

**CANTABRIA MAINTENANCE CORPORATION  
BOARD OF DIRECTORS MEETING HELD MARCH 10, 2025**

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, and Mark Ding. Kristy Berry was absent.

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

**APPROVAL OF MINUTES:** The Board reviewed the minutes of the January 2025 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 2025. After discussion, Jim moved to approve the financials as presented. Dan seconded, vote was all ayes, motion carried.

Management advised Sonnenberg is working on the tax returns and annual financial review, and that as the Board will not meet again before the filing deadline, the Board will need to approve both via email, to be ratified at the May meeting.

**RESERVE STUDY SOFTWARE:** The Board reviewed a proposal from SmartProperty for the annual reserve study software subscription. After discussion, Jim moved to approve the proposal at a cost of \$900.00. Dan seconded, vote was all ayes, motion carried.

**SDG&E REBATE:** Jim advised that a rebate in the amount of \$94,000 was received from SDG&E for the EV charging station installation project. After discussion, Jim moved to allocate \$50,000 of the rebate funds to reserves and leave the remaining \$44,000 in operating. Dan seconded, vote was all ayes, motion carried.

**EV CHARGING STATIONS:** The Board reviewed the EV charger electrical usage and reimbursement reports for January & February. No further action is needed at this time.

**STAIR & BALCONY RECOATING & REPAIRS:** Management advised ACP is working on scheduling the stair & balcony recoating and repair projects.

**SIDEWALK REPAIRS:** The Board reviewed proposals to replace the damaged sections of sidewalk on Azuaga St. on the East side of the driveway. It was noted that although the sidewalk is technically City property, the maintenance of public sidewalks has been transferred to the respective property owners. The "Safe Sidewalks Program" waives the permit fees and allows for a self-certification process to demonstrate the work was done by a licensed contractor in conformance with City construction standards. After discussion, Dan moved to approve the proposal from Green Valley at a cost of \$1,500.00, plus the cost to install root block and pull the permit. Jim seconded, vote was all ayes, motion carried.

**INSURANCE RENEWAL:** The Board reviewed the insurance renewal from Farmers Insurance. After discussion, Dan moved to approve the renewal at an annual premium of \$54,428.00. Jim seconded, vote was all ayes, motion carried.

**TENNIS COURT CLEANING:** The Board reviewed a proposal from Match Point Tennis Courts, Inc. to paint over the areas on the court that have been stained with crayon residue. After discussion, Dan moved to approve the proposal at a cost of \$350.00. Jim seconded, vote was all ayes, motion carried.

**DRAINAGE MODIFICATION:** Dan advised he met with ACP regarding drainage issues on the side of #H104. ACP will be submitting a proposal for the necessary drainage modifications and repairs to the building exterior. Management was instructed to email the proposals to the Board for approval so the repairs can be promptly executed.

**TRASH ENCLOSURE MODIFICATIONS:** Dan advised he met with ACP to discuss modifying the trash enclosures to make disposing of refuse easier for the residents and prevent trash from falling onto the ground. ACP will be submitting a proposal for the modifications. Management was instructed to email the proposal to the Board for approval, and to instruct Waste Disposal to leave the lids on the dumpsters in the open position when they return them to the enclosures.

**POOL SOLAR EQUIPMENT:** The Board reviewed proposals for the annual pool solar equipment inspection. After discussion, Dan moved to approve the proposal from Mark Naylor Solar at a cost of \$198.00. Jim seconded, vote was all ayes, motion carried.

**INSPECTOR OF ELECTION:** Management advised that 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 and appoint an independent notary to be the Inspector of Election if the election is contested. Dan seconded, vote was all ayes, motion carried.

