

**CANTABRIA MAINTENANCE CORPORATION
BOARD OF DIRECTORS MEETING HELD JANUARY 26, 2026**

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

OPEN FORUM: The Board discussed AB 3074, or “Zone Zero”, a California state law passed in 2020 that requires a minimum of five (5) feet of defensible space around buildings in very high fire hazard severity zones, which Cantabria is in. The law will be enforced on existing structures starting in 2027. It is unclear if the attached decks and balconies are treated as part of the structure or not. Management was instructed to obtain clarification from legal counsel.

Kristy advised there are multiple lights out in the common areas. Management was instructed to have maintenance perform a light check.

DOG PARK LOCK INSTALLATION: The Board discussed the ongoing issue of non-residents using the dog park and revisited the proposal from Accurate Security to install an electronic lock on the dog park gate. After discussion, Jim moved to approve a not to exceed amount of \$5,000.00 for the lock installation. Dan seconded, vote was all ayes, motion carried.

SDG&E WOOD-TO-STEEL PROJECT: Rob Knudsen with SDG&E was in attendance to discuss the upcoming wood-to-steel project, a wildfire mitigation program in Tier 2 of the High Fire Threat District area. The primary scope of work will include activities such as installation of new electric poles, top equipment, and electrical wires, and removal of the old poles and associated hardware. Rob advised the project is expected to begin at the end of February or early March, and last for approximately eighteen (18) months. The Board informed Rob that the Association plans to reseal the asphalt this year, and will need to wait until after the project is complete to schedule it. Rob advised he will follow up with a schedule and scope of work as it becomes available.

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

FINANCIALS: In accordance with California Civil Code, the Board of Directors confirmed that it conducted monthly reviews of the Association’s financial records for the months of November 2025 and December 2025. After discussion, Dan moved to approve the November 2025 and December 2025 financials as presented. Jim seconded, vote was all ayes, motion carried.

ENFORCEMENT POLICY & FINE SCHEDULE: The Board reviewed the draft Enforcement Policy & Fine Schedule that was previously distributed to the membership for the required twenty-eight (28) day review period. Management advised legal counsel is reviewing the policy to ensure compliance with the current laws. The Board agreed to wait for the comments from legal counsel before adopting the policy.

MAILBOXES: The Board discussed the recent mailbox break-ins that occurred during the holidays. Management contacted Sprint Postal Products to install tamper-resistant master locks and were informed that as the master locks are owned by USPS, only USPS can install them. The USPS is reportedly working on manufacturing a higher security master lock. Management also had Accurate Security look into installing cameras in the mailbox area, and they determined that wireless cameras will not work in that area, as there is no WiFi or constant power.

ASPHALT CONSULTANT: The Board reviewed a proposal from Asphalt Management & Consulting for the asphalt seal coating project. After discussion, Jim moved to approve the proposal at a cost of \$3,680.00. Dan seconded, vote was all ayes, motion carried.

WOOD PAINTING: The Board discussed the A & K buildings that are on the reserve study for wood & metal painting in 2026. Jim recommended adding the dark brown color as a contrast color on the balconies, and that he will work on a statement of work to provide to prospective bidders.

BUILDING BREAKER PANELS: The Board discussed insurance companies requiring Associations to upgrade/replace some of the utilities infrastructure in order to get insurance, including the building and unit breaker panels. The Board reviewed a proposal from Horizon Lighting to replace the building breaker panels for cost purposes. Jim advised the building breaker panels will need to be added to the reserve study so the Association can start allocating funding to it.

BALCONY REPAIRS: The Board discussed scheduling the next phase of balcony topcoats. Management was instructed to ask ACP to select the next three (3) buildings and provide a proposal for the balcony topcoats and any balconies that need edge metal replacements.

SOLAR INVERTER: The Board reviewed a proposal from Del Sur Energy to replace the failed inverter on the G building solar system that is no longer under warranty. After discussion, Jim moved to approve the proposal at a cost of \$6,150.00. Dan seconded, vote was all ayes, motion carried.

SLAB REPAIRS: The Board reviewed a contract from ACP to repair slab cracks in both bedrooms of #B103 that was approved between meetings on an urgent basis. After discussion, Dan moved to ratify the contract at a cost of \$7,600.00. Jim seconded, vote was all ayes, motion carried.

PLUMBING REPAIRS: The Board reviewed a contract from JC Plumbing to replace the damaged section of sewer main in the common area outside of #D101/D108 that was approved between meetings on an urgent basis. After discussion, Dan moved to ratify the contract at a cost of \$4,786.47. Jim seconded, vote was all ayes, motion carried.

