

Capri/Sunset HOA Board of Directors Meeting

Minutes, by Patrick Quillin, secretary

meeting called to order at Jan.27, 2015, 7:30 pm at Fred Stickel's home

next meeting Feb.26, 7:30 pm, Harding Community Center, 3096 Harding Street

Carlsbad, CA 92008

(760) 602-7510

Phil Crist, president assigned tasks
Micheaux to be landscaping committee
Julie Thomas, architectural
Patrick Quillin, secretary
Fred Stickel, treasurer

Phil told the board members that we are all:
volunteer
amateur

issues must be brought to the board
clearing center on the website
comments, complaints, compliments

responsibility to bring motions to the full board, for conversations, agreement

board members cannot provide answers or solutions to homeowners, must be brought to the board

issue quarterly newsletter
here is how to raise the issue

Phil
discussion of the architectural guidelines development
discussion of changes in sprinkler system that have been ineffective
need email for each owner
need to replace Lindsay mgt
reduce greenery areas, using stonescape

Micheau
reduce water consumption
need list of start and end times for water zones
block captains, for monitoring water usage and landscaping needs, need to be published w. email address
Brickman proposal, new landscaper, effective Mar.1, 2015
mission statement
xeriscape using plants established roots
address monuments, entry walls
volunteers through fundraising for painting long white walls
Western Gardens still has 30 days before termination of contract

Fred Stickel
names of renters to keep informed

- new locks for 8 water controllers
- path security, lighting, breakage
- Phil recommended replacing lighting poles for pathway
- find volunteers for committees
- poll of skills among members
- by laws revisited

Julie Thomas

- Sunburst people who overlook certain lots with view obstruction, rats, unacceptable definition of slope, HOA vs homeowner
- clarification of CCRs
- 16 names homeowners affected
- can require half year to obtain action from notifications
- send violation letters
- Lindsay mgt neglecting duties of notifications
- when people submit plans with insufficient time for review
- if not replied within 30 days considered acceptance
- how to proceed Joshua Dixon, bay windows, needs approval of neighbors
- add to CCR need for approval of neighbors for construction
- if application is incomplete, send denied reply
- complaints initiate paperwork
- need to increase fines from \$1000 to substantial level
- any chairperson can gather volunteers for a committee

Patrick Quillin

- email voting
- water shortage
- xeriscape landscaping
- conveying land
- paying dues online
- home of the quarter award

must reserve a room at the Harding Community Center in Carlsbad for Feb and Mar meetings

meeting adjourned 9:30 pm

Capri/Sunset Homeowner's association meeting
Harding Center, Carlsbad, CA
Feb.26, 2015, 7:30 pm

Board members present

Phil Grice
Micheaux Hall
Fred Stickel
Julie Thomas
Patrick Quillin

Homeowners present

Ed Herndon
Idah Herndon
Nico Lioce
Michele Slattery
Al & Diana Bernotus
Nick Brunski
Johnette Stickel
Bill Mann

Micheaux presents complaint from homeowner who is concerned about neighbors poorly maintained home
4754 Sunburst Rd.

minutes of previous meeting read and approved

Phil

motion passed to approve previous minutes
did Archie receive approval to spend money \$2895 on estimate for front gates of community
need updated architectural guidelines, deferred
need to increase fines for non-compliance
new business
vandalism along trail, repaired lights, vulnerable to damage, need steel lights w. cameras
52 lights x \$200 each, installation extra
need better security
place sign notification being photographed
homeowner's petition
overgrown vegetation
homeowner's complaints offending lots 109, 110
not common land, need to maintain property, need permission to plant trees
vigorous discussion regarding what is a violation, how to define violation, fine
letter of violation from management,
4711 Sunburst has major problems with neighbors vegetation

Julie, maps from city Carlsbad

Julie

need new ideas to make our neighborhood guidelines attractive and updated
\$3000 budgeted to update arch. guidelines by architect

Patrick

find boilerplate guidelines online

Bill Mann

volunteer for architectural committee

approval of disbursements

Fred

\$13000

legal fees \$150

\$166 doggie bagd

changed banks in Oct.2014

\$1370 deficient in Jan.2015

\$102K /yr budget

financial report included in minutes

Julie

visited by neighbor at 7 am complaining of noise, homeowner upset, apologized for rude approach to Julie when homeowner submits application must complete construction within 6 months

