

**COSTA BRAVA AT RANCHO NIGUEL ASSOCIATION
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES
OCTOBER 18, 2021**

NOTICE OF MEETING

Upon due notice given and received, a meeting of the Board of Directors was held on October 18, 2021 via Zoom.

ATTENDANCE

Directors Present

David Guerra	President
Daniel Hawkins	Vice President
Scott Baird	Secretary
Aria Dehdari	Treasurer
Cindy Stratton-Pich	Member 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.

EXECUTIVE SESSION DISCLOSURE

An announcement was made indicating that the Board met in Executive Session on October 18, 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 7 homeowners in attendance discuss the need for better communication from BRS Roofing & EmpireWorks regarding projects, wrought iron in need of additional repairs since initial inspection, the need for utility closets to be cleaned out, need for notice to community regarding mailbox theft, consider putting up cameras or spot lights at mailboxes, interior slope tree trimming.

MINUTES

It was the general consent of the Board of Directors to approve the Minutes of the September 20, 2021 General Session Meeting as presented.

FINANCIAL

Financial Status

It was the general consent of the Board of Directors to approve the September 30, 2021 Financials, subject to the year-end audit.

CD Maturity

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

1. #1180 - \$245,018.14 – matures 11/9/21 – roll over for 3 month term
2. #1181 - \$245,000.00 – matures 11/15/21 – roll over for 3 month term
3. #1182 - \$245,000.00 – matures 11/19/21 – roll over for 3 month term

PROPOSALS

Ratifications

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

1. BRS Roofing – removal of battens from scope of work – credit of \$20,000.00
2. EmpireWorks – stucco patches from Comet Lighting address light conversions - \$4,386.00

Proposal – ProTec Building Services

The Board of Directors reviewed correspondence submitted by ProTec Building Services regarding common area utility closet cleaning. It was the general consent of the Board of Directors to approve ProTec to clean out the utility closets, in the amount of \$1,173.60.

Proposals – Doggie Station Replacement

The Board of Directors reviewed proposals for doggie station replacement submitted by ProTec Building Services, Humburg & Associates and MCC Construction. It was the general consent of the Board of Directors to table the proposals.

Proposals – Aquatic Balance

It was the general consent of the Board of Directors to approve proposals submitted by Aquatic Balance for preventative maintenance, in the amount of \$495.38 and heater maintenance, in the amount of \$340.00.

Proposals – Interior Slope Tree Trimming

The Board of Directors reviewed interior slope tree trimming proposals submitted by Andre Landscape and Earthco Landscape. It was the general consent of the Board of Directors to approve the proposal submitted by Andre Landscape, in the amount of \$4,817.00.

Proposals – Sea Crest Landscape

It was the general consent of the Board of Directors to approve the following proposals submitted by Sea Crest Landscape, as follows:

1. Contract rate increase – from \$4,507.00 to \$4,732.00 per month
2. Turf scalp and overseed - \$820.00
3. 28666 La Azteca – rain gutter tie-in - \$280.00
4. Remove fallen tree on La Montrosa slope - \$125.00

Proposals – EmpireWorks

It was the general consent of the Board of Directors to talbe the following proposals, submitted by EmpireWorks:

1. Change Order #1 – Carport Lattice framing removal
2. Pool Wrought Iron shepherd’s hook installation

It was the general consent of the Board of Directors to approve change order #2 for additional wood repairs, in the amount of \$16,996.00.

Proposal – Partners Plumbing

The Board of Directors reviewed a proposal submitted by Partners Plumbing to repair a common area plumbing leak at 28703 La Siena. It was the general consent of the Board of Directors to approve the proposal, in the amount of \$2,500.00.

ADMINISTRATIVE ACTIONS/REQUESTS

Cox Communications

The Board of Directors reviewed correspondence submitted by Cox Communications regarding service interruptions due to pedestal upgrades. Notices to community will be sent by Cox Communications. No action was required.

ADMINISTRATIVE ACTIONS – continued

28736 La Siena – Community Complaints

The Board of Directors reviewed correspondence submitted by 28736 La Siena regarding muddy streets, trash overflow messes and parking. Management was directed to ask the landscaper why the streets are so muddy and to include a note in the newsletter regarding clean up of trash messes.

24543 El Sorrento – Leaking Downspout

The Board of Directors reviewed correspondence regarding a continuously leaking downspout at 24543 El Sorrento. It was the general consent of the Board of Directors to approve to have EmpireWorks repair the corroded section of downspout.

28831 El Adolfo – Safelist Request

The Board of Directors reviewed a safelist request submitted by 28331 El Adolfo for their vehicle to be stored while they are on vacation for 3 weeks. It was the general consent of the Board of Directors to approve to safelist the vehicle.

Annual Calendar Review & Discussion

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

ARCHITECTURAL ACTIONS

28695 La Siena – Architectural Application for window replacement. It was the general consent of the Board of Directors to approve the application.

NEXT MEETING

The next scheduled Board of Directors meeting will be held on Monday, November 15, 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 8:00 p.m.

ATTEST:

Signature

Date

Signature

Date