LANDSCAPE: The Board reviewed a proposal from Green Valley to install root barrier along the wall of both bedrooms at #B103. After discussion, Dan moved to approve the proposal at a cost of \$1,840.00. Jim seconded, vote was all ayes, motion carried.

JULY BOARD MEETING: The Board moved the July meeting to July 13th.

EXECUTIVE SESSION SUMMARY:
The Board addressed disciplinary action, homeowner correspondence and delinquencies.

Attested: _____

Date: _____

**CANTABRIA MAINTENANCE CORPORATION
BOARD OF DIRECTORS MEETING HELD NOVEMBER 24, 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, Kristy Berry, and Richard Hudson. Mark Ding was absent.

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

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

APPROVAL OF LIENS: The Board reviewed a notice of intent to lien for APN 315-100-40-01. 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).

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 \$1,400.00. Jim seconded, vote was all ayes, motion carried.

INVESTMENT RECOMMENDATIONS: The Board discussed investing some of the reserve funds in a CD. After discussion, Jim moved to purchase one (1) non-callable \$75,000 CD for a five-year term. Dan seconded, vote was all ayes, motion carried.

CARPORT DEMO: The Board reviewed several proposals for the potential demolition of the carport structure at spaces #133-156. After evaluating the projected costs and noting the limited interest in the idea, the Board determined the project is not feasible at this time and will take no further action.

ENFORCEMENT POLICY & FINE SCHEDULE: The Board reviewed the draft Enforcement Policy & Fine Schedule amendment to comply with AB130. After discussion, Jim moved to approve the draft policy to be distributed to the membership for the required twenty-eight (28) day review period. Dan seconded, vote was all ayes, motion carried.

Board Member Mark Ding joined the meeting at 5:20 p.m.

WINTER PREPARATIONS: Management advised that sandbags have been placed inside the enclosure near the mailboxes and Green Valley has been instructed to pull the mulch/dirt away from the buildings, and clear the landscape drains and drainage swales of any obstructions. Management was instructed to create a laminated sign for the sandbags and mail it to Dan to attach to the enclosure.

CHRISTMAS TREE DISPOSAL: The Board agreed to use the racquetball court again this year for Christmas tree disposal. Management advised Green Valley is scheduled to remove the trees and clean up the court on Friday, January 9, 2026. Management was instructed to print signs to post at the mailboxes and on the racquetball court door and mail them to Dan to post.

2026 SCHEDULE: The Board moved the March meeting to March 9th and the May meeting to June 8th, 2026.

EXECUTIVE SESSION SUMMARY:

The Board addressed disciplinary action, homeowner correspondence and delinquencies.

Attested: _____

Date: _____

CANTABRIA MAINTENANCE CORPORATION
BOARD OF DIRECTORS MEETING HELD SEPTEMBER 22, 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, Kristy Berry, Richard Hudson, and Mark Ding.

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

APPROVAL OF MINUTES: The Board reviewed the minutes of the August 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 July–August 2025. 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 that slab leaks, slab crack repairs, and sanitary drain line replacements have been added to the reserve study at \$10,000 each with a one (1) year useful life. This has reduced the percent funded and the replacement cost figure may change over time as more data is collected. After discussion, Jim moved to approve the reserve study as presented. Dan seconded, vote was all ayes, motion carried.

DRAFT BUDGET: The Board reviewed the draft 2026 budget with a proposed \$25.00/month increase to cover increased operating expenses, including higher utility rates, and fee increases from various service providers for the community. Jim advised that starting October 1, 2025, SDG&E is implementing a monthly fee of \$24.00 on all twenty-one (21) electrical meters on the property, resulting in an approximate \$6,000/year increase to the electric bill. There will also be a 14.7% water rate increase from the City of San Diego resulting in an approximate \$20,000/year increase to the water bill and a 6% sewer rate increase from the City of San Diego resulting in an approximate \$4,000/year increase to the sewer bill. After discussion, Jim moved to approve the budget as presented with a \$25.00/month dues increase, for a total of \$465.00/month, beginning January 1, 2026. Dan seconded, vote was all ayes, motion carried.

APPROVAL OF LIENS: The Board reviewed a notice of intent to lien for APN 315-100-40-01. Management advised the owner sent an email stating they will pay off their account in October. Management was instructed to hold off on filing a lien, and if the owner has not paid off their account by October as stated, to issue the pre-lien notice and put the lien approval on the November meeting agenda.

EV CHARGING STATIONS: The Board reviewed the EV electrical usage reimbursement reports for July & August. Jim advised the rate was increased slightly to cover electrical costs, and a new policy was implemented in ChargePoint to charge users an hourly fee if their vehicle is not moved nine (9) hours after charging is completed.

