

**COSTA BRAVA AT RANCHO NIGUEL ASSOCIATION
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES
OCTOBER 21, 2019**

NOTICE OF MEETING

Upon due notice given and received, a meeting of the Board of Directors was held on October 21, 2019 at the Laguna Niguel City Hall, 30111 Crown Valley Parkway, Laguna Niguel, CA 92677.

ATTENDANCE

Directors Present

David Guerra	President
Daniel Hawkins	Vice President
Don Passehl	Secretary
John Cary	Treasurer
Scott Baird	Director at Large (arrived at 6:30)

Directors Absent

None

Others Present

Lauren Swiderski	Managing Agent, Total Property Management, Inc.
Three (3) Homeowners	

CALL TO ORDER

A quorum was present and President, David Guerra, called the General Session Meeting to order at 6:45 pm.

EXECUTIVE SESSION DISCLOSURE

An announcement was made indicating that the Board met in Executive Session on October 21, 2019 to hold hearings for non-compliance issues, legal matters, delinquency matters, contractual and personnel issues as permitted by California Civil Code.

HOMEOWNER FORUM

There were 3 homeowners present during Open Forum to discuss speed bump re-installation, complaint about neighbor, cosmetic repairs and balcony repairs.

MINUTES

It was the general consent of the Board of Directors to approve the minutes of the July 15, 2019, August 19, 2019 and September 16, 2019 General Session Meetings.

FINANCIAL

Financial Status

It was the general consent of the Board of Directors to approve the August 31, 2019 Financials submitted by Accell Property Management and to table the September 30, 2019 Financials for further review.

PROPOSALS

Proposals – Roof Repair at 28767 El Adolfo

The Board of Directors reviewed proposals for roof repairs at 28767 El Adolfo submitted by Roofing Standards, Antis Roofing and McCormack Roofing. It was the general consent of the Board of Directors to approve the proposal submitted by Roofing Standards, in the amount of \$2,200.00.

Proposals – McCormack Roofing

The Board of Directors reviewed proposals for roof repairs at 24591 La Serenata and 28711 La Siena, submitted by McCormack Roofing. It was the general consent of the Board of Directors to table the proposal and obtain additional proposals from Roofing Standards.

Proposal – McCormack Roofing

The Board of Directors reviewed a proposal for roof repairs at 28687 La Azteca submitted by McCormack Roofing. It was the general consent of the Board of Directors to approve the proposal, in the amount of \$2,978.00.

Proposal – Personal Touch Cleaning

The Board of Directors reviewed a proposal for fall cleaning submitted by Personal Touch Cleaning. It was the general consent of the Board of Directors to deny the proposal.

Proposals – Western Pacific Construction Services

It was the general consent of the Board of Directors to approve the following proposals submitted by Western Pacific Construction Services:

1. Speed bump installation - \$10,625.00
2. Asphalt seal coat (to be completed in Spring 2020) - \$23,225.00

Proposals – Sea Crest Landscape

It was the general consent of the Board of Directors to approve the following proposals, submitted by Sea Crest Landscape:

1. Community wide turf over seeding - \$1,980.00
2. 28732 La Siena planting - \$150.00
3. 28827 El Adolfo planting - \$150.00
4. La Serenata/La Montrosa planter - \$792.00
5. El Adolfo mailbox planting - \$123.00
6. Drainage installation to slope in parking area near tot lot - \$2,800.00

Proposal – Earthco Landscape

The Board of Directors reviewed a proposal for Palm Tree trimming submitted by Earthco Landscape. It was the general consent of the Board of Directors to approve the proposal, in the amount of \$2,455.00.

ADMINISTRATIVE ACTIONS

Reimbursement Request – 28785 El Adolfo

The Board of Directors reviewed a reimbursement request submitted by 28785 El Adolfo, for a plumbing invoice that resulted in a common drain line clog. It was the general consent of the Board of Directors to approve reimbursement to the homeowner, in the amount of \$210.00.

Slab Repair Request – 28773 La Siena

The Board of Directors reviewed correspondence submitted by 28773 La Siena regarding cracked and uneven slab and request for repairs. It was the general consent of the Board of Directors to get a proposal to level the slab, epoxy any cracks and remove the toilet, level under the toilet and reinstall. Management to inform the owner that should the toilet become damaged during repairs; it will be their responsibility for replacement.

Sprinter Van Discussion – 24547 El Sorrento

The Board of Directors held a discussion regarding the previous request to allow a sprinter van to park in the community, submitted by 24547 El Sorrento. It was the general consent of the Board of Directors to inform the homeowner that the request is denied as the sprinter van is a commercial vehicle and cannot park in the community.

Annual Calendar Review & Discussion

The Board of Directors reviewed the Annual Calendar. No action was required.

NEXT MEETING

The next scheduled Board of Directors meeting will be held on Monday, November 18, 2019 at 7:30 p.m. at the Laguna Niguel City Hall, 30111 Crown Valley Parkway, Laguna Niguel CA 92677.

ADJOURN

There being no further business to come before the Board at this time, A MOTION WAS DULY MADE, SECONDED, AND UNANIMOUSLY CARRIED to adjourn the general session at 7:20 p.m.