

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
JANUARY 30, 2023
Open Session**

BOARD MEMBERS PRESENT:

John Darroch	President
Julieta Thomas	Vice President
Linda Romine	Secretary
David Hall	Treasurer

ALSO PRESENT:

Alina Gonzalez One Homeowner	Lindsay Management Services
---------------------------------	-----------------------------

CALL TO ORDER:

The Meeting was called to order at 6:44 P.M. and was held in the LMS conference room and via Zoom.

APPROVAL OF THE MEETING MINUTES:

Upon motion made, seconded, and unanimously carried the Board **approved** the meeting minutes of November 28, 2022, as submitted.

TREASURER'S REPORT

Financial Statements:

The Board reviewed the October 2022 financials.

Upon motion made, seconded, and unanimously carried the Board **did not approve** the October- December 2022 financials, as the Board needs clarification on the income expense statement "fines" amount listed and have questions on the Pacific Premier Bank withdrawal amounts.

Note: Management will send out another email to AP and include Dave on the email to address his questions.

MANAGEMENT REPORT

The Board reviewed the management report. No action required.

UNFINISHED BUSINESS

Hillside Wall Discussion:

The Board discussed that there will be a special regular session held at the Harding Center. The date the Board selected is February 15th, 2023, at 5-7pm. Management will be booking the recreation room and will send notice to the membership via email and to be posted on the website.

NEW BUSINESS

Open Proposals:

The HOA received proposals for mailbox replacements on Skyline and Telescope. Two (2) proposals were reviewed from Handyman Dan and Sprint Postal.

Upon motion made, seconded, and unanimously carried the Board **approved** the Sprint Postal proposal, not to exceed \$5500.

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
JANUARY 30, 2023
Open Session**

Homeowner Correspondence:

Nothing currently.

LANDSCAPE

Landscape Chairperson went over landscape items. There was mention to have the owner at 4585 Sunnyhill pay for the removal of the two (2) cotoneasters near his home that included stump removals which was \$1,000.00. Management is to bill the owner. Additionally, management was asked to request a proposal from Union Tree service for the carrotwood and oak trees.

ARCHITECTURAL

Arch App for 4585 Sunnyhill:

Upon motion made, seconded, and unanimously carried the Board **approved** this application as submitted. Management is to include a note that they are responsible to pay for the removal Andenes did which is \$1,000.00.

Arch App for 4667 Pannonia:

Upon motion made, seconded, and unanimously carried the Board **partially denied** this arch application because the HOA does not allow black for fascia and fencing. The front door is okay to be painted black.

OPEN FORUM:

Owner in attendance, Fred Stickle asked the Board if the HOA can send out monthly reminders/the Agenda for the Board meetings and if he can have a copy of the increase letter regarding the Hillside wall. Per the Board, management will send him the increase letter via email and will start emailing the agenda to the membership monthly.

ADJOURNMENT:

There being no further business to discuss, the open meeting adjourned at 7:44 p.m.



Board Member

3/30/23
Date

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
February 27,2023
Open Session**

BOARD MEMBERS PRESENT:

John Darroch	President
Julieta Thomas	Vice President
Linda Romine	Secretary
David Hall	Treasurer

ALSO PRESENT:

Kathleen Wright One Homeowner	Lindsay Management Services
----------------------------------	-----------------------------

CALL TO ORDER:

The Meeting was called to order at 7:00 P.M. and was held via Zoom.

APPROVAL OF THE MEETING MINUTES:

Upon motion made, seconded, and unanimously carried the Board **approved** the meeting minutes of January 30, 2023, as submitted.

TREASURER'S REPORT

Financial Statements:

The Board reviewed the October 2022 - January 2023 financials.

Upon motion made, seconded, and unanimously carried the Board **did not approve** the October 2022 – January 2023 financials, as the Board needs clarification on the aging report and balance sheet.

MANAGEMENT REPORT

The Board reviewed the management report. No action required.

UNFINISHED BUSINESS

Hillside Wall Discussion:

The Board gave a brief review of the special meeting held to discuss the hillside fence. Mr. Fred Stickle mentioned lowering the fence. The Board stated that they would take his suggestion under consideration.

NEW BUSINESS

Open Proposals:

Tree Trimming 2023 – The Board reviewed the bid provided by Andenes Landscaping. It was noted that there are a total of 6 Oak trees that needed trimming, not 3 Oak trees.

