

**CANTABRIA MAINTENANCE CORPORATION  
BOARD OF DIRECTORS MEETING HELD JULY 22, 2024**

Brittany Vik with 360 Community Management called the meeting to order at 5:03 p.m. Board members present were Jim McCorkle, Dan Rozak, Richard Hudson, Kristy Berry, and Mark Ding. Two owners were in attendance.

**ANNUAL MEETING:** It was noted that only twenty-two (22) ballots were received for the Annual Meeting. After discussion, Dan moved to adjourn the Annual Meeting to Monday, July 29, 2024 at 9:00 a.m., and if quorum is not achieved at the Reconvened Annual Meeting, cease any additional effort to achieve quorum for the 2024 election, with the existing Board to remain in place until the 2025 election. Jim seconded, vote was all ayes, motion carried.

**OPEN FORUM:** The owner of #J101 was in attendance to request the Board consider a standard sleeve or covering owners can install on their carport posts and allowing owners to install mini-split A/C units in their bedrooms. The owner also suggested general correspondence that is mailed to the owners be posted on the bulletin board at the mailboxes.

**APPROVAL OF MINUTES:** The Board reviewed the minutes from the May 2024 meeting. After discussion, Dan moved to approve the minutes as presented. Jim seconded, vote was all ayes, motion carried.

**FINANCIALS:** The Board reviewed the financials for March – June 2024. After discussion, Dan moved to approve the financials as presented. Jim seconded, vote was all ayes, motion carried.

**2025 BUDGET:** The Board discussed the budget for 2025. Jim advised there will be a need to increase the dues by \$10.00 to \$15.00/month to cover increasing operating expenses. The Board also reviewed notification of service increases from pest control, landscaping, janitorial, pool service, maintenance, security, and waste hauling.

**EV CHARGING STATIONS:** Jim advised the EV charging stations have been installed. The City has to inspect the installation, and once they sign off on it, SDG&E can electrify the stations and Voltaic can configure the software. The Board agreed to designate four (4) EV charging spaces for non-electric vehicles to park in after 9:00 p.m.

**RULE AMENDMENTS:** The Board reviewed a draft amendment and revision of the Common Area Property section of the existing Rules & Regulations. Jim noted one change to the pickleball court amendment. After discussion, Dan moved to approve the draft amendment and revision with the noted change, for distribution to the membership for the required twenty-eight (28) day review period. Jim seconded, vote was four ayes, motion carried. Kristy opposed.

**ORGANICS WASTE TOTES CLEANING SERVICE:** The Board reviewed a quote from SanEtizeIt to clean the two (2) organics waste totes. After discussion, Dan moved to approve the service at \$15.00/tote for a total of \$30.00/month. Jim seconded, vote was all ayes, motion carried.

**TENNIS COURT REPAIRS:** The Board reviewed proposals to resurface the tennis courts, recaulk the expansion joints under the nets, paint pickleball court lines, and convert the existing twelve (12) tennis court light fixtures to LED light fixtures. After discussion, Jim moved to approve the proposals from MatchPoint Tennis Courts, Inc. to resurface both tennis courts, recalk the expansion joints, and paint pickleball court lines at a cost of \$22,500.00, and upgrade the light fixtures to 648-watt LED light fixtures at a cost of \$22,890.00, upon the following conditions: 1.) Include the installation of two (2) new light controllers that will allow

the Board to disable the lights at a scheduled time with the understanding this will increase the cost of the proposal, 2.) The existing pickleball courts stay in their current orientation and the two (2) new courts match the existing orientation, 3.) Remove the basketball court line painting from the proposal, and 4.) Advise MatchPoint that the light installation project can start immediately, but the tennis court resurfacing project cannot move forward until the rebate funds from the EV charging station project are received. Dan seconded, vote was four ayes, motion carried. Kristy abstained.

**RESERVE PROJECTS:** The Board reviewed proposals for upcoming reserve projects, including metal balcony edge repairs, balcony & stair landing topcoats, carport termite treatment, wood repairs & roof inspections, spa resurfacing, and pool inspection/repairs. Jim advised that due to the EV charging station project and other funding limitations, the plan is to schedule these projects to occur over the fall & winter, to be completed by the end of the year. After discussion, Dan moved to table the proposals for review at the September meeting. Jim seconded, vote was all ayes, motion carried.

**POOL CHLORINATOR:** The Board reviewed a proposal from Pool Care Solutions to install a liquid chlorinator feeder for the pool. After discussion, Dan moved to approve the proposal at a cost of \$890.00. Jim seconded, vote was all ayes, motion carried.

