

SUNSET PLACE ASSOCIATION OF CARLSBAD
BOARD OF DIRECTORS MEETING
March 2, 2011
(Minutes are unofficial until approved at next Board meeting)
Meeting Minutes

President William Burzynski called the meeting to order at: 7:08pm.

Board Members Present: William Burzynski, President
Fred Hauth, Vice President
David Hall, Chief Financial Officer
John A. Darroch, Secretary

Homeowners Present: Greg Vasilief

Approval of Meeting Minutes: John read the minutes from the January 26, 2010 board meeting. Fred made a motion to accept the minutes with one change as indicated. Dave seconded the motion. Vote: 3-0 in favor of the motion.

Financial Report: David Hall, CFO presented the financial report for the period ending January 31, 2011. As of that date our total assets were \$107,000.32 with reserves accounting for \$87,279.78 of this total. Total income for the month was \$11,278.07 with operating expenses totaling \$7,536.52 leaving a net profit for the month of \$3,400.15 after adjustments and reserves. Due to the rains and the manual over ride of our SMART water controllers the water bill was again appreciably lower this month (only \$1,266.31 vice a budgeted amount of \$3,000); this savings has resulted in our being only \$650 over budget for water after seven months into the fiscal year. We are approximately \$6,000 under budget overall since we have held off funding the slope enhancement project until we get the water bills under control; it now appears that we may be able to re-start at least a portion of the project this fiscal year. There were no unplanned or other unusual operating expenses for the month.

The Aging Report from Lindsay again showed one homeowner with a significant account outstanding for more than 120 days (lot 98 for \$1,025.00); Lindsay Management has filed a default notice to the homeowner. Lindsay has implied that a lien has been placed against the home. The board will stay in contact with Lindsay regarding bringing the HOA dues up to date. One other account has an amount outstanding for over 120 days: lot 95 for what appears to be accumulated late fees (\$40.00). The board will contact this homeowner to bring the accounts up to date.

Once again we would like thank homeowners for keeping their accounts up to date, and we encourage everyone to consider the automatic payment plan offered by Lindsay Management Co. for payment of HOA dues; having your dues automatically paid every month avoids the need to remember to mail in the payment, keeps everyone current, and keeps away those irritating late fees.

Landscape Report: Greg Vasilief, President of Western Gardens, our landscape contractor, reports that our SMART controllers are working as they should and are reducing the number of water units we are using. From 1-6-11 to 2-24-11 we have only used 135 units of water. This should now pay in the way of water savings and hopefully get us in within budget by the end of our fiscal year.

Greg now suggests the next area of attention should be Telescope/Skyline, then Toby's trail. The bank on the corner of Telescope and Skyline barely has any ground cover on it. Fred will look into any irrigation problems and then suggest some appropriate plant material for replacement. The White Ice plant is dying along Toby's trail, so Greg suggests replacing it with Lantana's.

Greg also wants to update our sprinklers to the new MP rotators by Hunter. The board agreed to look into the cost of replacing our sprinklers with these new ones, over time and only if they seem like they will pay in water savings. The board told Greg that we want to try a small test area first and measure the savings to see what it will actually be. Based on those results the board will decide to go ahead with the replacement. Fred will prepare a budget to start replacing heads.

Fred Hauth, Vice President and Chairman of the Landscape committee informs the board that there are some large Acacia's on the bank by the North Entry to Toby's trail. Fred recommends to the board to remove these as they are blocking existing irrigation and they are getting too large for the area where they are. The board has authorized Fred to remove these and replace them with some other type of bushy plant. Fred will obtain quotes from our landscape contractor.

Fred also reports the homeowner in Lot 135 has a broken backyard fence that has now been removed and replaced with a temporary non-conforming fence. The homeowner has informed Fred that the temporary fence will be replaced soon with either a wrought iron fence or clear glass. In either case the fence will conform the to the Architectural Guidelines.

Coast Landscape has presented a very in depth proposal for our landscaping. While the proposal is very reasonable with regard to cost the board feels that the current landscape contract has been doing an adequate job and there seems no reason to replace them at this time. The board decided to retain Western Gardens and refuse the proposal presented by Coast Landscape.

Architectural Report: There are no new architectural submissions before the board at this time.

Old Business: No Old business to report on at this time.

New Business: No new business at this time.

Next Meeting: The next meeting will be held on Tuesday March 29th at the Darroch residence, 4325 Skyline Rd.

John made a motion to adjourn the meeting. Fred seconded the motion. Vote: 3-0 in favor of the motion.

The meeting was adjourned at 8:54pm.

Respectfully submitted,
John A. Darroch, Secretary

SUNSET PLACE ASSOCIATION OF CARLSBAD
BOARD OF DIRECTORS MEETING
March 29, 2011
(Minutes are unofficial until approved at next Board meeting)
Meeting Minutes

President William Burzynski called the meeting to order at: 7:11pm.

