

**COSTA BRAVA AT RANCHO NIGUEL ASSOCIATION
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES
September 21, 2020**

NOTICE OF MEETING

Upon due notice given and received, a meeting of the Board of Directors was held on September 21, 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 One Homeowner	Managing Agent, Total Property Management, Inc.
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CALL TO ORDER

A quorum was present and President, David Guerra, called the General Session Meeting to order at 5:30 pm.

EXECUTIVE SESSION DISCLOSURE

An announcement was made indicating that the Board met in Executive Session on September 21, 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 was one (1) homeowner present during Open Forum to provide budget suggestions, website updates, chimney cleaning reminders, removing old garage keypads.

MINUTES

It was the general consent of the Board of Directors to approve the Minutes of the August 17, 2020 General Session Meeting.

FINANCIAL

Financial Status

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

CD Maturity

Management was directed to invite the Morgan Stanley representative to the next Board Meeting to discuss CD movement and recommendations.

Draft Budget

The Board of Directors reviewed the draft budget prepared by Management, recommending an increase to \$375.00 per month. It was the general consent of the Board of Directors to table the budget and hold a Special Meeting on October 1, 2020.

PROPOSALS

Ratification – Aquatic Balance

It was the general consent of the Board of Directors to ratify the approval of the proposal submitted by Aquatic Balance for pool skimmer repairs, in the amount of \$1,122.00.

Ratification – South County Plumbing

It was the general consent of the Board of Directors to ratify the approval of the proposal submitted by South County Plumbing for the common area plumbing line repair, in the amount of \$3,250.00.

Proposals – Majority Rules

It was the general consent of the Board of Directors to table the proposal submitted by Majority Rules for CC&R Restatement – Inspector of Election Services. Management was directed to obtain additional proposals.

Proposals – Aquatic Balance

It was the general consent of the Board of Directors to approve the proposal submitted by Aquatic Balance for preventative maintenance, in the amount of \$475.38. Management was directed to inform Aquatic Balance to turn off pool heat by October 31, 2020.

Proposal – Inouye, Shively & Klatt

It was the general consent of the Board of Directors to approve the proposal submitted by Inouye, Shively and Klatt for tax and audit preparation, in the amount of \$1,200.00.

Proposal – Personal Touch Cleaning

It was the general consent of the Board of Directors to table review of the contract rate increase, submitted by Personal Touch and obtain additional custodial service proposals.

Proposals – ProTec Building Services

It was the general consent of the Board of Directors to table review of the contract rate increase, submitted by Personal Touch and obtain additional maintenance service proposals.

It was the general consent of the Board of Directors to table review of the proposal to resurface the concrete walkway at 28703 La Siena. Management was directed to obtain proposals to replace only the slab that is cracked.

Proposal – Sea Crest Services

It was the general consent of the Board of Directors to table review of the contract rate increase, submitted by Sea Crest and obtain additional landscape maintenance proposals.

It was the general consent of the Board of Directors to table review of the the proposal submitted by Sea Crest Services to broom clean spider webs on garages and carports and obtain additional proposals.

Proposals – La Montrosa Slope

The Board of Directors reviewed proposals for tree removal, tree trimming and clean up on the La Montrosa slope submitted by Earthco and Andre Landscape. It was the general consent of the Board of Directors to approve the proposal submitted by Andre Landscape, in the amount of \$18,252.00. Management was directed to verify if that cost includes v-ditch maintenance or obtain price to do so.

PROPOSALS – continued

Proposal – Pine Trees

The Board of Directors reviewed proposals submitted by Earthco Landscape and Andre Landscape to remove the Pine trees at La Montrosa and El Adolfo. The Board also reviewed proposals to install a root barrier submitted by Earthco Landscape and Sea Crest Services. It was the general consent of the Board of Directors to approve the proposal submitted by Andre Landscape, to remove the Pine trees, in the amount of \$4,875.00.

Proposal – Accurate Termite

The Board of Directors reviewed the proposal submitted by Accurate Termite for annual termite renewal. Services were originally performed in October 2019. Due to Covid, make-up treatments were delayed until August 2020. Based on first services, the contract is up for renewal. It was the general consent of the Board of Directors to table the proposal. Management was directed to ask Accurate Termite what the impacts are if the association does not renew and what are the costs if they renew a year from now.

ADMINISTRATIVE ACTIONS

24505 El Sorrento

The Board of Directors reviewed a plumbing reimbursement request submitted by 24505 El Sorrento regarding a cast iron drain line that leaked and caused damage. It was the general consent of the Board of Directors to table the request. Management was directed to contact the homeowners contractor for more information.

Annual Calendar Review & Discussion

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

ARCHITECTURAL REQUESTS

28833 El Adolfo – The Board of Directors reviewed an Architectural Application submitted by 28833 El Adolfo to replace the carpet with vinyl flooring. It was the general consent of the Board of Directors to deny the request, as this unit is located above another living unit and per the CC&Rs flooring modifications cannot be made.

NEXT MEETING

The next scheduled Board of Directors meeting will be held on Monday, September 21, 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 7:45 p.m.

ATTEST:

Signature

Date

Signature

Date