\$500 deposit required to arch. comm. for plans, money returned

paint walls in common area

Micheaux

Homeowner complaint: A homeowner from Pannonia complained that Western Gardens Landscape was trimming 2 Ash trees on the corner of Pannonia and Sunnyhill. These trees are located in the common landscaping and over the height of being maintained by our general landscape maintenance. The crew members trimming the trees said they were directed to do so by Greg Vasilieff. Micheaux Hall called Greg Vasilieff and Greg told her that he didn't need to get permission from the landscape chair or the HOA board to trim these trees because he had written permission by the developer and prior HOA boards to trim these trees. She asked that Greg forward her those written approvals, which he did. Micheaux presented Greg's approval letters from the developer dated 1988 and the HOA board dated 1994 and 1997. The HOA board determined that these trees are in the common area landscaping and should be maintained along with the other trees in the neighborhood. Phil Grice asked that Micheaux send Greg and email stating that the HOA board will not be authorizing the trimming of these trees in the future. Any approvals he had in the past are no longer valid.

The landscape scope of work is now on the Capri website

Nico Lioce will be recycling our irrigation parts in the future

Brickman will now take care of our doggie pots maintenance

Fred changed the locks on our controller boxes

The landscape committee is helping Fred Stickel with an email list for community

new landscaper (Brickman) starts Monday, Mar.2, 2015

Brickman starts, the landscape committee is putting together a priority list

Landscape committee will have a \$100 petty cash, refunded at \$20

landscaping

scope of work on website

recycle irrigation parts

doggie pots maintenance

Fred changed controller boxes

email list for community

new landscaper starts Monday, Mar.2, 2015

Brickman starts, priority list

\$100 petty cash, refunded at \$20

March 26, 2015 next meeting, Harding center 7 pm

Capri/Sunset Homeowner's association meeting
Harding Center, Carlsbad, CA
Mar.26, 2015, 7:00 pm

Board members present

Phil Grice
Micheaux Hall
Fred Stickel
Julie Thomas
Patrick Quillin

Meeting called to order at 7 pm

vigorous discussion about violators of HOA regulations regarding landscaping

Home owners present

Courtney Krehbel
Michael Slattery
Johnette Stickel
Nico Lioce

Julie spoke of problems in finding letterhead, need to send letter to violators.

Phil Grice spoke of following legal process in notifying violators.

Homeowners comment period

Phil
monument signs
due to financial constraints, no progress
Fred has checks available about \$3000, not released until Julie meets with people
another \$3000 allocated? for architectural guidelines review
discussion regarding monuments, hardscape

Julie
offered her serviced in previous board group to provide ideas, sketches for entrance signs

Phil
any feedback on architectural guidelines
need ability for feedback on website
security lighting and camera issues, no new vandalism
notice of violation letter to homeowners
need to adjust fines to violators

Julie
review of previous years administrations accomplishments

Phil
review of previous years administration plus and minus

Nico
suggestions for guidelines
correctable vs uncorrectable issues

Michelle

suggestions for new management company

Phil

need statement of work for new management co.

Fred

motion to find replacement for management co., CCR revisions

Patrick

motion to find legal opinion on revision of CCR

Julie and Michelle to pursue

legal revision of CCR for fines and updating

new business

Patrick

concept of conveyance of land, group discussion

approval of expenses, Fred

\$14,000 disbursement last month, Lindsay, water

Nico

discussion of irrigation systems, boxes, controllers

Julie

architectural guidelines

welcome letter to Bill, knowledgeable in area

waiting for appt w. architect, finding of colors appropriate for homes

different colors for trim on house

motion to get bid on painting monuments at entrance

Julie personally addressed problems at Mr. Hill fixing sprinklers, Stacy letter

Coastline property needed to provide architectural guidelines

owners sent forms to Lindsay management, Lindsay did not send letter to Julie

house that received approval 3 years ago, noted that irrigation system from HOA plugged their drainage

violation of landscaping issues, letter to be sent by Phil

Micheaux

landscaping, must work as team, broken valves, needs repair

received box from previous board member, reprimands to previous landscaper

walked property with Brickman, what we want, how to do it, pruning creeping fig

Fred and Nico went through irrigation system, controller boxes have greater capability than previously thought

good communication with Brickman, place geraniums in monument areas, paint monuments first

meet next week with Brickman design expert, need plans on neighborhood, presentation on landscaping changes

3 or 5 year program for improvement

some neighborhoods want to see color, could use lantana

goal water conservation

flags placed around Capri for irrigation repairs, red means trim plants, blue means fix sprinkler

pet peeve, last landscaping company replaced sprinkler heads with inefficient heads