Board Members Present: William Burzynski, President
Fred Hauth, Vice President
David Hall, Chief Financial Officer
John A. Darroch, Secretary

Homeowners Present: None

Approval of Meeting Minutes: John read the minutes from the March 2, 2011 board meeting. Fred made a motion to accept the minutes with one change as indicated. Dave seconded the motion. Vote: 3-0 in favor of the motion.

Financial Report: David Hall, CFO presented the financial report for the period ending February 28, 2011. As of that date our total assets were \$109,970.68 with reserves accounting for \$87,615.35 of this total. Total income for the month was \$11,162.30 with operating expenses totaling \$7,066.94 leaving a net profit for the month of \$3,759.79 after adjustments and reserves. Due to the rains and manual override of our SMART water controllers the water bill was again appreciably lower this month (only \$1,120.78, our lowest water bill in recent memory, vice a budgeted amount of \$2,000); this savings has resulted in our being \$230 under budget for water after eight months into the fiscal year, which is a complete turn-around from three months ago. We are approximately \$8,000 under budget overall since we have held off funding the slope enhancement project until we get the water bills under control; we are now able to re-start at least a portion of the project this fiscal year. There were no unplanned or other unusual operating expenses for the month.

The Aging Report from Lindsay again showed one homeowner with a significant account outstanding for more than 120 days (lot 98 for \$1,115.00); the board will work with Lindsay regarding recouping these past-due HOA dues as the house goes through the process of sale. One other account has an amount outstanding for over 120 days: lot 95 for what appears to be accumulated late fees (\$50.00). The board will contact this homeowner to bring the accounts up to date.

Once again we would like thank homeowners for keeping their accounts up to date, and we encourage everyone to consider the automatic payment plan offered by Lindsay Management Co. for payment of HOA dues; having your dues automatically paid every month avoids the need to remember to mail in the payment, keeps everyone current, and keeps away those irritating late fees.

Landscape Report: Fred Hauth, Vice President and chairman of the landscape committee presented the landscaping report for the month of March 2011. Fred reports that the approved work on Skyline and Telescope will start in the next couple of weeks and be completed before the end of April.

The board is waiting to hear from our landscaper as to when the already approved work on Toby's trail will start. Fred will let the board know as soon as Greg gives us a date.

Fred reports that there were 46 fence caps deliberately broken along Toby's trail. Fred has reported the vandalism to the Carlsbad Police and he asks that the residents along the trail keep their eyes and ears open at night. We suspect there are teenagers going down the trail at night and they are causing a lot of damage to our property. Please report any suspicious activity to the Carlsbad Police immediately. Fred has already ordered new fence caps at a cost of \$216.00.

Fred has stated that he will have our landscaper aerate the lawns at the park and the various monument corners in the next few months.

Architectural Report: There are no new architectural submissions before the board at this time.

Old Business: Lot 98's past due HOA dues has now amounted to \$1115.00. Lindsay has not confirmed that a lien has been placed on the property to cover this amount. Dave will follow up with Lindsay to make sure that a lien has been filed so that there is a chance we might collect these funds as part of the escrow when the house sells. Dave will also look into some collection agencies as an alternative.

New Business: No new business at this time.

Next Meeting: The next meeting will be held on Thursday April 21, 2011 at the Hall residence, 4285 Sunnyhill.

John made a motion to adjourn the meeting. Fred seconded the motion. Vote: 3-0 in favor of the motion.

The meeting was adjourned at 8:43pm.

Respectfully submitted,
John A. Darroch, Secretary

SUNSET PLACE ASSOCIATION OF CARLSBAD
BOARD OF DIRECTORS MEETING
April 21 2011
(Minutes are unofficial until approved at next Board meeting)
Meeting Minutes

President William Burzynski called the meeting to order at: 7:04pm.

Board Members
Present: William Burzynski, President
Fred Hauth, Vice President
David Hall, Chief Financial Officer
John A. Darroch, Secretary
Julie Thomas, Member at Large

Homeowners
Present: Mark Cochran

Approval of Meeting Minutes: John read the minutes from the March 29, 2011 board meeting. Fred made a motion to accept the minutes as read. Dave seconded the motion. Vote: 4-0 in favor of the motion.

Financial Report: David Hall, CFO presented the financial report for the period ending March 31, 2011. As of that date our total assets were \$114,396.09 with reserves accounting for \$87,987.47 of this total. Total income for the month was \$11,168.79 with operating expenses totaling \$7,304.48 leaving a net profit for the month of \$3,492.19 after adjustments and reserves. Our water bill was again appreciably lower this month (only \$1,000.12, vice a budgeted amount of \$2,000); this savings has resulted in our being approximately \$1,200 under budget for water after nine months into the fiscal year, which is a complete turn-around from three or four months ago. We are approximately \$10,000 under budget overall since we have held off funding the slope enhancement project until we get the water bills under control; we now plan to re-start the project this fiscal year. There were no unplanned or other unusual operating expenses for the month.

