

**Sea Ridge Condominium Association  
Board of Directors Meeting  
Monday, April 17th, 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 6:48 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 Roger Ostergaard, Vice President David Duro, Treasurer Steven Padula, Secretary																
<b>Directors Absent</b>	None																
<b>Seabreeze Management Company, Inc.</b>	Bradley Collins, CMCA, AMS, Senior 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. 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>C. Architectural Committee</b>	The Architectural Committee provided an update at the meeting.																
<b>D. Maintenance Committee</b>	The Maintenance Committee provided an update at the meeting.																
<b>i. Change Order Approval</b>	<p><b>Resolution:</b> A motion was made (Sandborg) seconded (Ostergaard) and unanimously carried to approve the below change orders:</p> <table border="1" data-bbox="451 1566 1240 1856"> <thead> <tr> <th>Item</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>Deck Repair CO #21</td> <td>\$17,652</td> </tr> <tr> <td>Deck Repair CO #23R-1</td> <td>\$16,348</td> </tr> <tr> <td>Wood Repair CO #23R-2</td> <td>\$12,009</td> </tr> <tr> <td>Wood Repair #27R-2</td> <td>\$40,444</td> </tr> <tr> <td>Wood Repair CO #28</td> <td>\$13,331</td> </tr> <tr> <td>Wood Repair CO #30</td> <td>\$23,189</td> </tr> <tr> <td style="text-align: right;"><b>TOTAL:</b></td> <td><b>\$122,973</b></td> </tr> </tbody> </table>	Item	Cost	Deck Repair CO #21	\$17,652	Deck Repair CO #23R-1	\$16,348	Wood Repair CO #23R-2	\$12,009	Wood Repair #27R-2	\$40,444	Wood Repair CO #28	\$13,331	Wood Repair CO #30	\$23,189	<b>TOTAL:</b>	<b>\$122,973</b>
Item	Cost																
Deck Repair CO #21	\$17,652																
Deck Repair CO #23R-1	\$16,348																
Wood Repair CO #23R-2	\$12,009																
Wood Repair #27R-2	\$40,444																
Wood Repair CO #28	\$13,331																
Wood Repair CO #30	\$23,189																
<b>TOTAL:</b>	<b>\$122,973</b>																
<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.																								
<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>March 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>March 20th, 2023</b> be approved as presented.																								
C. Expense Items for Ratification	<p><b>Resolution:</b> A motion was made (Sandborg) seconded (Padula) and unanimously carried to approve the following items for ratification:</p> <table border="1" data-bbox="451 779 1458 1079"> <thead> <tr> <th>Item/Vendor</th> <th>Source/Reason</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>24HRC</td> <td>24536 Moonfire Drive - Restoration</td> <td>\$1,454</td> </tr> <tr> <td>24HRC</td> <td>24542 Polaris – Dry out and Restoration</td> <td>\$9,456</td> </tr> <tr> <td>24HRC</td> <td>24682 Evening Star Drive – Build back</td> <td>\$3,843</td> </tr> <tr> <td>Fontaine Roofing</td> <td>24682 Evening Star – Roof Repairs</td> <td>\$2,998</td> </tr> <tr> <td>Fontaine Roofing</td> <td>24716 Dana Point Drive – Roof Repairs</td> <td>\$1,495</td> </tr> <tr> <td>Gothic Landscape</td> <td>Dana Point Drive Entry – Landscape and stump removal</td> <td>\$3,029</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>TOTAL:</b></td> <td><b>\$22,275</b></td> </tr> </tbody> </table>	Item/Vendor	Source/Reason	Cost	24HRC	24536 Moonfire Drive - Restoration	\$1,454	24HRC	24542 Polaris – Dry out and Restoration	\$9,456	24HRC	24682 Evening Star Drive – Build back	\$3,843	Fontaine Roofing	24682 Evening Star – Roof Repairs	\$2,998	Fontaine Roofing	24716 Dana Point Drive – Roof Repairs	\$1,495	Gothic Landscape	Dana Point Drive Entry – Landscape and stump removal	\$3,029	<b>TOTAL:</b>		<b>\$22,275</b>
Item/Vendor	Source/Reason	Cost																							
24HRC	24536 Moonfire Drive - Restoration	\$1,454																							
24HRC	24542 Polaris – Dry out and Restoration	\$9,456																							
24HRC	24682 Evening Star Drive – Build back	\$3,843																							
Fontaine Roofing	24682 Evening Star – Roof Repairs	\$2,998																							
Fontaine Roofing	24716 Dana Point Drive – Roof Repairs	\$1,495																							
Gothic Landscape	Dana Point Drive Entry – Landscape and stump removal	\$3,029																							
<b>TOTAL:</b>		<b>\$22,275</b>																							
D. Lien – Account 221-7972	<b>Resolution:</b> A motion was made (Padula) seconded (Sandborg) and unanimously carried to place a lien on this account in accordance with the association’s collection policy.																								
<b>5. Unfinished Business</b>																									
A. Roofing Inspection Reports	<b>Resolution:</b> No action was taken.																								
B. Roofing Bids	<b>Resolution:</b> A motion was made (Padula) seconded (Sandborg) and unanimously carried to approve proposals for 24532 Moonfire at a cost of \$2,998, and 24732 Sea Shell Drive at a cost of \$2,998.																								
C. 2023-24 Budget	<b>Resolution:</b> No action was taken.																								
<b>6. New Business</b>																									
A. 2022-23 FYE Audit Proposals	<b>Resolution:</b> A motion was made (Padula) seconded (Sandborg) and unanimously carried to approve ISKM CPAs to perform the 2023 audit at a cost of \$1,450.																								
B. Election Services	<b>Resolution:</b> A motion was made (Padula) seconded (Sandborg) and unanimously carried to approve Accurate Voting services to complete the 2023 Board of Directors election.																								
C. Homeowner Requests	<b>Resolution:</b> This item was tabled.																								

**7. Next Meeting**

The next Board of Directors meeting is scheduled for Monday, **May 15<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.

**8. Adjournment**

There being no further business to come before the Board in General Session, the meeting was adjourned at 7:39 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