Fred

\$105,000 assets

\$96,000

10 people delinquent in dues \$800

Meeting adjourned by President Phil Grice at 9 pm

next meeting Apr.30, 7 pm

Capri/HOA Board meeting
meeting minutes
April 30, 2015
Harding center

meeting called to order 7:04 pm

All board member present

Phil Grice
Fred Stickel
Micheaux Hall
Julie Thomas
Patrick Quillin

homeowners present

Ana Maria McBrayer
Heather Moates
Nick Brunski

Phil Grice
asking homeowners if need time

approval of last months minutes
need to add to Feb. minutes

corrections to March minutes
Motion made, seconded
approved

Phil
issue of Greg and trees, storm in a teacup, pruning trees, what is the standard?, board owes Greg apology, checks were late due to Lindsay mgt
met Mark Nordquist, once % of properties sold, then HOA responsibility transfers to members from Norquist
24 feet from pad requirement stated in CCR, all homeowners will maintain properties in proper order, homeowners must abide by standards

Fred
12, 14, 15

Phil
section C, in the interest of protecting views, max height of 24 feet, except palm trees
view guarantee is limited, "view corridor" mentioned in CCRs, detailed specifications for what can be built, no conditions on landscaping in view corridor
state of California rules that there are no view guarantees
those in violation of 24 ft rule will receive letters of violation with 60 days to remedy

Micheaux
landscaping company will cut taller trees and do other landscaping at same time

Phil
offer courtesy to violators to remedy situation by July, when HOA has funds to trim trees

Julia
citing CCRs, when planning on changes in landscaping or home, protecting and preserving as best as possible

Phil

approval of changes require 3 signatures along with Julia, chair of landscaping committee
if changes can be seen from street or other homes, then must have approval

Greg has a right to complain if trees are higher than 24 ft, but no right to a view
flaws of previous HOA not anticipating lifespan of landscaping
need to budget for replacement of trees

will write an apology letter to Greg

Fred
financial report
Lindsay report, 1200 deficit spending
cash position, adequate
motion to accept, approved
asked for \$5 increase in monthly dues, starting in July, increase of \$8400/yr

Julie
architectural report
3 letters of violation sent to homeowners
application from Linda, replacing roof, authorization approved
homeowner wants to add solar panel, need plans from installer
\$5800 to paint desiltation area
new paint samples now available
can paint front doors any color the owner wants
find lawyer HOA, Quillin will find

Micheaux
landscaping report
HOA Board Meeting – LANDSCAPE REPORT

1. Annual Tree Trimming – all trees this year.
 - a. Review 2 quotes and Fred may have a third.
 - b. Discuss Melaluecas and the 24' requirement.
 - c. Email and letter that goes to neighbors once date is confirmed should include the violation information as a reminder.
2. Water savings – what are we doing? Huge thanks to Fred and Nico!!
 - a. Reports to help us better identify our usage and control budget - \$1,200. Is our cost baseline monthly even when we do not use ANY water. Actual usage posted with actual bill for that month.
 - b. Working on getting 3 settings so we know exactly how much water is going out based on unit/HCF.
 - c. Working with Brickman for design plans that include drought tolerant plants and possible adding some river rocks in specific areas. (need feedback from board re: designs)
3. Share and discuss the landscape designs from Brickman.

*Put design plans on the website? Get feedback from homeowners.
4. Ask for an amendment to the February HOA meeting minutes to add the conversation RE: Greg Vasilieff trimming the 2 Ash trees in front of his home.

current landscaping Valley Crest, Zuniga tree services get estimate, Zuniga did nice job
excessive pruning will kill trees
need quote on phases of pruning
\$6900 or \$8900 to prune 112 palm, oak, ash trees, melaleuca trees
can get board vote online to approve motions, become more digital and immediate in action

water savings, Fred Hauth receives bills, need more user friendly bills
ask Fred Hauth to obtain reports that provide water usage and expenses
8 controllers, 12 master valves
Nico has spent great time understanding the water usage, per meter, costs
need to see patterns for possible water leaks
\$1200/mo for using no water, city meter charges
Brickman suggested draught tolerant plants
in 2 years, plants can fill in 15 ft wide
dress up each monument with new draught tolerant plants, 3 entrances to Toby's trail
motion to have votes via email, seconded approved
more business to be conducted via email

Fred
approval of disbursements

Phil
group is paying \$3000 to DNZ partners for designs of monuments
\$285 past due to be paid by Fred