The Aging Report from Lindsay again showed one homeowner with a significant account outstanding for more than 120 days (lot 98 for \$1,115.00); the Board of Directors has contracted with a collection agency to attempt to retrieve those funds, since ownership of the home has been transferred. One other account has an amount outstanding for over 60 days: lot 95 for what appears to be accumulated late fees (\$50.00). The board has contacted this homeowner to bring the account up to date.

Once again we would like thank homeowners for keeping their accounts up to date, and we encourage everyone to consider the automatic payment plan offered by Lindsay Management Co. for payment of HOA dues; having your dues automatically paid every month avoids the need to remember to mail in the payment, keeps everyone current, and keeps away those irritating late fees.

Landscape Report: Fred Hauth, Vice President and chairman of the landscape committee presented the landscaping report for the month of April 2011. Fred has received an updated quote for replacing the current sprinkler heads with the new MP Rotator heads that we have been looking at for the past few months. The new quote for the entire association property is \$11,610.52 for just the heads themselves. Labor to install these would be extra. The board is sticking to their plan to try a small test area first to see if they can measure the results. The test area has been suggested on Hillside Drive between Sunnyhill and Skyline.

Fred suggests that when our landscaper plants the new Lantana's he put them closer together so that they don't take so long to fill in the blank areas. Fred will mention this to the landscaper. Bill also suggested that the mulch need to be applied thicker so as to help with weed abatement and moisture control. Right now the mulch is very thin and ineffective. John also mentioned that an area on Hillside had two large Plumbago's removed some time ago and now there is a large bare spot where nothing has been replanted. Fred will obtain a quote from our landscape contractor to plant a few Indian Hawthorne's in this spot, along with some additional mulch.

Fred reports we have another Gopher digging up the hillside along Toby's Trail. Fred will bring this to the attention of our landscaper again and hopefully the Gopher will be dealt with before it can do too much more damage.

Architectural Report: Lot 76 would like to tear out their existing backyard patio and replace it with new concrete and flag stone. They would also like to add a small seating wall around the outside parameter of their backyard from a new fire pit. They also plan to add a built in BBQ along with some rocks. There are no vertical structures and the seating wall will only be 9" above the existing ground level. Both neighbors have give their approval. Julie made a motion to accept

the plans as submitted, providing all stucco and paint is to match existing approved colors. Fred 2nd the motion. Vote 4-0 in favor of the motion.

Lot 135 has been sent a letter from the board requesting that an unapproved fence be removed on their property. The homeowner has replied with a letter stating that the city has already made them remove the fence as it did not comply with City codes for swimming pool enclosures. The homeowner has now replaced the wire fence with an old broken wrought iron fence, which clearly violates both the HOA architectural guidelines for maintaining your fence along with City Codes for Swimming pool enclosures. The board will report this matter to the city immediately. The board will also respond to the homeowner with another letter, requesting the homeowner install an approved fence before September or face fines.

Fred reports that two more Electric Meter boxes are falling apart and need replacing. The board has approved Fred to contact the previous contractor we used to replace the last box and get an official quote for replacing two more boxes for us.

Old Business: Lot 98's past due HOA dues has now amounted to \$1115.00. Dave and Bill went to speak with Joy at Lindsay management about what the board can do to collect these past due HOA dues. Joy recommended Surefire Collection Agency. Dave contacted Surefire and after reading the contract the board agreed this was our best option for collecting the past due balance. 3 Days after signing the contract Surefire contacted Dave to say they had managed to get the previous homeowner to agree to pay the past due balance. We now await the up to 60 days for Surefire to collect the money and pay the association.

Lot 95 has still got a past due account of \$50. Fred contacted the homeowner who said they would take care of the past due amount. As of the March 31st aging report this account has still not been brought up to date. The board will follow up with Lindsay to make sure that the appropriate letters have been sent to the homeowner.

Fred reports that the approved work on Skyline and Telescope has been completed. The bank has been replanted with Honeysuckle and a large Cottoneaster bush has been removed that was blocking a sprinkler. The landscaper put a fertilizer tablet in each of the holes with the new Honeysuckle. Fred has requested that our landscaper hand water these plants to get them going faster.

Our Landscaper has still not provided the board with a date for completing the work already approved for Toby's Trail. Fred will follow up with Greg to get a date for completion of this project.

New Business: It is once again time to start thinking about next year's budget for the association. The board looked at a preliminary budget and things look good this year. With the turn-around in water costs we have been able to balance our budget without the need for raising dues. We will also be able to continue with our slope enhancement project over the next year. A formal budget will be presented to the homeowners prior to June.

Next Meeting: The next meeting will be held on Thursday May 26, 2011 at the Hauth residence, 4640 Sunburst Rd.

John made a motion to adjourn the meeting. Dave seconded the motion. Vote: 4-0 in favor of the motion.

The meeting was adjourned at 8:46pm.

Respectfully submitted,
John A. Darroch, Secretary

SUNSET PLACE ASSOCIATION OF CARLSBAD
BOARD OF DIRECTORS MEETING
May 26 2011
(Minutes are unofficial until approved at next Board meeting)
Meeting Minutes

President William Burzynski called the meeting to order at: 7:03pm.

