

**Sea Ridge Condominium Association**  
**Via Video Conference Due to COVID-19 Restrictions**  
**Monday, August 16<sup>th</sup>, 2021 | 6:00 p.m**  
**General Session Minutes**

**Directors Present** Steven Sandborg, President  
Scott Minton, Vice President  
Roger Ostergaard, Treasurer  
Frank Cesare, Director at Large

**Directors Absent** Rick Collins, Secretary

**Seabreeze Management Company, Inc.** Pamela Rottner, Senior Vice President, CMCA, AMS, PCAM  
Bradley Collins, Community Manager

**Executive Session Meeting** An Executive Session meeting was held prior to and after the General Session to discuss matters related to member discipline, member delinquency, 3rd 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 6:03 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. Management Reports** The following items produced by management were presented to the Board of Directors:

1. Action List
2. Annual Calendar (for Board Review)
3. Work Order Report

**3. Consent Calendar** **Resolution:** A motion was made, seconded, and unanimously carried to approve items A-C on the Consent Calendar, with the following stipulations:

- Management to look into item 6080 - Loan payment
- Management to look into item 6420 – Irrigation Repairs
- Management to look into item 6700 – Sewer/Water

**A. July 2021 Financials** **Resolution:** That the financial statements and reconciled bank statements dated July 31<sup>st</sup>, 2021 are ratified as presented, subject to audit/review by a CPA at fiscal year-end.

|                          |                      |
|--------------------------|----------------------|
| Total Operating Accounts | \$82,354.74          |
| Total Reserve Accounts   | \$1,831,857.71       |
| <b>Total Assets</b>      | <b>\$1,907,06.15</b> |

**B. General Session Minutes** **Resolution:** That the General Session minutes dated July 19, 2021 are approved as presented.

**C. Expense Items for Ratification**

| Item/Vendor                                | Source/Reason  | Cost       |
|--|--|------------|
| South County Plumbing - 24682 Evening Star | Excavation repairs to install new ABS pipe                           | \$4,525    |
| RGS – Main Line Leak                       | A main irrigation line had broken on Discovery and actively leaking. | \$474.42   |
| Total:                                     |  | \$4,999.42 |

**4. Committee Reports**

**A. Landscape Committee Report**

Enclosed please find the July landscape report prepared by RGS. The Landscape Committee will provide an update at the meeting.

The following proposals were received by management as follow-up to the Landscape Walk:

| Item                                      | Source/Reason   | Cost              |
|---|---|-------------------|
| 5 Gallon Birds of Paradise – Pool Planter | Pool planter was deemed to need more infill plants. Includes bender boards.                   | \$419.99          |
| Bogavillas – Pool Exterior Area           | Around the pool gated area, barren infill spots. Includes Bogavillas, Ground cover, Lantanas. | \$872.26          |
| 3355 Seagull – Drain Covers               | Three drain cover grates near the atrium.   | \$168.36          |
| 24661 Sunrise                             | Infill next to 24661 Sunrise with 5-gallon white Moreas.                                      | \$205.91          |
| 24502 Sandpiper                           | Infill slope in front of residence with ground cover and shrubs.                              | \$343.48          |
| <b>Total:</b>                             |   | <b>\$2,010.00</b> |

**Resolution:** A motion was made, seconded, and unanimously carried to approve all five proposals at a cost of \$2,010.

**B. Architectural Committee Report**

The Architectural Committee provided an update at the meeting.

**C. Re-Pipe Committee**

The Re-Pipe Committee provided an update at the meeting.

**D. Construction/Maintenance Committee**

The Construction/Maintenance Committee provided an update at the meeting.

**5. Unfinished Business**

**A. Petra Geosciences Update**

The Board reviewed the report from Petra Geosciences. Previously, the Board approved the work at 24666, 24672, and 24767 Morning Star Lane. This work was completed, and the report is provided.

**Resolution:** To have management follow up with Steve Padula on this report.

**B. Community Wide Wood Repairs**

Steve Padula provided the Board with an update to this project.

**C. DCSE**

Director Sandborg provided an update in regard to having the Maintenance/Construction Committee approve a vendor at a CNTE of \$20,000.

**D. Website**

This topic was tabled from the last meeting pending a Zoom meeting with the Board to review the proposed website by Director Minton. Management is set to roll out the new MySeabreeze no later than October, however, Sea Ridge is on the “trial” list which may start in September.

**Resolution:** A motion was made, seconded, and carried, to form a committee for the Website. Homeowners Karen Card, Rosemarie Allaire, and Carol Hobaugh volunteered for this committee.

