

**The Club Homeowners Association
Board of Directors Meeting
Join Zoom Meeting:**

<https://us06web.zoom.us/j/81851205691?pwd=NWk5b2ZsNmh5cUFocmZ1b1o4TjhTdz09>

or Call 253.215.8782

Meeting ID: 818 5120 5691 - Passcode: 511213

Thursday, August 3, 2023

General Session Minutes

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| Directors Present | Bill Mcleod, President
Stephen Lauria, Vice President
Tim Harrison, Treasurer
Josh Tolar, Member at large
Michelle Huber, Secretary |
| Directors Absent | None |
| Seabreeze Management | Courtney Chastain, CMCA, AMS – VP of Community Management
Devin Biesiada, CMCA, AMS – Community Manager
Alfi Avila – Associate Manager |
| 1. Call to Order | As a quorum was present, the Board of Directors General Session Meeting was called to order at 7:05 PM. The notice and agenda were posted at the designated location within the community at least four (4) days prior to the meeting in accordance with California Civil Code. |
| 2. Executive Disclosures | The board of directors met in Executive Session prior to General Session to discuss: approval of executive minutes, delinquency matters, member discipline, personnel matters, legal matters, and formation of contracts. |
| 3. Owner Forum | In accordance with State Statute, the homeowners present were given an opportunity to address the Board of Directors. The following items were presented for discussion: <ul style="list-style-type: none">• Bees in eaves at 701 Mansfield• Roof leak and stains at 701 Mansfield• Concerns with system transition• Storage unit doors concern |
| 4. Consent Calendar | Resolution: A motion was made and seconded to approve the following Consent Calendar items as presented. |
| A. General Session Minutes – 7/6/2023 | Resolution: A motion was made and seconded to approve the General Session minutes dated 7/6/2023 as presented. |
| B. Lien #200-8466 | Resolution: A motion was made, seconded, and unanimously carried that Account #200-8466 have a lien filed against it in accordance with the Association’s assessment collection policy. |

**C. Foreclosure
APN
#8307024002**

Resolution: A motion was made, seconded, and unanimously carried to approve foreclosure of the property at APN #8307024002 due to the Owner's failure to remit payment in full or request a payment plan.

**5. Unfinished
Business**

There are no unfinished business items at this time. No action was needed or taken.

6. New Business

A. Reserve Study

The board reviewed a reminder from Management to have the reserve study approved in time for the budget mailer to be prepared by November.

Resolution: No action was needed or taken.

B. Budget Reminder

The board reviewed a reminder from Management to have the budget approved for the budget mailer to be prepared by November.

Resolution: No action was needed or taken.

**C. September Board
Meeting Date Change
Request**

The board discussed the request from management to move the September meeting date to September 14th.

Resolution: A motion was made and seconded to keep the meeting date on September 7th at 6:00pm as the prior scheduling conflict no longer applies.

7. Committee Reports

**A. Architectural
Committee
Minutes**

No committee minutes were presented and no action was needed or taken.

**B. Courtside
Committee
Minutes**

The board reviewed the minutes presented by the Courtside Committee for the July 12, 2023 committee meeting.

Resolution: A motion was made and seconded to approve the Courtside Committee minutes dated July 12, 2023.

**1. Courtside
Recommendation**

The board reviewed a recommendation from the Courtside Committee to contract Bert's Handyman on a time and material basis to check all 51 utility doors for proper operation and perform necessary repairs, and to replace all hood & eye latches with bolt latches.

Resolution: A motion was made and seconded to approve Bert's Handyman on a time & material basis to check and repair all 51 utility doors for proper operation. Ask Bert's to address the damaged wood beam while onsite.

2. Courtside Recommendation

The board reviewed a recommendation from the Courtside Committee to place a notice on each Courtside unit garage detailing the existing parking regulations and sanctions for violating the regulations.

Resolution: A motion was made and seconded to approve the recommendation to place parking rule reminders on Courtside unit garage doors. Committee to finalize drafted notice that will be distributed.

C. Landscape Committee Minutes

The board reviewed the minutes provided by the Landscape Committee for the July 12, 2023 committee meeting.

Resolution: A motion was made and seconded to approve the Landscape Committee minutes dated July 12, 2023.

1. Landscape 1st Recommendation

The board reviewed a request from the Landscape Committee to approve Park West's proposal #106796 to mulch all Middle Park planters at a cost of \$5,400.00.

Resolution: A motion was made and seconded to approve the committee recommendation to approve Park West proposal #106796 to mulch all Middle Park planters at a total cost of \$5,400.00 with funds to be expended from Reserve GL 9055 Landscape.

D. Finance Committee Minutes

The board reviewed the minutes provided by the Finance Committee for the July 2023 committee meeting.

