

**SUNSET PLACE ASSOCIATION OF CARLSBAD
BOARD OF DIRECTORS MEETING
January 31, 2013
(Minutes are unofficial until approved at next Board meeting)
Meeting Minutes**

Secretary John A. Darroch called the meeting to order at: 6:40pm.

Board Members Present: David Hall, CFO
John A. Darroch, Secretary
Julie Thomas, Member-at-large

Homeowners Present: A signed list of homeowners attending the meeting resides with the records of the HOA. Based on an official count a quorum of homeowners, both in person and present by proxy, a quorum was obtained - a total number of 79.

Approval of Meeting Minutes: John read the minutes from the January 24, 2012 annual board meeting. Ron Wright made a motion to accept the minutes as read. John O'Brien seconded the motion. Vote: 79-0 in favor of the motion.

Board Election: Secretary John A. Darroch introduced the old board, who they are and what they have done over the past year. John then asked if any of the attending homeowners would like to run for office. After waiting a few seconds and no one raising their hands, John proceed to announce that all current members have once again agreed to stay on if elected. Jeff Keirns made a motion to accept the nominations of the current board members to stay on for another term and Fred Stickel seconded the motion. William Burzynski agreed to stay on as President, David Hall agreed to stay on as CFO, Fred Hauth agreed to stay on as Vice President and Chairman of the Landscaping Committee, John A. Darroch agreed to stay on as Secretary, and Julie Thomas agreed to stay on as our Member at Large and Chairperson of the Architectural Committee. The official vote of the 79 homeowners present either in person or by proxy was in favor of the election the slate of candidates as nominated. Vote: 79-0 in favor of the motion.

Vote On IRS Ruling 70-604: John read the IRS Ruling 70-604. John O'Brien made a motion to reject the IRS Ruling 70-604 and to continue to pay the association taxes on our investment income each year. Ron Wright seconded the motion. A voice vote was held with no dissenting votes heard. The motion to reject IRS code section 70-604 was accepted. Vote 79-0 rejecting the motion.

President's Remarks: President Bill Burzynski was not able to attend the annual meeting and in light of the Project Curb Appeal coming up for vote this evening there were no Presidents remarks given.

Financial Report: David Hall, CFO presented the financial report for the period ending December 31, 2012. As of that date our total assets were \$90,394.39 with reserves accounting for \$95,757.29 of this total. Total income for the month was \$12,132.08 with operating expenses totaling \$9,411.49 leaving a net profit for the month of \$2,380.19 after adjustments and reserves. Note that the requirement to do slope enhancements during the planting season required our spending in October and November the entire slope enhancement budget for this FY (1 July 2012 – 30 June 2013). This required transferring some funds from reserves into the operating account: some of those funds will be transferred back to reserves during the remainder of the FY as they are collected from HOA dues. Some of the expended funds (approximately \$6,000) were deposited into reserves over the last two fiscal years specifically to be spent on slope enhancement this FY: those funds will not be transferred back into reserves.

The Aging Report from Lindsay showed eleven homeowners with outstanding late fees (up to \$45.00), and one homeowner with HOA dues outstanding for more than 30 days (lot 92 for \$93.00 with late fees). The board will contact that homeowner regarding bringing their accounts up to date, and we will assess the status of outstanding late fees on a case-by-case basis. Also as a reminder, the current HOA dues are \$87.50 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: Due to time constraints there was no formal landscape report given.

Architectural Report: Due to time constraints there was no formal Architectural report given.

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

New Business: Project Curb Appeal was up before the voters to ratify a special assessment for continue to improve the slopes in the HOA. A presentation was given to outline what the scope of the project is and what the approximate costs would be based on what the board has learned to date doing other smaller areas. The board would like to pass a special assessment of \$600 to be collected and spent over the next 3 year period to enhance our slopes. Various groups would be formed to coordinate the plantings and the types of vegetation to replace. Consideration would be given to the size and angle of the slopes, water, sun and surrounding vegetation. A committee was formed to look into the process. A voice vote was held with one vote in favor of the special assessment and 78 votes against the special assessment. The special assessment for Proposition Curb Appeal was voted down, vote 78-1 against the proposition.

As a result of the meeting a special group of 11 volunteers was formed to study the proper plant materials for the slope areas and to put a plan together to come back to the board. The first meeting of the special landscaping committee will be held after the Board meeting in February.

Next Meeting: The next meeting will be held on Thursday February 28th at 6:30pm at the Harding Community Center located at 3096 Harding St.

Adjourn: There being no further business Fred Stickel made a motion to adjourn. John O'Brien seconded the motion, vote 79-0 in favor of the motion. The meeting was adjourned at 8:05pm.

Respectfully submitted,
John A. Darroch
Secretary

**SUNSET PLACE ASSOCIATION OF CARLSBAD
BOARD OF DIRECTORS MEETING
February 28, 2013
(Minutes are unofficial until approved at next Board meeting)
Meeting Minutes**



President Bill Burzynski called the meeting to order at: 7:36pm.

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

Homeowners Present: None

Approval of Meeting Minutes: There were no minutes read and none were approved.

Landscape Report: Fred Hauth, Vice President and Chairman of the Landscape Committee presented the landscaping report for the month of February 2013. Fred has replaced 4 more broken light bulbs along Toby's Trail. Fred has also replaced the monument light on Skyline and Hillside. Thanks for fixing the bulbs Fred.

More mulch is needed on Coastline as there are many bare spots and weeds are growing in our newly planted area.

Financial Report: David Hall, CFO presented the financial report for the period ending January 31, 2013. As of that date our total assets were \$91,947.08 with reserves accounting for \$95,759.29 of this total. Total income for the month was \$12,262.01 with operating expenses totaling \$11,959.82 leaving a net loss for the month of \$33.14 after adjustments and reserves. Note that the requirement to do slope enhancements during the planting season required our spending in October and November the entire slope enhancement budget for this FY (1 July 2012 – 30 June 2013). This required transferring \$14,000 from reserves into the operating account: those funds will be transferred back to reserves during the remainder of the FY as they are collected from HOA dues. Some of the expended funds (\$6,000) were deposited into reserves over the last two fiscal years specifically to be spent on slope enhancement this FY: those funds will not be transferred back into reserves.

The Aging Report from Lindsay showed five homeowners with outstanding late fees (up to \$20.00), and one homeowner with HOA dues outstanding for more than 60 days (lot 92 for \$190.50 including late fees). The board will contact that homeowner regarding bringing their account up to date, and we will assess the status of outstanding late fees on a case-by-case basis. Also as a reminder, the current HOA dues are \$87.50 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.

Architectural Report: Julie Thomas Member at Large and Chairperson for the Architectural Committee reported there were no new architectural submissions this month.

Old Business: John will follow up with the various HOA infractions. There are new homes on the list and existing homes that have ignored our requests. The following homes are in violation of one or more of the CC&R's:

1. Lot 5 – Multiple families living in one house
2. Lot 24 – Front and back yard landscaping maintenance
3. Lot 63 – Front yard landscaping maintenance
4. Lot 72 – Trash cans stored in front yard
5. Lot 78 – Front yard Landscape maintenance
6. Lot 95 – Front yard maintenance and paint
7. Lot 115 – Neglected car parked on driveway

The board would like to thank all the homeowners that have promptly take care of their infractions without further notice. Lot 111 has applied a fresh coat of paint and Lot 95 has promptly removed the trailer from their driveway. The board will be sending out thank you letters to these homeowners.

New Business: There is no new business at this time.

Next Meeting: The next board meeting is scheduled for March 28th, 2013, 6:30pm at the Harding Community Center. We will also hold another Landscape committee meeting at the same time.

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 8:38 pm.

Respectfully submitted,
John A. Darroch, Secretary

**SUNSET PLACE ASSOCIATION OF CARLSBAD
BOARD OF DIRECTORS MEETING**

March 28, 2013

(Minutes are unofficial until approved at next Board meeting)

Meeting Minutes



President Bill Burzynski called the meeting to order at: 6:35pm.