**LEAK INVESTIGATION:** Jim advised the potable water consumption on the latest water bills has increased by fifty percent (50%), so the City was contacted to check the meter and the meter readings. The City investigated and reported no issues, so JC Plumbing did a property wide leak investigation. No leaks were identified in the common areas, but they discovered heavy surging in the B, C, D, I, and J buildings, and recommended they access the units in these buildings to look for leaking fixtures. Management was instructed to ask JC Plumbing how they determined the surging on the buildings and to provide a per unit cost for the investigation, and to draft a notice to the residents informing them to check their fixtures and have any leaks repaired before the unit inspections, and any units that are determined to have leaking fixtures will be charged for the cost of the diagnosis and necessary repairs. Management was also instructed to contact the City again to appeal their findings and request they reopen the investigation. Dan noted that he can sometimes hear running water in his bathroom, so Management was instructed to have JC Plumbing begin the investigation with those four units in the B building

**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, to be mailed to all owners and residents, and posted on the website. Dan seconded, vote was all ayes, motion carried. Management was also instructed to include the most recent Newsletter in the escrow welcome packages.

**STREET PARKING MODIFICATIONS:** Jim moved to petition the City to remove the handicapped parking curb on the West side of the Rancho Penasquitos Blvd. driveway, as it is not used and would add additional street parking for the community. Dan seconded, vote was all ayes, motion carried.

**G BUILDING SOLAR MONITORING:** The Board reviewed a proposal from Del Sur Energy that was approved between meetings to install a cell router for the G building solar system monitoring. After discussion, Dan moved to ratify the contract at a cost of \$450.00 plus installation labor. Jim seconded, vote was all ayes, motion carried.

**PLUMBING REPAIR:** The Board reviewed a proposal from JC Plumbing that was approved between meetings to replace the failed section of shared laundry drain line at #G102 due to root intrusion. After discussion, Dan moved to ratify the contract at a cost of \$4,478.83. Jim seconded, vote was all ayes, motion carried.

**LANDSCAPING:** The Board reviewed proposals to remove and stump grind eight (8) Eucalyptus trees. After discussion, Jim moved to approve the proposal from Bemus to remove and stump grind the three (3) Eucalyptus trees adjacent to H101 at a cost of \$4,648.00. Dan seconded, vote was all ayes, motion carried. Management was instructed to ask Green Valley to submit a proposal with their recommendations on what to replant in the area.

The Board reviewed proposals for brush abatement on the property perimeter slope. The Board agreed there is no brush on the slope to abate at this time, and tabled the proposal for discussion at the next meeting.

The Board reviewed a proposal from Green Valley to install one hundred fifty (150) yards of mulch in all planter areas throughout the community. After discussion, Dan moved to approve the proposal at a cost of \$12,750.00, under the condition the mulch be installed after the rainy season and not up against the building weep screed. Jim seconded, vote was all ayes, motion carried.

**MEETING DATES:** The Board agreed to move the May meeting to Monday, May 12, 2025.

**EXECUTIVE SESSION SUMMARY:**

The Board addressed disciplinary action, homeowner correspondence and delinquencies.

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

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

**CANTABRIA MAINTENANCE CORPORATION**  
**BOARD OF DIRECTORS MEETING HELD JANUARY 27, 2025**

Brittany Vik with 360 Community Management called the meeting to order at 5:09 p.m. Board members present were Jim McCorkle, Dan Rozak, Richard Hudson, and Kristy Berry. Mark Ding was absent. Four owners were in attendance.

**OPEN FORUM:** The owner of #F107 was present to provide input on the recent proposed architectural guidelines amendment and requested the Board reconsider disallowing mini-split A/C units and include restrictions on window coverings.

The owner of #I207 was present to request the Board allow non-electric vehicles to park in more of the EV charger spaces and take into consideration that people who work nights may be parked there during the daytime hours.

The owner of #C101 was present for an update on the dog park.

**APPROVAL OF MINUTES:** The Board reviewed the minutes of the November 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 November–December 2024. After discussion, Jim moved to approve the financials as presented. Dan seconded, vote was all ayes, motion carried.

**APPROVAL OF LIENS:** The Board reviewed a notice of intent to lien for APN 315-100-39-44. 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 EV charger electrical usage and reimbursement reports for November & December 2024. Jim advised the refund from SDG&E for the EV charger station installations is still in process, but the refund amount is much higher than anticipated. There have been no maintenance or operational issues with the stations thus far.

