

**Sea Ridge Condominium Association**  
**Monday, February 26th, 2024 | 6:00 p.m.**  
**General Session Minutes**

|   |  |
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| <b>1. Call to Order</b>                   | The Board of Directors General Session Meeting is scheduled to begin at 6:00 p.m.  |
| <b>Directors Present</b>                  | Steven Sandborg, President<br>Roger Ostergaard, Vice President<br>David Duro, Treasurer<br>Steven Padula, Secretary  |
| <b>Directors Absent</b>                   | None   |
| <b>Seabreeze Management Company, Inc.</b> | Bradley Collins, CMCA, AMS, Director of Community Management<br>Katie Liang, Community Manager<br>Andy Aguinaga, Community Manager   |
| <b>2. Executive Session Meeting</b>       | 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 prior Executive Session minutes.   |
| <b>3. Owner Forum</b>                     | <b>Resolution:</b> An owner forum was held.  |
| <b>4. Community Reports</b>               |  |
| <b>A. Management Reports</b>              | The Board of Directors reviewed the reports produced by management.  |
| <b>B. Landscape Committee</b>             | The Landscape Committee provided an update at the meeting.   |
| <b>i. Proposals</b>                       | <b>Resolution:</b> A motion was made (Padula) seconded (Duro) and unanimously carried to approve the South Coast Water District inspection requirements in the amount of \$6,188 and \$1,283 by Gothic Landscape.<br><br><b>Resolution:</b> A motion was made (Padula) seconded (Sandborg) and unanimously carried to approve the removal of an acacia at Stonehill at a cost of \$1,350 by Gothic Landscape.<br><br><b>Resolution:</b> A motion was made (Padula) seconded (Sandborg) and unanimously carried to approve a valve repair at the community greenbelt at a cost of \$911 by Gothic Landscape.<br><br><b>Resolution:</b> A motion was made (Duro) seconded (Sandborg) and unanimously carried to approve removal of a leaning tree on the greenbelts for \$560 by Brightview Tree Care. |
| <b>C. Architectural Committee</b>         | <b>Resolution:</b> Management was asked to provide additional questions to the owner about their window retrofit.  |
| <b>D. Maintenance Committee</b>           | The Maintenance Committee provided an update at the meeting.   |
| <b>i. Change Order Approval</b>           | <b>Resolution:</b> A motion was made (Sandborg) seconded (Padula) and unanimously carried to approve EmpireWorks Change Order #10 for the clubhouse, in the amount of \$12,819.  |

