

**COSTA BRAVA AT RANCHO NIGUEL ASSOCIATION
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES
NOVEMBER 18, 2019**

NOTICE OF MEETING

Upon due notice given and received, a meeting of the Board of Directors was held on November 18, 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 6:15)

Directors Absent

None

Others Present

Lauren Swiderski	Managing Agent, Total Property Management, Inc.
Two (2) Homeowners	

CALL TO ORDER

A quorum was present and President, David Guerra, called the General Session Meeting to order at 5:16 pm.

EXECUTIVE SESSION DISCLOSURE

An announcement was made indicating that the Board met in Executive Session on November 18, 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 2 homeowners present during Open Forum to discuss flooring architectural application questions and parking variance request.

MINUTES

It was the general consent of the Board of Directors to approve the minutes of the October 21, 2019 General Session Meeting.

FINANCIAL

Financial Status

It was the general consent of the Board of Directors to table the September 30, 2019 and October 31, 2019 Financials. Management is to schedule a meeting with Total's accounting supervisor to better understand the financials.

CD Maturity

It was the general consent of the Board of Directors to take the following action regarding CDs:

1122 – Wells Fargo CD for \$230,000.00 that matured 11/12/19 - 3 month term;

1123 – TIAA CD for \$225,000 that matured 11/15/19 - 6 months term;

1124 – Bank of China for \$225,000.00 matures 12/16/19 - 9 month term.

Draft Audit

The Board of Directors reviewed the 2018 draft Audit submitted by Inouye, Shively and Klatt, which was not mailed out by the previous Management company. It was the general consent of the Board of Directors to table the draft Audit. Management was to request advisement on the interfund account and how to resolve.

PROPOSALS

Proposal – Antis Roofing

The Board of Directors reviewed proposal for vent repair on the roof at 28753 La Siena, submitted by Antis Roofing. It was the general consent of the Board of Directors to table the proposal and obtain an additional bid from Roofing Standards.

Contract Rate Increase – Sea Crest Landscape

The Board of Directors reviewed contract rate increase correspondence of a 7% increase, submitted by Sea Crest Landscape. It was the general consent of the Board of Directors to inform Sea Crest Landscape that they approve a 3.5% increase.

Proposal – Earthco Landscape

The Board of Directors reviewed a proposal Pine tree removal on the fire lane, submitted by Earthco Landscape. Management received a complaint regarding the tree from the neighboring community. It was the general consent of the Board of Directors to approve the proposal, in the amount of \$800.00.

Proposal – Seabreeze Patio Furniture

The Board of Directors reviewed a proposal for to replace one pool umbrella, one pool umbrella stand and the acrylic tabletop for one small table, submitted by Seabreeze Patio Furniture. It was the general consent of the Board of Directors to approve the proposal, in the amount of \$597.55.

Proposal – Prendiville Insurance Agency

The Board of Directors reviewed options for increasing the water damage insurance deductible, submitted by Prendiville Insurance Agency. It was the general consent of the Board of Directors to approve to increase the water damage deductible to \$20,000, which would lower the premium by \$1,295.00.

Proposal – MCC Construction

The Board of Directors reviewed a proposal to grind the slab and crack fill at 28733 La Siena, submitted by MCC Construction. It was the general consent of the Board of Directors to approve the proposal, in the amount of \$1,695.00.

Proposal – LMZ’s Perfect Finish

The Board of Directors reviewed a proposal for stucco repairs and garage stucco molding repairs needed from the asphalt project, submitted by LMZ’s Perfect Finish. It was the general consent of the Board of Directors to approve the proposal, in the amount of \$2,365.00 and bill back the costs to Western Pacific Construction Services.

Proposals – Roof Repairs at 28711 La Siena

The Board of Directors reviewed proposals for roof repairs at 28711 La Siena submitted by McCormack Roofing and Roofing Standards. 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.

ADMINISTRATIVE ACTIONS

Collection Policy Adoption

The Board of Directors reviewed the proposed Collection Policy that was sent to the Membership for a 28 day comment period. It was the general consent of the Board of Directors to adopt the Collection Policy.

January Meeting Date Discussion

The January Meeting falls on a holiday and needs to be rescheduled. It was the general consent of the Board of Directors schedule the January meeting for January 13, 2020.

Speed Bump Design Discussion

The Board of Directors reviewed correspondence submitted by Western Pacific Construction Services regarding speed bump design. It was the general consent of the Board of Directors to table further discussion and to find out what the dimensions of the previous speed bumps were.

Reimbursement Request – 24543 El Sorrento

The Board of Directors reviewed a reimbursement request submitted by 24543 El Sorrento, for drywall repairs needed as a result of the underpinning. It was the general consent of the Board of Directors to approve reimbursement to the homeowner, in the amount of \$1,745.00.

Reimbursement Request – 28742 La Siena

The Board of Directors reviewed a reimbursement request submitted by 28742 La Siena, for the city permit fee to hold the community wide garage sale. It was the general consent of the Board of Directors to approve reimbursement to the homeowner, in the amount of \$190.00.

Gate Repair Request – 24581 Via Alfredo

The Board of Directors reviewed correspondence submitted by 24581 Via Alfredo, regarding the failing wrought iron fencing in their yard. It was the general consent of the Board of Directors to request EmpireWorks to provide a proposal for community wide wrought iron inspection scope.

Annual Calendar Review & Discussion

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

Architectural Application Review Procedure

The Board of Directors held a discussion regarding procedures for review of Architectural Applications. It was the general consent of the Board of Directors to continue to include applications in the Board packets for review.

NEXT MEETING

The next scheduled Board of Directors meeting will be held on Monday, December 16, 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 8:30 p.m.

Date

Date