The Board discussed concerns with the EV charger parking spaces. Currently two of the spaces allow for non-electrical vehicle parking overnight, but that will soon be changing. Eventually, all of the EV spaces will be for electric vehicles only. Jim advised that in an effort to increase the available parking for the community, he petitioned the City again to allow for diagonal parking on Azuaga St., but does not expect it to happen. He also requested the red curb on Rancho Penasquitos Blvd. near the corner of Azuaga St. be shortened to allow for more parallel parking on Rancho Penasquitos Blvd. Jim also advised that the parking lot will be striped slightly differently during the next asphalt sealcoat project to add several extra parking spaces.

**RULE AMENDMENT:** The Board reviewed the draft rule amendment to the Architectural Control section of the Rules & Regulations that was previously distributed to the membership for the required twenty-eight (28) day review period. After discussion, Dan moved to abandon the rule change, as the Board is working on revising the entirety of the Rules & Regulations that will include these provisions. Jim seconded, vote was all ayes, motion carried.

**SPA/POOL REPAIRS:** Management advised Aquaspecs has scheduled the spa resurfacing project and pool surface repairs to begin on February 10, 2025. The pool area will be completely locked down for approximately three (3) weeks for the duration of repairs. Notices will be posted onsite and on the website.

**POOL DECK PRESSURE WASHING:** The Board reviewed a proposal from Just Clean It to pressure wash the pool deck, and the areas near the mailboxes and solar shed. After discussion, Jim moved to approve the proposal as a cost of \$865.00. Dan seconded, vote was all ayes, motion carried. Management was instructed to schedule the work after the pool & spa repairs are complete.

**BEEHIVE REMOVAL:** The Board reviewed a proposal from Bee Best Bee Removal that was approved between meetings to remove a beehive inside the stucco wall of #B103. After discussion, Dan moved to ratify the contract at a cost of \$2,300.00. Jim seconded, vote was all ayes, motion carried.

**TENNIS COURT MAINTENANCE:** The Board reviewed a proposal from Match Point Tennis Courts, Inc. that was approved between meetings for a one-time cleaning of the tennis courts. After discussion, Dan moved to ratify the contract at a cost of \$180.00. Jim seconded, vote was all ayes, motion carried.

**TRASH ENCLOSURES:** The Board discussed installing guides inside the trash enclosures near the racquetball court and across from the mailboxes to direct the dumpsters against the wall so trash cannot fall on the ground between the wall and the bin, and remove two (2) rows of blocks from the right side of the enclosure across from the mailboxes so residents can access the bins more easily. Management was instructed to schedule an onsite meeting with Dan and maintenance to go over the scope and solicit proposals for the modifications.

**DOG PARK:** The Board discussed the temporary padlock on the dog park gate and reviewed a proposal from Accurate Security to install a fob reader and kant-slam closer on the dog park gate. The Board concluded the installation of a fob reader is cost prohibitive and agreed to research more affordable solutions.

The Board discussed the ongoing issue with the dog park being overwatered. Jim advised the irrigation in the area has been reduced several times, but the wind screens from the tennis court shade the area and the clay soil does not allow for the area to dry out. Green Valley put down an absorbent material and aerated the area.

**CARPORT WOOD REPAIRS:** The Board reviewed a proposal from 360 Maintenance to replace damaged fascia, roof joists, and frieze blocks on the carports. Management was instructed to solicit additional proposals.

**BUILDING WOOD REPAIR:** The Board reviewed a proposal from ACP to replace the damaged wood on the faux balcony on the side of #K205. After discussion, Dan moved to approve the proposal at a cost of \$2,250.00. Jim seconded, vote was all ayes, motion carried.

**SIDEWALK REPAIRS:** The Board reviewed a proposal from ACP to replace the damaged sections of sidewalk on Azuaga St. on the east side of the driveway. Management was instructed to solicit additional proposals.