Board Members

Present:

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

Homeowners

Present:

Johnette & Fred Stickel, Anny & Ron Wright, Richard Duffy, Shirley Metzger Greg Vasiliff, Dennis Schultze, Jack Hill, Sandra Keirns, John O'Brien and Carol Landon.

Approval of Meeting Minutes: There were no minutes read and none were approved.

Landscape Report: Bill presented the State of Association presentation. He called attention to the rising prices of water and the usage that is now up due to the under-watering done over the past few years. There are also many homeowners that are in violation of the CC&R's in regards to parked cars, landscape maintenance and trash can placement. The board has also noticed a rise in disputes among neighbors that involve the board to mediate. He pointed out that our landscaping is now old and deteriorated in combination of the plant types that are hard to maintain in the first place. The landscape contract is up for renewal and the board is looking for bids from other companies to see if we need to replace Western Gardens.

Shirley Metzger presented the Landscape committee findings to date. Shirley said she needed to resign as chair of the Landscape Committee and that the committee had voted on electing Dennis Schultze as her replacement, effective immediately. The committee has done their homework and found nurseries willing to work with the HOA. They have obtained quotes for flats of Lampranthus and Rosea for replanting the bare areas on the various banks. So far Western Garden is the only landscape company to submit a bid for planting the new plants. This bid was for \$9300 for cleaning up the banks and replanting them. The committee also presented a well laid out maintenance schedule that if followed will thoroughly maintain the entire property in 5 weeks.

Dave made a motion to accept the recommendation of the committee and work with them to get the work done. Fred 2nd the motion. Vote: 4-0 in favor of the motion. The board will meet with WGL and determine which slopes need the most work and which are priority.

Financial Report: David Hall, CFO presented the financial report for the period ending February 28, 2013. As of that date our total assets were \$95,166.40 with reserves accounting for \$88,194.74 of this total. Total income for the month was \$12,220.55 with operating expenses totaling \$5,810.12 leaving a net profit for the month of \$6,409.90 after adjustments and reserves. It was determined upon review that some expenses that had been paid out of operating funds should have come from reserves: one for lighting repairs/replacements (\$500), and others for irrigation repairs/replacements (\$1,503.41). Those expenses were moved from the operating account to the reserve account in February. There were no unusual or unplanned operating expenses this month.

Note that the requirement to do slope enhancements during the planting season required our spending in October and November the entire slope enhancement budget for this FY (1 July 2012 – 30 June 2013). These expenses required borrowing funds from reserve accounts and transferring them into the operating account: those funds will be moved back to reserves during the remainder of the FY as they are collected from HOA dues. Some of the expended funds (\$5,895.00) were deposited into reserves over the last two fiscal years specifically to be spent on slope enhancement this FY: a journal entry was made in February to allocate that amount back to operating funds making the total amount currently borrowed from reserves \$6,101.59.

The Aging Report from Lindsay showed one homeowner with a significant outstanding amount over 120 days (lot 92 for \$208.00 including late fees). In addition a number of homeowners still show outstanding late fees (lots 26, 36, 108, 122 and 139). The board will contact those homeowners regarding bringing their accounts up to date, and we will assess the status of outstanding late fees on a case-by-case basis. Also as a reminder, the current HOA dues are \$87.50 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.

Architectural Report: Julie Thomas Member at Large and Chairperson for the Architectural Committee reported there were no new architectural submissions this month.

Old Business: John will follow up with the various HOA infractions. There are new homes on the list and existing homes that have ignored our requests. The following homes are in violation of one or more of the CC&R's:

1. Lot 5 – Multiple families living in one house
2. Lot 24 – Front and back yard landscaping maintenance
3. Lot 63 – Front yard landscaping maintenance
4. Lot 72 – Trash cans stored in front yard
5. Lot 78 – Front yard Landscape maintenance

The board would like to thank all the homeowners that have promptly take care of their infractions without further notice. Lot 111 has applied a fresh coat of paint and Lot 95 has promptly removed the trailer from their driveway. The board will be sending out thank you letters to these homeowners.

New Business: The budget was discussed for the upcoming fiscal year. It was noted that we need to raise the budget for landscaping contracts and water. In order to cover these expenses that are on the rise this year the board will have no option but to raise due this year by 20%. Dave made a motion to raise the dues to \$105/month. Julie 2nd the motion. Vote: 4-0 in favor of the motion.

Next Meeting: The next board meeting is scheduled for April 25th, 2013, 6:30pm at the Harding Community Center. We will also hold another Landscape committee meeting at the same time.

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

The meeting was adjourned at 9:05pm.

Respectfully submitted,
John A. Darroch, Secretary

**SUNSET PLACE ASSOCIATION OF CARLSBAD
BOARD OF DIRECTORS MEETING
April 25, 2013
(Minutes are unofficial until approved at next Board meeting)
Meeting Minutes**



President Bill Burzynski called the meeting to order at: 6:30pm.

Board Members William Burzynski, President

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

Homeowners

Present: Fred Stickel, Ron Wright, Rudy & Shirley Metzger, Dennis Schultze, Jack Hill, Jeff & Sandra Keirns, Diane & John O'Brien and Carol Landon.

Approval of Meeting Minutes: There were no minutes read and none were approved.

Landscape Report: Dennis Schultz presented the findings of the Landscape Committee. The Committee has identified many dead, dying or neglected areas around the Capri property. It seems we have spent over \$47,000 in the past few years on replacing vegetation only to have our landscaper has neglected and let deteriorate. The Committee would like a person to validate all the future work to be done, so the board can be assured we are getting the work we are paying for. We should be defining a process, how much plant material should be removed and replaced, submit a plan to review and bid. Then make our decision based on a minimum of 3 bids from various landscapers.

President, Bill Burzynski presented the boards plan for zone 2 of the Coastline project. The committee would like to replace some of the new plant materials presented by Bill with Lampranthus. After discussing many options it was agreed that only the few changes to remove old Lampranthus and Disneyland will all be replaced with Lampranthus. The board will prepare a proposal for plant materials to spell out the scope of the work. This will be presented to the Landscape Committee for their approval before being submitted to at least 3 landscape companies for bid.

The board then discussed the renewal of the Landscape Maintenance contract. Many members have expressed their displeasure with the current landscaper's performance and have asked the board to consider other companies. The board has begun the investigation process to replace our current landscape contractor. Once the board has obtained 3-4 quotes for the maintenance they will present their findings to the Landscape Committee for their vote. The board will then consider the Landscape Committee's comments and vote before making a final decision.

Financial Report: Due to time constraints placed on the board by the landscape committee meeting running over, we were not able to discuss the financial report for March, 2013.

Architectural Report: Julie Thomas Member at Large and Chairperson for the Architectural Committee reported there was one submission to the Architectural Committee this month. The homeowners in lot #83 would like to renew their front and back yard landscaping with a completely new look. This will consist of new drought tolerant plants and DG pathways. The only vertical addition will be a patio cover off the back of the house. This will be wood construction and painted to match the house. Julie made a motion to accept the plans as submitted. Dave seconded the motion. Vote: 4-0 in favor of the motion.

Old Business: John will follow up with the various HOA infractions. There are new homes on the list and existing homes that continue to ignore our requests. The following homes are in violation of one or more of the CC&R's:

1. Lot 5 – Multiple families living in one house
2. Lot 24 – Front and back yard landscaping maintenance
3. Lot 63 – Front yard landscaping maintenance
4. Lot 72 – Trash cans stored in front yard
5. Lot 78 – Front yard Landscape maintenance

New Business: The budget was discussed for the upcoming fiscal year. It was noted that we need to raise the budget for our increased funding of the reserve account as recommended by our Finance Committee Chair, Richard Duffy, increases in our landscaping contract and the rising cost of water. In order to cover these expenses that are on the rise this year the board will have no option but to raise dues this year by 20%. This will make the new monthly dues \$105/month. Dave made a motion to accept the budget as presented. Julie 2nd the motion. Vote: 4-0 in favor of the motion.

Next Meeting: The next board meeting is scheduled for May 30th, 2013, 6:30pm at the Harding Community Center. We will also hold another Landscape committee meeting at the same time.

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

The meeting was adjourned at 9:05pm.