**SPA HEATER REPLACEMENT:** The Board reviewed the contract from Pool Care Solutions that was approved via email as an emergency to replace the failed spa heater. After discussion, Dan moved to ratify the contract at a cost of \$5,526.00. Jim seconded, vote was all ayes, motion carried.

**SOLAR PUMP & CONTROLLER REPLACEMENT:** The Board reviewed the contract from JC Plumbing that was approved via email as an emergency to replace the failed solar hot water system pump and controller. After discussion, Jim moved to ratify the contract at a cost of \$4,998.26. Dan seconded, vote was all ayes, motion carried.

**PLUMBING REPAIRS:** The Board reviewed the contract from JC Plumbing that was approved via email as an emergency to replace the failed double fixture toilet fitting and section of ABS drain line service #I101/I108. After discussion, Dan moved to ratify the contract at a cost of \$6,779.26. Jim seconded, vote was all ayes, motion carried.

**EXECUTIVE SESSION SUMMARY:**

The Board addressed disciplinary action, homeowner correspondence and delinquencies.

Attested: \_\_\_\_\_

Date: \_\_\_\_\_

**CANTABRIA MAINTENANCE CORPORATION  
BOARD OF DIRECTORS MEETING HELD MAY 13, 2024**

Brittany Vik with 360 Community Management called the meeting to order at 5:02 p.m. Board members present were Jim McCorkle, Dan Rozak, Richard Hudson, Kristy Berry, and Mark Ding. Four owners were in attendance.

**OPEN FORUM:** The owner of #C101 requested the Board install signs in the common areas prohibiting bicycles and scooters on the sidewalks.

The owner of #I204 expressed concern over the ongoing issue with unsupervised minors riding scooters and bicycles in the common areas.

The Board informed the owners present that the current rules only prohibit this activity in the enclosed amenity areas.

The owner of #F102 advised the gopher issue in the dog park has worsened and needs to be addressed.

The owner of #F107 suggested the Association create an email group residents can subscribe to for community related notifications. He also suggested pipelining as a preventative measure for the plumbing systems, and designating a specific day of the week for owners to perform non-emergency plumbing repairs to inconvenience the residents as little as possible and potentially receive a discount from the plumber for multiple repairs on the same day.

**APPROVAL OF MINUTES:** The Board reviewed the minutes from the March 2024 meeting. After discussion, Dan moved to approve the minutes as presented. Jim seconded, vote was all ayes, motion carried.

**FINANCIALS:** The Board reviewed the financials for February & March 2024. After discussion, Dan moved to approve the February financials as presented and table the March financials. Jim seconded, vote was all ayes, motion carried.

**APPROVAL OF LIENS:** The Board reviewed notices of intent to lien for APN 315-100-39-44 and 315-100-41-31. A motion was made and seconded to approve the lien(s). Vote was all ayes, motion carried. It was resolved that the Board authorizes that lien(s) be recorded on the properties in the event that payment in full is not received by the deadline(s) imposed in the Intent to Lien letter(s).

**EV CHARGING STATIONS:** Jim advised SDG&E plans to hold their onsite preconstruction meeting shortly after Memorial Day, and based on what transpires at the meeting, the project is likely to start mid to late June.

**RULE AMENDMENTS:** The Board reviewed a draft of the EV Charging Station rules and discussed revising the Common Area Property section of the existing Rules & Regulations to include provisions for scooters & bicycles, and pickleball court use. Management was instructed to draft the rules revision for the Board to review and approve for distribution to the membership for review and final approval at the July meeting.

**DOG PARK:** The Board reviewed proposals to expand the dog park. After discussion, Dan moved to approve option #2 from Alpine Fence at a cost of \$4,975.00. Jim seconded, vote was all ayes, motion carried.

**GOPHER CONTROL:** The Board reviewed an email from Mt. Helix Pest Control advising the dog park will need to be closed for one month for them to effectively treat the area for gophers. After discussion, Jim moved to approve the treatment, with Alpine Fence to leave the existing front portion of the fence intact during the dog park expansion, and remove it after the gopher treatment is completed. Dan seconded, vote was all ayes, motion carried.

**LANDSCAPING:** The Board reviewed a proposal from Green Valley to install a twenty-four-inch Magnolia little gem tree in the planter area near the F building where a tree was previously removed. After discussion, Dan moved to approve the proposal at a cost of \$600.00. Kristy seconded, vote was all ayes, motion carried.

The Board reviewed a proposal from Green Valley to remove the leaning Tipuana tree near H108. After discussion, Dan moved to approve the proposal at a cost of \$850.00. Jim seconded, vote was all ayes, motion carried.