Julie
architectural guidelines update
pay \$3000 fee

Phil
new business
apology letter to Greg
2015-16 budget proposals

Patrick
change of management companies
Annie & Ron Wright to get assistance

meeting adjourned 8:45 pm

May 21, 2015 next meeting

following meeting will be Thurs, June 25, 2015 at Harding Center

Capri/HOA Board meeting
meeting minutes, May 21, 2015, Harding center

board member present
Fred Stickel
Micheaux Hall
Patrick Quillin

meeting called to order 7 pm
Fred called meeting to order

previous minutes not approved; need more substance

Micheaux

HOA Board Meeting – LANDSCAPE REPORT

1. Annual Tree Trimming proposals – 3 proposals were provided, motion by Micheaux to select Zuniga to trim HOA trees in the summer, 2nd by Fred – vote was unanimous. HOA President will send out letter to homeowners with the date and offer to contact Zuniga directly for trimming on their property.
2. Brickman prepared planting proposal for monuments and trail entry plants. Micheaux made a motion to approve the proposals, 2nd by Fred – vote was unanimous. The cost for the project will come from Brickman's incentive money and not from HOA.
3. Lawns were aerated during the week which should help with water retention and the health of the lawns.
4. Landscape committee continues to work with Brickman regarding the maintenance schedule to make sure each area gets the appropriate attention.
5. A new water analysis report was prepared to help monitor our water usage.
6. Next landscape meeting Tuesday, May 26th, 2015.

Micheaux presenting for Julie for architectural committee
checks received by DZN
received additional plans on solar unit to be installed at Dan's house
voted in favor of approval

Patrick
HOA management companies sought
bring 2 candidates for presentations, Prescott, Curtis
make the community more email friendly
of 140 homes, 65 have email connections
website user friendly, updated

Micheaux
Should Lindsay mgt be collecting emails from new home owners?

Fred
have money in previous bank
finances, budget submitted
need to raise dues by \$5/mo/home
will change assumptions, new budget, executive meeting soon

meeting adjourned 8:45 pm

Capri/HOA Board meeting
meeting minutes, June 25, 2015, Harding center

board member present
Phil Grice
Julie Thomas
Fred Stickel
Micheaux Hall
Patrick Quillin

meeting called to order 7 pm
Phil called meeting to order

Two homeowners present, Nick Brunski, Courtney Krehbiel, Michele Slattery

Nick Brunski expressed concerns about troublesome neighbors.

Phil discussing CCR, recorded at the county recorder, laws in HOA, architectural guidelines are not laws

Fred motioned assign committee to develop 3 versions of CCR to revise. Second motion Micheaux. voting on motion to solicit homeowners to amend the CCRs to resolve issues non clear. Unanimous voting. Fred motioned that we follow up with enforcement letter to homeowners in violation. Secretary Quillin is to prepare letter to be approved by board

Julie suggests using real estate lawyer to advise board. Do not have to amend CCRs.

Approve Feb. meeting

Need April and May minutes to be revised, then approved by board via email.

Fred
did not receive financial statement from Lindsay mgt
motion to approve monument expenditure of \$490 additional beyond original credit \$7500
voted unanimously in favor
Budget unanimously approved.

Julie
Burzynski home has palettes of concrete blocks in driveway. Needs approval for any construction.

Michele
requests board send letter to homeowner who has sign in back yard.

Micheaux

HOA Board Meeting – LANDSCAPE REPORT

1. Annual Tree Trimming proposals – Zuniga will begin the tree trimming on Wednesday, July 29th. It should take approx. 3 days. A letter already went out to the neighbors but I'd like to see another one sent via email as a reminder to call Zuniga for our homeowners personal trees. Can we also put this as an announcement on the website?
2. The new planting of the monuments and trial head will begin on Monday, July 6th. We will have to give these areas a little more water until the plants are established. The landscape committee asked if this was a good time to water and per Brickman, it's fine. Since live along the coast so we don't get the intense heat as other areas do so the plants should be fine.
 - a) We also approved via email, some additional planting and mulch. We need to include this information in our formal minutes.

3. New water restrictions – Our water days are now Tuesday and Thursdays and limited to watering only between 6 pm and 10 am. This causes special problems with us due to the amount of valves we have per controller and the low flow heads require additional time. Micheaux, Nico and Fred are working on adding additional time due to the longer and warmer days while staying within the guidelines.
4. I feel Brickman is doing a great job and is very responsive to our requests. The monthly walk arounds work well but their crew is doing a lot of “clean up” work v. general maintenance. Our landscaping continues to need a lot of TLC but they are making great improvements. We continue to tweak their maintenance schedule due to the amount of work each area requires at this time.
5. Next landscape meeting is Tuesday, August 11th, 7 pm at the Stickles home.