BALCONY RECOATING & REPAIRS: Management advised the balcony repairs at #A203 and #A204 are complete. The remainder of the balcony decks on the “A” building are scheduled to be recoated the week of September 22-26, the “F” building balconies are scheduled for September 29-October 3, and the “G” building balconies are scheduled for October 6-10.

FINE ENFORCEMENT CHANGES: The Board discussed the new law that was passed that limits the existing fine enforcement policy and fines Associations can levy against owners. After discussion, Dan moved to approve Delphi Law Group to draft a new fine enforcement policy at a cost of \$550.00. Jim seconded, vote was all ayes, motion carried.

GUTTER CLEANING: The Board reviewed a proposal from ACP to clean the gutters on the E, F, G, H, J, & K buildings, as the other buildings were previously cleaned by Paradise Roofing and the carports were cleaned by maintenance. After discussion, Dan moved to approve the proposal at a cost of \$3,590.00. Jim seconded, vote was all ayes, motion carried.

BBQ CLEANING: The Board reviewed a proposal from San Diego BBQ to perform the annual cleaning and inspection of the community BBQ's. After discussion, Dan moved to approve the proposal at cost of \$1,017.00. Jim seconded, vote was all ayes, motion carried.

POOL FURNITURE: The Board discussed the annual pool furniture maintenance. Management was instructed to have maintenance gather the chairs that need repair and have Quality Interiors proceed with the necessary repairs, put the pool umbrellas into storage for the season, and replace the table that has a damaged top. Jim noted the pool deck is on the schedule for recoating next year, but it does not appear to need it at this time and can be postponed.

CARPORTS: The Board discussed potentially removing the carport structure at spaces #133-156 to lower repair costs and potentially widen the parking spaces. Jim put together a spreadsheet to show the Association spends an average of \$7,788.00/year on carport wood repairs and \$7,146.33/year on carport roof repairs. The Board reviewed input from legal counsel and noted the Association can remove the carports without membership approval, but as the dimensions of the deeded parking spaces are in the condo plan, amending the condo plan to widen the parking spaces would require 100% membership approval. Management was instructed to obtain a proposal to demo the structure for the Board to review at the next meeting.

FALL NEWSLETTER: The Board reviewed the draft Fall Newsletter. Dan suggested a paragraph be added notifying the owners of the utility increases and affect it will have on the budget. To gauge how many people are reading the Newsletter, a gift card raffle has been included in the Newsletter that will direct the readers to the website to fill out a form to win. The Board agreed to offer a \$50.00 Visa gift card and owners & tenants are eligible to win, excluding the current Board Members. After discussion, Dan moved to approve the Newsletter with the noted changes, to be distributed to all owners & residents and published on the website. Jim seconded, vote was all ayes, motion carried.

PLUMBING REPAIRS: The Board reviewed multiple plumbing repair contracts from JC Plumbing that were approved between meetings on an urgent basis. After discussion, Dan moved to ratify the following contracts: 1.) Backflow repairs – \$600.98, 2.) Replace double sanitary tee servicing the kitchen sinks of #G203/#G206 – \$1,528.36, and 3.) Replace the double sanitary tee servicing the toilets in the primary bathrooms of #I103/#I106 – \$9,179.66. Jim seconded, vote was all ayes, motion carried.

PLAYGROUND REPAIRS: The Board reviewed a contract from ProTec for playground repairs that was approved between meetings on an urgent basis. After discussion, Dan moved to ratify the contract at a cost of \$3,994.00. Jim seconded, vote was all ayes, motion carried.

2026 SCHEDULE: The Board moved the May meeting to May 11th, 2026 due to the meeting falling on the Memorial Day holiday.

LANDSCAPING: The Board reviewed a proposal from Green Valley to dethatch and overseed the lawns. After discussion, Kristy moved to approve the proposal at a cost of \$11,200.00. Jim seconded, vote was all ayes, motion carried.

The Board reviewed a proposal from Green Valley to grind and replace various areas of concrete sidewalk throughout the community. After discussion, Dan moved to approve the proposal at a cost of \$8,280.00. 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 AUGUST 4, 2025**

Brittany Vik with 360 Community Management called the meeting to order at 5:06 p.m. Board members present were Jim McCorkle, Dan Rozak, Kristy Berry, Richard Hudson, and Mark Ding.

OPEN FORUM: Mark advised there are fleas in the playground area. Management was instructed to ask Mt. Helix Pest Control if their monthly spraying of the common area addresses fleas or if there is an alternative treatment available.