Upon motion made, seconded, and unanimously carried the Board **approved** Andenes Landscaping to complete tree trimming for a total of 63 trees, NTE \$5,965.

Homeowner Correspondence:

Nothing currently.

LANDSCAPE

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
February 27,2023
Open Session**

ARCHITECTURAL

Approval Letters: The Board reviewed the approval letters.

Arch App for 4265 Clearview Drive:

Upon motion made, seconded, and unanimously carried the Board **approved** this application as submitted.

Arch App for 4291 Skyline Drive:

Upon motion made, seconded, and unanimously carried the Board **approved** this application as submitted.

OPEN FORUM:

Owner in attendance, Fred Stickle asked the Board to consider replacing the controller boxes for the irrigation. It was noted that there are eight boxes, and the total cost would be approximately \$3k to \$4k to do them all.

ADJOURNMENT:

There being no further business to discuss, the open meeting adjourned at 7:44 p.m.



Board Member

JOHN DARROCH

5-16-23
Date

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
March 27, 2023
Open Session**

BOARD MEMBERS PRESENT:

John Darroch	President
Julieta Thomas	Vice President
Linda Romine	Secretary
David Hall	Treasurer

ALSO PRESENT:

Kathleen Wright Lindsay Management Services
One homeowner in person
One homeowner via Zoom

CALL TO ORDER:

The Meeting was called to order at 6:31 P.M. and was held in the LMS conference room and via Zoom.

APPROVAL OF THE MEETING MINUTES:

Upon motion made, seconded, and unanimously carried the Board **approved** the meeting minutes of February 27, 2023, with one correction: changing location of the meeting to be held via Zoom.

Upon motion made, seconded, and unanimously carried the Board **approved** the meeting minutes of February 15, 2023, with some grammatical corrections.

TREASURER'S REPORT

Financial Statements:

The Board reviewed the October 2022 – February 2023 financials. Management answered questions about how fines are reported on the financials and why it is reported as income. It was noted that most of the fines have not been collected and as a result the income year to date appears to be more than what has actually been collected. Management noted that they would speak with accounting about adding a general ledger under expenses to offset the income allocation of the fines.

Upon motion made, seconded, and unanimously carried the Board **approved** the October 2022 – February 2023 financials, pending year-end Financial Review.

MANAGEMENT REPORT

The Board reviewed the management report. The Board requested that management follow up with the owner of 4721 Telescope regarding an update.

UNFINISHED BUSINESS

Hillside Wall Discussion:

The Board mentioned that they will be approving a fee Agreement in Executive Session so that they can get a 2nd opinion the maintenance responsibility of the hillside wall.

NEW BUSINESS

Homeowner Correspondence:

Nothing currently.

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
March 27, 2023
Open Session**

LANDSCAPE

No report other than the water has been turned off, due to all of the rainfall.

ARCHITECTURAL

Approval Letters: The Board reviewed the approval letters.

Architectural Application for 4431 Coastline Ave:

Upon motion made, seconded, and unanimously carried the Board **denied** the application as submitted.

It was noted that the Board needs more information about the proposed tree and hardscape. An application would also be required or signed off by their neighbors, as well as a formal plan which needs to be submitted.

Architectural Application for 4305 Sunnyhill Drive:

Upon motion made, seconded, and unanimously carried the Board **approved** this application as submitted.

Architectural Application for 4570 Sea Bluff Circle:

Upon motion made, seconded, and unanimously carried the Board **denied** the application as submitted.

It was noted that the board needs detailed plans for the fence. Additionally, the Association does not allow for stained fencing.

OPEN FORUM:

No comments were made at this time.

ADJOURNMENT:

There being no further business to discuss, the open meeting adjourned at 7:39 p.m.


Board Member

JOHN DARRDEN

5-16-23
Date

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
May 1, 2023
Open Session**

BOARD MEMBERS PRESENT:

John Darroch	President
Julieta Thomas	Vice President
Linda Romine	Secretary
David Hall	Treasurer

ALSO PRESENT:

Kathleen Wright Lindsay Management Services
One homeowner in person
Three homeowners via Zoom

CALL TO ORDER:

The Meeting was called to order at 6:39 P.M. and was held in the LMS conference room and via Zoom.

APPROVAL OF THE MEETING MINUTES:

Upon motion made, seconded, and unanimously carried the Board **approved** the meeting minutes of March 27, 2023 as submitted.