The Board reviewed an email from Green Valley agreeing to accept payment over three (3) months for the cost of the mulch installation project. After discussion, Dan moved to approve the proposal to install one hundred fifty (150) yards of mulch in all planter areas throughout the community at a cost of \$12,750.00, to be paid over a three-month period. Jim seconded, vote was all ayes, motion carried.

**MAINTENANCE:** The Board reviewed the open maintenance work order report. Management was instructed to prioritize the pool umbrellas and table purchase, and GFCI outlet repairs.

Management was instructed to follow-up with ACP on the approved repairs to the damaged sidewalk area near #F105 where several trees were previously removed.

**EXECUTIVE SESSION SUMMARY:**

The Board addressed disciplinary action, homeowner correspondence and delinquencies.

Attested: \_\_\_\_\_

Date: \_\_\_\_\_

**CANTABRIA MAINTENANCE CORPORATION  
BOARD OF DIRECTORS MEETING HELD MARCH 11, 2024**

Brittany Vik with 360 Community Management called the meeting to order at 5:04 p.m. Board members present were Jim McCorkle, Dan Rozak, Richard Hudson, Kristy Berry, and Mark Ding.

**OPEN FORUM:** Dan expressed concern over JC Plumbing and their troubleshooting abilities, specifically regarding the recent property-wide hot water issues and the slab leak in the D building. Dan recommended their invoices be scrutinized to ensure the Association is being billed properly.

**APPROVAL OF MINUTES:** The Board reviewed the minutes from the January 2024 meeting. After discussion, Dan moved to approve the minutes as presented. Jim seconded, vote was all ayes, motion carried.

**FINANCIALS:** The Board reviewed the financials for January 2024. After discussion, Dan moved to approve the financials as presented. Jim seconded, vote was all ayes, motion carried.

**FINANCIAL REVIEW:** The Board reviewed the draft 2023 financial review. After discussion, Dan moved to approve the review from Sonnenberg & Company, CPA, for distribution to the membership. Jim seconded, vote was all ayes, motion carried.

**RESERVE STUDY:** The Board reviewed a proposal from SmartProperty for the annual reserve study software subscription. After discussion, Dan moved to approve the proposal at a cost of \$600.00. Jim seconded, vote was all ayes, motion carried.

**FHA RENEWAL:** The Board reviewed a proposal from FHA review to review the FHA certification for the Association. After discussion, Dan moved to approve the proposal at a cost of \$795.00. Kristy seconded, vote was all ayes, motion carried.

**EV CHARGING STATIONS:** Jim advised the City of San Diego approved the permits for the EV charging station installation and is planning to break ground in May. They will be scheduling a site walk with SDG&E and their subcontractors to scope out the project. Jim advised Green Valley may need to attend for any plant material that needs to be removed, and a mailing package to the owners & residents will need to be drafted to include a cover letter, schedule, and map of the project.

**TENNIS COURT REPAIRS & UPGRADES:** The Board reviewed proposals from Match Point to convert the existing tennis court light fixtures to LED lights, remove & replace the damaged section of concrete on the east tennis court, repair & resurface the west tennis court, including tennis court and pickle ball court stripes, and re-caulk the expansion joints under the tennis court net lines on both courts. Jim advised this project will need to wait until after the EV charging station installation project is completed and paid for, but recommended the concrete crack repair be addressed now to prevent it from growing. After discussion, Jim moved to approve the concrete repair for \$6,535.00. Dan seconded, vote was all ayes, motion carried.

**CIRCUIT SETTERS:** The Board reviewed the contract from JC Plumbing to replace the building circuit setters and recirculation line ball valves on all twelve (12) buildings that was approved between meetings via email. After discussion, Dan moved to ratify the contract at a cost of \$9,157.14. Jim seconded, vote was all ayes, motion carried.

**ELECTION BY ACCLAMATION:** Management advised per California Civil Code, if, at the close of the time period for making nominations, there are the same number or fewer qualified candidates as there are Board positions to be filled, then the Board of Directors may, after voting to do so, seat the qualified candidates by acclamation without balloting. After discussion, Jim moved to proceed with the election by acclamation if the election is uncontested. Dan seconded, vote was all ayes, motion carried.

**INSPECTOR OF ELECTION:** The Board reviewed inspector of election proposals for the annual meeting, in the event the election is contested. After discussion, Jim moved to approve a not to exceed cost of \$1,100.00 for an independent notary or HOA Elections of California, only to be implemented if the election is contested. Dan seconded, vote was all ayes, motion carried.

**INSURANCE RENEWAL:** The Board reviewed the insurance renewal from Farmers Insurance. Management advised that an insurance broker was asked to bid on the community and the underwriter did not want to submit a proposal due to brush exposures. After discussion, Dan moved to approve the renewal at an annual premium of \$43,114.00. Jim seconded, vote was all ayes, motion carried.