Board Members William Burzynski, President
Present: Fred Hauth, Vice President
John A. Darroch, Secretary
Julie Thomas, Member at Large

Homeowners
Present: Alex & Michael Hamner, Ana Maria & Michael McBrayer

Approval of Meeting Minutes: John read the minutes from the April 21, 2011 board meeting. Fred made a motion to accept the minutes as read. Julie seconded the motion. Vote: 3-0 in favor of the motion.

Financial Report: David Hall, CFO presented the financial report via email for the period ending April 30, 2011. As of that date our total assets were \$116,460.57 with reserves accounting for \$88,322.52 of this total. Total income for the month was \$11,241.72 with operating expenses totaling \$7,638.14 leaving a net profit for the month of \$3,603.58 after adjustments and reserves. Our water bill was again appreciably lower this month (only \$1,220.62, vice a budgeted amount of \$2,000). Since we are under budget for the fiscal year we have re-started the slope enhancement project, and we plan to move funds into reserves to be spent next FY on the slope enhancement project through September. There were no unplanned or other unusual operating expenses for the month.

The Aging Report from Lindsay again showed one homeowner with a significant account outstanding for more than 120 days (lot 98 for \$1,115.00); the Board of Directors has contracted with a collection agency to retrieve those funds; the board has reached a settlement with the previous owners through that collection agency and we are awaiting funds. One other account has an amount outstanding for over 60 days: lot 95 for what appears to be accumulated late fees (\$50.00). The board has contacted this homeowner to have them contact Lindsay Management and bring the account up to date.

The Board made a motion to approve the balanced operating budget as presented. Due to the amazing savings in water we have been able to balance the budget without the need to raise HOA dues. The board also made a motion to approve the balanced reserve budget as presented. The board also made a motion to accrue \$4,000 in a designated reserve fund in order to fund more slope enhancement projects for the next fiscal year. Fred made a motion to approve the 3 items before the board. John seconded the motion. Vote: 3-0 in favor of the motion.

The Board approved the proposed budget for the 1 July 2011 through 30 June 2012 fiscal year; since we were able to bring the water bills under control during the last half of the current fiscal year the approved budget requires no increase in homeowner dues, which remain at \$80.00 per unit per month.

Once again we would like thank homeowners for keeping their accounts up to date, and we encourage everyone to consider the automatic payment plan offered by Lindsay Management Co. for payment of HOA dues; having your dues automatically paid every month avoids the need to remember to mail in the payment, keeps everyone current, and keeps away those irritating late fees.

Landscape Report: Fred Hauth, Vice President and chairman of the landscape committee presented the landscaping report for the month of April 2011. Fred reports that the two meter boxes have still not been repaired due to SDGE and still not coming out to shut them down. Fred says that SDG&E should be out in the next week to shut down the boxes so that the repairs can be done by Rowan Electric. Rowan electric has quoted us \$1911 to repair each box, this is a \$400 savings over the last time we repaired one. This is mostly due to the concrete that is still intact and does not need to be replaced.

The work on Toby's trail has still not been done because Fred has requested an extra spraying for the weeds prior to planting. We have waited a few weeks now to make sure no grass or weeds immerge. We will begin planting in the next week or two.

Architectural Report: The new homeowners in lot 22 submitted plans to extend their front yard patio and remove an existing 30" wall. They will also be removing a front window and replacing it with French Doors. On the side of the house there are already a few windows, where they plan on adding more in an arrangement. In the front new pilasters will be

added with lights on the top. To finish it off a new front yard wrought iron gate to match existing fencing. All stucco and paint will be to match existing colors. The board approved the plans subject to the neighbors on both sides signing off on their knowledge of the plans.

The homeowners in Lot 65 would like to extend their backyard to their property line, building a 5' retaining wall to create a nice overlook and vineyard. The board noticed elevations that could affect neighbors. The plans also need approval from the city. The board has suggested that the homeowners also contact the coastal commission to make sure they don't encroach on the open space behind their property. The board has approved the plans so long as the city and coastal commission approve and all existing colors and construction are used.

Old Business: Lot 98's past due account has still not been paid. The board still awaits a check from Surefire Collection Agency to close this matter.

Lot 95 has still has a past due account of \$50. The board will follow up with Lindsay to make sure that the appropriate letters have been sent to the homeowner. If the letters have been sent, a fine will be assessed if the balance is not brought current.

It has been noted that the homeowner in lot 135 has still not replaced their fence. This was supposed to be done by May 11th, but as of the board meeting this has still not been done. John will follow up with the City of Carlsbad to make sure the homeowner replaces the fence in a timely manner.

New Business: No new business at this time.

Next Meeting: The next meeting will be held on Thursday July 7, 2011 at the Thomas residence, 4751 Sunburst Rd.

Fred made a motion to adjourn the meeting. Julie seconded the motion. Vote: 3-0 in favor of the motion.