TREASURER'S REPORT

Financial Statements:

The Board reviewed the Minutes of March 31, 2023, financials. Management noted that they would speak with accounting about adding a general ledger under income for fines.

Upon motion made, seconded, and unanimously carried the Board **approved** the March 31, 2023 financials, pending year-end Financial Review.

Budget Discussion – The Board reviewed two draft budgets. One budget reported monthly assessments of \$168; the other accounts for the wall repair and was increased to \$188 per monthly unit.

Upon motion made, seconded, and unanimously carried, the Board **approved** the prevailing budget based on the outcome of the 2nd legal opinion. If the wall is the Associations responsibility, the budget will be \$188 per unit per month allocation would be approved. If the legal opinion indicates that the wall is not the Associations responsibility, then the budget approved will be the budget requiring monthly assessments of \$168 per unit per month.

MANAGEMENT REPORT

The Board reviewed the management report. It was requested that Agendas for the monthly meetings be emailed out to all members the Friday prior to the Monday meeting.

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
May 1, 2023
Open Session**

UNFINISHED BUSINESS

Hillside Wall Discussion:

The Board noted that they are still waiting on the 2nd legal opinion regarding the maintenance responsibility of the hillside wall.

NEW BUSINESS

Insurance Renewal

The Board reviewed the insurance renewal. It was noted that the policy would be renewed, but there was a question about property insurance and the deductible.

Upon motion made, seconded, and unanimously carried, the Board approved the insurance renewal with an increase of the deductible to \$5000 and clarification on the property coverage.

Homeowner Correspondence:

Nothing currently.

LANDSCAPE

No report other than the water has been turned off, due to all of the rainfall.

ARCHITECTURAL

Approval Letters: The Board reviewed the approval letters.

Architectural Application for 4667 Pannonia:

Upon motion made, seconded, and unanimously carried, the Board **denied** the application as submitted.

It was noted that the Board needs more information. Management was requested to call this owner back to a Hearing.

Architectural Application for 4570 Sea Bluff Circle:

Upon motion made, seconded, and unanimously carried, the Board **approved** this application as submitted.

Architectural Application for 4441 Coastline:

Upon motion made, seconded, and unanimously carried, the Board **approved** the application as submitted.

Architectural Application for 4431 Coastline:

Upon motion made, seconded, and unanimously carried, the Board **approved** the application as submitted.

Clarification on the top of the wall remaining under 2 feet in height was confirmed by the owner.


**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
May 1, 2023
Open Session**

OPEN FORUM:

Items discussed included the following: landscape concerns, city paving the streets, and weeding the slopes.

ADJOURNMENT:

There being no further business to discuss, the open meeting adjourned at 8:08 p.m.



Board Member

5/23/23
Date

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
May 22, 2023
Open Session**

BOARD MEMBERS PRESENT:

John Darroch	President
Julieta Thomas	Vice President
Linda Romine	Secretary
David Hall	Treasurer

ALSO PRESENT:

Alina Gonzalez Lindsay Management Services
Five homeowners via Zoom

CALL TO ORDER:

The Meeting was called to order at 6:39 P.M. and was held in the LMS conference room and via Zoom.

APPROVAL OF THE MEETING MINUTES:

Upon motion made, seconded, and unanimously carried the Board **approved** the meeting minutes of May 1, 2023 as submitted.

TREASURER'S REPORT

Financial Statements:

The Board reviewed the April 2023 financials. Management noted that they would speak with accounting about properly categorizing the fine line item, so it lists fines assessed versus fines collected.

Upon motion made, seconded, and unanimously carried the Board **did not approve** the April 2023 financials.

Note: Management is to send the budget cover letter to the Board to add verbiage.

MANAGEMENT REPORT

The Board reviewed the management report. No action required.

UNFINISHED BUSINESS

Hillside Wall Discussion:

Board member John will reach out to Scott with Vista 5 to see if he can rebid the job since we received a proposal from Building Legacy, and it was almost the same as Vista 5's pricing. If Vista 5 will bid to match or come in lesser, the Board will approve the proposal and give the job to Vista 5. Pending.

NEW BUSINESS

Homeowner Correspondence:

Nothing currently.

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
May 22, 2023
Open Session**

LANDSCAPE

Landscape Committee Chairperson, Linda went over some landscape items including, sprinkler issues, removal/ trim back of bird of paradises & roses along the Hillside wall and verified that Andenes is still doing weed control.