Patrick Campbell of Curtis Mgt

property mgt 34 yrs, 20 employees, SD county, keep managers happy, phone calls received by person not machine, client retention 34 years or less, HOAs up to 1800 homes,

New business

reserve study every third year, from Fred Stickel, \$2000 fee for audit by CPA year 2015-16, annual reserve study being done by Duffy and board members

Phil

cannot conduct major capital expenses via exclusive email

can have votes via email on issues that have been discussed at the meeting

Fred

current projects, basin fence and monuments to be painted, landscaping enhancements near monuments
revise and understand CCRs

Patrick

need review options for new HOA management firm

meeting adjourned 9:05 pm

Capri/HOA Board meeting
Meeting Minutes, July 30, 2015, Harding center

Board Members Present:

Phil Grice
Fred Stickel
Micheaux Hall
Patrick Quillin

The meeting was called to order at 7 pm by Phil Grice.

Two homeowners were present, Nick Brunski and Courtney Krehbiel.

Nick Brunski provided photos of a neighbor's yard which is not in compliance with Capri landscaping guidelines. Plants need trimming. Julie will investigate and work with Lindsay to send notice of violation.

June minutes were reviewed and unanimously approved.

Financial Report by Fred Stickel:

Monument enhancement additional cost \$490.00
Toby sprinkler repairs \$180.00
July Brickman landscape maintenance \$7500.00
July Expenses: \$8190

Zuniga tree trimming expense in August will be \$7006.00

Fred has not received a final budget for Fiscal year 2014 – 2015 from Lindsay Management.
In June we were underfunded by \$2674.74.

Architectural Report: Micheaux reporting for Julie Thomas who was out of town.

1. Request replacing old windows with new window of identical size and color for Thomas McCullaugh's home.

A vote to approve the window replacement project was unanimous.

2. Julie received a second quote for painting monuments. She has emailed them to the board for review.

Phil Grice:

There was a discussion regarding decorative back yard lights that are visible from common areas. Architectural guidelines require seasonal/party lights be removed within a reasonable time after the event. There are three yards in question. Julie will work with Lindsay Management to have Lindsay send reminder letters to the homes in question.

Landscaping Report by Micheaux Hall:

Zuniga started annual tree trimming in neighborhood yesterday. Many private homeowners are taking advantage of Zuniga's services and attractive pricing to trim their trees as well.

We need to shape trees, thin them out, and bring down to 20 feet to adhere to architectural guidelines.

There is a complication in trimming oak trees. We need to discuss the oak trees since they cannot be trimmed like the other trees because they will die. We need to discuss putting them on the exception list like the palm trees or we may have to replace them in the future due to height restrictions or due to the health of the tree if we do not take care of them properly.

Several new areas have been replanted near the monuments, trail, and Hillside. We discussed the need to weed the new planting areas with Brickman. There was a concern that some of the mulch might end up washing onto sidewalks. The Landscape Committee is transferring water obligations to Brickman.

Prescott Management, represented by President Gregory Morris presented a proposal to become the Capri HOA new management firm with a full service proposal.

Phil: It was noted that Lindsay has been difficult to work with, and does not return calls, and is generally non-responsive.

The meeting was adjourned at 9:10 pm. The next meeting will be held at the Harding Center on Aug.27, 2015.

Capri/HOA Board meeting
Meeting Minutes, August 27, 2015, Harding Center

Board members present:

Phil Grice
Fred Stickel
Micheaux Hall
Patrick Quillin

Meeting was called to order 7 pm by Phil.

Homeowners present, Nick Brunski, Shirley Forsch, John Rekettye.

John Rekettye had problems with Lindsay Management, late fees, fines, and poor customer service related to unannounced changes in banking by Lindsay.

Shirley: concerned about replacing current trees with carrot wood trees, expensive for maintenance, slope across from my house, Coastline and Horizon, bare, worried about erosion in rainy season.

Fred, Treasures Report:

Monthly landscaping expenses \$7500

The previous board had removed landscaping reserves from the reserve account and should be replaced for new landscape.

AUGUST EXPENSES TO DATE			
8/27/15		2015 2016	2015 2016
		MONTHLY	OVER UNDER
INCOME	AUGUST	BUDGET	BUDGET + -
4010 - HOA Dues	17,500.00	17,500.00	0.00
	17,500.00	17,500.00	0.00
EXPENSES			
5010 - Landscape Contract	7,500.00	7,500.00	0.00
5015 - Tree Maintenance/Trimming	7,006.00	583.83	-6,422.17
5021 - Sprinklers Repair	213.00	833.33	620.33
5100 - Electricity/Gas	47.51	62.92	15.41
5120 - Water	3,479.12	4,788.00	1,308.88
5810 - Management Services	648.00	648.00	0.00
	18,893.63	14,416.08	-4,477.55
NET PROFIT LOSS	-1,393.63	3,083.92	4,477.55

Micheaux for Julie, Julie's father died and she is enroute to his funeral. Therefore there is no architectural report this month.