Respectfully submitted,
John A. Darroch, Secretary

**SUNSET PLACE ASSOCIATION OF
CARLSBAD**

BOARD OF DIRECTORS MEETING

May 30, 2013

(Minutes are unofficial until approved at next Board meeting)

Meeting Minutes



Vice President Fred Hauth called the meeting to order at: 7:07pm.

Board Members David Hall, CFO
Present: Fred Hauth, Vice President
Julie Thomas, Member at Large
John A. Darroch, Secretary

Homeowners
Present: Fred and Johnette Stickel, Ron and Anny Wright, Richard Duffey, Phil and Maggie Grice, Omar Lopez, Bruce and Caren Wolfe, Dennis Schultze, Jack Hill, Jeff & Sandra Keirns, Diane and Brian Hankinson, John O'Brien and Bob Kosse.

Approval of Meeting Minutes: John read the minutes from the April 25, 2013 board meeting. Dave made a motion to accept the minutes as read. John 2nd the motion. Vote: 4-0 in favor of the motion.

Financial Report: David Hall, CFO presented the financial report for the period ending April 30, 2013. As of that date our total assets were \$92,192.28 with reserves accounting for \$87,764.59 of this total. Total income for the month was \$12,240.59 with operating expenses totaling \$12,138.44 leaving a net profit for the month of \$102.15 after adjustments and reserves. There were no unusual or unplanned operating expenses this month.

The Aging Report from Lindsay showed one homeowner still with a significant outstanding amount (lot 92 for \$243.00 including late fees). In addition a number of homeowners still show outstanding late fees (lots 26, 36, 108, 122 and 139). The board will contact those homeowners regarding bringing their accounts up to date, and we will assess the status of outstanding late fees on a case-by-case basis. Also as a reminder, the current HOA dues are \$87.50 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 informed the board that he has replaced more broken and burned out lights along Toby's trail. He has also repaired some fencing that was broken and miscellaneous sprinklers that have been broken or stopped working.

The landscape committee has decided to start by planting up to 700 mixed flats of Lampranthus and Rosea. The board is relying on Greg's discretion to plant the flats appropriately. The plantings will start on Coastline and then where ever there are bald spots they will be filled, until all flats have been planted. Greg will be providing a quote for the labor and plants. Once the board has this quote we will vote on the approval of funds.

Architectural Report: Julie Thomas Member at Large and Chairperson for the Architectural Committee reported there was one submission to the Architectural Committee this month. The homeowners in lot #21 would like to replace some existing windows and add one additional one. The board see's no problems with the proposed changes as long as the homeowner has applied for any necessary permits. Dave made a motion to accept the plans as submitted. Fred seconded the motion. Vote: 4-0 in favor of the motion.

Old Business: John has not had time in the past month to follow up with the various HOA infractions. There are new homes on the list and existing homes that continue to ignore our requests. The following homes are in violation of one or more of the CC&R's:

1. Lot 5 – Multiple families living in one house
2. Lot 24 – Front and back yard landscaping maintenance
3. Lot 63 – Front yard landscaping maintenance
4. Lot 72 – Trash cans stored in front yard
5. Lot 78 – Front yard Landscape maintenance

John will be following up with this homeowners in addition to sending our courtesy notices for the new violations. The board requests that all homeowners look at their properties to make sure they meet the requirements of the HOA. If they don't,

please repair what doesn't meet the requirements so the resources of the board can be spent on enhancing the area and not policing it. Trash cans are becoming an epidemic. As a reminder all trash cans must be stored in your back or side yards so that they are not visible from the street. This violation is punishable with a \$100 fine per violation. Please make sure you are storing your trash cans out of sight from the street.

The board has just finished obtaining additional landscape contracts for the maintenance of our HOA property. The board will review these quotes and present their findings to the landscape committee for their input. Once the input of the landscape committee has been received the board will make a final decision whether to retain Western Gardens or try a new landscape company.

Ron Wright read Article IV from our CC&R's to try and explain that the board did not have the right to raise the dues more than 10%. It is the opinion of the board that Ron is incorrect. The board has the right to raise dues up to 20% without a vote as long as the money is used in landscaping or in an emergency. The board believes they are within their rights to raise dues as we are using the additional funds for landscaping and repayment of the reserve account, which is clearly within the scope of our jurisdiction. Bob Kosse will research the point and report back to the board with his findings. In the meantime the new HOA assessment will take effect on July 1, 2013.

New Business: Last month our current board President, Bill Burzynski had to resign his position. The board received a few nominations for Richard Duffey to join the board for the rest of this calendar year. Richard has graciously accepted the role. John made a motion to accept Richard Duffey's nomination to the board. Dave seconded the motion. Vote: 4-0 in favor of the motion.

The board further discussed the position for Richard and it was decided that he will serve as interim president for the remainder of the 2013 calendar year. Dave made a motion to nominate Richard as our interim president for 2013. Julie seconded the motion. Vote: 4-0 in favor of the motion. Thank you Richard, we appreciate you stepping up to help us out.

Fred Stickel brought up a good point about adding a line item to our current budget for the appropriation of funds between the operating accounts and our reserve account. At this point we have borrowed roughly \$6,000 from reserves that needs to be replaced before the end of the fiscal year. We are now talking about doing this again in order to do some summer plantings. The board will consider changing the budget to reflect these items in the future.

Next Meeting: The next board meeting is scheduled for June 27th, 2013 at 7pm. The place is yet to be determined. Please check the website for updates on the location.

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 8:00pm.

Respectfully submitted,
John A. Darroch, Secretary

SUNSET PLACE ASSOCIATION OF CARLSBAD
BOARD OF DIRECTORS MEETING
June 27, 2013
(Minutes are unofficial until approved at next Board meeting)
Meeting Minutes



President Richard Duffey called the meeting to order at: 6:34pm.

Board Members

Present: Fred Hauth, Vice President
Richard Duffey, President
John A. Darroch, Secretary

Homeowners

Present: Maggie Grice, Maura Korbin, Omar Lopez, Dennis Schultze, Jack Hill, Diane Hankinson, Don Winslow and John O'Brien.

Approval of Meeting Minutes: John read the minutes from the May 30, 2013 board meeting. John made a motion to accept the minutes with two minor corrections noted. Fred 2nd the motion. Vote: 3-0 in favor of the motion.

Financial Report: Richard Duffey, President presented the financial report for the period ending May 31, 2013. As of that date our total assets were \$90,109.87 with reserves accounting for \$88,098.50 of this total. Total income for the month was \$12,220.60 with operating expenses totaling \$13,153.01 leaving a net operating loss for the month of \$932.41 after adjustments and reserves. The operating fund currently owes the reserves \$6,101.59. Total operating expenses for the fiscal year through May 31, 2013 are over budget by \$24,583.49. The major expense items that are over budget are landscape extras and slope enhancement in the amount of \$13,224.96 and water in the amount of \$10,050.51.

The Lindsay Management's contract for professional services has increased by \$70 per month, which necessitated that we shift some funds from Landscape Extras to Management Services to cover this additional expense. The revised budget was presented at the meeting. A line item was added, "**Repayment to Reserves**" in the amount of \$6,000. Landscape Extras was reduced to cover this repayment to the reserves. John made a motion that we accept the revised budget with changes as noted. Fred seconded the motion. Vote 3-0 in favor of the motion.

Landscape Report: Fred Hauth, Vice President and Chairman of the Landscape committee informed the board that he has found 20 broken lights along Toby's trail this month. The scope of the damage this time is beyond what Fred can repair himself so we have started obtaining bids from Electricians to repair the broken lights. The one bid he has so far is for \$7,900. Dave looked into what our insurance will cover. He reports that we have a \$1,000 deductible with a \$3,000 limit for repairs. Fred will obtain two other bids for comparison. Fred also mentioned that we should think about removing the lights from Toby's trail completely. This raises questions of liability in the dark and if this would invite more problems at the park. The board will consult with our attorney and insurance company for some guidance regarding the liability of turning the lights off.

Fred reports that Western Gardens has started planting the Rosea and Lampranthus on Coastline as scheduled. They will continue onto Horizon as the board approves additional labor funding for the planting.