The meeting was adjourned at 8:28pm.

Respectfully submitted,
John A. Darroch, Secretary

**SUNSET PLACE ASSOCIATION OF CARLSBAD
BOARD OF DIRECTORS MEETING
July 7, 2011
(Minutes are unofficial until approved at next Board meeting)
Meeting Minutes**

President Bill Burzynski called the meeting to order at: 7:01pm.

Board Members Present: William Burzynski, President – late arrival
David Hall, Chief Financial Officer
Fred Hauth, Vice President
John A. Darroch, Secretary
Julie Thomas, Member at Large

Homeowners Present: Derek and Andriene Cater

Approval of Meeting Minutes: John read the minutes from the May 26, 2011 board meeting. Dave made a motion to accept the minutes as read. Julie seconded the motion. Vote: 4-0 in favor of the motion.

Financial Report: David Hall, CFO presented the financial report for the period ending May 31, 2011. As of that date our total assets were \$119,247.35 with reserves accounting for \$88,653.62 of this total. Total income for the month was \$11,200.90 with operating expenses totaling \$7,557.12 leaving a net profit for the month of \$3,309.61 after adjustments and reserves. Our water bill was again appreciably lower this month (only \$1,241.62, vice a budgeted amount of \$2,500). Since we are under budget for the fiscal year we have re-started the slope enhancement project, and we plan to move funds into reserves to be spent next FY on the slope enhancement project through September. Dave noted that Lindsay had forgotten to transfer the excess funds prior to the end of the fiscal year, so the board made a decision to leave the money in the operating account and spend the money from this account for the slope enhancement project to the amount of \$4,000, which is the amount that Lindsay was supposed to transfer to Reserves. There were no unplanned or other unusual operating expenses for the month.

The Aging Report from Lindsay again showed one homeowner with a significant account outstanding for more than 120 days (lot 98 for \$1,115.00); the Board of Directors has contracted with a collection agency to retrieve those funds; the board has reached a settlement with the previous owners through that collection agency and we are awaiting funds. One other account has an amount outstanding for over 60 days: lot 95 for what appears to be accumulated late fees (\$50.00). The board has contacted this homeowner to have them contact Lindsay Management and bring the account up to date.

Once again we would like thank homeowners for keeping their accounts up to date, and we encourage everyone to consider the automatic payment plan offered by Lindsay Management Co. for payment of HOA dues; having your dues automatically paid every month avoids the need to remember to mail in the payment, keeps everyone current, and keeps away those irritating late fees.

Landscape Report: Fred Hauth, Vice President and chairman of the landscape committee presented the landscaping report for the month of May 2011. Fred reports that the Blaylocks have generously paid and donated another statue to replace the one stolen from Kendra's park. This is very generous and Capri would like to thank the Blaylocks for the generosity. The new statue has been permanently attached with liquid nails, so no one can steal it again.

Fred reports that the plantings on Toby's trail have been completed. We have been vigorously watering the plants for the past few weeks and they are already starting to grow.

Fred has noticed and heard complaints of skateboarders and kids riding bikes playing in the BMP (overflow basin). Fred has suggested that he purchase some "No Trespassing" signs to hang there. The board agreed and authorized Fred to purchase about 5 signs to hang at the BMP. This will act as a deterrent and at the same time give Carlsbad Police the authority to arrest any individuals found there without authorization. The board would like to ask the homeowners along Toby's trail to keep an eye out for any suspicious activity and always immediately report it to Carlsbad Police.

Fred has noticed the homeowners in Lot 78 have drastically ignored the outside appearance of their home despite the repeated requests of the board to keep all homes looking nice. The board will send a letter to the homeowners requiring immediate action with their front lawn, painting their house and removal of an old car that sits on their driveway along with another old car that is parked on the side of their house. The board will give the homeowners 30 days to resolve these issues before fines are imposed.

Fred reports another Gopher problem next to Lot 2 on Sunnyhill. Fred has mentioned this to our landscaper who will look into this and remove the varmint.

The weeds on Hillside are again getting out of hand. Fred will once again impress upon our landscaper of the importance of keeping Hillside particularly well manicured. To date the landscaper has not made any effort to keep Hillside in better shape. We hope that Fred is successful in getting the landscaper to stay on top of this section a little better than the rest.

Now that our fiscal year is over we have about \$14K to spend on the next phase of the slope enhancement project. The board will be reviewing our property to see where the need is greatest. Fred will then take pictures and prepare a map of the suggested area to replant.

Architectural Report: No new plans are before the board at this time.

Old Business: Lot 98's past due account has still not been paid. The board still awaits a check from Surefire Collection Agency to close this matter.

Lot 95 has a past due account of \$50. The board will follow up with Lindsay to make sure that the appropriate letters have been sent to the homeowner. If the letters have been sent, a fine will be assessed if the balance is not brought current.

Lot 135 has still not replaced their backyard fence that is not in keeping with the Architectural guidelines. The city informed John that the homeowners had until June 15th to replace the fence or face fines. The board will follow up with the city of Carlsbad to make sure the inspector in charge of this home is aware of the negligence and has already fined the homeowner.

