

**DAYBREAK LA MESA PROPERTY OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
SEPTEMBER 19, 2018
MINUTES**

A Meeting of the Board of Directors of the Daybreak La Mesa Property Owners Association was called to order by the Association President at 6:30 p.m. in the home of 5715 Baltimore Drive #51

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| Directors Present: | J.B. Harrington | President |
| | Ginny Bolster | Vice President |
| | Richard Corio | Secretary |
| | Linda Pierce | Treasurer |
| | Michael Michalski | Director |

Also Present: Joseph G. Apparito, CCAM Community Manager

OPEN FORUM

Members were free to speak on any matter of interest to the Community. One unit owner was present for a scheduled hearing.

MINUTES

The Board reviewed the Open Session Meeting Minutes of 8/15/2018. A motion was made, seconded and carried to approve the Minutes as presented.

The Board reviewed the Executive Session Meeting Minutes of 8/15/2018 in which the Board reviewed Unit Owner Correspondence, reviewed the Violation Log, held due process violation hearings and reviewed the Collection File. A motion was made, seconded and carried to approve the Minutes as presented.

FINANCIAL

Period Ending August 30, 2018

The Association President provided a written summary of the operating account and reserve account balances for this period. The operating account balance is \$116,679. The reserve account balance is \$959,345. The accounts receivable balance is \$12,841. Operating income was \$51,854 with expenses of \$33,475. The total assets for this period is \$1,085,743. A motion was made, seconded and carried to approve the financial report as presented for filing pending independent financial review.

2019 Draft Budget

The Board of Directors has spent the past few months reviewing and discussing next year's budget. During this process, the Board took into consideration the month-to-month operations of the Association, the need to adequately fund the reserves, aging of the infrastructure as well as ever increasing water/sewer and gas & electric rates. After careful consideration and discussion, a motion was made, seconded and carried to approve the 2019 budget as presented. The monthly assessment shall remain the same at \$285.00 per unit, per month beginning January 1, 2018. The Board of Directors does not see the need at this time for a special assessment during the coming year.

COMMITTEE REPORTS

Architectural

Unit 66: The owner requested approval to paint their garage door. After careful review and discussion, a motion was made, seconded and carried to deny the request at this time. The repairs to the garage door have not been completed properly and are clearly still seen as damaged. The owner is not in compliance with keeping the garage door maintained. The Board recommends replacement of damaged panels and trim prior to painting or replacement of the entire door.

Unit 151: The owner requested approval to install a wood trellis in the front patio area. The trellis was already installed without prior approval. After careful review and discussion, a motion was made, seconded and carried to deny this request per the current guidelines of Daybreak. The trellis must be removed and a copy of the guidelines will be provided to the owner.

Landscape

A walk-thru inspection of the Community is conducted monthly on the 1st Wednesday of each month. A landscape inspection punch list dated 9/5/2018 was provided to the board for their review and instruction for any action needed. The list will be at each successive walk-thru to verify all work has been completed or if further action is needed. The Board approved several landscape improvement proposals as part of the operating budget totaling \$1,395.00.

Maintenance

A maintenance list of pending items dated 9/5/2018 was provided to the Board by Management for review. The list is reviewed at each successive walk-thru inspection to determine if items have been completed or if further action is needed. Several of the pending items have been verified to be completed.

UNFINISHED BUSINESS

Proposed Amended Rules

The Board has spent the past several months reviewing the rules for any suggested or needed amendments. The Board and management reviewed the proposed amendments in detail. A motion was made, seconded and carried to approve distribution to the membership for a minimum 30 day review and comment period. The amended rules may be adopted at a regularly scheduled board meeting on 11/21/2018 after any member comments are received, considered and responded to by the Board.

Spa Fencing Extension

Fred's Fencing has completed the spa fence extension to the full satisfaction of the board.

NEW BUSINESS

Asphalt Striping Proposals

The Board reviewed competitive proposals to re-stripe the existing layout of all parking spaces, numbers, letters and speed bumps throughout the community. After further review and discussion, a motion was made, seconded and carried to approve the proposal from Linear Striping, Inc. for a total cost of \$2,250.00. Management shall coordinate scheduling and notification of the residents.

Leased Parking Agreements Review

The Board and Management reviewed the most current leased parking space spreadsheet showing who currently leases parking spaces as well as those on a waiting list. After further review and discussion Management was instructed to issue notification to all lease holders to provide current information and to complete a new leased parking agreement and return it by the deadline of 10/8/2018. Returning the completed updated leased parking agreement is mandatory in order to be able to retain their leased parking space. The Board and Management shall then review the updated agreements and list to determine who may still qualify and who may not qualify. Any needed action regarding the leased parking spaces will be taken at that time.

Damaged Fence Replacement

Much of the chain link fencing along the north – northeast side of the property is becoming damaged. The board has instructed that a proposal be obtained from Fred’s Fencing to extend the black wrought iron picket fencing on that side of the property an additional approximately 50 feet to replace the damaged chain link. This item will remain on the agenda.

ADJOURNMENT

There being no further business to come before the meeting and upon a motion made, seconded and carried, the meeting was adjourned to the Executive Session at 7:18 pm to review Correspondence, review the Violation Log, review the Delinquent Account Report and hold Due Process Violation Hearings.

Secretary

Date

The next scheduled Meeting of the Board of Directors is 10/17/2018