There was a comment from the owners of 4721 Telescope that there is a drain that needs to be inspected as it's filled with dirt. This will need to be determined if it's HOA responsibility. Andenes and Nico will need to review the area.

ARCHITECTURAL

Approval Letters: The Board reviewed approval letters. Nothing required.

Architectural Application for 4570 Sea Bluff Circle:

Upon motion made, seconded, and unanimously carried, the Board **approved** this application as submitted.

Architectural Application for 4721 Telescope:

Upon motion made, seconded, and unanimously carried, the Board **approved** the application as submitted with one note.


The Board strongly encourages the owners to select another tree species as queen palms are invasive. If they are looking for privacy, to ask their landscapers to go over shrub types or other trees that will go with their landscape theme. Also, the owners are to have this project started within 30 days, by July 1st.

OPEN FORUM:

Items discussed included the following: Hillside wall update and an owner addressed their violation.

ADJOURNMENT:

There being no further business to discuss, the open meeting adjourned at 7:50 p.m.



Board Member

6/26/23
Date

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
June 26, 2023
Open Session**

BOARD MEMBERS PRESENT:

John Darroch	President
Linda Romine	Secretary
David Hall	Treasurer

BOARD MEMBERS ABSENT:

Julieta Thomas	Vice President
----------------	----------------

ALSO PRESENT:

Alina Gonzalez Lindsay Management Services
Several owners online via Zoom and three owners in LMS conference room

CALL TO ORDER:

The Meeting was called to order at 7:38 P.M. and was held in the LMS conference room and via Zoom.

APPROVAL OF THE MEETING MINUTES:

Upon motion made, seconded, and unanimously carried the Board **approved** the meeting minutes of May 22, 2023, as submitted.

TREASURER'S REPORT

Financial Statements:

The Board reviewed the April & May 2023 financials. The Board reviewed the financials that were revised by Lindsay Management. Per Board member Dave, they are still not listed correctly. Management will coordinate a Zoom meeting with Board member Dave, upper management, and accounting.

Upon motion made, seconded, and unanimously carried, the Board **did not approve** the April & May 2023 financials.

MANAGEMENT REPORT

The Board reviewed the management report. No action required.

UNFINISHED BUSINESS

Hillside Wall Discussion:

Board member John advised the HOA has selected Vista 5 Contracting for the work and the work will be starting soon. Management will send out to communication to the owners that will be affected, so they can trim back their shrubbery from the wall.

NEW BUSINESS

Homeowner Correspondence:

4665 Sunburst- Landscape:

The Board reviewed this owner's communication regarding landscape. Per Landscape Committee chairperson, Linda, she advised the landscapers already planted ground cover in that area, it just takes a while to fully fill in the bare areas. She will keep an eye on this hillside and Management is to notify the owners.

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
June 26, 2023
Open Session**

Andenes Landscape Notice of Increase:

Upon motion made, seconded, and unanimously carried, the Board **approved** the increase letter received from Andenes Landscape.

LANDSCAPE COMMITTEE CHAIRPERSON

Landscape Committee Chairperson, Linda went over some landscape items. There was mention the grass area in the park is dead and has been destroyed by dogs. Also, the bunny mesh needs replacing. Linda will get with Andenes on this and see what can be done.

ARCHITECTURAL

Approval Letters:

The Board reviewed approval letters. Nothing required.

Architectural Applications:

4565 Sea Bluff Circle:

Upon motion made, seconded, and unanimously carried, the Board **approved** this application as submitted.

4647 Pannonia Road:

Upon motion made, seconded, and unanimously carried, the Board **approved** the application as submitted with one condition. The condition is for the windows to be white or brown.

4641 Pannonia Road:

Upon motion made, seconded, and unanimously carried, the Board **approved** the application as submitted with one condition. The condition is for the back patio door to be white or brown, not black as mentioned.

4570 Sea Bluff:

Upon motion made, seconded, and unanimously carried, the Board **did not approve** the application as they need clarification.

Management is to ask the owner if they will be:

- removing the wrought iron fence
- which side of the house will this be installed on,
- submit plans for construction.
- will the new fence be mounted on the current wrought iron fence


OPEN FORUM:

The owner of 4711 Telescope went over several questions he had about architectural items/guidelines, drain items and mentioned he will send us a copy of the HOA plans he got from the city. Another owner from 4641 Pannonia advised he can send management/the Board a copy of his HOA plans as well in case any owners need it. There were comments when the HOA plans are requested from the city by owners, it takes months to get it so it will be faster if the HOA management has it on hand. Owners can request the plans from management.

