

**COSTA BRAVA AT RANCHO NIGUEL ASSOCIATION  
BOARD OF DIRECTORS GENERAL SESSION MEETING MINUTES  
FEBRUARY 28, 2022**

**NOTICE OF MEETING**

Upon due notice given and received, a meeting of the Board of Directors was held on February 28, 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 12 Homeowners	Managing Agent, Total Property Management, Inc.
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**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 February 28, 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 12 homeowners in attendance to discuss continued concerns with underlayment and roofs not being tarped with just underlayment installed, concerns regarding City Inspector inspections not going on the roof, requesting when the pool and spa areas will be redone, nails in the community damaging tires, verifying if Luxon paint is now available to finish out the project, buildings not being washed prior to painting, progress reports not being updated properly, continued questions regarding roof warranty, painters only doing a light sanding on iron and have higher expectations for quality of workmanship, too much time between deck washing and painting, question if inside of utility doors are being painted, statement that inclinometer readings shouldn't be done every year, what is the process for rust being addressed for iron.

**MINUTES**

It was the general consent of the Board of Directors to approve the Minutes of the January 24, 2022 General Session Meeting, as presented.

**FINANCIAL**

**Financial Status**

It was the general consent of the Board of Directors to approve the January 31, 2022 Financials, subject to the year-end audit.

## **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 approve the audit. Management was directed to inquire what is the replacement fund for the roofs of \$204,353, what are the list of payments, confirm that water was \$12,000 over budget and legal fees doubled.

## **PROPOSALS**

### **Ratifications**

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

1. BRS Roofing – Building 15 Wood Repair Change Order - \$4,109.00
2. BRS Roofing – Building 16 Wood Repair Change Order - \$3,440.00
3. BRS Roofing – Building 17 Wood Repair Change Order - \$4,011.00
4. EmpireWorks – Building 3 Deck Repair Change Order - \$1,395.00
5. Partners Plumbing – 28715 La Siena building pressure regulator replacement - \$1,731.88

### **Notice – Aquatic Balance**

The Board of Directors reviewed a notice submitted by Aquatic Balance regarding increased cost for pool chemicals. No action was required.

### **Proposal – Partners Plumbing**

The Board of Directors reviewed a proposal submitted by Partners Plumbing hydrojet the common line at 24505 El Sorrento, that has been cleared twice in two months. It was the general consent of the Board of Directors to approve the proposal, in the amount of \$525.00.

### **Proposals – EmpireWorks**

#### **Shutters**

It was the general consent of the Board of Directors to table the shutter discussion until the March meeting.

#### **Wrought Iron Change Order**

The Board of Directors reviewed a revised wrought iron change order for building 5 and building 17. It was the general consent of the Board of Directors to approve the proposal, in the amount of \$14,318.00.

#### **Wrought Iron Change Order**

The Board of Directors reviewed a revised wrought iron change order to remove previously approved gate repairs of units that have attached wood or other privacy items, providing a credit of \$7,996.00. It was the general consent of the Board of Directors to table the proposal pending further clarification from EmpireWorks, to ensure that all other iron holes are repaired.

### **Proposal – Stucco Repairs**

The Board of Directors reviewed a proposal submitted by BRS Roofing for community wide stuccos repairs and a proposal submitted by EmpireWorks for stucco repairs for buildings 1-3. It was the general consent of the Board of Directors to approve the proposal submitted by BRS Roofing, in the amount of \$59,998.00, pending clarification that weep screed repairs are included in the proposal and that they must go back and paint areas that the painters have already completed.

### **PROPOSALS – continued**

#### **Proposal – American Geotechnical – 28736 La Siena**

The Board of Directors reviewed correspondence and proposal for inspection of the slope at 28736 La Siena submitted by American Geotechnical, correspondence from the homeowner regarding the concerns and proposal submitted by MCC Construction for corrective patio repairs. It was the general consent of the Board of Directors to approve the proposal submitted by American Geotechnical, in the amount of \$1,500.00.

#### **Proposal – Advanced Construction Technologies**

The Board of Directors reviewed a proposal submitted by Advanced Construction Technologies for the repairs per the Moulton Niguel Water District litigation. It was the general consent of the Board of Directors to approve the proposal, in the amount of \$49,604.50.

#### **Proposals – Interior Building Tree Trimming**

The Board of Directors reviewed proposals submitted by Andre Landscape and Earthco Landscape to trim the trees between stairways and buildings. It was the general consent of the Board of Directors to approve the proposal submitted by Earthco Landscape, in the amount of \$5,610.00.

#### **Proposals – Sea Crest Landscape**

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

1. 28787 El Adolfo – removal of 2 small/sick trees behind unit - \$300.00
2. End of La Siena – drain installation - \$375.00
3. 28777 La Siena – soil removal for wrought iron project - \$425.00
4. 28727 El Adolfo – soil removal for wrought iron project - \$850.00
5. 28732-28738 La Siena – soil removal for wrought iron project - \$300.00

### **ADMINISTRATIVE ACTIONS/REQUESTS**

#### **BRS Roofing – Warranty Information**

The Board of Directors reviewed correspondence submitted by BRS Roofing regarding the roof warranty and underlayment. No action was required.

#### **Earthco Landscape – Palm Tree Trimming**

The Board of Directors reviewed correspondence submitted by Earthco Landscape stating that the Palm trees would be trimmed March 8<sup>th</sup> and 9<sup>th</sup>. No action was required.

#### **28661 La Azteca – Deck Postponement Request**

The Board of Directors reviewed a request submitted by 28661 La Azteca to postpone the deck seal at their property until interior ceiling painting takes place. Management was directed to ask EmpireWorks to postpone their deck seal until further notice.

#### **Board Member Request Regarding Invoices**

The Board of Directors held a discussion regarding check signing and invoices being included in Board Packets. Management was directed to verify if all 5 Board Members can access invoices to review/approve or is it specifically assigned to just 2 members. Including any invoices in the board packets is not required as the contracts have already been reflected in previous Minutes, however, Management will attempt to include them.

#### **Annual Calendar Review & Discussion**

The Board of Directors reviewed the Annual Calendar. Management will mail the final audit by March 30<sup>th</sup> and begin obtaining proposals for reserve study preparation and insurance renewal.

**ARCHITECTURAL REQUEST**

**28653 La Azteca – Architectural Application**

The Board of Directors reviewed an Architectural Application submitted by 28653 La Azteca for window replacement. It was the general consent of the Board of Directors to deny the application, as all windows must have grids.

**NEXT MEETING**

The next scheduled Board of Directors meeting will be held on Monday, March 21, 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 9:40 p.m.

**ATTEST:**

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**Signature**

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**Date**

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**Signature**

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**Date**