**SIDEWALK GRINDING:** The Board reviewed a proposal from Green Valley to grind down lifted sections of concrete sidewalk on the property. After discussion, Dan moved to approve the proposal at a cost of \$1,590.00. Jim seconded, vote was all ayes, motion carried.

**PARKING LOT CONFIGURATION:** The Board discussed ways to add additional parking to the community, including excavating the hillside in the back parking lot or paving the lawn area near the playground, and concluded both ideas are cost prohibitive and unfeasible. The Board will continue trying to request additional street parking from the City.

**RULES & REGULATIONS REVISIONS:** The Board reviewed the revised Rules & Regulations to now include previously approved amendments, revisions to the existing rules, and new rules for recently implemented amenities, including the EV charging stations, dog park, and pickleball courts. Management and the Board will review the draft and propose any changes that need to be made before distributing to the membership for the required review and comment period.

**PROPERTY MAPS:** The Board discussed installing property maps at various points in the community to better assist delivery drivers. Management suggested a sign with a QR code that anyone can scan with their phone to direct them to a community map. The owner of #F107 volunteered to assist with creating the map and QR code.

**ATTIC VENTS:** The Board discussed fire hardening the vents on the buildings to better protect the community from wildfires. A proposal for any recommended repairs is forthcoming.

**LANDSCAPING:** The Board reviewed a proposal from Oak Valley to remove and stump grind eight (8) Eucalyptus trees. Management was instructed to solicit additional proposals and to ask Oak Valley if the Eucalyptus trees are less of a fire risk if they do not have their lower branches.

**MEETING DATES:** The Board agreed to move the March meeting to Monday, March 10, 2025.

**EXECUTIVE SESSION SUMMARY:**

The Board addressed disciplinary action, homeowner correspondence and delinquencies.

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

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

**CANTABRIA MAINTENANCE CORPORATION**  
**BOARD OF DIRECTORS MEETING HELD NOVEMBER 25, 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. Three owners were in attendance.

**OPEN FORUM:** The owner of #F203 expressed concern over multiple issues including dog waste, landscaping, and lack of community events.

**APPROVAL OF MINUTES:** The Board reviewed the minutes from the September 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 September–October 2024. After discussion, Dan moved to approve the financials as presented. Jim 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 \$1,300.00. Jim seconded, vote was all ayes, motion carried.

**APPROVAL OF LIENS:** The Board reviewed a notice of intent to lien for APN 315-100-41-23. 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 a sample notice to send to the membership providing each owner's proportionate federal tax credit for the EV charging stations. Management advised once the rebate from SDG&E is received and the total out-of-pocket cost of the project is determined, the notice can be sent out to the owners.

The Board reviewed the electrical usage for the EV chargers for the month of October. Jim advised that there are currently fifteen (15) residents registered to use the chargers and there have been no maintenance or usage issues thus far.

**HOT WATER SYSTEM:** Dan discussed that updated analysis he did of the hot water system, and noted the circuit setter on the H building was not replaced as contracted by JC Plumbing. Management advised the circuit setter is scheduled to be replaced next week. Dan advised he has seen little to no change from before and after the circuit setters were installed, and the increase in overall temperature is likely due to the temperature of the water supply from the mechanical room being increased after the initial readings were taken. Management was instructed to schedule an onsite meeting with Dan and James from JC Plumbing.

Jim noted three (3) solar hot water panels on top of the carports were leaking, so JC Plumbing disconnected and bypassed them. JC Plumbing found a comparable panel replacement if the Board wants to have them replaced. James with JC Plumbing suggested the Board wait until the summer to see how the system performs without those panels to evaluate if they should be replaced or not. The Board agreed with the recommendation.

**DOG PARK:** Jim advised the dividing fence has been removed and the back section of fence has been repaired. The Board agreed that one of the dog waste stations should be relocated. Management was instructed to follow up with Green Valley on the overwatering issue.

**BALCONY DECK & STAIR LANDING TOPCOATS:** The Board reviewed proposals to topcoat the stair landings on all eleven (11) buildings, totaling forty-four (44) staircases. After discussion, Jim moved to approve the proposal from ACP at a cost of \$16,500.00. Dan seconded, vote was all ayes, motion carried.