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
June 26, 2023
Open Session**

ADJOURNMENT:

There being no further business to discuss, the open meeting adjourned at 8:56 p.m. and management and the Board went back to Executive session.



Board Member

8-9-23
Date

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
July 31, 2023
Open Session**

BOARD MEMBERS PRESENT

John Darroch	President
Linda Romine	Secretary
David Hall	Treasurer

BOARD MEMBERS ABSENT

Julieta Thomas	Vice President
----------------	----------------

ALSO PRESENT

Alina Gonzalez	Lindsay Management Services
----------------	-----------------------------

4 owners in attendance

CALL TO ORDER

The Meeting was called to order at 6:52 P.M. and was held in the LMS conference room and via Zoom.

APPROVAL OF THE MEETING MINUTES

Upon motion made, seconded, and unanimously carried the Board **approved** the meeting minutes of June 26, 2023, as submitted.

TREASURER'S REPORT

Financial Statements:

The Board reviewed the June 2023 financials.

Upon motion made, seconded, and unanimously carried, the Board **approved** the June financials.

MANAGEMENT REPORT

The Board reviewed the management report. No action required.

UNFINISHED BUSINESS

Hillside Wall Discussion:

Nothing to report currently. An owner online via Zoom had comments about the hillside wall. The Board addressed the owner.

NEW BUSINESS

Homeowner Correspondence:

Nothing at this time.

Sonnenberg Reserve Study Draft:

Board Treasurer Dave will review this draft reserve study by next meeting. Approval is tabled.

FVKL Law Firm Closure and Transition Letter:

The Board reviewed the letter regarding the HOA's attorney. The firm is closing, and Jay Brown will be moving to Community Legal Advisors Inc.

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
July 31, 2023
Open Session**

PROPOSALS

Legal:

The Board reviewed the proposals received from Community Legal Advisors Inc. and Delphi Law Group. Management was instructed to pull the Feist, Vetter, Knauf and Loy (F.V.K.L) contract to compare to the community Legal Advisors' proposal. This contract will be included on the next meeting Agenda, along with proposals.

LANDSCAPE COMMITTEE CHAIRPERSON

Landscape Committee Chairperson, Linda went over some landscape items. Carlos from Andenes will be providing a quote for the grass area in the park. There was a discussion about signage being posted in the park area to deter residents and or people from not letting their dogs off leash while in the park and include verbiage that the area is not a dog park. Additionally, management was instructed to seek proposals for palm tree trimming.

ARCHITECTURAL

Approval Letters:

The Board reviewed approval letters. Nothing required.

Architectural Applications:

4667 Pannonia:

Upon motion made, seconded, and unanimously carried, the Board **partially approved** this application.

-Fence, **not approved**. The Board would like a plan and an example photo to have an idea of what the fence will look like.

-Windows, **approved** with one condition. The windows cannot be painted black. Approved to paint the windows a dark brown color.

-Palms- **approved**. The owner is to advise how many palms will be planted.

4315 Sunnyhill:

Upon motion made, seconded, and unanimously carried, the Board **approved** the application as submitted for solar.

4290 Clearview:

The Board reviewed this application submitted for pool renovations. The Board advised no application is needed for this since they are just updating what's in place. Management will let the owner know no approval or review is needed for this.

4306 Horizon:

Upon motion made, seconded, and unanimously carried, the Board **approved** the application as submitted to install pavers in their driveway and paint their home.

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING**

**July 31, 2023
Open Session**

OPEN FORUM

Owner Fred Stickel asked if he can receive the approved Regular Session meeting minutes going forward and if management can make sure his email is in the system, so he receives emailed communication. A few more owners were in attendance via Zoom and had no further comments.

ADJOURNMENT:

There being no further business to discuss, the open meeting adjourned at 7:52 p.m.



Board Member

9/25/23

Date

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
August 28, 2023
Open Session**

BOARD MEMBERS PRESENT

John Darroch	President
Linda Romine	Secretary
David Hall	Treasurer
Julieta Thomas	Vice President

ALSO PRESENT

Alina Gonzalez Lindsay Management Services
A few owners in attendance

CALL TO ORDER

The Meeting was called to order at 7:05 P.M. and was held via Zoom.

APPROVAL OF THE MEETING MINUTES

Upon motion made, seconded, and unanimously carried the Board **approved** the meeting minutes of July 31, 2023, as submitted.