Resolution: A motion was made and seconded to approve the Finance Committee minutes dated July 12, 2023.

1. Finance Committee Recommendation

The board reviewed the financial statements presented by the Finance Committee.

Resolution: A motion was made and seconded to approve the financial statements as presented.

2. Finance Committee Recommendation

The board reviewed a recommendation from the finance committee to require the use of the "**Reserve or Operational Funds Expenditure Request Forms**" to identify funding for Reserve and/or Operational HOA fund expenditures for **all new** HOA projects. Direct that all project components be included in bids presented to HOA Board, including all new irrigation components for new landscape projects.

Resolution: A motion was made and seconded to approve the financial committee's recommendation to require the use of the "**Reserve or Operational Funds Expenditure Request Forms**" to identify funding for Reserve and/or Operational HOA fund expenditures for **all new** HOA projects.

3. Finance Committee Recommendation

The board reviewed a recommendation from the Finance Committee to approve the allocation of Storm Recovery Funds (account NO. 9200) as listed below and approve an email to be sent to Brandon Ware requesting the reallocation of such funds to be completed by August 2023, Finance Committee meeting:

Common (\$102,337.60): Place the entire amount into Common Account No (Irrigation)

Resolution: A motion was made and seconded to approve the recommendation from the Finance Committee to reallocate Storm Recovery Funds (acct. #9200) into Common Account Irrigation in the amount of \$102,337.60.

E. Single Family Committee Minutes

No minutes were presented by the Single Family Committee and no action was needed or taken.

F. Vista Committee Minutes

The board reviewed the minutes provided by the Vista Committee for the July 2023 committee meeting.

Resolution: A motion was made and seconded to approve the Vista Committee minutes dated July 12, 2023.

1. Vista Committee Recommendation

The board reviewed a recommendation from the Vista Committee to Terminate the contract with J & M Maintenance Services and hire Personal Touch Cleaning for a twice-a-month cleaning for \$64.00 per month.

Resolution: A motion was made and seconded to approve the recommendation from the Vista Committee to Terminate the contract with J & M Maintenance Services and hire Personal Touch Cleaning for a twice-a-month cleaning for \$64.00 per month.

2. Vista Committee Recommendation

The board reviewed a recommendation from the Vista Committee to approve the Antis Roofing and Waterproofing change order bid A39204 for 746 Danville in the amount of \$97.00.

Resolution: A motion was made and seconded to approve the Vista Committee recommendation to approve the Antis Roofing and Waterproofing change order bid A39204 for 746 Danville in the amount of \$97.00.

3. Vista Committee Recommendation

The board reviewed a recommendation from the Vista Committee to approve the Antis Roofing and Waterproofing change order bid A39252 for 875 Endicott in the amount of \$17,708.00 for roof replacement.

Resolution: a motion was made and seconded to approve the Vista Committee to approve the Antis Roofing and Waterproofing change order bid A39252 for 875 Endicott in the amount of \$17,708.00 for roof replacement.

4. Vista Committee Recommendation

The board reviewed a recommendation from the Vista Committee to approve the Antis Roofing and Waterproofing change order bid A33653 for coping replacement, window rehab, and stucco patch at 863 Endicott in the amount of \$490.00. (Window

Rehab – homeowner), \$1,322.00 (coping metal replacement/stucco patch – HOA) ad \$1,048.00 (stucco patch – unsure and needs to be determined).

Resolution: A motion was made and seconded to approve the coping/metal replacement and stucco patch in the amount of \$1,048.00. The board asks that Antis confirm whether the other areas of concern are related to a window leak or a roof leak. Management to send a letter to the homeowner for their own maintenance items.

5. Vista Recommendation The board reviewed a recommendation from the Vista Committee to approve JOTS bid #13245 for concrete trip hazard repairs throughout the community at a cost of \$14,311.00.

Resolution: A motion was made and seconded to approve the Vista Committee’s recommendation to approve JOTS bid #13245 for concrete trip hazard repairs in the amount of \$14,311.00.

6. Vista Recommendation The board reviewed a recommendation from the Vista Committee to approve Antis Roofing to repair slipped tiles at 731 Mansfield at a cost of \$825.

Resolution: A motion was made and seconded to approve a recommendation from the Vista Committee to approve Antis Roofing to repair slipped tiles at 731 Mansfield at a cost of \$825.

8. Emergency Items No emergency items were presented or discussed.

9. Next Meeting The next Board of Directors meeting is scheduled for September 7, 2023 at 6:00 PM.

10. Adjournment With there being no further business to come before the Board of Directors in General Session, and upon a motion duly made and seconded, the Board adjourned back to Executive Session at 8:25 PM. The motion carried unanimously.

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 for The Club Homeowner’s Association.

Printed Name	Title	Signature	Date
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