

**Sea Ridge Condominium Association**  
**Monday, November 21st, 2022 | 6:30 p.m.**  
**General Session Minutes**

<b>1. Call to Order</b>	The Board of Directors General Session Meeting was called to order at 6:11 p.m. by Officer 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, Officer Roger Ostergaard, Officer Steven Padula, Officer
<b>Directors Absent</b>	Rick Collins, Officer
<b>Seabreeze Management Company, Inc.</b>	Bradley Collins, 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. Board Orientation</b>	<b>Resolution:</b> This item was tabled to the December 2022 meeting.
<b>4. Community Reports</b>	
<b>A. Management Reports</b>	Management provided a summary of items related to the following:  <ol style="list-style-type: none"> <li>1. Action List</li> <li>2. Annual Calendar</li> <li>3. Workorder Report</li> </ol>
<b>B. Landscape Committee</b>	The Landscape Committee provided an update at the meeting.
<b>i. Proposals</b>	<b>Resolution:</b> No action was taken, management to seek if Brightview can bring down pricing to match the lowest bid at \$33,600.
<b>C. Architectural Committee</b>	The Architectural Committee provided an update at the meeting.  <b>Resolution:</b> A motion was made (Sandborg) seconded (Minton) and unanimously carried that the Architectural meeting minutes dated <b>October 6<sup>th</sup>, 2022</b> , and <b>November 3<sup>rd</sup>, 2022</b> be approved as presented.
<b>i. Covenants Procedure</b>	<b>Resolution:</b> This item was tabled to the December meeting.
<b>ii. Architectural Committee Charter</b>	<b>Resolution:</b> A motion was made (Sandborg) seconded (Padula) and unanimously carried to approve changes to the Architectural Committee Charter.

<p><b>D. Maintenance Committee</b></p>	<p><b>Resolution:</b> A motion was made (Padula) seconded (Sandborg) and unanimously carried to approve the items below:</p> <table border="1" data-bbox="451 268 1247 499"> <thead> <tr> <th>Address</th> <th>Source/Reason</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>24522 Sandpiper</td> <td>Excavate 5 x 5' soil, install new ABS pipe and fitting</td> <td>\$4,600</td> </tr> <tr> <td>24516 Sandpiper</td> <td>Removal of root intrusion, install 6-inch new ABS pipe and fittings.</td> <td>\$4,800</td> </tr> <tr> <td></td> <td><b>TOTAL:</b></td> <td><b>\$9,400</b></td> </tr> </tbody> </table>	Address	Source/Reason	Cost	24522 Sandpiper	Excavate 5 x 5' soil, install new ABS pipe and fitting	\$4,600	24516 Sandpiper	Removal of root intrusion, install 6-inch new ABS pipe and fittings.	\$4,800		<b>TOTAL:</b>	<b>\$9,400</b>									
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<p><b>E. Parking Committee</b></p>	<p><b>Resolution:</b> A motion was made (Padula) seconded (Sandborg) and unanimously carried to approve the parking rule changes to be mailed out.</p>																					
<p><b>F. Finance Committee</b></p>	<p><b>Resolution:</b> The Treasurer provided a summary of the current financials.</p>																					
<p><b>G. Paint Committee</b></p>	<p><b>Resolution:</b> A motion was made (Sandborg), seconded (Minton) and unanimously carried to approve the recommended changes, add them to the community documents, and email blast them to the community.</p>																					
<p><b>5. Consent Calendar</b></p>																						
<p><b>A. Financial Statements</b></p>	<p><b>Resolution:</b> A motion was made (Sandborg), seconded (Minton) and unanimously carried that the financial statements and reconciled bank statements dated <b>October 31st, 2022</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> <p><b>Resolution:</b> A motion was made (Sandborg), seconded (Minton) and unanimously carried to change current operating procedures to only approve emergency items due to lack of Operating funds.</p>																					
<p><b>B. General Session Minutes</b></p>	<p><b>Resolution:</b> A motion was made (Sandborg), seconded (Minton) and unanimously carried that the General Session minutes dated <b>October 17th, 2022</b> be approved as presented.</p>																					
<p><b>C. Expense Items for Ratification</b></p>	<p><b>Resolution:</b> A motion was made (Sandborg), seconded (Minton) and unanimously carried to approve the following items for ratification:</p> <table border="1" data-bbox="451 1549 1247 1978"> <thead> <tr> <th>Item/Vendor</th> <th>Source/Reason</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>Gothic Landscape</td> <td>Mainline repair behind 33601 Moon Ring Ct.</td> <td>\$1,066</td> </tr> <tr> <td>Scott English Plumbing</td> <td>After Hours all for sewer backup and jetting to clear debris</td> <td>\$1,946</td> </tr> <tr> <td>Scott English Plumbing</td> <td>Root Intrusion Proposal approved out of meeting</td> <td>\$3,300</td> </tr> <tr> <td>EmpireWorks</td> <td>Change Order #2 – Deck Repairs</td> <td>\$8,185</td> </tr> <tr> <td>EmpireWorks</td> <td>Change Order #10 – Moonfire Repairs</td> <td>\$5,602</td> </tr> <tr> <td></td> <td><b>TOTAL:</b></td> <td><b>\$6,312 (Operating)</b></td> </tr> </tbody> </table>	Item/Vendor	Source/Reason	Cost	Gothic Landscape	Mainline repair behind 33601 Moon Ring Ct.	\$1,066	Scott English Plumbing	After Hours all for sewer backup and jetting to clear debris	\$1,946	Scott English Plumbing	Root Intrusion Proposal approved out of meeting	\$3,300	EmpireWorks	Change Order #2 – Deck Repairs	\$8,185	EmpireWorks	Change Order #10 – Moonfire Repairs	\$5,602		<b>TOTAL:</b>	<b>\$6,312 (Operating)</b>
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			<b>\$11,485 Reserves</b>
<b>6. Unfinished Business</b>			
<b>A. Fencing Proposals</b>	<b>Resolution:</b> This item was tabled to the December meeting.		
<b>B. Audit</b>	<b>Resolution:</b> This item was tabled pending a meeting with the Community's Financial Advisor.		
<b>7. New Business</b>			
<b>A. Roofing Maintenance – 33676 Discovery</b>	<b>Resolution:</b> A motion was made (Padula), seconded (Sandborg) and unanimously carried to approve the proposal provided by Fontaine to repair the residence's edge flashing at a cost of \$1,198.		
<b>8. Next Meeting</b>	The next Board of Directors meeting is scheduled for Monday, <b>December 19th, 2022</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 7:43 p.m. by Officer 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