The homeowner in Lot 77 reported that she has noticed a number of bush clippings that have been thrown over the bank on the other side of Toby's trail. In doing more investigating she noticed it was not just in her yard, but also others along Toby's trail. It appears that our landscaper is trimming our bushes and throwing the cuttings down the hill rather than carrying them out and disposing of them properly. Fred will bring this up with Greg of Western Gardens and make sure it doesn't happen anymore.

The homeowner in Lot 77 also reports that they have seen a number of people using the banks along Toby's trail to stand and watch fireworks during the July 4th holiday each year. This homeowner has pointed out that there are snakes and Coyotes that live in this wilderness area and it is not safe to cross the white fence. The board would like to remind all residence that the slopes on the other side of the white fence along Toby's trail are private property and you are trespassing if you climb over the fence. Please make sure all residence remain on the trail and do not climb over the fence.

Architectural Report: Fred Hauth, Vice President reported there was one new submission to the Architectural Committee this month. The homeowners in lot #50 would like to install an above ground Jacuzzi Spa. The board see's no problems with the proposed addition as long as the homeowner has applied for any necessary permits and follows the city codes for installation. Fred made a motion to accept the plans as submitted. John seconded the motion. Vote: 3-0 in favor of the motion.

Old Business: John has received a number of responses from homeowners sent violation notices last month. Most of these violations are minor and have been fixed. The board would like to thank those homeowners who have corrected the violations. There are homes that continue to ignore our requests. The following homes are in violation of one or more of the CC&R's:

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| 1. Lot 4 – Article IX item 6 | 12. Lot 69 - Article IX item 6 |
| 2. Lot 1 - Article IX item 6 | 13. Lot 64 - Article IX item 6 |
| 3. Lot 13 - Article IX item 6 | 14. Lot 135 – Article XII |
| 4. Lot 10 - Article IX item 6 | 15. Lot 132 - Article IX item 6 |
| 5. Lot 6 - Article IX item 6 | 16. Lot 116 - Article IX item 6 |
| 6. Lot 62 - Article IX item 6 | 17. Lot 106 - Article IX item 6 |
| 7. Lot 100 - Article IX item 6 | 18. Lot 109 - Article IX item 6 |
| 8. Lot 96 - Article IX item 6 | 19. Lot 117 - Article IX item 6 |
| 9. Lot 92 - Article IX item 6 | 20. Lot 122 - Article IX item 6 |
| 10. Lot 88 - Article IX item 6 and Article XII | 21. Lot 42 - Article IX item 6 |
| 11. Lot 71 - Article IX item 6 | 22. Lot 24 – Article IX item 6 and Article XII |

John will be following up with these homeowners in addition to sending our courtesy notices for the new violations.

Lot 24 has contacted the board again asking for an extension of time required to bring their house up to the requirements of our CC&R's. The board has discussed the situation and has decided that the homeowner has until September 1, 2013 to complete all repairs to their house and yard or the fine process will begin for each violation each month until the violations have been corrected. John will inform the homeowner of these new stipulations.

New Business: No new business at this time.

Next Meeting: The next board meeting is scheduled for July 31th, 2013 at 7pm at the Darroch residence.

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 7:24pm.

Respectfully submitted,
John A. Darroch, Secretary

SUNSET PLACE ASSOCIATION OF CARLSBAD
BOARD OF DIRECTORS MEETING
July 31, 2013
(Minutes are unofficial until approved at next Board meeting)
Meeting Minutes



President Richard Duffey called the meeting to order at: 7:04pm.

Board Members Julie Thomas, Member at Large
Present: Fred Hauth, Vice President
Richard Duffey, President
John A. Darroch, Secretary
David Hall, CFO

Homeowners
Present: None

Approval of Meeting Minutes: Fred made a motion to accept the minutes as presented. Dave 2nd 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, 2013. As of that date our total assets were \$92,646.72 with reserves accounting for \$88,438.88 of this total. Total income for the month was \$12,287.07 with operating expenses totaling \$14,312.72 leaving a net loss for the month of \$2,366.03 after adjustments and reserves. There were no unusual or unplanned operating expenses this month. In June we paid for our new reserve study conducted by Sonnenberg & Company (required every three years), which was an expense of \$1000.00 (as budgeted). Printing and mailing expenses were higher than usual in June (\$1,418.28) due to sending out new payment books to those homeowners who have not yet set up automatic payments, and to several required letters and announcements regarding the budget for FY13-14.

Our Fiscal Year ended on June 30th; our expenses for the year were approximately \$26,650 over budget, primarily due to two items: our water bills were \$11,440 over budget for the year, and we invested approximately \$10,250 over budget in our slope enhancement project. The latter item was in part due to spending ~\$6,000 carried over from the slope enhancement budget that was unspent in the previous Fiscal Year. The rest of the overage was due to a variety of factors, including irrigation repairs, common area repairs, and extra tree trimming not planned in the original budget. The increased dues for the new Fiscal Year are anticipated to be adequate to cover the increased water expenses and continuation of modest slope enhancements in the coming year.

It was noted that Lindsay has charged us \$1400 for mailing the new coupon books to those homeowners not on the Automatic Payment plan. If we could get all homeowners to sign up for the Auto pay plan then it would save the association this additional cost each time the dues change. Auto Pay will also help to keep away any late fees that can occur due to forgetting to mail your payment on time, something to consider.

The Aging Report from Lindsay showed no homeowners with significant dues amounts outstanding over 60 days. A number of homeowners still show outstanding late fees (lots 26, 31, 36, 92, 108, 113, 122 and 140). The board will continue to contact those homeowners regarding these late fees. Also as a reminder, the HOA dues are increasing starting with the July payment to \$105.00 per month, primarily due to water rate increases.

(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.)

Richard Duffey needs to be added to the signature card at US Bank as our new President. Richard obtained a form from Lindsay to facilitate Lindsay making the changes to our account rather than two members needing to go to the bank physically. Richard will submit the form to Lindsay this week.

Landscape Report: Fred brought up the issue with the lights on Toby's trail. We have obtained three bids, one for \$7900 being the highest and the lowest of \$3454.70. The board has considered taking out the lights on the trail as they are constantly being vandalized and needing repair. The board has consulted with our insurance company and spoken with Mr. Bob Kosse. Both have brought up the point of increased accident liability. At this time the board has decided to go ahead and fix the lights using the lower bid of \$3454.70 from AC Electric in Poway. The work will be completed in the next month and an insurance claim will be filed so that the insurance will pay for \$2,000 of the repairs. This will mean that the HOA will have to pay the balance of \$1454.70. Dave made a motion to repair the lights using AC Electric for \$3454.70. Fred seconded the motion. Vote: 4-0 in favor of the motion.

Fred mentioned it is tree trimming time again. Fred will be contacting 3 companies and obtaining quotes for the services to be performed in September. It is time to do all the trees this year. Dave made a motion to accept Fred's decision as to which company to use for trimming the trees, provided the amount is within the budget and he has obtained three quotes. Julie seconded the motion. Vote: 4-0 in favor of the motion.

Our landscape company has contracted to have the weeds sprayed. This will be followed by the workers pulling as many of the weeds as possible. Once this has been completed the workers will be used as time allows to plant the bare areas as instructed by Greg with Lampranthus as approved by the board.

Architectural Report: Julie Thomas, Chairperson for the Architectural Committee reports that there was one submission for Architectural approval in July. The homeowners in lot #101 would like to add some solar panels to their Southeast facing roof and replace a window on the northwest side of their home with a slightly smaller window in order to better accommodate the new kitchen they are installing. Julie made a motion to accept the plans for the solar installation as submitted. Dave seconded the motion. Vote: 4-0 in favor of the motion.

The board decided to have Julie clarify the installation of the window and to make sure that the stucco would be replaced to match the existing stucco and painted to match the house. Once this additional information has been obtained then the board will approve the window installation.

