

**Sea Ridge Condominium Association**  
**Via Video Conference Due to COVID-19 Restrictions**  
**Monday, January 18, 2021**  
**General Session Minutes**

- Directors Present** Karen Card, President  
Larry Kounalis, Vice President  
Frank Cesare, Treasurer  
Timothy Jauch, Secretary  
Rick Collins, Member at Large
- Directors Absent** None
- Seabreeze Management Company, Inc.** Melissa Vitali, CCAM®
- Executive Session Meeting** An Executive Session meeting was held prior to the General Session to discuss matters related to member discipline, member delinquency, 3<sup>rd</sup> party contracts, personnel issues, and/or approval of the Executive Session minutes.
- 1. Call to Order** The Board of Directors General Session Meeting was called to order at 6:02 p.m. by Board President Karen Card. Notice of the meeting was posted at the bulletin board at least four (4) days prior to the meeting in accordance with California Civil Code.
- 2. Consent Calendar** Resolution: A motion was made, seconded, and unanimously carried that the following Consent Calendar items be approved as presented.
- A. December 2020 Financials** Resolution: A motion was made, seconded, and unanimously carried that the financial statements and reconciled bank statements dated December 31, 2020 be ratified as presented, subject to audit/review by a CPA at fiscal year-end.
- B. General Session Minutes** Resolution: A motion was made, seconded, and unanimously carried that the General Session minutes dated December 28, 2020 be approved as presented.
- C. Lien** Resolution: A motion was made, seconded, and unanimously carried that the Board approve filing a lien filed against Account #221-8285 in accordance with the Association's assessment collection policy.
- D. Expense Items for Ratification** Resolution: A motion was made, seconded, and unanimously carried that the Board ratify the following bids that were approved by the Board President outside of a Board meeting due to emergencies:
- DryMaster performed reconstruction repairs at 33664 Discovery for a total cost of \$1,416.26, with funds to be expended from Operating Account #6547 (Water Damage).
  - JH Interiors was approved to provide a consulting design for the pool restrooms for a total cost not to exceed \$1,400.00, with funds to be expended from Reserve Account #4046 (Restroom Remodel).

- South County performed sewer line repairs at 33542 Sea Gull for a total cost of \$4,500.00, with funds to be expended from Operating Account #6546 (Sewerline Maintenance).
- Shields Building Service was approved to perform additional repairs to the deck of 24546 Sand Piper for a total cost of \$1,716.00, with funds to be expended from Reserve Account #4070 (Deck/Stain).

### 3. Committee Reports

- A. Landscape Committee Report** Resolution: A motion was made, seconded, and unanimously carried that RGS be approved to install red apple ground cover in the planter at the corner of North Star and Dana Point for a total cost of \$271.67, with funds to be expended from Operating Account #6410 (Landscape Extras).
- B. Architectural Committee Report** Resolution: A motion was made, seconded, and unanimously carried that the Architectural Committee minutes dated January 4, 2021 be approved as presented.
- C. Re-Pipe Committee** There was no discussion held.
- D. Construction/Maintenance Committee** Management noted that EmpireWorks is halfway through inspecting the community for wood repairs.

### 4. New Business

- A. Shields Building Service** Resolution: A motion was made, seconded, and unanimously carried that Shields Building Service be denied to perform stucco and vent repairs at 33664 Discovery for a total cost \$895.00 as the scope of work is homeowner responsibility.
- B. Tree Removals** Resolution: A motion was made, seconded, and unanimously carried that BrightView be approved to remove eight (8) trees throughout the community for a total cost of \$2,430.00, with funds to be expended from Operating Account #6425 (Tree Maintenance).
- C. Handrails** Resolution: A motion was made, seconded, and unanimously carried that SoCal Builders be approved to repair the stair handrails by the park area for a total cost not to exceed \$1,803.00, contingent upon review and satisfaction by Director Cesare and the Construction/Maintenance Committee. Funds will be expended from Reserve Account #4096 (Fencing/Wrought Iron).
- D. 24512 Sand Piper Driveway** Resolution: A motion was made, seconded, and unanimously carried that Shields Building Service be approved to replace the concrete at 24512 Sand Piper for a total cost not to exceed \$3,480.00, contingent upon review and satisfaction by Director Cesare and the Construction/Maintenance Committee. Funds will be expended from Reserve Account #4075 (Drives/Streets).

**E. Asphalt Replacement and Seal Coat**

This topic was tabled to the next meeting pending further review by the Construction/Maintenance Committee.

**5. Next Meeting**

The next Board of Directors meeting and Annual Meeting are scheduled for **Monday, February 15, 2021** at the community clubhouse or via video conference if COVID-19 orders are still in effect. Executive Session starts at 5:00 p.m., General Session starts at 6:00 p.m.

**6. Homeowner Forum**

There were no homeowner concerns expressed at this time.

**7. Adjourned Annual Meeting of the Membership**

The results of the Adjourned Annual Membership Meeting & Election held on January 18, 2021 to elect three (3) directors for a two (2)-year term expiring 2022, as Certified by the Inspector(s) of Election are as follows:

- Scott Minton received 65 votes – Elected for 2-year term expiring 2022
- Roger Ostergaard received 70 votes – Elected for 2-year term expiring 2022
- Steve Sandborg received 70 votes – Elected for a 2-year term expiring 2022

**8. Adjournment**

There being no further business to come before the Board in General Session, the meeting was adjourned at 8:05 p.m.

**Certificate of Authenticity**

I, \_\_\_\_\_, hereby certify that the foregoing is a true and correct copy of the General Session minutes of the Board of Directors held on the above date.

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Printed Name	Title	Signature	Date
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