

**COSTA BRAVA AT RANCHO NIGUEL ASSOCIATION
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES
SETEPMBER 20, 2021**

NOTICE OF MEETING

Upon due notice given and received, a meeting of the Board of Directors was held on September 20, 2021 via Zoom.

ATTENDANCE

Directors Present

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

Directors Absent

None

Others Present

Lauren Swiderski	Managing Agent, Total Property Management, Inc.
15 Homeowners	

CALL TO ORDER

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

MEET THE CANDIDATES

Aria Dehdari, Cindy Stratton-Pich, Cathie Brown and Scott Baird introduced themselves to the homeowners in attendance and their interest in running for the Board.

The General Session Meeting was temporarily Adjourned to the Annual Membership Meeting at 6:35 p.m.

The General Session Meeting was reconvened at 6:38 p.m. while ballots were being opened.

EXECUTIVE SESSION DISCLOSURE

An announcement was made indicating that the Board met in Executive Session on September 20, 2021 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 15 homeowners in attendance to request copies of the restated Bylaws, comments on the Comet Lighting address sign project, pest control complaint, request for more notice during the projects, request for cover over recessed lighting in walkway, status of shutter replacements, plans to replace light fixtures in stairways, request for community wide spider web maintenance after projects.

MINUTES

It was the general consent of the Board of Directors to approve the Minutes of the August 16, 2021 General Session Meeting as presented.

FINANCIAL

Financial Status

It was the general consent of the Board of Directors to approve the August 31, 2021 Financials, subject to the year-end audit pending the correction of the percent funded on the cover page.

CD Maturity

It was the general consent of the Board of Directors to do the following for maturing CDs:

1. #1176 - \$146,031.34 – matures 10/4/21 – roll over for 3 month term
2. #1184 - \$245,000.00 – matures 10/8/21 – let mature to become cash available
3. #1185 - \$245,000.00 – matures 10/12/31 – roll over for 3 month term
4. #1177 - \$245,000.00 – matures 10/13/22 – roll over for 3 month term

Draft Budget

The Board of Directors reviewed the draft budget prepared by Management, proposing a \$9.00 increase. It was the general consent of the Board of Directors to approve the budget, with a \$10.00 increase, to \$385.00 per month.

PROPOSALS

Ratifications

It was the general consent of the Board of Directors to ratify approvals as follows:

1. Partners Plumbing – 28717 La Siena main line leak repair - \$2,500.00
2. Comet Lighting – Revised address light conversion project - \$19,580.00

Contract Rate Increase – Personal Touch Cleaning

It was the general consent of the Board of Directors to approve the annual contact increase of \$350.00, submitted by Personal Touch Cleaning.

The General Session Meeting was temporarily adjourned to the Annual Membership Meeting at 7:30 p.m.

The General Session Meeting was reconvened at 7:35 p.m.

As a result of the Annual Meeting, a new Board Member was elected. With them not having the Board packet or background information, the Board tabled the remaining proposals for review at the October Meeting.

ADMINISTRATIVE ACTIONS/REQUESTS

Board Member Appointment Discussion

It was the general consent of the Board of Directors to appoint Cindy Stratton-Pich to the vacant position on the Board, with the term expiring September 2022.

Annual Calendar Review & Discussion

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

ARCHITECTURAL ACTIONS

28746 La Siena – Architectural Application for window replacement. It was the general consent of the Board of Directors to table the application and schedule an appointment with the homeowner to discuss the application in person.

24573 El Alicante – Architectural Application for flooring replacement. It was the general consent of the Board of Directors to approve the application, with the condition that should sound from the flooring become and issue for the unit below (current or future residents), the owner will need to address.

ARCHITECTURAL ACTIONS – continued

28648 Via Valdez – Architectural Application for window replacement. It was the general consent of the Board of Directors to table the application and schedule an appointment with the homeowner to discuss the application in person.

NEXT MEETING

The next scheduled Board of Directors meeting will be held on Monday, October 18, 2021 at 6:30 p.m. via Zoom.

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 7:50 p.m.

ATTEST:

Signature

Date

Signature

Date