Old Business: John has received a number of responses from homeowners sent violation notices last month. Most of these violations are minor and have been fixed. The board would like to thank those homeowners who have corrected the violations. However, there are homes that continue to ignore our requests and others that have new violations. The following homes are in violation of one or more of the CC&R's:

- | | |
|-------------------------------|---|
| 1. Lot 1 - Article IX item 6 | 6. Lot 136 - Article XII |
| 2. Lot 63 - Article XII | 7. Lot 72 – Article IX item 6 – 2 nd notice |
| 3. Lot 96 - Article XII | 8. Lot 116 - Article IX item 6 – 2 nd notice |
| 4. Lot 92 - Article IX item 6 | 9. Lot 24 – Article XII – 2 nd notice |
| 5. Lot 88 - Article XII | |

John will be following up with these homeowners in addition to sending out courtesy notices for the new violations.

The Board has reviewed the new management contract from Lindsay and has decided to keep them on for the minimum required. This will still result in a \$70 increase in our monthly assessment. The new contract cost will be \$630/month. Fred made a motion to accept the revised contract from Lindsay as presented to the Board. Dave seconded the motion. Vote: 4-0 in favor of the motion.

New Business: The Board discussed using one email address for correspondence with each other and the homeowners. The new email contact for the board will be info@caprihoa.org. John will help the other board members set up their email accounts with the new email address. This will streamline things and help to facilitate a faster response time to issues in our community.

It has been reported by one resident that there could be a possible multi-tenant issue with the home on lot 5. The Board has looked into the matter and has not seen any evidence of non-compliance as reported. The Board will continue to monitor this issue and have instructed the concerned homeowner to provide the board with evidence of the situation. If such evidence is produced the board will follow up accordingly.

Next Meeting: The next Board meeting is scheduled for August 29, 2013 at 7pm at the Duffey residence, 4446 Horizon Dr.

The meeting was adjourned at 8:56pm.

Respectfully submitted,
John A. Darroch, Secretary

SUNSET PLACE ASSOCIATION OF CARLSBAD
BOARD OF DIRECTORS MEETING
August 29, 2013
(Minutes are unofficial until approved at next Board meeting)
Meeting Minutes



President Richard Duffey called the meeting to order at: 7:00pm.

Board Members Present: Julie Thomas, Member at Large - arrived at 7:30pm
Fred Hauth, Vice President
Richard Duffey, President
John A. Darroch, Secretary
David Hall, CFO

Homeowners Present: John O'brien, Archie Thornton, Joe Bartlet

Approval of Meeting Minutes: John read the minutes from the July 31, 2013 board meeting. Fred made a motion to accept the minutes with minor changes as noted. Dave 2nd the motion. Vote: 4-0 in favor of the motion.

Financial Report: David Hall, CFO presented the financial report for the period ending July 31, 2013. As of that date our total assets were \$100,112.63 with reserves accounting for \$89,591.28 of this total (note that the financials from Lindsay are in error due to a \$5,500 deposit error in reserves – these should be the correct amounts). Total income for the month was \$14,682.18 with operating expenses totaling \$12,611.27 leaving a net profit for the month of \$1,737.58 after adjustments and reserves. There were no unusual or unplanned operating expenses this month.

The Aging Report from Lindsay showed one homeowner with dues outstanding over 60 days (lot 35). A number of homeowners still show outstanding late fees (lots 26, 31, 36, 108, 113, 122 and 140). The board will continue to contact those homeowners regarding these late fees and to bring all dues up to date. Also as a reminder, the HOA dues increased starting with the July payment to \$105.00 per month, primarily due to water rate increases.

(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.)

Dave discovered that Lindsay had incorrectly coded some of the maintenance invoices to the wrong accounts. The Board has now decided that Dave and Fred will write the correct accounting code on the invoices before they are submitted to Lindsay. This should help prevent them from coding invoices to the wrong accounts and help us to more accurately track the expenses to the appropriate account.

Landscape Report: Fred reports that all the lights on Toby's trail have been repaired. This includes the two additional lights broken after the first major problem. All 22 lights have now been repaired. The insurance company has reimbursed the HOA for \$2454.70, so the Board will only have to pay the \$1,000 deductible. Fred mentioned that there is an additional charge of \$286 to cover the other two lights repaired. Fred will approach the insurance company about paying for this in addition to the other lights already paid for.

The tree trimming has started. Fred has shopped around and found 3 bids ranging from as much as \$16,000 to \$5500. Fred has contacted with Zuniga Tree Service again this year. They have already started trimming the 112 Queen Palms, 56 Carrotwood, 7 Oak and 3 Ash trees.

Richard is concerned by the additional increase in the July water bill. The water bill for July is \$9500. Greg has mentioned that this will be reduced over the next few months, but Richard believes this warrants closer monitoring by the association. The Board will monitor the water bills over the next few months and discuss any additional needs at a future date.

Architectural Report: Julie Thomas, Chairperson for the Architectural Committee reports that there was one submission for Architectural approval in August. The homeowners in lot #50 would like to add a new fire pit and hardscape in their backyard. The homeowner presented the board with some professionally prepared plans for their backyard renovation. The Board agrees their plans are nice and conform to all Architectural guidelines. Fred made a motion to accept the plans for the backyard landscape as submitted. Dave seconded the motion. Vote: 5-0 in favor of the motion.

Old Business: There are homes that continue to ignore our requests and others that have new violations. The following homes are in violation of one or more of the CC&R's:

- | | |
|---|--|
| 1. Lot 1 - Article IX item 6 – 2 nd notice | 3. Lot 96 - Article XII – 2 nd notice |
| 2. Lot 63 - Article XII – 2 nd notice | 4. Lot 97 – Article XII |

5. Lot 92 - Article IX item 6 – 2nd notice
6. Lot 88 - Article XII – 2nd notice
7. Lot 136 - Article XII – 2nd notice
8. Lot 72 – Article IX item 6 – 2nd notice
9. Lot 116 - Article IX item 6 – 2nd notice
10. Lot 24 – Article XII – 2nd notice

11. Lot 65 – Article IX item 6
12. Lot 56 – Article IX item 6
13. Lot 39 – Article IX item 6
14. Lot 36 – Article IX item 6

John will be following up with these homeowners in addition to sending out courtesy notices for the new violations.

New Business: The homeowners on Sunburst are going to form a committee to look into the possibility of making changes to the CC&R's to make it so that trees and bushes planted on hillsides cannot be done so above the 24' height rule as measured from the pad.

There was a discussion of the 24' height rule as per the CC&R's and the existing Architectural Guidelines interpretation of that rule. The board will consult with the Associations legal counsel to obtain a legal opinion. Richard will contact the Association's Attorney, Feist, Vetter, Knauf & Loy and report back to the board at the next meeting.

Fred mentioned that installing cameras along Toby's trail might be a way to curtail the vandalism that is taking place at night. So far this year the board has spent well over \$4,000 fixing and repairing damage to the fence and lights along Toby's trail. Installing cameras at designated points might be a way to deter criminals from committing crimes in our neighborhood and also aid in identifying those culprits so they can be properly prosecuted by the police. The Board will look into the cost of installation and maintenance of cameras.

The Landscape committee has brought to the Boards attention that the new trees on Coastline are looking like they are dying. Greg went out to check these out and reports that due to underground water these trees are being over watered. Greg has suggested installing French drains near the root systems of these trees to drain away the additional water. The total cost for all 7 trees is \$450. John motioned to accept the quotation as submitted by Western Gardens to add the drains for a total cost of \$450. Dave seconded the motion. Vote: 5-0 in favor of the motion.

A homeowner has brought to the Boards attention that there are a number of wire fences. Wire is not an approved fence material and is not allowed. The Board will make a list of the violating homeowners and follow up with Courtesy Notices for the removal of the fences.

Next Meeting: The next board meeting is scheduled for September 24, 2013 at 7pm at the Thomas residence, 4751 Sunburst Rd.

The meeting was adjourned at 8:53pm.

Respectfully submitted,
John A. Darroch, Secretary

SUNSET PLACE ASSOCIATION OF CARLSBAD
BOARD OF DIRECTORS MEETING
September 24, 2013
(Minutes are unofficial until approved at next Board meeting)
Meeting Minutes



President Richard Duffey called the meeting to order at: 7:02pm.