Micheaux, Landscaping report:

Before paying the tree company, we need to make sure we don't have any additional palm limbs that need to be removed and all work is properly done. Brickman took the stakes off the Coastline trees as they were no longer needed. The Landscape committee is discussing where to do additional planting and creating a plan to fill in along the trail plus Horizon Drive where the last landscaping enhancement left off, in addition to other areas. It was proposed to allocate money in reserves for replacement trees and monument painting. 10 yrs ago HOA billed homeowners for painting the wall along Hillside. It was suggested that we contact the previous painter. We need a committee to monitor walls that need painting and stucco. We found a quote in a file from the previous painter – sent to the board previous to meeting via email - for painting the monuments. Julie asked if the vines on the monuments could be tied

or cut back before painting and Brickman will do this prior to any painting. There is overgrowth on Horizon which is in Brickman's way.

Phil:

The board needs to discuss a new management company, and write a letter to Lindsay.

Patrick:

Made a motion to initiate conveyance of land owned or managed by Sunset to the nearest homeowner.
The motion was not seconded.

Patrick:

Made motion to pursue xeriscaping and indigenous plants, instead of spending \$200K on irrigation and landscaping
The motion was not seconded.

Micheaux stated that the landscape committee is focused on selecting plants that will best survive on the steep slopes and do well in drought conditions. This is a long term process due to our budget constraints.

Phil stated that xeriscaping cost 5 to 7 times more than normal landscaping.

Patrick:

Made motion to hire an attorney to provide the board with scope of practice, what can the board do or not in respect to CCR and enforcing violations.
The motion was not seconded.

Nick:

Presented photos showing neighbor in violation of landscaping guidelines.

Patrick:

Made a motion to send 60 day termination to Lindsay Management.

Seconded by Phil.

Phil, Patrick, Fred in favor, opposed by Micheaux.

The motion carried by a vote of 3 to 1.

Fred:

We have received proposals for repair and painting of the desiltation basin fencing in the range of \$1000 to \$11000 depending on scope. Fred will ask for rebids with a different scope of work to repair and paint, not to replace the existing fencing.

Phil:

Board had discussion of existing proposals for a new management company from Prescott and Curtis.

We need to review the statement of work from Prescott to decide if we need all the services quoted.

Question whether there is an account setup fee for any of the proposed new management companies.

A tentative date of Jan.7, 2016 was proposed for the annual meeting.

Patrick made a motion to adjourn at 9:00pm. This was accepted unanimously.

The next meeting is scheduled for Sept. 24, 2015.

Capri/HOA Board Meeting
Meeting Minutes, Sept.24, 2015, Harding Center

Board Members Present:

Fred Stickel
Micheaux Hall
Patrick Quillin
Julie Thomas

Fred Stickel called the meeting to order at 7:00 pm.

Homeowners Present at the Meeting:

Nick Brunski
Courtney Krehbiel
Johnette Stickel
Ana McBrayer

Fred opened the meeting with the following news:

We have received a letter of resignation from Phil Grice. Phil has been exceptionally busy professionally, and did not feel he was able to adequately support the HOA. Fred committed to share this information via email with the Capri HOA community, attaching a copy of Phil's letter of resignation.

Fred asked if any of the community members would be willing to volunteer for board service. Courtney Krehbiel raised his hand and stated he was willing to help.

Fred made a motion to include Courtney Krehbiel on the board. The motion was seconded by Julie Thomas and carried unanimously.

Patrick Quillin read the minutes recorded from the August meeting. There was some concern over the completeness of the recorded minutes. Fred asked that the minutes be revised and sent to the board minutes via email for approval. Courtney volunteered to assist with the duties of the Secretary.

Homeowner Nick Brunski asked about the status of the letters to homeowners with landscaping violations. Julie was unable to follow up due to being out of town on a family emergency. The letters were supposed to be sent by Lindsay Management under Phil Grice's direction, but we have not received news of any response. Evidently, we are expected to call Lindsay to follow up. Julie took the action to follow up with Lindsay.

Landscaping Report: Micheaux Hall

Micheaux presented a new slope enhancement project approved by the Landscape Committee. The designated areas were selected because this is where the last slope enhancement left off two years ago (middle of Horizon moving toward Hillside) in addition to adding plants to bare spots on the corner slopes of Horizon and Coastline and on Sunnyhill by the corner of Hillside.

