

**COSTA BRAVA AT RANCHO NIGUEL ASSOCIATION
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES
June 15, 2020**

NOTICE OF MEETING

Upon due notice given and received, a meeting of the Board of Directors was held on June 15, 2020 via Zoom Teleconference.

ATTENDANCE

Directors Present

David Guerra	President
Daniel Hawkins	Vice President
Don Passehl	Secretary
Scott Baird	Treasurer
Cathie Brown	Director at Large

Directors Absent

None

Others Present

Lauren Swiderski Managing Agent, Total Property Management, Inc.

CALL TO ORDER

A quorum was present and President, David Guerra, called the General Session Meeting to order at 6:03 pm.

EXECUTIVE SESSION DISCLOSURE

An announcement was made indicating that the Board met in Executive Session on June 15, 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 two (2) homeowners present during Open Forum to discuss re-opening of the pool and vehicle towing reimbursement.

MINUTES

It was the general consent of the Board of Directors to approve the Minutes of the May 18, 2020 General Session Meeting.

FINANCIAL

Financial Status

It was the general consent of the Board of Directors to approve the May 31, 2020 Financials, as presented.

CD Maturity

It was the general consent of the Board of Directors to approve the following CD movement:
#1152 - \$225,000.00 that matures on July 22 2020 – rollover for 3-month term
#1127 - \$200,000.00 that matures on July 24, 2020 – rollover for 3-month term

Lien Approval

It was the general consent of the Board of Directors to approve the Resolution to Lien for APN #933-344-77.

PROPOSALS

Ratification – South County Plumbing

It was the general consent of the Board of Directors to ratify the approval of the proposal for plumbing repairs at 28693 La Siena, submitted by South County Plumbing, in the amount of \$4,000.00.

Proposal – South County Plumbing

The Board of Directors reviewed a proposal submitted by South County Plumbing for plumbing line repairs in front of 28736 La Siena. It was the general consent of the Board of Directors to approve plumbing repairs only and have ProTec provide proposal for concrete repairs.

Proposal – Jim Murray Roofing

The Board of Directors reviewed a proposal submitted by Jim Murray for roof repairs at 28765 La Siena. It was the general consent of the Board of Directors to approve proposal in the amount of \$4,234.00 (roof repairs \$2,658.00, chimney cap repairs \$1,576.00).

Proposal – Jim Murray Roofing

The Board of Directors reviewed a proposal submitted by Jim Murray for roof repairs at 24561 El Alicanta in the amount of \$7,387.00 (roof repairs \$5,491.00, chimney cap repairs \$1,896.00). It was the general consent of the Board of Directors to table the proposal and obtain additional bids. Management to inform the homeowner that management will be obtaining additional bids.

Proposal – Jim Murray Roofing

The Board of Directors reviewed a proposal submitted by Jim Murray for roof repairs at 24515 El Sorrento in the amount of \$3,125.00. It was the general consent of the Board of Directors to table the proposal and obtain additional bids. Management to inform the homeowner that management will be obtaining additional bids

Proposal – Aquatic Balance

The Board of Directors reviewed a proposal submitted by Aquatic Balance for heater maintenance, in the amount of \$340.00. It was the general consent of the Board of Directors to approve proposal as presented.

Proposal – Patrol Masters

The Board of Directors reviewed proposal submitted by Patrol Masters regarding guard services for 4th of July in the amount of \$480.00. It was the general consent of the Board of Directors to approve proposal as presented, pending if the pool reopens.

Proposal – V-Ditch Repairs

The Board of Directors reviewed proposals submitted by ProTec Building Services, MCC Construction and Sea Crest Landscape for v-ditch repairs at 28837 El Adolfo. It was the general consent of the Board of Directors to approve the proposal submitted by ProTec, in the amount of \$500.00. Management was directed to contact Sea Crest and question why the V-ditches and drains are not regularly cleaned. Management to add v-ditch cleaning to annual calendar.

Proposal – Sea Crest Landscape

The Board of Directors reviewed a proposal submitted by Sea Crest Landscape regarding new plant material along the wall across from 28787 El Adolfo in the amount of \$656.00. It was the general consent of the Board of Directors to approve proposal as presented.