TREASURER'S REPORT

Financial Statements:

The Board reviewed the July 2023 financials.

Upon motion made, seconded, and unanimously carried, the Board **did not approve** the July financials as there are some corrections needed.

Management is to find out why postage/printing is high, have accounting update the budget on the income/expense sheet and find out if the HOA is still allocating to reserves each month.

MANAGEMENT REPORT

The Board reviewed the management report. No action required.

UNFINISHED BUSINESS

Hillside Wall Discussion:

The Board advised that Vista 5 Contracting is waiting on City permits to start the project.

NEW BUSINESS

Homeowner Correspondence:

Nothing at this time.

Sonnenberg Reserve Study Draft:

Board Treasurer Dave will review this draft reserve study by next meeting. Approval is tabled.

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
August 28, 2023
Open Session**

PROPOSALS

Andenes Landscape Grass Installation for Park:

Upon motion made, seconded, and unanimously carried, the Board **approved** the proposal submitted from Andenes Landscape in the amount of \$1,880.00.

Palm Tree Trimming:

Upon motion made, seconded, and unanimously carried, the Board **approved** the proposal submitted from Union Tree Service.

Note: The original proposal was for \$7,840.00 and the Board advised management to ask Union Tree Service if they can price match for \$7,500.00 if so, their proposal is approved. Also, management is to request the cost to trim individual owner palm trees.

Legal:

Upon motion made, seconded, and unanimously carried, the Board **approved** the proposal/contract submitted from Community Legal Advisors. Jay Brown will remain the HOA's attorney.

LANDSCAPE COMMITTEE CHAIRPERSON

Nothing to report at this time.

ARCHITECTURAL

Approval Letters:

The Board reviewed approval letters.

Architectural Applications:

4535 Sunnyhill:

Upon motion made, seconded, and unanimously carried, the Board **approved** this application for solar.

OPEN FORUM

Owner Fred Stickel went over the community's watering schedule. Owner Randy Ludlow asked if the tree trimming schedule can be emailed to the membership and owner Johnette Stickel asked if she can have the meeting information emailed to her each month. Owner/Board member John Darroch addressed all members in attendance at the meeting and advised that the community needs a volunteer for the water audits. Management was instructed to send out an email blast to the community to seek volunteers for this position.

ADJOURNMENT:

There being no further business to discuss, the open meeting adjourned at 7:47 p.m.



Board Member

10-24-23
Date

SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
September 25, 2023
Open Session

BOARD MEMBERS PRESENT

John Darroch	President
Linda Romine	Secretary
David Hall	Treasurer
Julietta Thomas	Vice President

ALSO PRESENT

Alina Gonzalez Lindsay Management Services
A few owners in attendance

CALL TO ORDER

The Meeting was called to order at 7:03 P.M. and was held via Zoom and in the LMS conference room.

APPROVAL OF THE MEETING MINUTES

Upon motion made, seconded, and unanimously carried the Board **approved** the meeting minutes of August 28, 2023, as submitted.

TREASURER'S REPORT

Financial Statements:

The Board reviewed the July & August 2023 financials.

Upon motion made, seconded, and unanimously carried, the Board **approved** the July & August financials.

Management is to find out what the \$350.00 is listed under GL code "miscellaneous".

MANAGEMENT REPORT

The Board reviewed the management report. No action required.

UNFINISHED BUSINESS

Hillside Wall Discussion:

The Board advised that Vista 5 Contracting received appropriate permits and the work has started.

Sonnenberg Reserve Study Draft:

Upon motion made, seconded, and unanimously carried, the Board **approved** the Sonnenberg reserve study, as submitted.

NEW BUSINESS

Homeowner Correspondence:

Nothing at this time.

SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
September 25, 2023
Open Session

PROPOSALS

LANDSCAPE COMMITTEE CHAIRPERSON

Landscape committee member Linda advised management to send a letter to the owners of 4550 Sea Bluff as there has been lots of water coming down the slope from their sprinkler system and with this it is causing an HOA oak tree to die. Secondly, there is an owner who would like the HOA to trim a carrot wood tree as it's obstructing their view. Per Linda, she will be walking with Andenes soon and will point out the tree to them to see if the tree can be topped. The trees are on a tree trimming schedule so it will not be laced. Additionally, there was discussion about the sod installation in the park area. Regarding the sod installation, the Board would like signage to be posted in the park to remind residents to always keep their dogs on leash and to remind them the park is not a "dog park". The Board will circle back with management to come up with the right verbiage to be listed on the signs.

