

**Sea Ridge Condominium Association**  
**Monday, February 27th, 2023 | 6:00 p.m.**  
**General Session Minutes**

|   |   |
|---|---|
| <b>1. Call to Order</b>                   | The Board of Directors General Session Meeting was called to order at 6:02 p.m. by Board President Steve 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.   |
| <b>Directors Present</b>                  | Steven Sandborg, President<br>Roger Ostergaard, Vice President<br>David Duro, Treasurer<br>Steven Padula, Secretary – Via Zoom Teleconference   |
| <b>Directors Absent</b>                   | None  |
| <b>Seabreeze Management Company, Inc.</b> | Bradley Collins, Senior Community Manager, CMCA   |
| <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. 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 (Sandborg) seconded (Duro) and unanimously carried to conditionally approve the proposal to remove the tree at the end of Polaris at a cost of \$1,188, contingent upon management inquiring with the city if any easements exist for this area.   |
| <b>C. Architectural Committee</b>         | The Architectural Committee will provide an update at the meeting.<br><br><b>Resolution:</b> A motion was made (Sandborg) seconded (Ostergaard) and unanimously carried to approve the Architectural Committee Minutes from February 9 <sup>th</sup> , 2023, and to approve the application for 24732 Sea Shell’s fence modification. |
| <b>D. Maintenance Committee</b>           | <b>Resolution:</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 (Duro) and unanimously carried to approve change orders 13R-1, 14R-1, 15R-3, 18, 20R-1, 21R-1, 22, and Deck Change Orders 13, 14, 15, 16, 17, 18, 19, 21, 23, 25, and 4.   |
| <b>E. Parking Committee</b>               | The Parking Committee provided an update at the meeting.  |

| F. Finance Committee                  | The Treasurer provided a summary of the current financials to the Board.   |                    |               |      |       |                            |            |                  |  |            |       |                          |            |               |                            |       |               |  |                    |
|---------------------------------------|--|--------------------|---------------|------|-------|----------------------------|------------|------------------|--|------------|-------|--------------------------|------------|---------------|----------------------------|-------|---------------|--|--------------------|
| <b>4. Consent Calendar</b>            |  |                    |               |      |       |                            |            |                  |  |            |       |                          |            |               |                            |       |               |  |                    |
| A. Financial Statements               | <b>Resolution:</b> A motion was made (Sandborg) seconded (Duro) and unanimously carried that the financial statements and reconciled bank statements dated <b>January 31st, 2023</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.  |                    |               |      |       |                            |            |                  |  |            |       |                          |            |               |                            |       |               |  |                    |
| B. General Session Minutes            | <b>Resolution:</b> A motion was made (Duro) seconded (Ostergaard) and unanimously carried that the General Session minutes dated <b>January 23rd, 2023</b> be approved as presented.   |                    |               |      |       |                            |            |                  |  |            |       |                          |            |               |                            |       |               |  |                    |
| C. Expense Items for Ratification     | <p><b>Resolution:</b> A motion was made (Sandborg) seconded (Duro) and unanimously carried to approve the following items for ratification:</p> <table border="1" data-bbox="451 764 1248 1016"> <thead> <tr> <th>Item/Vendor</th> <th>Source/Reason</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>24HRC</td> <td>24682 Evening Star repairs</td> <td>\$5,595.14</td> </tr> <tr> <td>Gothic Landscape</td> <td>French Drain Installation – Evening Star Drive</td> <td>\$1,457.83</td> </tr> <tr> <td>24HRC</td> <td>33515 Seawind Ct Repairs</td> <td>\$5,158.37</td> </tr> <tr> <td>Scott English</td> <td>24536 Moonfire P Regulator</td> <td>\$710</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>TOTAL:</b></td> <td><b>\$12,921.34</b></td> </tr> </tbody> </table> | Item/Vendor        | Source/Reason | Cost | 24HRC | 24682 Evening Star repairs | \$5,595.14 | Gothic Landscape | French Drain Installation – Evening Star Drive | \$1,457.83 | 24HRC | 33515 Seawind Ct Repairs | \$5,158.37 | Scott English | 24536 Moonfire P Regulator | \$710 | <b>TOTAL:</b> |  | <b>\$12,921.34</b> |
| Item/Vendor                           | Source/Reason  | Cost               |               |      |       |                            |            |                  |  |            |       |                          |            |               |                            |       |               |  |                    |
| 24HRC                                 | 24682 Evening Star repairs   | \$5,595.14         |               |      |       |                            |            |                  |  |            |       |                          |            |               |                            |       |               |  |                    |
| Gothic Landscape                      | French Drain Installation – Evening Star Drive   | \$1,457.83         |               |      |       |                            |            |                  |  |            |       |                          |            |               |                            |       |               |  |                    |
| 24HRC                                 | 33515 Seawind Ct Repairs   | \$5,158.37         |               |      |       |                            |            |                  |  |            |       |                          |            |               |                            |       |               |  |                    |
| Scott English                         | 24536 Moonfire P Regulator   | \$710              |               |      |       |                            |            |                  |  |            |       |                          |            |               |                            |       |               |  |                    |
| <b>TOTAL:</b>                         |  | <b>\$12,921.34</b> |               |      |       |                            |            |                  |  |            |       |                          |            |               |                            |       |               |  |                    |
| D. Lien – 295-9777                    | <b>Resolution:</b> A motion was made (Padula) seconded (Sandborg) and unanimously carried to approve a lien on this account.   |                    |               |      |       |                            |            |                  |  |            |       |                          |            |               |                            |       |               |  |                    |
| <b>5. New Business</b>                |  |                    |               |      |       |                            |            |                  |  |            |       |                          |            |               |                            |       |               |  |                    |
| A. Clubhouse Bathroom Repairs         | <b>Resolution:</b> A motion was made (Sandborg) seconded (Duro) and unanimously carried to Scott English to complete this work contingent upon verification that the floor tile will not be broken.  |                    |               |      |       |                            |            |                  |  |            |       |                          |            |               |                            |       |               |  |                    |
| B. 24516 Sandpiper Reconstruction     | <b>Resolution:</b> A motion was made (Sandborg) seconded (Duro) and unanimously carried to approve the repairs to 24516 Sandpiper per the proposal provided by 24HRC.  |                    |               |      |       |                            |            |                  |  |            |       |                          |            |               |                            |       |               |  |                    |
| C. 24672 Morning Star – Roof Repairs  | <b>Resolution:</b> A motion was made (Padula) seconded (Sandborg) and unanimously carried to approve the repairs to 24672 Morning Star Drive per the proposal provided by Fontaine.  |                    |               |      |       |                            |            |                  |  |            |       |                          |            |               |                            |       |               |  |                    |
| D. Pool Area – Deep Cleaning Proposal | <b>Resolution:</b> A motion was made (Sandborg) seconded (Duro) and unanimously carried to approve deep cleaning the pool deck and patio furniture only, to be completed in late March by Personal Touch.  |                    |               |      |       |                            |            |                  |  |            |       |                          |            |               |                            |       |               |  |                    |
| E. Pool Bathroom Renderings           | <b>Resolution:</b> A motion was made (Sandborg) seconded (Duro) and unanimously carried to approve the bathroom renderings at a cost of \$600.   |                    |               |      |       |                            |            |                  |  |            |       |                          |            |               |                            |       |               |  |                    |

**6. Next Meeting**

The next Board of Directors meeting is scheduled for Monday, **March 20<sup>th</sup>, 2023** 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.

**7. Adjournment**

There being no further business to come before the Board in General Session, the meeting was adjourned at 7:10 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