

**Sea Ridge Condominium Association**  
**Via Video Conference Due to COVID-19 Restrictions**  
**Monday, February 22, 2021**  
**General Session Minutes**

- Directors Present** Steven Sandborg, President  
Scott Minton, Vice President  
Roger Ostergaard, Treasurer  
Rick Collins, Secretary  
Frank Cesare, Director at Large
- Directors Absent** None
- Seabreeze Management Company, Inc.** Melissa Vitali, CCAM®  
Pamela Rottner
- 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 6:05 p.m. by Board President Steven Sandborg. 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. Organizational Meeting** As the Annual Meeting of the Membership had recently been completed, a motion was made, seconded, and unanimously carried to appoint the officers of the corporation effective immediately as follows:  
President: Steven Sandborg  
Vice President: Scott Minton  
Treasurer: Roger Ostergaard  
Secretary: Rick Collins  
Director at Large: Frank Cesare
- Resolution: A motion was made, seconded, and unanimously carried to approve and appoint Director Sandborg and Director Ostergaard as the authority to disburse payments on behalf of the Association for all Reserve checks.
- 3. Consent Calendar** Resolution: A motion was made, seconded, and unanimously carried that the following Consent Calendar items be approved as presented.
- A. January 2021 Financials** Resolution: A motion was made, seconded, and unanimously carried that the financial statements and reconciled bank statements dated January 31, 2021 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 January 18, 2021 be approved as presented.

**C. 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:

- Blue Balance replaced the spa circulation pump for a total cost of \$1,968.58, with funds to be expended from Operating Account #6575 (Pool/Spa Repairs).
- South County Plumbing replaced a failed section of the sewer line at 24746 Meridian Drive for a total cost of \$3,850.00, with funds to be expended from Operating Account #6546 (Sewerline Maintenance).
- Shields Building Service was approved to perform additional repairs to the entry deck of 24686 Dana Point for an additional cost of \$3,402.00, with funds to be expended from Reserve Account #4070 (Deck/Stain).
- Shields Building Service complete deck repairs at 24716 Seacall for a total cost of \$22,176.00, with funds to be expended from Reserve Account #4070 (Deck/Stain).

**4. Committee Reports**

**A. Landscape Committee Report**

Resolution: A motion was made, seconded, and unanimously carried that RGS be approved to install soil at 33571 Sea Gull for a total cost of \$217.75, with funds to be expended from Operating Account #6410 (Landscape Extras).

The Board tabled the BrightView proposal to remove and flush cut an Acacia species for a total cost of \$500.00 pending further review by the Board and the Landscape Committee. The Board requested to inspect other areas where Acacia species needs to be removed.

Resolution: A motion was made, seconded, and unanimously carried that BrightView be approved to remove one (1) fallen Eucalyptus tree and remove one (1) Pine tree for a total cost of \$2,250.00, with funds to be expended from Operating Account #6425 (Tree Maintenance).

**B. Architectural Committee Report**

Resolution: A motion was made, seconded, and unanimously carried that the Architectural Committee minutes dated February 1, 2021 be approved as presented.

Resolution: A motion was made, seconded, and unanimously carried that Director Ostergaard and Director Cesare be appointed to review the recently installed decks and the City permits for 24512 Polaris Drive and 24476 Moonfire. If the decks are approved after the inspection, the Board will sign the Notice of Completion forms.

**C. Re-Pipe Committee**

There was no discussion held.

**D. Construction/Maintenance Committee**

Management noted EmpireWorks completed the inspection of the community for wood repairs and will submit their written report for Board review by March 1, 2021.

**5. Unfinished Business**

**A. Asphalt Replacement and Seal Coat**

This project was deferred by the Board for one (1) year, pending discussions with the Construction/Maintenance Committee. The Board discussed only repairing the priority repairs, such as the areas that damaged due to tree roots.

**6. New Business**

**A. Shields Building Service**

Management was directed to schedule an inspection with Shields Building Service, Director Ostergaard, Director Cesare, and the Maintenance/Construction Committee to review the scope of work for 24682 Evening Star regarding the inspection repairs.

Management was directed to schedule an inspection with Shields Building Service, Director Ostergaard, Director Cesare, and the Maintenance/Construction Committee to review the scope of work for 24686 Dana Point regarding the drainage repairs.

Resolution: A motion was made, seconded, and unanimously carried that Shields Building Service be approved to perform stucco repairs at 33666 Discovery for a total cost of \$892.00.

**B. Fontaine Weatherproofing**

Resolution: A motion was made, seconded, and unanimously carried that Fontaine Weatherproofing be approved to perform gutter repairs and hip and ridge cap trim repairs at 24682 Evening Star for a total cost of \$4,160.00, with funds to be expended from Operating Account #6548 (Roof Repairs). Management was directed to schedule an inspection with Fontaine Weatherproofing, Director Ostergaard, Director Cesare, and the Maintenance/Construction Committee to review the scope of work for 24682 Evening Star regarding the BUR system replacement and the sloped roof repair.

Management was directed to send a bid request to Seabreeze Maintenance and Aquaducts for gutter repairs at 24686 Dana Point and 33541 Sea Gull, using the scope of work provided by Fontaine Weatherproofing.

**C. Tennis Court**

Resolution: A motion was made, seconded, and unanimously carried that Saddleback Sports be approved to wash the tennis court once per month for a total cost of \$50.00 per month, with funds to be expended from Operating Account #6531 (Tennis Court Repair).

**D. Reserve Study**

This topic was tabled to the next meeting pending review of the current reserve study by the newly elected board. Management was directed to schedule a meeting with the Board and Advanced Reserve Solutions to discuss the report and answer any questions the Board may have after thoroughly reviewing the reserve study.

**E. Parking Permit Requests**

Resolution: A motion was made, seconded, and unanimously carried that the parking permit application for 24522 Polaris be denied because the resident cannot park two (2) vehicles in the garage due to storage and the vehicles are not registered to the Sea Ridge address.

Resolution: A motion was made, seconded, and unanimously carried that the parking permit application for 33578 Sea Gull be approved as presented.

**F. Reimbursement Request** Resolution: A motion was made, seconded, and unanimously carried that 24696 Evening Star be reimbursed for purchasing a mailbox for the annual election for a total cost of \$85.12, contingent upon the owner providing the mailbox to the Association. Funds will be expended from Operating Account #6595 (Miscellaneous).

**G. Dalinghaus Construction Report** Management noted a work order was sent to Dalinghaus Construction for 24666 Morning Star and the two (2) adjacent units in the building to inspect the owner's concerns of foundation issues. This topic was tabled to the next meeting pending receipt and review of the Dalinghaus Construction report.

**7. Next Meeting** The Board of Directors is scheduled to meet on Wednesday, March 3, 2021 at 4:30 p.m. via video conference due to COVID-19 orders still in effect.

The next Board of Directors meeting is scheduled for **Monday, March 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.

**8. Homeowner Forum** No homeowner requests were made at this time.

**9. Adjournment** There being no further business to come before the Board in General Session, the meeting was adjourned at 8:00 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.

---

Printed Name	Title	Signature	Date
--------------	-------	-----------	------