Costa Brava at
2 Rancho Niguel Association held their regularly scheduled Board of Directors Meeting
3 on Monday, June 17, 2019 at Accell Property Management, Inc., 23046 Avenida de la
4 Carlota, Suite 700, Laguna Hills, California. David Guerra, President, called the
5 Meeting to order at 5:21 p.m., with a quorum of Directors present.

6
7 **Directors Present**

8 David Guerra, President
9 Daniel Hawkins, Vice President
10 Don Passehl, Secretary
11 John Cary, Treasurer
12 Scott Baird, Director at Large

13
14 **Directors Absent**

15 None

16
17 **Also Attending**

18 Paul Stimmler, Accell Property Management, Inc.
19 Toby Spencer, Accurate Termite & Pest Control

20
21 **Agenda**

22 The Board of Directors reviewed the Agenda for the June 17, 2019 Board of
23 Directors Meeting. Following review and discussion, a motion was made by David
24 Guerra and seconded by John Cary to approve the Agenda as presented. The motion
25 carried unanimously.

Agenda

26
27 **Executive Session Meeting Topics**

28 In accordance with California Civil Code 4935(e) the Board of Directors notes that the
29 following topics were reviewed and discussed during the Executive Session Meeting
30 held on June 17, 2019:

Executive Session
Meeting Topics

- 31 • Approved the Minutes from the May 20, 2019 Executive Session Meeting
- 32 • Reviewed Homeowner Correspondence
- 33 • Reviewed Statement of Accounts Preliminary to Levying of Lien
- 34 • Reviewed Non-Sufficient Funds Notice
- 35 • Reviewed Berding & Weil Correspondence

36 The foregoing Resolution was executed pursuant to the general consent of the Board
37 of Directors.

38

39 **Homeowner Open Forum**

40 In accordance with State Statute, the homeowners present for Homeowner Open
41 Forum are given the opportunity to address the Board of Directors. There were three
42 (3) Homeowners present for Open Forum, and the following topics were discussed:
43 Parking variance, dryer vent issue and roof maintenance.

Open Forum

44

45 **Minutes**

46 The Board of Directors reviewed the Minutes from the May 20, 2019 Board of
47 Directors Meeting. Following review and discussion, it was the general consent of the
48 Board of Directors to approve the Minutes as presented.

Minutes

49

50 **Financial**

51 The Board of Directors reviewed the Financial Statements for the period ending
52 May 2019. Following review and discussion, it was the general consent of the Board
53 of Directors to accept the Financial Statements, subject to a year-end audit. The
54 motion carried unanimously.

Financial

55

56 The Board tabled review of the March 2019 financials until the May 2019 meeting as
57 the statements were not available until the day of the meeting.

58

59 **Consent Calendars and Resolutions**

60 The Board of Directors reviewed the Consent Calendar. Following review and
61 discussion, no action was required.

62

63 **Approval of Liens-**

64 The Board of Directors reviewed the lien authorization consent calendars
65 for the delinquent accounts that require lien action.
66 Following review and discussion, it was the general consent of the Board of Directors
67 to approve to file a lien against Account 210107 past due \$865

68

69 **Maintenance and Service Proposals**

70

71 **Building Maintenance Proposals**

72 The Board of Directors reviewed proposals received for roof maintenance and downspout
73 Cleaning. Following review and discussion, it was the general consent of the Board of
74 Directors to approve the proposal received from Antis Roofing proposal for the gutter
75 downspout cleaning and roof cleaning in the amount of \$10,334.

76

77 **Termite Treatment Proposals & Annual Renewal**

78 The fumigation warranty is due to expire Toby Spencer with Accurate Termite & Pest Control

79 was present to discuss the renewal of the warranty in the amount of \$16,720. Following
80 review and discussion, a motion was made by Don Passehl and seconded by David Guerra
81 to approve the proposal as presented. The motion carried unanimously:
82

83 **Increase in Fees from Adams Stirling Law Corporation**

84 The Board reviewed the increase in fee notification received. No action was required.
85

86 **Patrol Masters Proposal for Holiday Security**

87 The Board reviewed the proposal received from Patrol Masters to provide a security officer
88 on the 4th of July in the amount of \$480. Following review and discussion, it was the general
89 consent of the Board of Directors to approve the proposal as received.
90

91 **Pool & Spa Area**

92 No proposals were received. No action was required.
93

94 **Review/Discussion/ of Architectural Applications Received**

95 No applications received to date.
96

97 **Draft CC&R and By Law Revisions Proposals**

98 The Board is in process of reviewing the draft CC&R and By Laws as drafted by Adams Stirling.
99

100 **Asphalt Project**

101 The final phase of the asphalt project was completed. The Board reviewed the extra work order
102 received from Western Pacific in the amount of \$23,225. Following review and discussion, it was the
103 general consent of the Board of Directors to postpone discussion until the next meeting and requested
104 a bid to re-install the speed bumps.
105

106 **Homeowner Requests**

107 The Board reviewed the request received from 28742 La Siena to hold a community wide garage
108 sale. Following review and discussion, it was the general consent of the Board of Directors
109 to approve the request.
110

111 The Board reviewed the request received from 28735 La Siena in regards to asphalt
112 splatter on their garage and will send the information to Ben's Asphalt.
113

114 The Board reviewed the request received from Robbie Schwartz in regards to the
115 dryer duct issue. No action as taken.
116

117 **Administrative & Operating Requests and Actions**

118 The Board of Directors reviewed the 2019 Project Calendar. Following review and
119 discussion, no action was required.
120

121 **Adjournment**

122 There being no further business to come before the Board, it was the general consent
123 of the Board of Directors to adjourn the Meeting at 8:06 p.m.
124

125 **Attest**
126
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