**E. Parking Committee**

Dan Kurian of the Parking Committee provided an update regarding the current parking program.

**Resolution:** Management to instruct the committee to provide monthly recommendations and report for the board on all items the committee decides on throughout the month. The Board may change decisions that the committee makes based on this report.

**F. Scott English – Community Cleanouts Update**

Board Members, Committee Members, and Management met with Scott English Plumbing regarding the status of the Community Cleanouts and next steps on August 4<sup>th</sup>. The corresponding Sheets were produced by Steve Padula and Scott English for record. Management is currently awaiting Scott English’s updated lists and proposals.

**Resolution:** Management to ask Scott English to produce a priority list as soon as possible. The Board would like to have South County Plumbing provide a proposal for the same scope of work that Scott English produces.

**G. 24542 Sand Piper** The board reviewed the correspondence from Shields Building Services in regard to this service request from a previous meeting.

**Resolution:** Management was directed to follow-up with Steve Padula to schedule an inspection of this deck stucco.

**H. 24682 Evening Star – Deck Reconstruction** Management received three bids regarding the reconstruction of 24682 Evening Star’s Deck Reconstruction:

| Vendor                     | Cost     |
|----------------------------|----------|
| Shields Building Services  | \$19,982 |
| Deck and Railing Solutions | \$21,698 |
| Empireworks                | \$28,124 |

**Resolution:** A motion was made, seconded, and carried (Ostergaard abstained) to allow Shields Building Services to perform this work at a cost of \$19,982.

**I. Earthquake Insurance** The board reviewed the proposal from Prendiville Insurance to add Earthquake Insurance to the current Premium.

**Recommendation:** This item has been tabled to the September meeting. The Board directed management to ask Prendiville Insurance to be present at the next meeting to speak on this matter.

**6. New Business**

**A. Pool Area – Front Lock** Recently, the front pool lock needed adjusting and Tony’s Locksmith was unable to make repairs due to the assembly being an original manufacturer. The board discussed repair options.

**B. Opt-In List** Management was instructed to add the email communications and opt-in list to the agenda for discussion.

**Resolution:** No action at this time.

**C. Reimbursement Requests**

**1. 24476 Moonfire Drive – Costello** Homeowner seeking reimbursement for \$649.30 in dry rot repairs made to the exterior of their railings.

**Resolution:** A motion was made, seconded, and unanimously carried to reimburse the homeowner for the expense of dry rot repairs for \$649.30.

2. **24652 Sunrise Court – Kirby** Homeowner seeking reimbursement for \$400 for July 24<sup>th</sup> event at the clubhouse.  
**Resolution:** A motion was made, seconded, and unanimously carried to reimburse the homeowner for the expense of \$400 for their July 24<sup>th</sup> event.

3. **33576 Sea Gull Court – Mastracchio** Homeowner seeking reimbursement for \$400 credit for painting post repiping.  
**Resolution:** A motion was made, seconded, and unanimously carried to reimburse the homeowner for the expense of painting after re-piping for \$400.

D. **24566 Polaris Drive – Complaint** The Board reviewed correspondence from the homeowner of this residence in regard to a concrete slab that has remained unaddressed and is now warping their garage door.

**Resolution:** The Board directed management to email Steve Padula in regard to this issue.

E. **33536 Seawind Court – Multiple Items** The board reviewed the photos sent in from the homeowner of this residence in regard to trip hazards, and a doorframe issue believed to be the responsibility of the association.

**Resolution:** The Board directed management to email Steve Padula in regard to this issue.

F. **24426 Moonfire Drive – Views** The board reviewed the correspondence from this homeowner in regard to the trees on the slope causing an obstruction of their views.

**Resolution:** Management and the Landscaping Committee will be looking at this item with the Community’s Landscapers on their next walk. This item may be a part of the Community-wide tree trimming tentatively slotted for Winter of 2021.

7. **Additional Items Not On Agenda** The following items were decided upon in General Session:

- **33536 Sea Gull Court:** A motion was made, seconded, and unanimously carried to approve a vendor to perform this work at a CNTE of \$5,062 at the discretion of Steve Padula.
- **Pool Trash Bins:** A motion was made, seconded, and unanimously carried to purchase 2x “U-LINE Courtyard” trash bins at a cost of \$1,200 total for the pool area.

8. **Homeowner Forum** In attendance was a total of sixteen (16) homeowners. The following issues were brought to the Board’s attention and discussed –

- 33666 Discovery – Destroyed plants
- Moonfire – Tree Trimming and views issues
- 33536 Sea Gull Court – Add information to system
- Wood Repairs

