

**COSTA BRAVA AT RANCHO NIGUEL ASSOCIATION
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES
JANUARY 24, 2022**

NOTICE OF MEETING

Upon due notice given and received, a meeting of the Board of Directors was held on January 24, 2022 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.
4 Homeowners

CALL TO ORDER

A quorum was present and President, David Guerra, called the General Session Meeting to order at 6:35 pm.

EXECUTIVE SESSION DISCLOSURE

An announcement was made indicating that the Board met in Executive Session on January 24, 2022, 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 4 homeowners in attendance to discuss effloresce at the base of wall of buildings that have been painted over and not repaired, stucco where granite address signs were removed not patched & just painted over, painters storing items in utility closets, request for deck seal process, concern of roofers only using 1 layer of underlayment, disappointment in outcome of Moulton Niguel Water District litigation settlement, community mailbox break-ins, slope movement concerns, need to keep attorney's fees to a minimum.

MINUTES

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

FINANCIAL

Financial Status

It was the general consent of the Board of Directors to approve the December 31, 2021 Financials, subject to the year-end audit.

CD Maturity

It was the general consent of the Board of Directors to roll the CD that matures on February 3, 2022, in the amount of \$245,000, for 3 months.

Lien Authorization

It was the general consent of the Board of Directors to approve the Lien Authorization for APN #933-344-52.

FINANCIAL – continued

Draft Audit

The Board of Directors reviewed the draft audit submitted by Inouye, Shively, Klatt & McCorvey. It was the general consent of the Board of Directors to table the audit until the February Meeting.

PROPOSALS

Ratifications

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

1. BRS Roofing – Building 10 Wood Repair Change Order - \$3,141.00
2. BRS Roofing – Building 11 Wood Repair Change Order - \$5,662.00
3. BRS Roofing – Building 12 Wood Repair Change Order - \$2,520.00
4. BRS Roofing – Building 13 Wood Repair Change Order - \$4,039.00
5. EmpireWorks – Building 2 Deck Repair Change Order - \$570.00
6. EmpireWorks – Building 10 Wrought Iron Repair Change Order - \$3,471.00
7. EmpireWorks – Community Wide Wrought Iron Gate Repairs to fill holes - \$9,490.00
8. Partners Plumbing – 28715 La Siena additional plumbing repair - \$2,500.00

Proposals – Palm Tree Trimming

The Board of Directors reviewed proposals submitted by Earthco Landscape and Andre Landscape for community wide Palm tree trimming. A motion was made by David Guerra and seconded by Scott Baird, to approve the proposal submitted by Earthco Landscape, in the amount of \$3,145.00. Daniel Hawkins approved. Aria Dehdari and Cindy Stratton-Pich denied. The motion carried.

Proposal – Sea Crest Landscape

The Board of Directors reviewed a proposal submitted by Sea Crest Landscape for tree removal behind 28787 El Adolfo. It was the general consent of the Board of Directors to table the proposal and inspect during the next Landscape walk.

Proposal – Partners Plumbing

The Board of Directors reviewed a proposal submitted by Partners Plumbing to for further leak repairs needed at 28715 La Siena. It was the general consent of the Board of Directors to approve the proposal, in the amount of \$7,600.00.

Proposal – BRS Roofing

The Board of Directors reviewed a proposal submitted by BRS Roofing for skylight replacement in phase 1. It was the general consent of the Board of Directors to approve the proposal, in the amount of \$9,200.00.

Proposal – BRS Roofing

The Board of Directors reviewed a change order for Building 14 wood repairs, submitted by BRS Roofing. It was the general consent of the Board of Directors to approve the proposal, in the amount of \$3,840.00.

ADMINISTRATIVE ACTIONS/REQUESTS

28632 La Siena – Maintenance Issues

The Board of Directors reviewed correspondence submitted by 28632 Via Valdez regarding porch light repair request, flooding issue at front door & gate repairs. Management was directed to inform the homeowner that the flooding issue at the front door is their responsibility to correct but any modifications require Architectural approval by the Board. The gate will be repaired during the project and the lighting company will be requested to inspect the fixture

ADMINISTRATIVE ACTIONS/REQUESTS – continued

28663 La Azteca – Window Leak Concerns

The Board of Directors reviewed correspondence submitted by 28632 Via Valdez regarding leaking windows and builder defects. It was the general consent of the Board of Directors that windows are homeowner responsibility to repair.

28755 La Siena & 28757 La Siena – Rodent Activity

The Board of Directors reviewed correspondence submitted by 28755 & 28757 La Siena regarding increased rodent activity. After inspections performed by Accurate Termite, it was discovered that 28755 La Siena leaves bird feed on the ground in the yard and 28757 has excessive storage, which contribute to rodent activity. No action was required.

28827 El Adolfo – Unit Expansion

The Board of Directors reviewed correspondence submitted by 28827 El Adolfo, inquiring if expanding their unit would be permitted. Management was directed to inform the homeowner that building expansions are not permitted.

Annual Calendar Review & Discussion

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

NEXT MEETING

The next scheduled Board of Directors meeting will be held on Monday, February 28, 2022 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 7:26 p.m.

ATTEST:

Signature

Date

Signature

Date