

Sea Ridge Condominium Association
Via Videoconference Due to COVID-19 Restrictions
Monday, May 18, 2020
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, 3rd party contracts, personnel issues, and/or approval of the January 21, 2020 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. Homeowner Forum No homeowner concerns were expressed at this time.

3. Consent Calendar Resolution: A motion was made, seconded, and unanimously carried that the following Consent Calendar items be approved as presented.

A. April 2020 Financials Resolution: A motion was made, seconded, and unanimously carried that the financial statements and reconciled bank statements dated April 30, be ratified as presented, subject to audit/review by a CPA at fiscal year-end.

Total Operating Accounts	\$338,081.66
Total Reserve Accounts	\$1,694,334.43
Total Assets	\$2,042,806.12

B. General Session Minutes Resolution: A motion was made, seconded, and unanimously carried that the General Session minutes dated April 20, 2020 and May 12, 2020 be approved as presented.

C. Expense Item for Ratification Resolution: A motion was made, seconded, and unanimously carried that the Board ratify the following bid that was approved by the Board President outside of a Board meeting due to an emergency:

- South County Plumbing installed a 2-way clean out in the patio area at 24562 Polaris for a total cost of \$2,950.00, with funds to be expended from Operating Account #6545 (Plumbing Repairs).

D. Lien In accordance with California Civil Code §5673: A motion was made, seconded, and unanimously carried to approve recording a lien in accordance with the Association's adopted Delinquent Assessment Collection Policy and California Civil Code on property identified as #221-9310.

4. Committee Reports

A. Landscape Committee Report

Management was directed to obtain a proposal to install bougainvillea around 24586 Polaris Drive and send a work order to RGS to inspect the irrigation before installing any new plants.

Landscape Committee Chair, Rosemarie Allaire, noted she needs to be included on all landscaping reports and homeowner requests, before sending a work order to RGS.

The Board requested Rosemarie Allaire approve all invoices prior to the Board approving them in Strongroom.

Management was directed to confirm the correct landscape committee charter was uploaded to the Sea Ridge website.

B. Architectural Committee Report

Resolution: A motion was made, seconded, and unanimously carried that the Architectural Committee minutes dated May 5, 2020 be approved as presented.

Director Cesare noted he will draft a new homeowner letter to clarify the rules regarding unapproved remodel like windows or coverings over patio decks.

C. Re-Pipe Committee

This topic was discussed, no action was taken.

D. Construction/Maintenance Committee

This topic was discussed, no action was taken.

5. Unfinished Business

A. 2020-2021 Budget

Resolution: A motion was made, seconded, and unanimously carried to approve the proposed budget as presented, for the fiscal year 7/1/2020 to 6/30/2021, which represents an average increase of 3.03% in assessments. In addition, the Board approved reserve funding in the amount of \$54,317.64, which is more than the amount recommended of \$44,317.64 in the update reserve study by Advanced Reserve Solutions, Inc. dated 2/21/2020 with reserves funded at 38.92%.

B. 33578 Sea Gull Court Framing Repairs

Resolution: A motion was made, seconded, and unanimously carried that Shields Building Service be approved to perform repairs using the scope of work created by DCSE, for a total cost of \$29,842.00. Funds will be expended from Reserve Account #4068 (Buildings).

C. Maintenance Proposals

Resolution: A motion was made, seconded, and unanimously carried that Shields Building Service be approved to perform water damage repairs at 24512 Polaris Drive for a total cost of \$1,962.00, with funds to be expended from Operating Account #6547 (Water Damage).

6. New Business

A. Community Wide Vent Repairs

Resolution: A motion was made, seconded, and unanimously carried that Shields Building Service be approved to repair the damaged vents throughout the community for a total cost of \$5,872.00, contingent upon confirmation that all vents will be sealed. Funds will be expended from Reserve Account #4068 (Buildings).

- B. Hydro-jetting Main Sewers** Resolution: A motion was made, seconded, and unanimously carried that Scott English Plumbing be approved to hydro-jet 114 main sewers for a total cost not to exceed \$19,944.00, with funds to be expended from Reserve Account #4117 (Sewer Lines).
- Management was directed to send a letter to all owners advising them that all cleanouts must be accessible before this project is scheduled.
- C. 33632 Walkabout Lane Roofing Repairs** Resolution: A motion was made, seconded, and unanimously carried that Fontaine Weatherproofing be approved to perform roof repairs at 33632 Walkabout Lane for a total cost of \$3,349.00, with funds to be expended from Reserve Account #4065 (Roof Replacement).
- D. 33592 Moonring Wood Repairs** Resolution: A motion was made, seconded, and unanimously carried that Seacoast Maintenance be approved to perform wood repairs at 33592 Moonring for a total cost of \$1,395.00, contingent upon confirmation that the scope of work is consistent with the scope of work provided by Shields Building Service. Funds will be expended from Reserve Account #4017 (Siding).
- E. Newport Exterminating** Resolution: A motion was made, seconded, and unanimously carried that Newport Exterminating be approved to perform the following termite eradication and repairs:
- 24612 Moonfire Drive for a total cost of \$1,090.00
 - 24732 Morning Star Lane for a total cost of \$350.00
- Funds will be expended from Operating Account #6560 (Pest Control Extras).
- F. Geotechnical Report** This topic was discussed, no action was taken.
- G. 24572 Moonfire Wrought Iron** Resolution: A motion was made, seconded, and unanimously carried that Seacoast Maintenance be approved to repaint the iron hand railings/supports for a total cost of \$495.00, with funds to be expended from Operating Account #6549 (Fence & Railing Repairs).
- H. Parking Rules and Regulations** Management was directed to revise the parking rules and regulations to include Seabreeze Management's contact information and disseminate the parking rules and regulations, including the parking permit application prepared by Nordic Security, to the membership.
- I. Homeowner Correspondence**
- 1. 24722 Evening Star Drive** Management was directed to notify 24722 Evening Star Drive of the following:
- The Board cannot exceed to his request regarding repiping with copper because the community voted to approve repiping the community with pex piping.
 - Copper piping is not recommended for the type of water within Sea Ridge.
 - The Association cannot reimburse any unit for repiping with alternative materials from the loan because the loan is specifically for replacing plumbing with pex piping, per the community approval.
- 2. 33642 Walkabout Lane** Resolution: A motion was made, seconded, and unanimously carried that 33642 Walkabout Lane be approved to replace the tennis net with donated materials.

**3. 24742
Evening Star
Drive**

This topic was discussed. The Board unanimously agreed that downstairs patios are owner responsibility.

7. Next Meeting

The next Board of Directors meeting is scheduled for **Monday, June 15, 2020** at the community clubhouse or via videoconference 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. Adjournment

There being no further business to come before the Board in General Session, the meeting was adjourned at 7:27 p.m. by Board President Karen Card.

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.