We are using plants approved by the landscape committee in addition to a few other plants that are already in our landscaping. These plants do well on slopes, they are drought tolerant, and provide the color that the majority of

the homeowners want. We are separating the plants based on the “future” size so that we do not over plant and we can take up as much landscape as possible with the planting funds. The plan also takes in consideration the existing ground cover and plants that are currently doing well on the hillsides and going around those areas with the new planting – mostly the top to middle of the slopes. We are also taking in consideration the location of the sprinklers and changing out the heads where we feel that might be needed.

There was a motion to accept the \$10k expenses. There are phases to the implementation yet to be decided. Julie seconded the motion. Votes in favor of the motion by Fred, Julie, Micheaux, and Courtney. Opposed by Patrick. The motion carried 4 to 1.

Architectural Report: Julie Thomas

John Rekettye at 4650 Sunburst submitted an Architectural Review Form per guidelines. His project did not require board approval since he is only replacing an old deteriorating patio cover with one of the same size and color. His neighbors have been notified. Approval was automatically granted.

There were no other architectural review requests.

Julie reported there has not been any communication with the homeowner on Sunburst who has apparently installed a fireplace in their back yard. Julie will work with Lindsay Management to send a letter if necessary. Fred suggested that Julie send the homeowner a letter inviting the homeowner to attend next board meeting and explain the new structure.

As a reminder, changes or additions to all permanent structures and significant changes to landscaping such as planting of new trees including palm trees requires HOA board approval.
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Julie reported that a new homeowner at the corner of Telescope and Skyline asked about potential noise abatement for traffic noise. Potential changes to fencing were briefly discussed. The current fence is a black wrought iron fence. Otherwise, the HOA has no jurisdiction over city streets and traffic.

The home at 4566 Horizon has large Chinese lanterns visible in the back yard. If seen from street, this needs to be addressed since decorative lighting for parties and holidays should be removed within a reasonable time after the conclusion of the event.

The home at 4555 Sunnyhill, a peach colored house, needs to finish painting around rear windows. This is visible from Capri Park, and has been left in this state for at several months. Julie will work with Lindsay to send a notice to this homeowner.

Guest Speaker Presentation:

Kristen Griggs, president of Lindsay Management, arrived per Patrick’s invitation and presented Lindsay’s proposal to provide Complete Management Services for the Capri HOA. At the present time, Capri HOA is only contracting for their financial and accounting services. This may be a contributing factor to the frustration the board and others have had dealing with Lindsay. Homeowner Nick Brunski stated that he has worked with Lindsay at another HOA which was using Lindsay’s complete services with very good results.

There is \$13,682 pending for September final expense report.

We have received bids to repair and repaint the fence around the desiltation basin. The bids were \$1950, \$3000, and \$3800. Neff was the low cost bidder, and their bid also contained attractive features such as the use of oil based paint. A motion was made to accept Neff's bid and authorize work which was carried with unanimous approval.

Closing brief comments and reminders:

Homeowner signs on street lights and other structures require board approval. We have been seeing an increasing number of ad-hoc flyers and postings in recent months.

We need to organize a nominating committee for next year's board members. The HOA Board of Directors is looking for homeowners willing to volunteer to serve on the 2016/17 HOA Board.

Fred has been working to digitize our paper records to the extent possible. Each board member will get a thumb drive with the information which is far better than a box of paper.

A homeowner had Brickman trim their hedges while they were working nearby. As a reminder, Brickman must only take direction from landscaping committee and board members.

We need a monthly calendar for board duties.

Future actions include preparation of the annual letter to homeowners. We also need to take action on painting of exterior walls around the monuments and other HOA maintained fencing.

A motion was made to adjourn at 9:05 pm, and approved unanimously.

The next Capri HOA Board Meeting is Wednesday evening, Oct. 28, 2015, at 7:00pm in the Harding Center.

Capri / Sunset Place HOA Board Meeting

Meeting Minutes, October 28, 2015, Harding Center in Carlsbad

Board Members Present:

Fred Stickel
Micheaux Hall
Julie Thomas
Courtney Krehbiel

Homeowners Present at the Meeting:

Nick Brunski
Nico Lioce

Acting as President, Micheaux called the meeting to order at 7:03pm.

Micheaux is acting as president this month. Julie will be acting president in November, and Patrick will cover December. All will cover the annual meeting.

I. Call to Order

II. Roll Call

III. General Homeowner Comment Period.

Nick Burnsiki inquired about the status of landscape violation notices to homeowners with overgrown trees and shrubs exceeding the 24 feet height from the house pad. He was informally briefed on the status prior to the meeting, so comments were minimal.

IV. Review and approval of July, August and September 2015 Minutes (Courtney)

Courtney had previously distributed the meeting minutes to the board by email. Fred made a motion to approve the monthly meeting minutes for July, August, and September. Julie seconded, and the motion passed unanimously.