Proposal – Sea Crest Landscape

The Board of Directors reviewed a proposal submitted by Sea Crest Landscape for drain installation behind the Via Valdez garages, in the amount of \$2,375.00. It was the general consent of the Board of Directors to table proposal and obtain additional bids

Proposal – Roof Replacement

The Board of Directors reviewed proposal submitted by BRS Roofing, Roofing Standards and Jim Murray Roofing. It was the general consent of the Board of Directors to table proposals and to obtain an additional bid from Ryan for project manager of the roof project to confirm bids are like for like.

Proposal – South County Plumbing

The Board of Directors reviewed a proposal submitted by South County Plumbing for association plumbing line repairs at 28736 La Siena. It was the general consent of the Board of Directors to approve the proposal, in the amount of \$3,250.00 for plumbing repair only, not replacement of concrete.

ADMINISTRATIVE ACTIONS

EmpireWorks Inspection Scheduling

The Board of Directors discussed timeline to have EmpireWorks perform wood, deck and wrought iron inspection. It was the general consent of the Board of Directors to approve moving forward with scheduling inspection without workers going on the roofs. Notices must go out to inform homeowners and residents of a date and time of inspections.

28648 La Azteca – Reimbursement Request

The Board of Directors reviewed reimbursement request submitted by 28648 La Azteca for repairs inside their unit as a result of leaking archway in the amount of \$485.00. It was the general consent of the Board of Directors to deny reimbursement request as this is homeowners' responsibility.

28648 La Azteca – Permit Request

The Board of Directors reviewed correspondence submitted by 28648 La Azteca requesting approval to obtain a second vehicle permit. The unit has a one car garage and there will be 3 vehicles and 3 drivers in the household. It was the general consent of the Board of Directors to deny the request, only 1 vehicle permit per household is allowed.

28703 La Siena – Walkway Request

The Board of Directors reviewed correspondence submitted by 28703 La Sienna requesting the walkway in front of their unit to be cleaned. It was the general consent of the Board of Directors to obtain proposal for power washing the walkway. Member at Large, Cathie Brown will provide information of a vendor as well.

24515 El Sorrento – Repair Request

The Board of Directors reviewed correspondence submitted by 24515 El Sorrento requesting various wood repairs. It was the general consent of the Board of Directors to inform the homeowner the wood will be inspected when the community starts the wood repair project.

28667 La Azteca – Speed Bumps

The Board of Directors reviewed correspondence submitted by 28667 La Azteca regarding speed bumps not being installed on the inner streets and request the Board to reconsider. The homeowner was also in attendance at the meeting. It was the general consent of the Board of Directors to deny the request. Management was directed to send a letter to the homeowner who is allegedly speeding through the community.

Pressure Regulator Replacement Discussion

The Board of Directors reviewed correspondence submitted by 28731 La Siena regarding a recent plumbing leak that occurred at her unit and the need for the pressure regulator to be replaced. Homeowner's plumber suggested replacing all pressure regulators to help decrease plumbing issues. It was the general consent of the Board of Directors to deny request, pressure regulators are homeowner's responsibility.

28701 La Siena – Paint Planning Volunteer

The Board of Directors reviewed correspondence submitted by 28701 La Sienna regarding volunteering to assist with the paint selection in the event the community starts planning for painting project. Management was directed to inform the homeowner that community will not be painted yet.

Slope Maintenance

The Board of Directors reviewed correspondence regarding slop not being maintained by Sea Crest Landscape for the areas that border neighboring communities. Sea Crest has been notified to address these concerns. No action was required.

28736 La Siena – Trash Complaint

The Board of Directors reviewed correspondence submitted by 28736 La Siena regarding community trash complaints and residents over filling trash cans. It was the general consent of the Board of Directors to have management obtain information regarding the trash cans who have unit addresses and send letters to those homeowners. If the numbers correspond then ask for additional address.

24601 La Serenata - Tow Reimbursement Request

The Board of Directors reviewed a tow reimbursement submitted by 24601 La Serenata. The homeowner was in attendance to discuss with the Board. It was the general consent of the Board of Directors to approve a one-time waiver, in the amount of \$305.00 and to notify the homeowner that the rules have not changed during COVID and they need to be followed.

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, July 20, 2020 at 6:00 p.m. via Zoom Teleconference.

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