Jim advised he has been monitoring the trash enclosures after they were modified to make disposal easier and prevent trash from falling on the ground, and he concluded the amount of trash on the ground has reduced significantly.

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

FINANCIALS: The Board reviewed the financials for April–June 2025. After discussion, Dan moved to approve the financials as presented. Jim seconded, vote was all ayes, motion carried.

2026 BUDGET: The Board discussed the budget for 2026. Jim advised there will be a need to increase the dues by \$20.00-\$25.00/month to cover increasing operating expenses. The Board also reviewed notification of service increases from management, landscaping, janitorial, pool service, security, and waste hauling.

RESERVE STUDY: Jim advised that unbudgeted reserve expenses this year have included slab leaks, slab crack repairs, and sanitary drain line replacements. Jim advised these categories have been added to the reserve study and will need to be adjusted as necessary.

CAI BUCK A DOOR: Management explained that the Buck A Door program through Community Associations Institute helps to fund the California Legislative Action Committee, which helps to fight and/or modify legislation that can be detrimental to Homeowners Associations. After discussion, Jim moved to make a donation of \$176.00. Dan seconded, vote was all ayes, motion carried.

EV CHARGING STATIONS: The Board reviewed the EV charger electrical usage and reimbursement reports for June. Jim advised usage continues to rise, and noted there have been no maintenance issues, vandalism, or complaints with the software.

STAIR & BALCONY RECOATING & REPAIRS: Jim confirmed ACP has completed the topcoats on the stair landings and the previously approved balcony topcoats are next to be scheduled. Management was instructed to ensure there is ample communication with the affected owners, as balcony access will be required.

RULES & REGULATIONS REVISION: The Board reviewed the draft revised Rules & Regulations that were previously distributed to the membership for the required twenty-eight (28) day review period. After discussion, Dan moved to adopt the revised rules as presented. Jim seconded, vote was all ayes, motion carried. Management was instructed to post the adoption notice on the bulletin board and post the new rules on the website.

FINE ENFORCEMENT CHANGES: The Board discussed the new law that was passed that limits the existing fine enforcement policy and the fines Associations can levy against owners. Management advised a conference call with the Association’s legal counsel has been scheduled to discuss the Board’s options and potentially revising the fine policy.

CARPORT ROOF MAINTENANCE: The Board reviewed a proposal from Paradise Roofing for carport roof maintenance. After discussion, Jim moved to approve the proposal at cost of \$14,040.00, under the condition it is coordinated with the previously approved carport wood repairs with 360 Maintenance. Dan seconded, vote was all ayes, motion carried.

DUROLAST ROOF MAINTENANCE: The Board reviewed a proposal from Paradise Roofing for roof maintenance on the A, B, C, D, and I buildings with Durolast warranties expiring soon. After discussion, Dan moved to approve the proposal at cost of \$9,000.00, under the condition Paradise Roofing provides a written report for each building noting the work they completed, and any Durolast issues they may find. Jim seconded, vote was all ayes, motion carried.

CLUBHOUSE SHOWER INSTALLATION: The Board discussed installing a shower in the pool bathroom, and concluded it would not be feasible due budgetary restrictions, and building code and permitting issues.

PLUMING REPAIRS: The Board reviewed multiple plumbing repair contracts from JC Plumbing that were approved between meetings on an urgent basis. After discussion, Dan moved to ratify the following contracts from JC Plumbing: 1.) New heat exchanger for boiler #2 – \$7,125.00, 2.) New heat exchanger for boiler #1 – \$7,560.00, 3.) New refractory for boiler #1 – \$9,912.00, 4.) Replace corroded shared kitchen drain in #B102 – \$2,530.89, 5.) Replace double sanitary tee servicing the bathroom sinks of #I103/#I106 – \$1,298.46, 6.) Replace the hot water recirculation pump – \$5,022.11, 7.) Replace the double-sweep cleanout in the landscaped area outside of #I104 – \$3,737.12. Jim seconded, vote was all ayes, motion carried.

CONCRETE SLAB REPAIRS: The Board reviewed concrete slab repair contracts from ACP that were approved between meetings on an urgent basis. After discussion, Dan moved to ratify the following contracts from ACP: 1.) Concrete slab crack repairs in the dining room & kitchen of #B102 – \$3,400.00, 2.) Concrete slab crack repairs in the living room, hallway, and bedrooms of #B102 – \$4,900.00. Jim seconded, vote was all ayes, motion carried.

