

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

NOTICE OF MEETING

Upon due notice given and received, a meeting of the Board of Directors was held on December 21, 2020 via Zoom Teleconference.

ATTENDANCE

Directors Present

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

Directors Absent

Daniel Hawkins	Vice President
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Others Present

Lauren Swiderski	Managing Agent, Total Property Management, Inc.
Five (5) Homeowners	

CALL TO ORDER

A quorum was present and President, David Guerra, called the General Session Meeting to order at 6:30 pm.

EXECUTIVE SESSION DISCLOSURE

An announcement was made indicating that the Board met in Executive Session on December 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 five (5) homeowners present during Open Forum to discuss tree removal concerns regarding healthy trees being removed and liability of the slope.

MINUTES

It was the general consent of the Board of Directors to approve the Minutes of the November 16, 2020 General Session Meeting.

FINANCIAL

Financial Status

It was the general consent of the Board of Directors to approve the November 30, 2020 Financials, subject to the year-end audit.

CD Maturity

It was the general consent of the Board of Directors to roll over CD #1604 in the amount of \$130,043.52, that matures on January 12, 2021 for a 3 month term.

PROPOSALS

Ratification – South County Plumbing

It was the general consent of the Board of Directors to ratify the approval of the proposal to submitted by South County Plumbing for common area plumbing repairs on Via Alfredo, in the amount of \$3,450.00.

Proposals – South County Plumbing

The Board of Directors reviewed a proposal submitted by South County Plumbing to replace the toilets at the pool restrooms as they are continuously backing up. South County Plumbing will also camera the lines while the toilets are off to see if there are any further issues. It was the general consent of the Board of Directors to approve the proposal, in the amount of \$1,575.00.

The Board of Directors reviewed a proposal submitted by South County Plumbing to hydrojet the clogged drain in front of 28731 La Triana. It was the general consent of the Board of Directors to approve the proposal, in the amount of \$750.00.

Proposals – Sea Crest Landscape

The Board of Directors reviewed a proposal submitted by Sea Crest Landscape to replace the dying garage plant at 28703 La Siena. It the general consent of the Board of Directors to approve the proposal, in the amount of \$60.00

The Board of Directors reviewed a proposal submitted by Sea Crest Landscape for dying plant removal/replacement along the walkways at 28738 La Triana. It was the general consent of the Board of Directors to approve the proposal, in the amount of \$747.00.

The Board of Directors reviewed a proposal submitted by Sea Crest Landscape to rebuild the pressure regulator to the Via Alfredo building, due to all the recent plumbing concerns. It was the general consent of the Board of Directors to approve the proposal, in the amount of \$685.00.

Proposals – Monthly Landscape Maintenance

The Board of Directors reviewed proposals submitted by Sea Crest Landscape, Andre Landscape, Earthco Landscape and New Way Landscape for monthly landscape maintenance. It was the general consent of the Board of Directors to approve to stay with Sea Crest Landscape and accept the increase to \$4,507.00 per month.

Proposals – Street Sweeping Service

The Board of Directors reviewed proposals submitted by Bill's Sweeping Service, Sweeper Guys and Sunset Property Services for street sweeping services. It was the general consent of the Board of Directors to approve Sweeper Guys to perform sweeping twice per month, on Fridays after 3pm, in the amount of \$260.00.

ADMINISTRATIVE ACTIONS

Construction Committee Formation

It was the general consent of the Board of Directors to form a Construction Committee to include David Guerra, Scott Baird and John Cary.

Painting Committee Formation

It was the general consent of the Board of Directors to form a Painting Committee to include Cathie Brown, Don Passhel and Maureen Crowley (El Adolfo).

Van Dijk Associates

The Board of Directors reviewed the finalized draft roof specifications submitted by Van Dijk Associates. It was the general consent of the Board of Directors to table until the next Meeting.

Annual Calendar Review & Discussion

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

Via Alfredo Leak Concerns

The Board of Directors reviewed correspondence submitted by 24583, 24591 and 24581 Via Alfredo regarding multiple leaks that have occurred in the units and request for association reimbursement to homeowners. It was the general consent of the Board of Directors that leaks are homeowner responsibility so it is their responsibility to work together to resolve and recommend all units checking their pressure regulators and replacing if needed.

NEXT MEETING

The next scheduled Board of Directors meeting will be held on Monday, January 25, 2021 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