**SECURITY:** The Board reviewed proposals for the nightly security patrols. Management advised the Association is currently paying \$1,288.65/month for twice/night patrols. After discussion, Jim moved to ask the current security company to price match the lowest bid price of \$1,010.00/month. Dan seconded, vote was all ayes, motion carried.

**WASTE HAULING SERVICES:** The Board reviewed proposals for waste hauling services. After discussion, Jim moved to approve the proposal from Ware Disposal at a monthly cost of \$1,420.00/month. Dan seconded, vote was all ayes, motion carried. Management was instructed to issue a thirty (30) day notice of termination to Global Disposal.

**POOL SOLAR HEATING INSPECTION:** The Board reviewed a proposal from Solar Tech to inspect the pool solar heating equipment. After discussion, Jim moved to approve the proposal at a cost of \$350.00. Dan seconded, vote was all ayes, motion carried.

**BOILER VENTS REPLACEMENT:** The Board reviewed a proposal from JC Plumbing to replace the middle two (2) boiler roof vents that are rusted and agreed to table the proposal at this time.

**SPRING NEWSLETTER:** The Board reviewed the draft Spring Newsletter and made several changes. After discussion, Jim moved to approve the draft Spring Newsletter with the noted changes. Dan seconded, vote was all ayes, motion carried. Management was instructed to include the Newsletter with the financial review mailing to save postage costs and mail the Newsletter by itself to the onsite renters, as they do not receive the financial report.

**POOL FURNITURE:** The Board discussed preparing the pool furniture for the upcoming summer season. Management was instructed to have maintenance ensure there are five (5) pool umbrellas and purchase any additional umbrellas that may be needed, and put aside any pool chairs that are faded, ripped, or damaged, and schedule Quality Interiors to re-strap them.

**UTILITY CLOSETS:** Jim advised that many of the building utility doors have missing locks. After discussion, Jim moved not to replace the locks as they go missing, unless there is a code requiring the closets to be locked. Dan seconded, vote was all ayes, motion carried.

**LANDSCAPING:** The Board reviewed proposals for brush abatement on the property perimeter slope. After discussion, Dan moved to approve the proposal from Green Valley at a cost of \$4,881.00. Jim seconded, vote was all ayes, motion carried.

The Board reviewed a proposal from Oak Valley to remove and stump grind the Brazilian Pepper tree near F105 and the Eucalyptus tree near H108, and replace with a multi-trunk Queen palm tree. The Board agreed that the replacement tree needs to provide shade to the area. After discussion, Dan moved to approve the tree removals only at a cost of \$2,650.00. Jim seconded, vote was all ayes, motion carried. Management was instructed to ask Oak Valley to submit shade tree replacement options.

The Board reviewed a proposal from Green Valley to install one hundred fifty (150) yards of mulch in all planter areas throughout the community, and agreed to table the proposal for the next meeting. Management was instructed to ask Green Valley if the mulch could be installed in phases or they would accept a payment plan for the cost.

**EXECUTIVE SESSION SUMMARY:**

The Board addressed disciplinary action, homeowner correspondence and delinquencies.

Attested: \_\_\_\_\_

Date: \_\_\_\_\_

**CANTABRIA MAINTENANCE CORPORATION  
BOARD OF DIRECTORS MEETING HELD JANUARY 22, 2024**

Brittany Vik with 360 Community Management called the meeting to order at 5:04 p.m. Board members present were Jim McCorkle, Dan Rozak, Richard Hudson, Kristy Berry, and Mark Ding. One owner was in attendance.

**OPEN FORUM:** The owner of F203 was present to advise the new paint on her stairs that PrimeCo has corrected several times became wet again during the heavy rain and she is tracked paint into her unit. Management was instructed to have PrimeCo correct the issue immediately.

Dan Rozak reported he walked the property during the heavy rain to observe the water drainage systems and identified several areas that need attention.

**APPROVAL OF MINUTES:** The Board reviewed the minutes from the November 2023 meeting. After discussion, Dan moved to approve the minutes as presented. Jim seconded, vote was all ayes, motion carried.

**FINANCIALS:** The Board reviewed the financials for October–December 2023. After discussion, Dan moved to approve the financials as presented. Jim seconded, vote was all ayes, motion carried.

**EV CHARGING STATIONS:** The Board reviewed an e-mail from SDG&E stating they expect to break ground on May 1, 2024, with a completion date of July 1, 2024.