The Board reviewed proposals to topcoat the balcony decks for three (3) buildings, totaling twenty-four (24) units, with the buildings to be selected by the Board. After discussion, Jim moved to approve the proposal from ACP at a cost of \$12,600.00, for the A, F, and G buildings. Dan seconded, vote was all ayes, motion carried.

Management was instructed to wait until after the new year and the SDG&E rebate funds are received to schedule the approved work.

**BALCONY REPAIRS:** The Board reviewed proposals to replace the metal edge on the balconies of #A203, #A204, #A207, #F205, and #G208. Jim advised he visually inspected the balconies from the ground level and only #A203 and #A204 need repair. Management was instructed to ask ACP to revise their proposal to only include #A203 and #A204, minus the cost of the topcoats that will be addressed during the approved top coating contract.

**RULE AMENDMENT:** The Board reviewed a draft rule amendment to the Architectural Control section of the Rules & Regulations, specifically window & sliding glass doors and air conditioning replacements. After discussion, Jim moved to distribute the draft rule amendment to the membership for the required twenty-eight (28) day review period. Kristy seconded, vote was all ayes, motion carried.

**WINTER PREPARATIONS:** The Board discussed winter preparations for the upcoming rainy seasons. Management was instructed to have Green Valley Landscape ensure all of the rock swales and area drains are cleared and flushed out, including the large drainage system near the end of the F building, and to pull back any mulch/dirt that may have accumulated against the building weep screeds. Management was also instructed to have maintenance put a palette of sandbags by the mailboxes for resident use.

**BBQ INSPECTIONS:** The Board discussed the annual inspection, cleaning, and repair of the community BBQ's. After discussion, Dan moved to approve San Diego BBQ to perform the annual inspections. Jim seconded, vote was all ayes, motion carried.

**ARCHITECTURAL:** The Board reviewed an architectural application from the owner of #F106 to replace their windows and patio slider. It was noted the owner is proposing to replace the patio slider with out-swinging French doors with colonial grids. After discussion, Dan moved to deny the application, as the door does not conform to the current standards. Jim seconded, vote was all ayes, motion carried. Management was instructed to inform the owner they are welcome to resubmit for approval of a standard patio slider.

**MEETING DATES:** The Board discussed the meeting calendar for 2025 and noted the May meeting falls on Memorial Day. The Board agreed to move the May meeting to Monday, May 12, 2025.

#### **EXECUTIVE SESSION SUMMARY:**

The Board addressed disciplinary action, homeowner correspondence and delinquencies.

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



**CANTABRIA MAINTENANCE CORPORATION  
BOARD OF DIRECTORS MEETING HELD SEPTEMBER 23, 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.

**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

**OPEN FORUM:** Kristy advised that both of her toilets have been draining slowly, so she called out Anderson Plumbing, and they recommended jetting the sewer line. Management was instructed to have JC Plumbing camera the line and provide their recommendations.

Mark advised he has not contacted JC Plumbing to schedule the approved replacement of the failed double fixture toilet fitting between his unit and #1108, as they have not identified where the break in the line is located, and he wants to ensure that is addressed. After discussion, Dan moved to approve JC Plumbing to camera inspect the line and advise where the break is located. Jim seconded, vote was all ayes, motion carried.

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

**DRAFT RESERVE STUDY:** The Board reviewed the draft reserve study. After discussion, Dan moved to approve the reserve study as presented. Jim seconded, vote was all ayes, motion carried.

**DRAFT BUDGET:** The Board reviewed the draft 2025 budget with a proposed \$15.00/month increase to cover increased operating expenses, including higher utility rates and fee increases from various service providers for the community. Jim advised a majority of the increase is due to the fourteen-percent water rate increase from the City. After discussion, Jim moved to approve the budget as presented with a \$15.00/month dues increase, for a total of \$440.00/month, beginning January 1, 2025. Dan seconded, vote was all ayes, motion carried.