LANDSCAPING: The Board reviewed a proposal from Green Valley to install forty (40) feet of root barrier outside of #B102. After discussion, Jim moved to approve the proposal at a cost of \$1,600.00. 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 MAY 12, 2025**

Brittany Vik with 360 Community Management called the meeting to order at 5:01 p.m. Board members present were Jim McCorkle, Dan Rozak, Kristy Berry, Richard Hudson, and Mark Ding. Two owners were present.

OPEN FORUM: The owner of #J204 suggested the Board consider converting the racquetball court into a golf simulator or multi-purpose area, as the space is rarely used. The Board asked the owner to do some research and submit their suggestions to Management for the Board to consider.

Kristy advised JC Plumbing inspected the toilet line shared by her unit and #H101, as there were roots growing below the toilet flange in #H101. Management was instructed to follow up with JC Plumbing on the proposal for the necessary repairs and email the proposal to the Board for urgent approval.

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

EV CHARGING STATIONS: The Board reviewed the EV charger electrical usage and reimbursement reports for March. 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. Management was instructed to ensure there is ample communication to the owners, as balcony access will be required.

LEAK INVESTIGATION: The Board reviewed a proposal from JC Plumbing to gain access to all units in the B, C, D, I, and J buildings to check for slab leaks and leaking fixtures that may be contributing to the increased water consumption on recent water bills. After discussion, Jim moved to approve the proposal at \$320.00/building for a total of \$1,600.00. Dan seconded, vote was all ayes, motion carried.

RULES & REGULATIONS REVISION: The Board reviewed the draft Rules & Regulations amendment to include revisions of the existing rules and addition of new rules. Jim and Dan noted several changes. After discussion, Dan moved to approve the draft revised document to be distributed to the membership for the required twenty-eight (28) day review period. Jim seconded, vote was all ayes, motion carried.

WELCOME LETTER: The Board reviewed a draft welcome letter to provide to new owners to explain how the Association operates and provide helpful information. After discussion, Dan moved to approve the welcome letter, to provide in the welcome package to new owners, distribute to the current owners with the rule amendment mailing, and post on the website. Jim seconded, vote was all ayes, motion carried.

CARPORT WOOD REPAIRS: The Board reviewed proposals for carport wood repairs. After discussion, Dan moved to approve the proposal from 360 Maintenance at cost of \$7,500.00. Jim seconded, vote was all ayes, motion carried.

TRASH ENCLOSURE MODIFICATIONS: The Board reviewed proposals to modify the trash enclosures to make disposing of refuse easier for the residents and prevent trash from falling into the gap between the enclosure wall and the dumpster. After discussion, Jim moved to approve the proposal from ACP at a cost of \$5,250.00. Dan seconded, vote was all ayes, motion carried. Management was instructed to ask ACP to check the other trash enclosures to see if they need a guide beam installed.

CONCRETE SLAB INSPECTION & REPAIR: The Board reviewed the proposal from SD Engineering that was approved between meetings to evaluate the severe slab cracks discovered in #C104 and provide a written report of their findings. After discussion, Jim moved to ratify the contract at a cost of \$1,000.00. Dan seconded, vote was all ayes, motion carried.

The Board reviewed the evaluation report from SD Engineering with their findings and repair recommendations, as well as a proposal from R.A.D. Construction for the necessary repairs. Management advised another proposal is forthcoming. Management was instructed to email the repair proposals to the Board as soon as they are available for urgent approval.

BOILER REPAIRS: The Board reviewed two proposals from JC Plumbing that were approved between meetings for urgent repairs needed to one of the property boilers. After discussion, Dan moved to ratify the contract to replace the boiler refractory at a cost of \$7,912.00 and the contract to replace the boiler heat exchanger at a cost of \$7,560.00. Jim seconded, vote was all ayes, motion carried.

SPA REPAIRS: The Board reviewed a proposal from Aqua Diamond Pools that was approved between meetings to install a new liquid chlorine feeder for the spa. After discussion, Dan moved to approve the proposal at a cost of \$880.00. Jim seconded, vote was all ayes, motion carried.

LANDSCAPING: The Board reviewed a proposal from Green Valley to install three (3) new trees in the area near H101 where the Eucalyptus trees were recently removed. After discussion, Jim moved to approve the proposal at a cost of \$1,800.00. Dan seconded, vote was all ayes, motion carried.

The Board reviewed a proposal from Green Valley to install ten (10) yards of certified playground mulch in the playground area. After discussion, Dan moved to approve the proposal at a cost of \$2,100.00. Jim seconded, vote was all ayes, motion carried.

MEETING DATES: The Board agreed to move the July meeting to Monday, August 4, 2025.

EXECUTIVE SESSION SUMMARY:

The Board addressed disciplinary action, homeowner correspondence and delinquencies.

Attested: _____

Date: _____

**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: _____