**BUILDING WOOD REPAIRS/PAINTING & PATIO FENCE REPLACEMENT PROJECTS:** Management advised both projects have been completed, and PrimeCo still needs to provide a paint inventory list and photos of the wood that was replaced on the balconies. Management was instructed to post a notice by the mailboxes advising the racquetball court has been reopened and is ready for use.

**POOL FILTER REPLACEMENT:** The Board reviewed a proposal from Pool Care Solutions to replace the failed pool filter that was approved via e-mail as an emergency. After discussion, Jim moved to ratify the contract at a cost of \$2,600.00. Jim seconded, vote was all ayes, motion carried.

**SUMP PUMP INSTALLATION:** The Board reviewed a proposal from ACP to install a sump pump in the landscaped area on the south side of #A105 to alleviate water intrusion that was reported inside of the unit. Dan advised he did not observe any water ponding on that side of the unit during the heavy rain, and installing a drainage system in that location would not effectively resolve the moisture issue. Management was instructed to ask the owner to provide information on the flooring that was installed, including if any moisture barrier was installed.

**PLUMBING REPAIRS:** The Board revisited the proposal from JC Plumbing to replace the circuit setter valves and recirc line valves on all twelve (12) buildings to resolve the hot water temperature fluctuations that have been occurring. Management was instructed to schedule an onsite meeting with Dan and JC Plumbing to discuss the ongoing issues and recommendations.

**SIDEWALK REPLACEMENT:** The Board reviewed a proposal from ACP to replace the damaged section of sidewalk between the E, F, & G buildings. After discussion, Dan moved to approve the proposal at a cost of \$2,950.00, under the condition that any tree roots are removed, and root block is applied. Kristy seconded, vote was all ayes, motion carried.



Management was instructed to have Green Valley Landscape evaluate the tree that may have cracked the sidewalk, as well as the tree across from E105 that appears to be leaning with exposed roots.

**DOG RUN FENCE EXPANSION:** The Board reviewed proposals to expand the dog park to enclose the open grass area between the parking lot and existing dog park fence, with an option to make two dog parks or one large one. The Board agreed to table the discussion until after the EV charging station project is complete.

**TENNIS COURT REPAIRS & UPGRADES:** The Board discussed implementing repairs and upgrades to the tennis courts this year, including replacing the existing lights with LED lights, and repairing resurfacing the court floors. The Board agreed to table the discussion until after the EV charging station project is complete.

**COLLECTION POLICY:** The Board reviewed the revised collection policy written by Delphi Law Group to be in compliance with current laws. After discussion, Dan moved to adopt the policy as written. Jim seconded, vote was all ayes, motion carried.

**SECURITY:** The Board discussed the nightly security patrol. Management was instructed to solicit proposals for price comparison.

**CLUBHOUSE SHELVING:** The Board discussed adding shelving inside the clubhouse to store the equipment for the ping pong and air hockey tables. Management was instructed to have maintenance look at it and provide their suggestions.

**EXECUTIVE SESSION SUMMARY:**

The Board addressed disciplinary action, homeowner correspondence and delinquencies.

Attested: \_\_\_\_\_

Date: \_\_\_\_\_

**CANTABRIA MAINTENANCE CORPORATION  
BOARD OF DIRECTORS MEETING HELD NOVEMBER 13, 2023**

Brittany Vik with 360 Community Management called the meeting to order at 5:00 p.m. Board members present were Jim McCorkle, Dan Rozak, Richard Hudson. Kristy Berry and Mark Ding were absent.

**OPEN FORUM:** No items were brought before the Board at this time.

**APPROVAL OF MINUTES:** The Board reviewed the minutes from the September 2023 meeting. After discussion, Dan moved to approve the minutes as presented. Jim seconded, vote was all ayes, motion carried.

**FINANCIALS:** The Board reviewed the financials for September 2023. After discussion, Dan moved to approve the financials as presented. Jim seconded, vote was all ayes, motion carried.

**RESERVE STUDY:** The Board reviewed the draft reserve study. Jim advised the 2024 budget will reflect a slightly lower reserve allocation to alleviate the need for a more significant dues increase. As discussed last year, the solar hot water system line item has been defunded, as it did not have the expected return on investment, and replacing it would not make economic sense. After discussion, Jim moved to approve the reserve study as presented. Dan seconded, vote was all ayes, motion carried.

**2024 BUDGET:** The Board reviewed the draft 2024 budget with a proposed \$50.00/month increase to cover increased operating expenses, including higher utility rates and fee increases from various service providers for the community. It also includes the monthly back payment for the irrigation water usage the City failed to bill the Association that is being paid off over a three-year period that started in 2022. After discussion, Jim moved to approve the budget as presented with a \$50.00/month dues increase for a total of \$425.00/month, beginning January 1, 2024. Dan seconded, vote was all ayes, motion carried.