ARCHITECTURAL

Approval Letters:

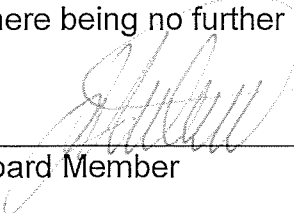
The Board reviewed approval letters. No action at this time.

OPEN FORUM

Board President John addressed the owners in attendance if they would be interested in volunteering to track the HOA's water usage. He mentioned there was another owner who did this for the HOA, but the owner is selling his home and is not able to oversee this for the HOA. Owner Robert "Bob" Case volunteered to take over this for the HOA. Board member Dave will get with Robert to give him some guidance on excel etc. Nothing else noted at this time.

ADJOURNMENT:

There being no further business to discuss, the open meeting adjourned at 7:41 p.m.



Board Member

10-23-23
Date

SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
October 23, 2023
Open Session

BOARD MEMBERS PRESENT

John Darroch	President
Linda Romine	Secretary
David Hall	Treasurer
Julieta Thomas	Vice President

ALSO PRESENT

Alina Gonzalez Lindsay Management Services
Owners in attendance
Karen Bodenhorn, Randy Ludlow, Fabi Muirragui, Jay Anderson

CALL TO ORDER

The Meeting was called to order at 7:06 P.M. and was held via Zoom and in the LMS conference room.

APPROVAL OF THE MEETING MINUTES

Upon motion made, seconded, and unanimously carried the Board **approved** the meeting minutes of September 25, 2023, as submitted.

TREASURER'S REPORT

Financial Statements:

The Board reviewed the September 2023 financials.

Upon motion made, seconded, and unanimously carried, the Board **approved** the September financials.

Management reported to the Board that the \$350.00 listed under GL code "miscellaneous" is for the amount due on an owner's account for irrigation repairs.

MANAGEMENT REPORT

The Board reviewed the management report. The Board would like to work on the verbiage for the park signs. Management is to send an email to the Board so we all can come up with the verbiage to add.

UNFINISHED BUSINESS

Hillside Wall Discussion:

The Board went over the phase Vista 5 Contracting is currently in for the Hillside wall and other related items. An owner in attendance, Karen Bodenhorn mentioned that the lighting at the monument needs to be inspected as the lights aren't working. Management will investigate that and send a work order.

NEW BUSINESS

Appoint New Board Member:

Upon motion made, seconded, and unanimously carried, the Board **appointed** homeowner Jay Anderson to the Board of Directors.

SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
October 23, 2023
Open Session

ADU Policy Draft from Community Legal Advisors:

The Board reviewed the ADU policy draft from attorney Jay Brown. This is tabled until the Board can further review. Management was instructed to include this topic on the next meeting Agenda.

Sonnenberg Reserve Study Final:

Upon motion made, seconded, and unanimously carried, the Board **approved** the final reserve study from Sonnenberg CPA's.

PROPOSALS

Mailbox Proposal for Horizon Drive:

Upon motion made, seconded, and unanimously carried, the Board **approved** the proposal from Sprint postal to replace the mailbox on Horizon for \$2,605.80. Note, the mailbox is to stay the same color.

LANDSCAPE COMMITTEE CHAIRPERSON

Landscape committee member Linda went over landscape items.

ARCHITECTURAL

Arch App for 4275 Clearview Dr- Gate:

Upon motion made, seconded, and unanimously carried, the Board **did not approve** this owner's application as the Board needs further clarification on the height of the gate. Board member Julie will reach out to the owner to have them answer the Boards' questions.

Arch App for 4585 Sunnyhill- Deck Resurfacing, Railing & Window Replacement:

Upon motion made, seconded, and unanimously carried, the Board **approved** this owner's application with one condition. The owner must submit the color scheme he is proposing to use and a photo to show an example of the railings etc. Note: the windows did not require approval since the owner will replace them with the same type of windows. The owner did note that there may be a slight difference to the front window, but the Board said that is okay.

OPEN FORUM

Owner Karen Bodenhorn mentioned that the lighting at the monument needs to be inspected as the lights aren't working and owner Randy Ludlow mentioned the ACH charge of \$2.00. He expressed his concerns and the Board advised management to send a letter to all owners advising them of the ACH fee of \$2.00.

ADJOURNMENT:

There being no further business to discuss, the open meeting adjourned at 8:04 p.m.