New Business: The homeowners in Lot 50 have filed a formal complaint against their neighbor in Lot 102. The complaint stems from some bushes planted at the top of the hill in the backyard of lot 102 that have not been kept at the 3' maximum height given for walls and shrubs located at the top of a backyard hillside. The board will be sending a letter to the homeowners of lot 102 to request they cut their bushes back to 3' or face fines.

Next Meeting: The next meeting will be held on Tuesday August 9, 2011 at the Darroch residence, 4325 Skyline Rd.

Fred made a motion to adjourn the meeting. Dave seconded the motion. Vote: 4-0 in favor of the motion.

The meeting was adjourned at 8:40pm.

Respectfully submitted,
John A. Darroch, Secretary

SUNSET PLACE ASSOCIATION OF CARLSBAD
BOARD OF DIRECTORS MEETING
August 9, 2011
(Minutes are unofficial until approved at next Board meeting)
Meeting Minutes

President Bill Burzynski called the meeting to order at: 7:04pm.

Board Members Present: William Burzynski, President
David Hall, Chief Financial Officer
Fred Hauth, Vice President
John A. Darroch, Secretary
Julie Thomas, Member at Large – late arrival

Homeowners Present: None

Approval of Meeting Minutes: John read the minutes from the July 7, 2011 board meeting. Dave made a motion to accept the minutes as read. Fred seconded the motion. Vote: 4-0 in favor of the motion.

Financial Report: David Hall, CFO presented the financial report for the period ending June 30, 2011. As of that date our total assets were \$121,266.68 with reserves accounting for \$88,994.29 of this total. Total income for the month was \$11,197.57 with operating expenses totaling \$11,193.24 leaving a net loss for the month of \$336.34 after adjustments and reserves. Our water bill has started to rise going into the summer months, but it is still under budget (\$2,932.12, vice a budgeted amount of \$4,000). Since the water bills have been brought under control during this last half of the fiscal year, we are under budget for the 2010-2011 Fiscal Year ending 30 June; consequently we are re-starting the slope enhancement project. There were no unplanned or other unusual operating expenses for the month.

The Aging Report from Lindsay again showed one homeowner with a significant account outstanding for more than 120 days (lot 98 for \$1,115.00); the Board of Directors has contracted with a collection agency to retrieve those funds; the board has reached a settlement with the previous owners through that collection agency and we are awaiting funds. One other account has an amount outstanding for over 60 days: lot 95 for what appears to be accumulated late fees (\$50.00). The board has contacted this homeowner to have them contact Lindsay Management and bring the account up to date.

Once again we would like thank homeowners for keeping their accounts up to date, and we encourage everyone to consider the automatic payment plan offered by Lindsay Management Co. for payment of HOA dues; having your dues automatically paid every month avoids the need to remember to mail in the payment, keeps everyone current, and keeps away those irritating late fees.

Landscape Report: Fred Hauth, Vice President and chairman of the landscape committee presented the landscaping report for the month of July 2011. Fred reports that the next phase of the Slope Enhancement Project is now ready to begin. The board will be meeting this coming weekend to walk around the association property to determine the area that will be planted first. Fred has taken many pictures of the patchy areas around the association banks, so it will not be difficult to select those area's with the most need.

Fred has noticed the homeowners in Lot 78 have still not watered their front lawn, the old cars are still parked in their drive way. The board will send the homeowner a letter giving them another 30 days to repair their property before fines are imposed.

Fred has purchased "No Trespassing" signs and hung them around the BMP. Fred has also filed the necessary forms with the Carlsbad Police department informing them that the signs are in place and that there should not be any unauthorized people in the BMP. We urge all residence with young kids to make sure their children are not the ones skateboarding in the BMP as they will be arrested in the future. It is both unsafe and unlawful for kids to be skateboarding in the BMP. We also encourage the neighbors that live around the BMP to report any suspicious activity in or near the BMP to the police immediately.

5 more lights have been broken along Toby's trail. Fred will repair them once again.

The new electric box has been installed and after a few weeks SDG&E finally came out to turn back on the power. The box has since been checked out by the electrician and all repairs have been completed successfully. The total cost of the repairs was \$1911.

Fred reports that the water pressure regulator attached to the backflow valve located on Coastline has failed. The inlet pressure from the city is 116PSI and the outlet pressure should be around 60PSI, however our pressure is only 40PSI. Therefore it has been recommended that we replace this water pressure regulator as we are not getting enough pressure to properly water the plants on Coastline and thus they are slowly dying and looking stressed. Fred will obtain a quote to repair the pressure regulator and restore the proper pressure to the hillside again.

Architectural Report: Julie reports that the homeowner in Lot 91 would like to replace their existing windows with new replacement windows. They have also requested to replace a group of windows with oversized French sliding doors. The board has approved these plans as submitted providing that the homeowner maintain the existing stucco colors and no changes are made. If changes to color are made a separate form must be submitted. Julie made a motion to accept the plans as submitted. Fred seconded the motion. Vote 4-0 in favor of the motion.