Board Members Julie Thomas, Member at Large
Present: Fred Hauth, Vice President
Richard Duffey, President
John A. Darroch, Secretary
David Hall, CFO

Homeowners
Present: Anna McBryer, Dennis Schultze, Micheaux Hall

Approval of Meeting Minutes: John read the minutes from the August 29, 2013 board meeting. Fred made a motion to accept the minutes with minor changes as noted. Dave 2nd the motion. Vote: 5-0 in favor of the motion.

Financial Report: David Hall, CFO presented the financial report for the period ending August 31, 2013. As of that date our total assets were shown on Lindsay's balance sheet (received this afternoon) as \$95,696.12 with reserves accounting for \$89,926.79 of this total. The assets shown by Lindsay appear to be in error both due to an incorrect journal entry for the insurance payment we received in August for vandalism damage to the lights on Toby's trail, and to what appears to be an incorrect journal entry to correct the \$5,500 deposit error in reserves made last month. Lindsay has been contacted about both of those issues; in addition, there has been some confusion at Lindsay regarding the payments to A.C. Electric for repair of the vandalism, and that is also being corrected. Total income for the month was shown by Lindsay to be \$11,658.40 with operating expenses totaling \$19,889.91 leaving a net loss for the month of \$8,231.51 after adjustments and reserves. However, as noted above, all of those amounts (income, expenses, and net loss) are in error by several thousand dollars and should be corrected by next month's statements, if not before. There were no unusual or unplanned operating expenses this month, aside from the aforementioned vandalism repairs, which were covered by insurance (with a \$1000 deductible).

The Aging Report from Lindsay showed two homeowners with dues outstanding over 60 days (lots 31 and 35). A number of other homeowners still show outstanding balances of varying small amounts over 60 days (lots 26, 35, 36, 108, 113, 119, 122 and 140). The board will continue to contact those homeowners regarding their accounts. Also as a reminder, the HOA dues increased starting with the July payment to \$105.00 per month, primarily due to water rate increases.

(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.)

Dave has received the quotation from Sonnenberg & Company to prepare our financial review for this fiscal year. The cost has remained the same at \$1300. Fred motioned that we accept the proposal for review for the cost of \$1300. John 2nd the motion. Vote: 5-0 in favor of the motion.

Landscape Report: Fred Hauth presented the Landscape report for the month of September 2013. Fred reports that he has replaced 3 more broken fence caps.

Dennis made the comment that it would be nice if the city would contribute to the repair of the broken lights since it is they who have made us keep the park open to the public. Richard will follow up with the city on this and report back to the board.

Dennis also reported that one of the Strawberry and Crape Myrtle Trees are dead on Coastline. Fred will have Greg look into this and get the trees replaced from Evergreen Nursery.

Dennis mentioned that Greg was supposed to have gone through the association property and replaced all the sprinkler heads as needed to better control the water collection at the bottom of the slopes. It seems that this has never been done to date. The Board will follow up with Greg to make sure that all sprinklers are appropriate for the area they are covering.

The plants on Coastline that were planted as part of Phase 1 are now growing in nicely. So much that they can be trimmed back. It was mentioned to the board that it would be nice to use these clippings in other areas where coverage is needed. The board will contact Greg to see if he will start using these clippings as needed to replant in other areas. This will save us on buying additional plant material and also keep the existing themes going.

Architectural Report: Julie Thomas, Chairperson for the Architectural Committee reports that there are a couple of submissions for Architectural approval in September. The homeowners in lot #65 would like to push back their backyard fence so that it is not visible from their house. The only concern the Board has is that the fence is not going to be relocated on a "Slope" area. The Board will research the Slope areas and report back to the homeowner with their resolution.

The homeowners in Lot #66 would like to remove their existing front yard hard and soft scape and replace them with new concrete and plant materials. The board reviewed the plans presented by the homeowner and seeing no issues with their plans Julie made a motion to accept the plans as presented. Fred 2nd the motion. Vote: 5-0 in favor of the motion.

Old Business: There are homes that continue to ignore our requests and others that have new violations. The following homes are in violation of one or more of the CC&R's:

- | | |
|--|---|
| 1. Lot 1 - Article IX item 6 – 2 nd notice | 9. Lot 116 - Article IX item 6 – 2 nd notice |
| 2. Lot 63 - Article XII – 2 nd notice | 10. Lot 24 – Article XII – 2 nd notice |
| 3. Lot 96 - Article XII – 2 nd notice | 11. Lot 65 – Article IX item 6 |
| 4. Lot 97 – Article XII | 12. Lot 56 – Article IX item 6 |
| 5. Lot 92 - Article IX item 6 – 2 nd notice | 13. Lot 39 – Article IX item 6 |
| 6. Lot 88 - Article XII – 2 nd notice | 14. Lot 36 – Article IX item 6 |
| 7. Lot 136 - Article XII – 2 nd notice | |
| 8. Lot 72 – Article IX item 6 – 2 nd notice | |

John will be following up with these homeowners in addition to sending out courtesy notices for the new violations.

Richard followed up with the Boards legal counsel with regard to the 24' height rule. Richard has not received a response yet, but will report back to the Board at the next meeting.

New Business: There is no new business at this time.

Next Meeting: The next board meeting is scheduled for October 29, 2013 at 7pm at the Hauth residence, 4640 Sunburst Rd.

The meeting was adjourned at 8:24pm.

Respectfully submitted,
John A. Darroch, Secretary

SUNSET PLACE ASSOCIATION OF CARLSBAD
BOARD OF DIRECTORS MEETING
October 29, 2013
(Minutes are unofficial until approved at next Board meeting)
Meeting Minutes



President Richard Duffey called the meeting to order at: 7:11pm.

Board Members Julie Thomas, Member at Large (Came Late)
Present: Fred Hauth, Vice President
Richard Duffey, President
John A. Darroch, Secretary
David Hall, CFO

Homeowners
Present: Anna McBryer, Dennis Schultze, Micheaux Hall, Carol Landon, Fred Stickel

Approval of Meeting Minutes: John read the minutes from the September 24, 2013 board meeting. Dave made a motion to accept the minutes with minor changes as noted. Fred 2nd the motion. Vote: 5-0 in favor of the motion.

Financial Report: David Hall, CFO presented the financial report for the period ending September 30, 2013. As of that date our total assets were shown on Lindsay's balance sheet as \$84,426.64 with reserves accounting for \$90,317.35 of this total. The assets shown by Lindsay appear to be in error for several potential reasons: a deduction from assets (rather than an increase) for the insurance reimbursement to the association for repair of vandalism damage to the lights on Toby's trail, and what appears to be an incorrect charge to insurance expense for the cost of the repairs above the insurance deductible, to name two. Lindsay has been contacted about both of those issues; the board will follow up with a visit to Lindsay Management to correct our financial statements for August and September. Total income for the month was shown by Lindsay to be \$12,288.03 (after the insurance refund "adjustment") with operating expenses totaling \$22,366.51 (including the erroneous insurance expense), leaving an apparent net loss for the month of \$10,078.48 after adjustments and reserves. However, as noted above, all of those amounts (income, expenses, and net loss) are in error. There were no unusual or unplanned operating expenses this month; we paid for our annual tree trimming service in September (\$5,770) which was significantly cheaper than the budgeted amount (thanks to Fred).

The Aging Report from Lindsay showed two homeowners with dues outstanding over 60 days (lots 31 and 35). A number of other homeowners still show outstanding balances of varying small amounts over 60 days (lots 26, 36, 108, 113, 119, 122 and 140). The board will continue to contact those homeowners regarding their accounts. Also as a reminder, the HOA dues increased starting with the July payment to \$105.00 per month, primarily due to water rate increases.

(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 presented the Landscape report for the month of October 2013. Western Gardens has planted Lampranthus at the bottom of the hillsides. The Lampranthus was supposed to be planted higher on the hillsides and Rosella was intended to be planted at the bottom of the hillsides. This was to match the original planting scheme. Fred will contact Western Gardens and have them remove the Lampranthus from the bottom of the hillsides and replace it with Rosella. The board will also request that all future work orders be submitted in writing to include the location of the plantings. The board will not allow work to continue until it has been approved in writing and the progress can be monitored by the landscape committee.

