

**COSTA BRAVA AT RANCHO NIGUEL ASSOCIATION
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES
October 19, 2020**

NOTICE OF MEETING

Upon due notice given and received, a meeting of the Board of Directors was held on October 19, 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.
Seven Homeowners	

CALL TO ORDER

A quorum was present and President, David Guerra, called the General Session Meeting to order at 6:25 pm.

EXECUTIVE SESSION DISCLOSURE

An announcement was made indicating that the Board met in Executive Session on October 19, 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 seven (7) homeowners present during Open Forum to provide suggestions on explaining the Total Property Management website versus the Costa Brava website and making communications more user friendly, concerns for trees that were removed on the slope from a neighboring community resident, asphalt project concerns from people walking/driving on asphalt before barricades were removed and equipment that broke down on La Azteca, request for changes to Association website, concerns with trees being removed on the slope and the pine trees on La Montrosa,

MINUTES

It was the general consent of the Board of Directors to approve the Minutes of the September 23, 2020 General Session Meeting and the Minutes of the October 1, 2020 Special Meeting.

FINANCIAL

Financial Status

It was the general consent of the Board of Directors to approve the September 30, 2020 Financials, as presented. Management was directed to verify if there is a summary that shows the amount of interest earned on CDs for the year. Also, to verify what accumulated amortization means and why does it have a negative \$18,000 balance.

CD Maturity

It was the general consent of the Board of Directors to roll over all CDs maturing in October and December for 3 month terms. CDS as follows:

1. 1153 - \$225,000.00 - matures 10/14/20
2. 1154 - \$201,248.77 - matures 10/16/20
3. 1155 - \$224,918.91 - matures 10/22/20
4. 1157 - \$146,000.00 - matures 12/24/20
5. 1156 - \$228,119.65 - matures 12/28/20
6. 1603 - \$130,216.63 - matures 12/28/20

PROPOSALS

Ratification – Sea Crest Landscape

It was the general consent of the Board of Directors to ratify the approval of the proposal to repair the irrigation control wire that operates the control valve near 28663 La Azteca, submitted by Sea Crest Landscape, in the amount of \$2,000.00.

It was the general consent of the Board of Directors to ratify the approval of the proposal to replace the malfunctioning 25 station irrigation controller located on Via Pasetiempo, submitted by Sea Crest Landscape, in the amount of \$1,630.00.

Proposals – Inspector of Elections

The Board of Directors reviewed proposals submitted by Majority Rules, Accurate Voting and The Ballot Box for inspector of election services for the CC&R Amendment. It was the general consent of the Board of Directors to approve the proposal submitted by Majority Rules, in the amount of \$4,718.22.

Proposals – De-Webbing

The Board of Directors reviewed proposals submitted by Jet Clean, Sea Crest Landscape and Accurate Termite for community wide de-webbing. It was the general consent of the Board of Directors to approve the proposal submitted by Accurate Termite, in the amount of \$895.00.

Proposals – 28703 La Siena Concrete

The Board of Directors reviewed proposals submitted by ProTec Building Services, MCC Construction and LMZ's Perfect Finish for concrete replacement at the walkway of 28703 La Siena. It was the general consent of the Board of Directors to deny all proposals as the area is not a trip hazard and not in need to replacement at this time.

Proposal – Monthly Janitorial Service

The Board of Directors reviewed proposals submitted by Personal Touch Cleaning (contract rate increase), Jet Clean and Blue Balance for monthly janitorial services. It was the general consent of the Board of Directors to remain with their current vendor, Personal Touch Cleaning and accept the contract rate increase to \$316.23 per month. Management was directed to obtain an additional proposal from Blue Balance for custodial and pool service.

Proposals – Monthly Maintenance Contract

The Board of Directors reviewed proposals submitted by ProTec Building Services (contract rate increase), LMZ's Perfect Finish and Carasso Construction for monthly maintenance contracts. It was the general consent of the Board of Directors to remain with their current vendor, ProTec Building Services, and accept the contract rate increase from \$48.00 to \$48.90 per hour.

PROPOSALS – continued

Proposal – Accurate Termite

The Board of Directors reviewed the proposal submitted by Accurate Termite for wood repairs as noted during community wide termite inspection. It was the general consent of the Board of Directors to table the proposal.

EmpireWorks Inspection Reports

The Board of Directors review the scopes of work for wood repairs, wrought iron repairs and deck repairs submitted by EmpireWorks. Management was directed to begin obtaining proposals for repairs.

ADMINISTRATIVE ACTIONS

Green Waste Bins Discussion

The Board of Directors held a discussion regarding possible uses of the green waste bins to be used by the landscapers. However it was decided to take no action.

FHA Approval

The Board of Directors reviewed the FHA Approval that was received. No action was required.

LaBelle Marvin

The Board of Directors reviewed correspondence submitted by LaBelle Marvin regarding the asphalt being as it should be at the La Azteca garages on El Alicante. Board Member Don Passehl will contact LaBelle Marvin for further discussion.

28813 El Adolfo – Landscape Concerns

The Board of Directors reviewed correspondence submitted by 28813 El Adolfo regarding landscape concerns. However, this area was affected by the irrigation controller that needed to be replaced and the area will be observed during the next property inspection.

28661 La Azteca – Flooring

The Board of Directors reviewed correspondence submitted by 28661 La Azteca regarding suggestions for flooring replacement the units above another unit. No action was required.

28821 El Adolfo – Paint Color Suggestions

The Board of Directors reviewed correspondence submitted by 28821 El Adolfo with paint scheme suggestions for community wide painting. No action was required.

Tree Removal Complaints

The Board of Directors reviewed correspondence submitted by 28797 El Adolfo, 28783 El Adolfo and 28813 El Adolfo regarding tree removal concerns. Management was directed to request that Andre Landscape mark the trees are being removed and also provide information on slope erosion concerns for trees being removed.

28668 La Azteca – Patio Cover

The Board of Directors reviewed correspondence submitted by the escrow agent for 28668 La Azteca regarding responsibility of the patio cover. Management was advised that the patio cover maintenance is homeowner responsibility.

Annual Calendar Review & Discussion

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

ARCHITECTURAL REQUESTS

28803 El Adolfo – The Board of Directors reviewed an Architectural Application submitted by 28803 El Adolfo for HVAC replacement. It was the general consent of the Board of Directors to deny the request, and request the homeowner to submit specifications of the unit that they want to install.

NEXT MEETING

The next scheduled Board of Directors meeting will be held on Monday, November 16, 2020 at 6:30 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 9:00 p.m.

ATTEST:

Signature

Date

Signature

Date