**FINANCIAL REVIEW & TAX PREPARATION:** The Board reviewed a proposal from Sonnenberg & Company for the annual financial review and tax preparation. After discussion, Dan moved to approve the proposal at a cost of \$1,250.00. Jim seconded, vote was all ayes, motion carried.

**APPROVAL OF LIENS:** The Board reviewed notices of intent to lien for APN 315-100-40-37, 315-100-41-14 and 315-100-41-31. A motion was made and seconded to approve the lien(s). Vote was all ayes, motion carried. It was resolved that the Board authorizes that lien(s) be recorded on the properties in the event that payment in full is not received by the deadline(s) imposed in the Intent to Lien letter(s).

**EV CHARGING STATIONS:** The Board reviewed the draft cover letter & FAQ's package for the EV charging station installation project. After discussion, Dan moved to approve to mail out the package to all owners & residents. Richard seconded, vote was all ayes, motion carried.

**EV CHARGING STATION RULES:** The Board agreed to table the draft EV charging station rules from Delphi Law Group for further review.

**BUILDING WOOD REPAIRS/PAINTING & PATIO FENCE REPLACEMENT PROJECTS:** Jim advised both projects are expected to be completed by mid-December.

**SERVICE PROPOSALS:** The Board reviewed proposals for janitorial service. After discussion, Dan moved to approve the proposal from Just Clean It at a cost of \$1,720.44/month for three (3) days/week service in the summer and \$1,145.47/month for two (2) days/week service in the winter, to start January 2024. Jim seconded, vote was all ayes, motion carried. Management was instructed to issue a thirty (30) day termination notice to ProTec, effective December 31, 2023.

The Board reviewed proposals for pool service. After discussion, Jim moved to stay with Pool Care Solutions and approve the rate increase of \$660.00/month for winter service and \$750.00/month for summer service. Dan seconded, vote was all ayes, motion carried.

The Board reviewed proposals for landscape service. After discussion, Dan moved to stay with Green Valley Landscape and approve the rate increase of \$155.00/month, for a total cost of \$5,329.00/month, beginning January 1, 2024. Jim seconded, vote was all ayes, motion carried.

**TREE CARE:** The Board reviewed three-year tree care proposals for 2024–2026. After discussion, Dan moved to approve the proposal from Oak Valley at a cost of \$21,215.00 for 2024, \$19,900.00 for 2025, and \$21,215.00 for 2026, for a grand total of \$62,330.00 for all three (3) years. Jim seconded, vote was all ayes, motion carried.

**WINTER PREPARATIONS:** The Board discussed preparing for the winter season. Management was instructed to have maintenance purchase sandbags and place them on a pallet by the mailboxes for owners to use, and instruct Green Valley to pull all dirt/mulch/debris away from the building weep screeds, flush all landscape drains, grates, and rock drains, including the swales on the corner of the “E” and “F” buildings.

**CLUBHOUSE FURNITURE:** The Board reviewed and approved an offer from Jim McCorkle to donate a table and four (4) chairs to the clubhouse.

The Board discussed purchasing a new ping pong table for the clubhouse to replace the previously donated ping pong table. After discussion, Jim moved to approve to purchase a new ping pong table from Dick’s Sporting Goods at a cost of \$300.00 plus tax, and have maintenance remove and dispose of the old table. Dan seconded, vote was all ayes, motion carried. Management was instructed to inform the owner who donated the existing ping pong table that a new one will be purchased, in case they would like to reclaim their table.

**SOLAR PANEL CLEANING:** The Board discussed cleaning the “G” building solar panels after the completion of the building wood repairs/painting project. After discussion, Dan moved to approve the cleaning. Jim seconded, vote was all ayes, motion carried. Management was instructed to schedule the work after the first of the year.

**2024 MEETING SCHEDULE:** The Board discussed moving the March and May 2024 meeting dates. After discussion, Jim moved to change the meeting dates to March 11, 2024 and May 13, 2024. Dan seconded, vote was all ayes, motion carried.

**EXECUTIVE SESSION SUMMARY:**

The Board addressed disciplinary action, homeowner correspondence and delinquencies.

Attested: \_\_\_\_\_

Date: \_\_\_\_\_

**CANTABRIA MAINTENANCE CORPORATION  
BOARD OF DIRECTORS MEETING HELD SEPTEMBER 25, 2023**

Brittany Vik with 360 Community Management called the meeting to order at 5:00 p.m. Board members present were Jim McCorkle, Dan Rozak, Richard Hudson, Kristy Berry, and Mark Ding. Two owners were in attendance.