| E. Finance Committee  | The Treasurer provided an update at the meeting.  |                          |               |                        |                          |                                   |                    |         |                    |         |              |                       |         |                  |                  |       |          |                         |         |  |              |                 |
|---|---|--------------------------|---------------|------------------------|--------------------------|-----------------------------------|--------------------|---------|--------------------|---------|--------------|-----------------------|---------|------------------|------------------|-------|----------|-------------------------|---------|--|--------------|-----------------|
| F. Social Committee   | The Maintenance Committee provided an update at the meeting.  |                          |               |                        |                          |                                   |                    |         |                    |         |              |                       |         |                  |                  |       |          |                         |         |  |              |                 |
| G. Parking Committee  | <b>Resolution:</b> A motion was made (Sandborg) seconded (Padula) and unanimously carried to appoint Dave Kurian as the sole member of the Parking Committee moving forward.  |                          |               |                        |                          |                                   |                    |         |                    |         |              |                       |         |                  |                  |       |          |                         |         |  |              |                 |
| <b>5. Consent Calendar</b>                                  |   |                          |               |                        |                          |                                   |                    |         |                    |         |              |                       |         |                  |                  |       |          |                         |         |  |              |                 |
| A. Financial Statements                                     | <p><b>Resolution:</b> A motion was made (Duro) seconded (Ostergaard) and unanimously carried that the financial statements and reconciled bank statements dated <b>January 31, 2024</b> be ratified as presented, subject to audit/review by a CPA at fiscal year-end. These financial statements were reviewed by the Board of Directors within the timeframes required by California Civil Code and the Association’s governing documents.</p> <table border="1" data-bbox="656 779 1252 884"> <tr> <td>Total Operating Accounts</td> <td>\$49,617</td> </tr> <tr> <td>Total Reserve Accounts</td> <td>\$962,799</td> </tr> <tr> <td><b>Total Assets</b></td> <td><b>\$1,041,894</b></td> </tr> </table>  | Total Operating Accounts | \$49,617      | Total Reserve Accounts | \$962,799                | <b>Total Assets</b>               | <b>\$1,041,894</b> |         |                    |         |              |                       |         |                  |                  |       |          |                         |         |  |              |                 |
| Total Operating Accounts                                    | \$49,617  |                          |               |                        |                          |                                   |                    |         |                    |         |              |                       |         |                  |                  |       |          |                         |         |  |              |                 |
| Total Reserve Accounts                                      | \$962,799   |                          |               |                        |                          |                                   |                    |         |                    |         |              |                       |         |                  |                  |       |          |                         |         |  |              |                 |
| <b>Total Assets</b>   | <b>\$1,041,894</b>  |                          |               |                        |                          |                                   |                    |         |                    |         |              |                       |         |                  |                  |       |          |                         |         |  |              |                 |
| B. General Session Minutes                                  | <b>Resolution:</b> A motion was made (Sandborg) seconded (Padula) and unanimously carried that the General Session minutes dated <b>January 22<sup>nd</sup>, 2024</b> be approved as presented.   |                          |               |                        |                          |                                   |                    |         |                    |         |              |                       |         |                  |                  |       |          |                         |         |  |              |                 |
| C. Expense Items for Ratification                           | <p><b>Resolution:</b> A motion was made (Sandborg) seconded (Duro) and unanimously carried that the following items for ratification be approved:</p> <table border="1" data-bbox="453 1146 1252 1413"> <thead> <tr> <th>Item/Vendor</th> <th>Source/Reason</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>ServiceFirst Restoration</td> <td>24522 Moonfire Emergency Services</td> <td>\$3,689</td> </tr> <tr> <td>Shields</td> <td>Drain installation</td> <td>\$7,689</td> </tr> <tr> <td>Blue Balance</td> <td>Pool circulation pump</td> <td>\$2,787</td> </tr> <tr> <td>Tony’s Locksmith</td> <td>Clubhouse re-key</td> <td>\$913</td> </tr> <tr> <td>Fontaine</td> <td>24692 Morning Star Roof</td> <td>\$1,598</td> </tr> <tr> <td></td> <td><b>TOTAL</b></td> <td><b>\$16,676</b></td> </tr> </tbody> </table> | Item/Vendor              | Source/Reason | Cost                   | ServiceFirst Restoration | 24522 Moonfire Emergency Services | \$3,689            | Shields | Drain installation | \$7,689 | Blue Balance | Pool circulation pump | \$2,787 | Tony’s Locksmith | Clubhouse re-key | \$913 | Fontaine | 24692 Morning Star Roof | \$1,598 |  | <b>TOTAL</b> | <b>\$16,676</b> |
| Item/Vendor   | Source/Reason   | Cost                     |               |                        |                          |                                   |                    |         |                    |         |              |                       |         |                  |                  |       |          |                         |         |  |              |                 |
| ServiceFirst Restoration                                    | 24522 Moonfire Emergency Services   | \$3,689                  |               |                        |                          |                                   |                    |         |                    |         |              |                       |         |                  |                  |       |          |                         |         |  |              |                 |
| Shields   | Drain installation  | \$7,689                  |               |                        |                          |                                   |                    |         |                    |         |              |                       |         |                  |                  |       |          |                         |         |  |              |                 |
| Blue Balance  | Pool circulation pump   | \$2,787                  |               |                        |                          |                                   |                    |         |                    |         |              |                       |         |                  |                  |       |          |                         |         |  |              |                 |
| Tony’s Locksmith  | Clubhouse re-key  | \$913                    |               |                        |                          |                                   |                    |         |                    |         |              |                       |         |                  |                  |       |          |                         |         |  |              |                 |
| Fontaine  | 24692 Morning Star Roof   | \$1,598                  |               |                        |                          |                                   |                    |         |                    |         |              |                       |         |                  |                  |       |          |                         |         |  |              |                 |
|   | <b>TOTAL</b>  | <b>\$16,676</b>          |               |                        |                          |                                   |                    |         |                    |         |              |                       |         |                  |                  |       |          |                         |         |  |              |                 |
| <b>6. Unfinished Business</b>                               |   |                          |               |                        |                          |                                   |                    |         |                    |         |              |                       |         |                  |                  |       |          |                         |         |  |              |                 |
| A. City of Dana Point – Permit Reissue – 24682 Evening Star | <b>Resolution:</b> Management was instructed to coordinate with Director Padula on this item for response to the city.  |                          |               |                        |                          |                                   |                    |         |                    |         |              |                       |         |                  |                  |       |          |                         |         |  |              |                 |
| B. Moon Ring Court Concrete Proposal                        | <b>Resolution:</b> A motion was made (Padula) seconded (Sandborg) and unanimously carried to approve Option 1 at a cost of \$3,500 for re-pouring of the Moonring Court concrete.   |                          |               |                        |                          |                                   |                    |         |                    |         |              |                       |         |                  |                  |       |          |                         |         |  |              |                 |
| C. South County Plumbing – Community Project Followup       | <b>Resolution:</b> Management was requested to arrange a meeting between South County Plumbing and the Board of Directors to discuss their proposal.  |                          |               |                        |                          |                                   |                    |         |                    |         |              |                       |         |                  |                  |       |          |                         |         |  |              |                 |

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|---|---|
| <b>D. DLE Electric - Pool Area Lighting</b> | <b>Resolution:</b> Management was requested to ask DLE for the cost of an internal switch bypass cost, a quote for the light pole time, and the cost to run electrical lines for a flood light to the exterior of the clubhouse facing the pool area. |
| <b>E. Pool Area – Security Cameras</b>      | <b>Resolution:</b> A motion was made (Padula) seconded (Duro) and unanimously carried to approve TEK to install a camera system at a cost of \$4,527.   |
| <b>7. New Business</b>                      |   |
| <b>F. Pool Area – Gate Damage</b>           | <b>Resolution:</b> Management was asked to follow up on this proposal.  |
| <b>G. Budget 2024-25</b>                    | <b>Resolution:</b> Management was asked to provide a digital excel version of this budget to the Board of Directors.  |
| <b>H. Roof Repairs – Multiple Units</b>     | <b>Resolution:</b> A motion was made (Padula) seconded (Ostergaard) and unanimously carried to approve Fontaine Roofing to perform repairs at 24482 Moonfire at a cost of \$5,579 and at 24742 Meridian at a cost of \$4,198.                         |
| <b>I. Requested Agenda Items (if any)</b>   | <b>Resolution:</b> No action was taken.   |
| <b>8. Next Meeting</b>                      | The next Board of Directors meeting is scheduled for Monday, <b>March 18, 2024</b> at 24641 Evening Star Drive, Dana Point, CA 92629 and Via Zoom Teleconference. Executive Session starts at 5:00 p.m. with General Session to follow.               |
| <b>9. Adjournment</b>                       | There being no further business to come before the Board in General Session, the meeting was adjourned at 7:26 p.m. by Board President Steve Sandborg.  |

**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