**CORPORATE TRANSPARENCY ACT:** The Board reviewed information regarding the Corporate Transparency Act, a new Federal anti-money laundering regulation that requires Board Members to register with the Financial Crimes Enforcement Network (“FinCEN”), a bureau of the U.S. Department of Treasury, effective January 1, 2025. After discussion, Jim moved to proceed with each Board Member self-filing their information with FinCEN. Dan seconded, vote was all ayes, motion carried. Management was instructed to send the Board the necessary information via email.

**EV CHARGING STATIONS:** Jim advised SDG&E is scheduled to electrify the EV chargers on September 30<sup>th</sup>. Jim also advised a Zoom call with ChargePoint is scheduled to discuss the preliminary rates, and once the chargers go live, there will be a website the Association can access to view utilization and set the rates. Management was instructed to draft an updated notice for Jim to review, and upon approval, distribute it to the owners and tenants.

**GUTTER/DOWNSPOUT & 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. Kristy seconded, vote was all ayes, motion carried.

**ROOF MAINTENANCE:** The Board reviewed a proposal from Paradise Roofing to perform roof maintenance on all residential buildings. After discussion, Dan moved to decline the proposal. Jim seconded, vote was all ayes, motion carried. Jim advised the Durolast roof warranties will be expiring in the near future, and recommended Paradise Roofing inspect the roofs before their warranties expire. Jim will monitor the expiration dates.

**CAMERA REPLACEMENT:** The Board reviewed a proposal from Accurate Security to replace the camera that covers the pool area, as it has paint on it from the clubhouse repaint. Management was instructed to ask PrimeCo to try and remove the paint, as they should have covered the camera to protect it before painting.

**COURT RESERVATION SYSTEM:** The Board reviewed a proposal from YourCourts.com for the annual subscription to the online court reservation system that was approved between meetings. After discussion, Jim moved to ratify the contract at a cost of \$290.00. Mark seconded, vote was all ayes, motion carried.

**WINTER NEWSLETTER:** The Board reviewed the draft Winter Newsletter. After discussion, Dan moved to approve the draft Winter Newsletter as presented, to be printed in color and mailed to all owners and residents. Jim seconded, vote was all ayes, motion carried.

**LAWN DETHATCHING & OVERSEEDING:** The Board reviewed a proposal from Green Valley to dethatch and overseed the lawns. After discussion, Jim moved to decline the proposal. Dan seconded, vote was all ayes, motion carried.

**CARPORT WOOD REPAIRS:** The Board reviewed a proposal from ACP to replace termite damaged wood on the carports on the south side of the community. After discussion, Jim moved to approve the proposal at a cost of \$9,500.00, under the condition ACP may schedule the work now, and honor their offer to invoice for the project after the rebate funds are received from the EV charger installation project. Dan seconded, vote was all ayes, motion carried.

**SPA RESURFACING:** The Board reviewed proposals to resurface the spa. After discussion, Jim moved to approve the proposal from Aquaspecs at a cost of \$10,660.00, and conditionally approve the recommendation to replace the spa jets and plumbing at an additional cost of \$6,500.00, pending an onsite meeting with Aquaspecs to discuss the scope and Jim agreeing with the recommendation, and waiting until the rebate funds are received from the EV charger installation project to schedule the work. Dan seconded, vote was all ayes, motion carried.

**POOL DRAINING & REPAIRS:** The Board reviewed a proposal from Pool Care Solutions to drain the pool for Aquaspecs to inspect the surface for the soft spot that was reported, replace the drain covers as they are nearing the end of their warranty period, and refill the pool. After discussion, Jim moved to approve the proposal at a cost of \$1,450.00, to be scheduled in tandem with the spa resurfacing project. Dan seconded, vote was all ayes, motion carried.

Management was instructed to have maintenance take down the pool umbrellas for the season and put them into storage, and inspect the pool chairs and put any aside that need to be sent to Quality Interiors for repair.

**EXECUTIVE SESSION SUMMARY:**

The Board addressed disciplinary action, homeowner correspondence and delinquencies.

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

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

**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: \_\_\_\_\_