Fred reports that 3 rattlesnakes have been spotted along Toby's trail. As a reminder we live on the edge of a wildlife preserve and as such we are going to see wild animals from time to time. Remember to always keep a watchful eye for these animals and protect your pets.

Fred also reports he has replaced 3 more broken fence caps damaged from vandalism.

The landscape committee has requested that some operational criteria be added to the management responsibilities. These guidelines will serve to help future landscape committee's in addition to adding structure to the existing arrangement. A draft of these criteria is attached to these minutes for permanent addition to the record.

Architectural Report: The homeowner of Lot #65 would like to extend their backyard fence. Richard Duffey met with the homeowner where their fence would be extended to determine if the fence extension would encroach upon the open space easement. It was determined that the fence would not encroach upon the open space easement. The board has tentatively approved the fence pending submission of architectural plans for the composition of the fence.

The homeowner of Lot #66 would like to paint the exterior of their home using Benjamin Moore Paints. The colors chosen are Woodcliff Lake and Khaki Shade. The colors are to be reviewed by the Architectural committee to see if they are approved Association colors.

Old Business: There are homes that continue to ignore our requests and others that have new violations. The following homes are in violation of one or more of the CC&R's:

- | | |
|--|--|
| 1. Lot 24 – Article XII – 2 nd notice | 11. Lot 109 - Article XII – 1 st notice |
| 2. Lot 31 – Article XII – 1 st notice | 12. Lot 110 – Article XII – 2 nd notice |
| 3. Lot 43 - Article XII – 1 st notice | 13. Lot 111 – Article XII – 2 nd notice |
| 4. Lot 63 - Article XII – 3 rd notice | 14. Lot 117 – Article XII – 1 st notice |
| 5. Lot 72 – Article IX item 6 – 2 nd notice | 15. Lot 126 – Article IX item 6 – 1 st notice |
| 6. Lot 83 – Article IX item 6 – 1 st notice | 16. Lot 131 – Article XII – 1 st notice |
| 7. Lot 90 – Article IX item 6 – 1 st notice | 17. Lot 136 - Article XII – 3 rd notice |
| 8. Lot 92 - Article IX item 6 – 2 nd notice | 18. Lot 139 – Article XII – 1 st notice |
| 9. Lot 100 – Article XII – 1 st notice | |
| 10. Lot 108 – Article XII – 2 nd notice | |

John will be following up with these homeowners in addition to sending out courtesy notices for the new violations.

New Business: Fred Stickel has requested that the minutes be posted as soon as they are prepared rather than waiting until they are approved at the next meeting. The board agreed they will post the meeting minutes as soon as they are prepared in the future.

Fred also requested that the board make an immediate announcement via email and a letter notifying the homeowners of the vacant board positions that need to be filled at the January annual meeting.

There will be a need to replace 4 board members who after serving for many years have decided to step down. Julie Thomas, Fred Hauth, David Hall and John Darroch will all be resigning at the annual meeting. The only member that has agreed to run for another term is Richard Duffey, current President. Therefore it will be necessary for 4 new members in good standing to step up and run for election at the annual meeting. The board would like any interested parties to immediately contact John Darroch, Secretary with your name and Bio.

Next Meeting: The next board meeting is scheduled for December 5, 2013 at 7pm at the Darroch residence, 4325 Skylines Rd.

The meeting was adjourned at 8:55pm.

Respectfully submitted,
John A. Darroch, Secretary

LANDSCAPE COMMITTEE 2014 PROPOSED OPERATIONAL CRITERIA

Mission Statement

In conjunction with the HOA it is requested we pursue landscape restoration to the original concept in effect prior to the slope enhancement Phase I concept.

Objectives

Retain HOA site beautification and maintainability and contain costs .

- All plants chosen are to be suitable for our slope environment.
- Watering is to be turned off during raining days.
- ... - Water conservation be implemented site wide.
- Broken sprinklers to be repaired before the next watering period.

Recommendations

One committee person should be chosen from each street. (9 Streets)

Initiate a monthly audit of Capri Landscaper work w/ HOA responsible person

- to include replanting, trimming, weeding, sprinkler coverage.
- Monthly schedule of areas to be worked should be reflected in the HOA Minutes, Capri Newsletter or via E-Mail.

The Capri Landscape representative is recommended to have the authority to request a stop of any work not being done properly... with agreement by the HOA Board and Contractor. This is a result of site audits with Landscape Contractor and appropriate HOA Board members.

NOTE: Monthly HOA Minutes should be provided. Copies of schedules to Landscape Committee and Street representatives [E-Mail OK].

One or more Landscape members are recommended to participate on all new bidding for work being considered outside of the approved 2013-2014 budget..

It is recommended that all such invoices be reviewed by a Landscape Committee member before payment.

We recommend that any changes made to the contract-- be in writing and approved by Members of the Board with a participation by a Landscape member and the contractor. Extras must be approved by HOA Board and landscape representative.

SUNSET PLACE ASSOCIATION OF CARLSBAD
BOARD OF DIRECTORS MEETING
December 5, 2013
(Minutes are unofficial until approved at next Board meeting)
Meeting Minutes



President Richard Duffey called the meeting to order at: 7:02pm.

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

Homeowners
Present: None

Approval of Meeting Minutes: John emailed the minutes from the October 29, 2013 board meeting to all the board members prior to the meeting. Fred made a motion to accept the minutes as emailed to the board. Julie 2nd the motion. Vote: 4-0 in favor of the motion.

Financial Report: President Richard Duffey presented the financial report for the period ending October 31, 2013, as prepared by David Hall, CFO. As of that date our total assets were \$92,498.13 with reserves accounting for \$90,317.98 of this total. Total income for the month was \$14,786.65 with operating expenses totaling \$5,797.16 (after correction for the erroneous insurance expense shown in September's report), leaving a net profit for the month of \$8,988.86 after adjustments and reserves. There were no unusual or unplanned operating expenses this month. The October payment for the landscaping contract was deferred until November to allow the operating accounts to "catch up" with previous expenditures and avoid borrowing from the reserve account.

The Aging Report from Lindsay showed one homeowner in default with dues outstanding of \$457.00 (lot 31); Lindsay has sent that homeowner a default notice. One other homeowner (lot 35) shows \$80.00 outstanding over 120 days, but paid up for all more recent dues amounts; the board will contact that homeowner regarding that outstanding amount. A number of other homeowners still show outstanding balances of varying small amounts over 60 days (lots 26, 36, 108, 113, 119, 122 and 140). The board will continue to contact those homeowners regarding their accounts. Also as a reminder, the HOA dues increased starting with the July payment to \$105.00 per month, primarily due to water rate increases.

(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 presented the Landscape report for the month of November 2013. Fred said that he has only replaced one light bulb that had burned out on Toby's trail this month. There have been no further reports of vandalism or any other broken items along the trail.

Fred has found an error that Lindsay Management has made in recording the amounts of the water bills for October in our financial statements. Fred found that Lindsay has mixed up two of the November bills in with October, which resulted in them understating the amount of the water bills by \$273.90. Dave has informed Lindsay and they are going to correct this mistake. The water bills themselves are paid automatically so there was no error in payment only in the recording of the payment in our financials.

Western Gardens has agreed to remove the Lampranthus planted at the bottom of the hillsides and replace them with Rosella at their expense. The Lampranthus that is removed will be replanted in other areas of the association so it will not be wasted. Fred will keep an eye out to make sure the plantings are done in a timely manner.

Fred reports that the homeowner in Lot 31 has again allowed their Fichus tree's to invade the association palms on Hillside Dr. Not only are the trees growing over our palms they are also above the 24 foot height rule. In addition the homeowner also insists on storing their yard waste recycling bin on their front porch. The Board will be sending this homeowner another courtesy notice to ask them to fix these violations.

Architectural Report: The homeowner of Lot #48 would like to add solar panels to their roof. The board has reviewed their plans, which show the panels located on a back facing roof line. Fred motioned to accept the plans as submitted. John 2nd the motion. Vote: 4-0 in favor of the motion.

