

**COSTA BRAVA AT RANCHO NIGUEL ASSOCIATION
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES
FEBRUARY 18, 2020**

NOTICE OF MEETING

Upon due notice given and received, a meeting of the Board of Directors was held on February 18, 2020 at Total Property Management, 23792 Rockfield Blvd, Suite 100, Lake Forest, CA 92630.

ATTENDANCE

Directors Present

David Guerra	President
Daniel Hawkins	Vice President
Don Passehl	Secretary
Scott Baird	Treasurer (arrived at 6:15 P.M.)
Cathie Brown	Director at Large

Directors Absent

None

Others Present

Lauren Swiderski	Managing Agent, Total Property Management, Inc.
Four (4) Homeowners	

CALL TO ORDER

A quorum was present and President, David Guerra, called the General Session Meeting to order at 5:57 pm.

EXECUTIVE SESSION DISCLOSURE

An announcement was made indicating that the Board met in Executive Session on February 18, 2020 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 4 homeowners present during Open Forum to discuss exterior painting, speed bumps, smoking complaint, plumbing leaks, water intrusion, landscape complaints.

MINUTES

It was the general consent of the Board of Directors to approve the Minutes of the January 13, 2020 Organizational Session Meeting and General Session Meeting.

FINANCIAL

Financial Status

It was the general consent of the Board of Directors to approve the December 31, 2019 and January 31, 2020 Financials.

CD Maturity

It was the general consent of the Board of Directors to approve the following CD movement:

#1128 - \$230,000.00 that matures on February 28, 2020 – rollover for 9 month term

#1126 - \$225,000.00 that matures on March 20, 2020 – rollover for 6 month term

PROPOSALS

Ratify – South County Plumbing

It was the general consent of the Board of Directors to ratify the approval of the proposal for plumbing leak repairs at 28738 La Siena, submitted by South County Plumbing, in the amount of \$3,650.00.

Ratify – MCC Construction

It was the general consent of the Board of Directors to ratify the approval of the proposal for mold remediation due to a roof leak at 24541 El Alicante, submitted by MCC Construction, in the amount of \$3,674.01.

Proposals – Roof Repairs

It was the general consent of the Board of Directors to approve the following proposals, submitted by Jim Murray Roofing and deny the proposals submitted by McCormack Roofing and Roofing Standards:

- 24541 El Alicante - \$4,966.00
- 28695 La Siena - \$2,598.00
- 24607 La Serenata - \$2,264.00

It was the general consent of the Board of Directors to approve the proposal for roof repairs at 28683 La Azteca, submitted by Roofing Standards, in the amount of \$3,550.00.

Proposals – 28741 La Triana

The Board of Directors reviewed proposals for repairs at 28741 La Triana, submitted by MCC Construction and Roofing Standards. It was the general consent of the Board of Directors to approve the proposal, submitted by MCC Construction, in the amount of 5,295.00, which included roof repairs and repairs to the drywall in the garage below.

Proposals – Tree Trimming

The Board of Directors reviewed proposals to trim the interior trees between the stairways, submitted by Earthco Landscape and David's Tree Service. It was the general consent of the Board of Directors to approve the proposal submitted by Earthco Landscape, based on 44 trees in the amount of \$1,672.00.

Proposal – Personal Touch Cleaning

The Board of Directors reviewed a proposal for spring cleaning, submitted by Personal Touch Cleaning. It was the general consent of the Board of Directors to approve the proposal with all options, except cleaning the tot lot.

Proposal – Three Phase Electric

The Board of Directors reviewed a proposal for light pole replacement in front of the pool, submitted by Three Phase Electric. It was the general consent of the Board of Directors to approve the proposal, in the amount of \$1,760.00.

Proposal – FHA Review

The Board of Directors reviewed a proposal for FHA renewal, submitted by FHA Review. It was the general consent of the Board of Directors to approve the proposal, in the amount of \$765.00.

Proposals – 28695 La Siena Pipe Installation

The Board of Directors reviewed proposals to properly install the pipe coming out of the stucco near the garage, which was installed by the homeowner, submitted by MCC Construction and ProTec Building Services. It was the general consent of the Board of Directors to approve the proposal submitted by MCC Construction, in the amount of \$495.00.

Proposals – Tot Lot Equipment

The Board of Directors reviewed proposals for new tot lot equipment, submitted by PlayPower. It was the general consent of the Board of Directors to approve the proposal with all pour in place surfacing, in the amount of \$30,055.77. However, Management was directed to verify if there are one or two umbrellas? What is the life span of the equipment?

Proposals – Accurate Termite

The Board of Directors reviewed a proposal to increase rodent control services, submitted by Accurate Termite. It was the general consent of the Board of Directors to deny the proposal.

The Board of Directors reviewed a proposal for wood repairs needed after the community wide termite inspection/treatment, submitted by Accurate Termite. It was the general consent of the Board of Directors to table the proposal.

Proposal – EmpireWorks

The Board of Directors reviewed a proposal to perform wrought iron, balcony deck and wood inspection submitted by EmpireWorks. It was the general consent of the Board of Directors to approve the proposal, in the amount of \$5,362.00.

It was the general consent of the Board of Directors to table the proposal for ground level wrought iron repairs, submitted by EmpireWorks.

Proposals – Sea Crest Landscape

It was the general consent of the Board of Directors to approve the proposals, submitted by Sea Crest Landscape, as follows;

1. El Adolfo mailbox planting - \$246.00
2. Planter near tot lot plant removal/installation - \$445.00

ADMINISTRATIVE ACTIONS

Utility Cost Management

The Board of Directors reviewed correspondence submitted by Utility Cost Management for audit of the Association's electric bills. It was the general consent of the Board of Directors to approve the contract.

Parking Permit Variance Request

The Board of Directors reviewed a request to be grandfathered in so that it is unnecessary to obtain Board approval every year for the parking permit variance, submitted by 28773 El Adolfo. It was the general consent of the Board of Directors to deny the request as approval is required each renewal.

Reimbursement Request

The Board of Directors reviewed a request for microwave replacement that was damaged as a result of a roof leak. It was the general consent of the Board of Directors to deny the request.

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, March 16, 2020 at 6:00 p.m. at Total Property Management, 23792 Rockfield Blvd, Suite 100, Lake Forest, CA 92630.

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.

ATTEST:

Signature

Date

Signature

Date