Old Business: Lot 98's past due account has now been paid. The board has received a check from Surefire Collection Agency to close this matter.

Lot 95 has a past due account of \$50. The board will follow up with Lindsay to make sure that the appropriate letters have been sent to the homeowner. If the letters have been sent, a fine will be assessed if the balance is not brought current.

Lot 135 has replaced their backyard fence with a nice clear glass fence. However one corner of the fence remains a safety issue. The board will inform the city that the fence has still not been finished and that there is still risk of exposure to their backyard swimming pool.

A letter will also be sent to Lot 135 to have them clean up their front yard landscaping that is dead and over grown while at the same time trimming their palm trees that are no doubt harboring many rats and mice.

Lot 102 and Lot 50 have still not reached an amicable settlement to their dispute over shrubs that are not correctly trimmed to the proper height. The board will send a letter to these homeowners to request the shrubs be trimmed in accordance with our Landscaping guidelines.

New Business: No new business at this time.

Next Meeting: The next meeting will be held on Thursday October 13, 2011 at the Hall residence, 4285 Sunnyhill Dr.

Fred made a motion to adjourn the meeting. Dave seconded the motion. Vote: 4-0 in favor of the motion.

The meeting was adjourned at 8:19pm.

Respectfully submitted,
John A. Darroch, Secretary

SUNSET PLACE ASSOCIATION OF CARLSBAD
BOARD OF DIRECTORS MEETING
October 13, 2011
(Minutes are unofficial until approved at next Board meeting)
Meeting Minutes

President Bill Burzynski called the meeting to order at: 7:04pm.

Board Members William Burzynski, President
Present: Fred Hauth, Vice President
John A. Darroch, Secretary
Julie Thomas, Member at Large

Homeowners
Present: Rudy Metzger, Adriene Cater, Tim Cox

Approval of Meeting Minutes: John read the minutes from the August 9, 2011 board meeting. Fred made a motion to accept the minutes as read. Julie seconded the motion. Vote: 3-0 in favor of the motion.

Financial Report: John Darroch, Secretary presented the financial report for the period ending September 30, 2011. As of that date our total assets were \$110,199.94 with reserves accounting for \$82,035.61 of this total. Total income for the month was \$11,374.91 with operating expenses totaling \$10,899.07 leaving a net profit for the month of \$132.60 after adjustments and reserves. Our water bill was slightly over budget for the month (\$4,842.12, vs. a budgeted amount of \$4,500). We paid out \$6,058.79 for Phase 3 of the slope enhancement project; however those funds were taken in error from the reserve account, rather than from the operating budget allocated to the slope enhancement project. We will ask Lindsay to correct the line of accounting. There were no unplanned or other unusual operating expenses for the month.

The Aging Report from Lindsay showed two homeowners with an account outstanding for more than 120 days (lot 24 and lot 108, each for \$10.00) which appears to be "leftover" late fees. The board will contact these homeowners to have them contact Lindsay Management and rectify their outstanding balances. There are no accounts with significant past-due amounts.

Once again we would like thank homeowners for keeping their accounts up to date, and we encourage everyone to consider the automatic payment plan offered by Lindsay Management Co. for payment of HOA dues; having your dues automatically paid every month avoids the need to remember to mail in the payment, keeps everyone current, and keeps away those irritating late fees.

Landscape Report: Fred Hauth Vice President and chairman of the landscape committee presented the landscape report for the month of September. Fred reports that he has received the new regulator for the replacement on Coastline. Greg has now installed the new regulator and returned the proper water pressure to the slopes on Coastline. We should now see some improvement in the look of the hillside located near the broken regulator.

Fred mentioned that Lindsay has failed to pay Rowan Electric for their services provided. The invoice is now over 30 days past due. Fred contacted Lindsay to inform them of the problem and a check was cut immediately.

Once again Fred has noticed the weeds growing high, not being pulled quickly enough. We have also cut back the number of workers we have at this time of the year, so we now only have one worker all day long. Fred will contact Greg to see what can be done about catching up on the weeding.

A big thanks to Fred....he has again fixed 5 lights and 2 transformers that were broken. He reports that it took him a total of 4 hours to repair them. He has only charged the association for the part cost of approximately \$50. Thanks again Fred!

In addition to the broken lights that Fred repaired he also reports that there are many of the light fixtures that have broken housings. These also need to be replaced. Fred will count how many broken housings there are and obtain a replacement cost for them. Dave will also check with our insurance company to see if we have any vandalism coverage to assist with the continual replacement costs of things broken due to vandalism.

Architectural Report: Julie reports that the homeowner in Lot 10 would like to paint their house Arizona White #182, which is within our architectural guidelines for paint color. Julie made a motion to accept the request as submitted. John seconded the motion. Vote 3-0 in favor of the motion.