**OPEN FORUM:** The owner of F107 was in attendance to request the Board consider allowing owners to install mini-split A/C units, and advised the grill in the pool area is not working properly. Management was instructed to send out Barbecues Galore to inspect all three (3) grills in the community and provide a proposal for any recommended repairs.

The owner of J101 was in attendance to answer any questions the Board may have on the architectural applications she submitted, and advised the net for the pool has holes in it and should be replaced.

Kristy advised the faded signs on the tennis court and dog run area should be removed.

**APPOINTMENT OF OFFICERS:** The Board discussed officer positions. After discussion, upon a motion made, seconded, and carried, the following directors were appointed to the following officer positions:

Jim McCorkle	President
Dan Rozak	Vice President
Kristy Berry	Secretary
Richard Hudson	Treasurer
Mark Ding	Director at Large

**APPROVAL OF MINUTES:** The Board reviewed the minutes from the July 2023 meeting. After discussion, Jim moved to approve the minutes as presented. Kristy seconded, vote was all ayes, motion carried.

**FINANCIALS:** The Board reviewed the financials for June, July, and August 2023. After discussion, Dan moved to approve the financials as presented. Jim seconded, vote was all ayes, motion carried.

**RESERVE STUDY:** Jim advised the draft reserve study will be presented to the Board for review at the next meeting.

**2024 BUDGET:** The Board reviewed the draft 2024 budget with a recommended \$40.00/month increase to cover increasing operating expenses, including utilities, and service increases for janitorial, landscaping, pool maintenance, and security.

**EV CHARGING STATIONS:** Jim advised that SDG&E is expected to complete engineering this week and will start applying for the necessary permits. They estimate to break ground on the project sometime in late November or early December. The chargers will be purchased as close to the start of the project as possible to minimize time between the out-of-pocket expense and receiving the rebates.

**BUILDING WOOD REPAIRS/PAINTING:** Jim advised PrimeCo is proceeding with the work as scheduled, with no major challenges thus far.

**BOILER REPAIRS:** The Board reviewed a proposal from JC Plumbing for various repairs to the boilers that was approved via e-mail as an emergency. After discussion, Dan moved to ratify the contract at a cost of \$6,956.24. Jim seconded, vote was all ayes, motion carried.

**GUTTER & ROOF CLEANING:** The Board reviewed a proposal from ACP to clean the rooftops, gutters, and downspouts on all buildings. After discussion, Jim moved to approve the proposal at a cost of \$5,800.00. Dan seconded, vote was all ayes, motion carried. Management was instructed to wait until the end of November to schedule the project, to allow PrimeCo time to complete the repairs and painting on the D, G, H, I, & J buildings, and to start with the completed buildings first.

**EV CHARGING STATION RULES:** The Board reviewed the draft EV charging station rules from Delphi Law Group. Jim advised he will review draft with ChargePoint to provide their input, so the Board can revise the rules as necessary, based on the recommendations from ChargePoint.

**LANDSCAPING:** The Board reviewed a proposal from Green Valley Landscape to grind down various areas of lifted concrete sidewalk throughout the community. After discussion, Dan moved to approve the proposal at a cost of \$700.00. Jim seconded, vote was all ayes, motion carried.

The Board reviewed a proposal from Green Valley Landscape to dethatch and overseed the lawn areas, and agreed the work is not necessary at this time.

The Board reviewed a landscape maintenance increase from Green Valley Landscape. Effective January 1, 2024, the monthly fee will increase by \$155.00/month, from \$5,174.00/month to \$5,329.00/month. After discussion, Dan moved to approve the increase as presented. Jim seconded, vote was all ayes, motion carried.

**ARCHITECTURAL APPLICATIONS:** The Board reviewed an architectural application submitted by the owner of #J101 to replace the windows in the unit. After discussion, Dan moved to approve the application as presented, upon the condition all established window replacement guidelines are adhered to. Jim seconded, vote was all ayes, motion carried.

The Board reviewed an architectural application submitted by the owner of #J101 to install an entry security screen door. After discussion, Dan moved to approve the application as presented, upon the condition all established security screen door guidelines are adhered to. Kristy seconded, vote was all ayes, motion carried.

**EXECUTIVE SESSION SUMMARY:**

The Board addressed disciplinary action, homeowner correspondence and delinquencies.

Attested: \_\_\_\_\_

Date: \_\_\_\_\_

**CANTABRIA MAINTENANCE CORPORATION  
BOARD OF DIRECTORS MEETING HELD JULY 24, 2023**

Brittany Vik with 360 Community Management called the meeting to order at 5:14 p.m. Board members present were Jim McCorkle, Richard Hudson, Kristy Berry, and Mark Ding. Dan Rozak was absent. No owners were in attendance.