The homeowner in Lot #15 would like to add solar panels to their roof. The board has reviewed their plans, which show the panels located on the 2nd story facing the back and side yards and see no reason not to approve them. Julie made a motion to accept the plans as submitted. Fred 2nd the motion. Vote 4-0 in favor of the motion.

The homeowner in Lot# 72 would like to build a lattice fence in their front yard to hide their trash cans. The board has not and will not approve a lattice fence in the Capri HOA. This is not an approved fence material. The Board will inform the homeowner that the existing fence is in violation and that they cannot add more to it, but must submit proper plans to install an approved fence.

Old Business: There are homes that continue to ignore our requests and others that have new violations. The following homes are in violation of one or more of the CC&R's:

- | | |
|--|--|
| 1. Lot 24 – Article XII – 2 nd notice | 11. Lot 109 - Article XII – 1 st notice |
| 2. Lot 31 – Article XII – 1 st notice | 12. Lot 110 – Article XII – 2 nd notice |
| 3. Lot 43 - Article XII – 1 st notice | 13. Lot 111 – Article XII – 2 nd notice |
| 4. Lot 63 - Article XII – 3 rd notice | 14. Lot 117 – Article XII – 1 st notice |
| 5. Lot 72 – Article IX item 6 – 2 nd notice | 15. Lot 126 – Article IX item 6 – 1 st notice |
| 6. Lot 83 – Article IX item 6 – 1 st notice | 16. Lot 131 – Article XII – 1 st notice |
| 7. Lot 90 – Article IX item 6 – 1 st notice | 17. Lot 136 - Article XII – 3 rd notice |
| 8. Lot 92 - Article IX item 6 – 2 nd notice | 18. Lot 139 – Article XII – 1 st notice |
| 9. Lot 100 – Article XII – 1 st notice | |
| 10. Lot 108 – Article XII – 2 nd notice | |

John will be following up with these homeowners in addition to sending out courtesy notices for the new violations.

New Business: The annual meeting is coming up quickly. The board is proposing to hold the meeting sometime between January 21-23, 2014. Julie Thomas has agreed to call the Harding Center to see what the availability of the large meeting room is for these dates. Providing the room is available she will make the necessary arrangements to secure it. At that time an announcement will be made for the date and place. In the meantime, Richard Duffey will be contacting Lindsay Management to prepare the proxies for mailing. As previously mentioned there will be four vacant positions on the Board that will need to be filled this year. Any interested parties please contact John Darroch, Secretary with your Bio.

It was brought to the Boards attention that certain homeowners would like to propose changes to the CC&R's to more clearly define view rights and the height of vegetation. Groups of homeowners interested in these proposed changes should organize themselves. The Board will help in direction and coordination of meetings to help facilitate an amicable solution to these issues.

Next Meeting: The next board meeting is scheduled for December 30, 2013 at 7pm at the Hall residence, 4285 Sunnyhill Dr.

The meeting was adjourned at 8:44pm.

Respectfully submitted,
John A. Darroch, Secretary

SUNSET PLACE ASSOCIATION OF CARLSBAD
BOARD OF DIRECTORS MEETING
December 30, 2013
(Minutes are unofficial until approved at next Board meeting)
Meeting Minutes



President Richard Duffey called the meeting to order at: 7:00pm.

Board Members Julie Thomas, Member at Large
Present: Fred Hauth, Vice President
David Hall, CFO
Richard Duffey, President
John A. Darroch, Secretary

Homeowners
Present: Shirley Metzger

Approval of Meeting Minutes: John read the minutes from the December 5, 2013 board meeting. Fred made a motion to accept the minutes as read with the correction of one typo. Dave 2nd the motion. Vote: 5-0 in favor of the motion.

Financial Report: David Hall, CFO presented the financial report for the period ending November 30, 2013. As of that date our total assets were \$88,296.91 with reserves accounting for \$90,318.55 of this total (note that assets are less than reserve liabilities due to borrowing against reserves for landscape improvements last FY – the goal is to repay that loan from reserves by the end of this FY). Total income for the month was \$14,576.59 with operating expenses totaling \$17,026.91, leaving a net loss for the month of \$4,021.72 after adjustments and reserves. Note that two landscape payments were made in November (for the October and November invoices): the October payment for the landscaping contract was deferred until November to allow the operating accounts to “catch up” with previous expenditures and avoid borrowing again from the reserve account. The Board was billed \$390.00 by our attorney for consultation on the legal interpretation of the 24’ vegetation height limit in our CC&R’s and Architectural guideline. There were no unusual or unplanned operating expenses this month.

The Aging Report from Lindsay showed one homeowner still in default with dues outstanding of \$492.50 (lot 31); Lindsay sent that homeowner a default notice on Oct 16th; the Board will follow up with Lindsay regarding the next steps to collect that past-due account. A number of other homeowners still show outstanding balances of varying small amounts over 60 days (lots 26, 36, 108, 113, 119, 122 and 140). The board will continue to contact those homeowners regarding their accounts.

(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 presented the Landscape report for the month of December 2013. Fred said that he has not had to repair any light bulbs this month on Toby’s Trail. There has also been no vandalism for the second month in a row.

Fred reports that Western Gardens has agreed to remove the Lampranthus planted at the bottom of the hillsides and replace them with Rosella at their expense. The removal and replanting has been scheduled for January and February 2014.

Fred has mentioned that Greg from Western Gardens has sent him a notice of a new District program that will replace all the associations old sprinkler heads with new updated ones. The cost of the parts and labor are covered under this program so there would be no out of pocket expense to the association. It has been estimated that changing the sprinkler heads could save the association up to \$15,000 per year in water. The board has approved Fred to work with Greg to secure the funding for this project to begin immediately. Currently Fred is waiting for a certification needed from SDG&E and then will proceed with the rest of the paperwork.

Architectural Report: Julie reports that there is one homeowner that would like to renovate their master balcony and patio cover. The homeowner in lot #121 will be rebuilding their patio cover and balcony as before using the same materials and painting all wood to match existing colors, with one exception, a wrought iron balcony railing will replace the old wooden one. The homeowner has provided a sketch of the wrought iron railing. Fred made a motion to accept the plans as submitted. Dave 2nd the motion. Vote: 5-0 in favor of the motion.

The homeowner in Lot #40 has built a concrete block wall in their backyard without association approval. Julie will contact the homeowner to inquire into how this can be rectified. The homeowner needs approval for the wall and the backside needs to be stuccoed to match existing paints colors. No wall can be left unfinished.

Old Business: There are homes that continue to ignore our requests and others that have new violations. The following homes are in violation of one or more of the CC&R's:

- | | |
|--|--|
| 1. Lot 24 – Article XII – Hearing | 9. Lot 117 – Article XII – 2 nd notice |
| 2. Lot 63 - Article XII – 1st notice | 10. Lot 126 – Article IX item 6 – 3 rd notice |
| 3. Lot 72 – Article IX item 6 – 2 nd notice | 11. Lot 131 – Article XII – 2 nd notice |
| 4. Lot 88 – Article IX item 6 – 1 st notice | 12. Lot 136 - Article XII – 3 rd notice |
| 5. Lot 108 – Article XII – 2 nd notice | 13. Lot 139 – Article XII – 2 nd notice |
| 6. Lot 109 - Article XII – 2 nd notice | |
| 7. Lot 110 – Article XII – 2 nd notice | |
| 8. Lot 111 – Article XII – 2 nd notice | |

John will be following up with these homeowners in addition to sending out courtesy notices for the new violations.

Julie is checking with the Harding center to see if they have a vacancy for January 31, for our annual meeting. Julie will report back to Richard as soon as the meeting date has been set and the venue booked. In the meantime, Richard Duffey will be contacting Lindsay Management to prepare the proxies for mailing. As previously mentioned there will be three vacant positions on the Board that will need to be filled this year. Any interested parties please contact John Darroch, Secretary with your Bio.

New Business: No new business at this time.

Next Meeting: The Annual Board meeting is tentatively scheduled for January 23, 2014, 6pm at the Discovery Center, 1580 Cannon Rd, Carlsbad, CA 92008.

The meeting was adjourned at 8:32pm.

Respectfully submitted,
John A. Darroch, Secretary