Board Member

12/22/23

Date

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
November 27, 2023
Open Session**

BOARD MEMBERS PRESENT

John Darroch	President
Linda Romine	Secretary
David Hall	Treasurer
Julieta Thomas	Vice President

ALSO PRESENT

Alina Gonzalez Lindsay Management Services
Multiple Owners in Attendance

CALL TO ORDER

The Meeting was called to order at 6:08 PM and was held via Zoom and in the LMS conference room.

APPROVAL OF THE MEETING MINUTES

Upon motion made, seconded, and unanimously carried the Board **approved** the meeting minutes of October 23, 2023, as submitted.

TREASURER'S REPORT

Financial Statements:

The Board reviewed the October 2023 financials.

Upon motion made, seconded, and unanimously carried, the Board **approved** the October financials, but the Board would like clarification on the amounts listed under miscellaneous and sprinkler repair line item which is listed on the income statement.

MANAGEMENT REPORT

The Board reviewed the management report. No action required.

UNFINISHED BUSINESS

Hillside Wall Discussion:

The Board discussed the Hillside wall project and advised the wall is about done. Management was instructed to let the owners know they may turn their irrigation back on.

Additionally, Management advised the Board that an owner advised a portion of his wall was damaged and he would like Vista 5 to investigate and or repair his wall before they depart. Management will forward the email/voicemail to the Board and Scott Hansen with Vista 5.

NEW BUSINESS

ADU Policy Draft from Community Legal Advisors:

The Board reviewed the ADU policy draft from attorney Jay Brown and made notes for management to send to attorney Jay. Tabled at this time.

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
November 27, 2023
Open Session**

Signage Drafts for Park:

The Board advised there will be two signs installed within the park area to remind residents or visitors to keep their dogs on leash and advise the area is not a dog park. Management was advised of the wording and style of the signs the Board is in favor of.

Upon motion made, seconded, and unanimously carried, the Board **approved** purchasing two signs for the park.

PROPOSALS

Andenes Landscape Enhancements for Hillside Dr. & Monuments:

Upon motion made, seconded, and unanimously carried, the Board **approved** the proposal from Andenes to install (42) 5-Gallon iceberg roses and (3) bird of paradises along the new wall. Additionally, for the 4 corner monuments they will oversee the areas for \$2,619.00.

LANDSCAPE COMMITTEE CHAIRPERSON

Landscape committee member Linda went over landscape items. Also, there was mention of a residence who needs a reminder to trim their landscape away from the fence line and about their rusted fence(s). Management will send the owners a letter.

Board President John advised the water audit spreadsheets are being revised by him, Dave, and Bob as some were inaccurate. Owner Bob Case, who is overseeing the spreadsheets is working with the City to get things in line. He made mention that he will find out if there are other better options for the HOA as far as switching to recycled water vs. regular water to save the HOA funds.

ARCHITECTURAL

Arch App for 4275 Clearview Dr- Gate:

The Board needs further clarification on the height of the gate. Board member Julie will reach out to the owner to have them answer the Boards' questions.

Arch App for 4545 Sunnyhill- Solar:

Upon motion made, seconded, and unanimously carried, the Board **approved** this owner's application as submitted.

Arch App for 4666 Pannonia- Wall:

Upon motion made, seconded, and unanimously carried, the Board **approved** this owner's application as submitted.

Owner submitted Arch App the day of meeting via email to management and the Board.

Arch App for 4585 Sunnyhill- Paint:

Upon motion made, seconded, and unanimously carried, the Board **did not approve** this owner's application as the Board would like to see color samples or a rendering of his home with the colors he's proposing to use. The color blue was not approved. Per the Owner, he will send the colors to management.


**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
November 27, 2023
Open Session**

OPEN FORUM

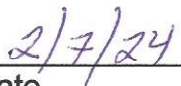
Owner Archie Thornton advised there are large sumacs next to his neighbor's home and they are a potential fire hazard. He states that these trees are HOA responsibility, and his neighbor has HOA documents to show they are HOA responsibility. Per the Board, they looked up the area and the trees do not look to be in the Sunset Place HOA, but informed the owner for his neighbor to submit the paperwork so they can investigate further. Additionally, there was a home mentioned on his street that is in poor condition. The Board advised him they are aware of the situation and are addressing it with the owner.

ADJOURNMENT:

There being no further business to discuss, the open meeting adjourned at 7:32 PM.



Board Member



Date