**OPEN FORUM:** Management was instructed to send out a locksmith to address the lock issue on the clubhouse A/C closet door.

**APPROVAL OF MINUTES:** The Board reviewed the minutes from the May 2023 meeting and June 2023 Special Executive Session meeting. After discussion, Jim moved to approve the minutes as presented. Kristy seconded, vote was all ayes, motion carried.

**FINANCIALS:** The Board reviewed the financials for May 2023. After discussion, Jim moved to approve the financials as presented. Kristy seconded, vote was all ayes, motion carried.

**EV CHARGING STATIONS:** Jim advised the EV chargers will most likely not be installed for another 2-6 months, depending on SDG&E. Jim moved to approve to purchase four (4) dual-port ChargePoint CT4000 EV stations and two (2) single-port ChargePoint CT4000 EV stations, at an expected net cost to the Association of \$11,642.00, once the start date of the project is closer. Richard seconded, vote was all ayes, motion carried.

**BUILDING WOOD REPAIRS/PAINTING:** The Board discussed the upcoming wood repairs/painting and patio fence replacement project on the D, G, H, I, & J buildings, racquetball court, and maintenance shed. The Board reviewed the notices that were sent to the affected unit owners, providing the upstairs unit owners with the opportunity to submit for architectural approval to use their own contractor to replace any damaged wood on their balconies, to be completed by August 1, 2023. Management noted that only the owner of D207 used their own contractor to replace the damaged wood on their balcony railings.

Management was instructed to schedule the job walkthrough with Jim McCorkle, PrimeCo and Alpine Fence. Once the work schedule is received from PrimeCo, Management will mail out notices to the affected unit owners. Management was also instructed to provide fobs to PrimeCo & Alpine Fence, and schedule Accurate Security to restrict the programming on the lock to the racquetball court to only open for the fobs provided to Jim McCorkle and PrimeCo, PrimeCo will be storing their materials for the project inside the racquetball court.

**PLAYGROUND INSPECTION:** The Board reviewed the playground inspection report completed by ProTec. Various surfaces of the structure were noted to have graffiti & rusted/chipping paint, and the distance between some of the elevated areas and ground surface were greater than allowable. Management noted that maintenance has purchased a playground grade coating material to apply to the surfaces with graffiti & rusted/chipping paint identified in the report.

The Board reviewed a proposal from Green Valley Landscape that was approved via e-mail as an emergency to install playground mulch to comply with the requisite distance between the elevated areas and the ground surface. After discussion, Jim moved to ratify the contract at a cost of \$2,000.00. Kristy seconded, vote was all ayes, motion carried.

Management was instructed to maintain a playground file with all pertinent information.

**DRAINAGE INSTALLATION:** The Board reviewed a proposal from ACP to install a drain next to H104 to alleviate water intrusion that was approved via e-mail as an emergency. After discussion, Jim moved to ratify the contract at a cost of \$2,500.00. Richard seconded, vote was all ayes, motion carried.

The Board reviewed the two (2) contracts that were approved in March for Green Valley to install additional drainage in front of the pool gate area and in front of the clubhouse. Management was instructed to remind Green Valley to schedule the work in September.

**EV CHARGING STATION RULES:** Management advised Delphi Law Group is working on drafting the EV charging station rules. Jim recommended the Board distribute a mailer to the membership before the September meeting outlining the EV charging station installation project, including FAQ's and the draft rules.

**PLUMBING REPAIRS:** The Board reviewed a proposal from JC Plumbing to replace the failed cold water ball valve on the K building that was approved via e-mail as an emergency. After discussion, Jim moved to ratify the contract at a cost of \$1,375.01. Richard seconded, vote was all ayes, motion carried.

The Board reviewed a proposal from JC Plumbing to replace the 2" double sanitary tee fitting that services units #H201 and H208. After discussion, Jim moved to approve the proposal at a cost of \$1,392.50. Kristy seconded, vote was all ayes, motion carried.

**POOL SOLAR REPAIRS:** The Board reviewed a proposal from SolarTech to make repairs to the pool solar heating system that was approved via e-mail as an emergency. After discussion, Jim moved to ratify the contract at a cost of \$1,865.00. Richard seconded, vote was all ayes, motion carried.

Management was instructed to schedule SolarTech to inspect the solar hot water system every spring before the summer pool season.

**EXECUTIVE SESSION SUMMARY:**

The Board addressed disciplinary action, homeowner correspondence and delinquencies.

Attested: \_\_\_\_\_

Date: \_\_\_\_\_