The homeowners in Lot 42 also want to repaint their house with CL164W, which is not within the architectural guidelines for paint color. This color was not approved at this meeting. Julie will let the homeowner know what the acceptable colors are.

Old Business: Lot 98's past due account has now been paid. The board has received a check from Surefire Collection Agency to close this matter.

Lot 95 still has a past due account of \$50. The board will follow up with Lindsay to make sure that the appropriate letters have been sent to the homeowner. If the letters have been sent, a fine will be assessed if the balance is not brought current.

A letter will also be sent to Lot 135 to have them clean up their front yard landscaping that is dead and over grown while at the same time trimming their palm trees that are no doubt harboring many rats and mice.

Lot 102 and Lot 50 have still not reached an amicable settlement to their dispute over shrubs that are not correctly trimmed to the proper height. The board has sent a letter to the homeowner in Lot 102 to request compliance.

New Business: A few of our neighbors have come to the meeting to report problems with Raccoons in their backyards. The animals have been causing a lot of damage and mess. They have tried various methods of eradicating them, but to no avail. They are now asking if the board can do something to help with the situation. The board gave the homeowners a few suggestions to try and said they would print something in the next newsletter to inform the residents as to what might be done.

Next Meeting: The next meeting will be held on Thursday November 17th, 2011 at the Hauth residence, 4640 Sunburst Rd.

Fred made a motion to adjourn the meeting. John seconded the motion. Vote: 3-0 in favor of the motion.

The meeting was adjourned at 9:07pm.

Respectfully submitted,
John A. Darroch, Secretary

SUNSET PLACE ASSOCIATION OF CARLSBAD
BOARD OF DIRECTORS MEETING
November 17, 2011
(Minutes are unofficial until approved at next Board meeting)
Meeting Minutes

President Bill Burzynski called the meeting to order at: 7:05pm.

Board Members William Burzynski, President

Present: David Hall, Chief Financial Office
Fred Hauth, Vice President
John A. Darroch, Secretary
Julie Thomas, Member at Large

Homeowners

Present: Derek and Adriene Cater, Greg Vasiliff

Approval of Meeting Minutes: John read the minutes from the October 13, 2011 board meeting. Julie made a motion to accept the minutes as read. Dave seconded the motion. Vote: 4-0 in favor of the motion.

Financial Report: Dave Hall, Chief Finance Officer reports that Lindsay Management did not send us the October financials in time for the meeting. Dave has looked at his records and notes that water was up about \$600 for the month. There were no other unusual expenses for the month. Dave noted that Lindsay paid themselves twice in August, so he will call them to straighten this out and at the same time find out where the October financials are.

Landscape Report: Fred Hauth Vice President and chairman of the landscape committee presented the landscape report for the month of October. Fred reports that Western Garden has provided two workers for the last few weeks at no charge. This has greatly helped in catching up on the growing week problem.

Western Garden has noted that the Lantana is not doing as well as we would like. They said we need to move some irrigation heads so that we obtain better coverage in certain areas. We can then replant some of the dead areas with new plants. However, currently the nurseries do not have any good Lantana's so we will wait a few months to see how things change.

Fred pointed out that the plants on Telescope all the way up Skyline are really looking very poor. Western Garden mentioned they would like to use this as the next phase of the Slope Enhancement Project, replanting these dead areas with new growth and at the same time replacing the soil with new top soil. A test section in front of Lot 24 was proposed to make sure that the correct plant material will be chosen. We have had a lot of problems trying to replant this area and the board does not want to continue to throw money into planting only to have the new plants die.

Bill suggested having a "winter" phase of the Slope Enhancement Project. This would be used to spot **plant** in various areas around the property. Special plant materials would be chosen that will grow nicely in the winter **months** Greg from Western Gardens will meet with Fred and Bill to drive around and select the areas in the most need of revitalization.

Fred has spent another few hours of his time repairing broken lights along Toby's trail. We continue to have problems with vandalism of the lights along the trail.

Fred reports that there is a fairly large hole in the side of one of the drainage pipes located inside the BMP (Desiltation Basin). John and Fred will install a wire mesh on the outside of the pipe to prevent any trash from going inside the pipe.

Architectural Report: Julie reports that there are no new architectural submissions this month.

Old Business: Lot 102 and Lot 50 both homeowners met with the board to discuss **and** amicable solution to their problem with view rights vs. privacy. Both neighbors are agreeing to meet on Saturday November 19, 2011 to view each other's problem and agree on possible plant materials that could provide one neighbors needed privacy while still giving the other neighbor the ability to retain their view. The homeowners will report back to the board with their proposal and a date of any work to be completed.

New Business: Annual meeting proxies to be mailed. Bill will prepare a cover letter and John will prepare the proxy statement.

Next Meeting: The next meeting will be the annual meeting on January 24, 2012 at Kelly Elementary School.

John made a motion to adjourn the meeting. Dave seconded the motion. Vote: 4-0 in favor of the motion.

The meeting was adjourned at 9:11pm.

Respectfully submitted,
John A. Darroch, Secretary