V. Financial Report (Fred)

a. Approval of disbursements

Fred read a list of 7 disbursements for the month of October :

October Bills	Service	Amount	Account
Brickman	Contract	7,500.00	5010
Brickman	Irrigation	190.00	5021
Brickman	Plants	38.00	5011
Ray Neff	Fence Painting	1,950.00	5060
Fred Stickel	USB	31.25	5852
Courtney Krehbiel	Post Office Box	86.00	5852
Trip Busters	Sidewalk Grinding	250.00	5060
		<hr/>	
		10,045.25	

Micheaux made a motion to approve the disbursements read by Fred. Julie seconded, and the motion passed unanimously.

We were under the budget by \$3028.03 for the first quarter. Water conservation was the primary reason for the surplus. We have a net surplus of \$3779.44 after set aside for reserves. Attached is the unaudited financials for the first quarter:

Fiscal Year 2015 - 2016	Budget	1 Quarter	1 Quarter
INCOME	Annual	Actual	Budget
4010 - HOA Dues	210,000.00	52,500.00	52,500.00
4110 - Late Charges	0.00	(143.00)	0.00
4120 - Pay or Lien Fees	0.00	(250.00)	0.00
4140 - Late Fees	0.00	0.00	0.00
4200 -Interest-Reserves	50.00	17.06	12.50
4201- Interest- Operating	0.00	6.01	0.00
4600-NSF Check Fee	0.00	25.00	0.00
TOTAL INCOME	210,050.00	52,155.07	52,512.50
OPERATING			
5010 - Landscape Contract	90,900.00	22,500.00	22,725.00
5011 - Landscape Extras	10,000.00	1,486.47	2,500.00
5015 - Tree Maintenance/Trimming	6,900.00	7,006.00	1,725.00
5021 - Sprinklers Repair	10,000.00	593.00	2,500.00
5060 - Common area /Maint	1,000.00	0.00	250.00
5064 - Light Rprs/Maint	1,000.00	0.00	250.00
5100 - Electricity/Gas	755.00	140.09	188.75
5120 - Water	57,456.00	9,749.16	14,364.00
TOTAL OPERATIONS	178,011.00	41,474.72	44,502.75
GENERAL & ADMINISTRATIVE			
5810 - Management Services	7,776.00	1,944.00	1,944.00
5820 - Audit/Tax Returns	1,500.00	1,400.00	375.00
5825 - Reserve Study ** every 3 Years	2,500.00	0.00	625.00
5830 - Professional Services	3,600.00	0.00	900.00
5840 - Insurance *	3,650.00	(1,887.77)	912.50
5852 - Board Expense	504.00	0.00	126.00
5855 - Printing & Mailing/	2,700.00	2,676.94	675.00
5880 - Taxes/Permits	0.00	(525.00)	0.00
TOTAL GENERAL & ADMINISTRATIVE	22,230.00	3,608.17	5,557.50
TOTAL OPERATING & ADMINISTRATIVE	200,241.00	45,082.89	50,060.25
NET PROFFIT BEFORE RESERVES	9,809.00	7,072.18	2,452.25
6010 Balanc Beginning 2015 2016 Year	100,987.40	817.42	101,804.82
6295 - Interest-Adjustment	0	23.07	23.07
	100,987.40	840.49	101,827.89

VI. Architectural Report (Julie)

There are no new architectural requests. We have a repaired bulletin board, and are required by law to have a public posting place for minutes. We have also recently completed painting of the fence around the desiltation basin.

Julie researched the violation letters that have been sent, and found there was no follow up through Lindsay. Lindsay was doing this as a favor to us since we're not paying for services beyond accounting.

We are two years delinquent on the follow up. So we will be restarting the process with a courtesy notice. We now have a PO Box for the Capri HOA Association so we will not be trying to route mail through Lindsay and can receive written feedback directly. We have also fixed our broken email system so we can receive homeowner feedback and responses directly either via email or via the web site response system.

Courtney will be mailing violation notices to the homeowner by certified mail. The board will follow up on each violation status at the November meeting.

Julie has been working on getting the colors posted with Dunn Edwards, and will be getting the colors posted on their website with a tool so you can see how the color will look on your home. We still need to make the color selection, form a homeowner committee for feedback, and then present the new color schemes to the board for approval. In the meantime, we have the old approved colors posted on the website. If a homeowner wants a different color, they are welcome to submit an architectural request form including house color, trim, and shutters if any, to the architectural committee.

David Hall is in the preliminary stages of implementing solar, and will be submitting an Architectural Request Form.

VI. Landscape Report (Micheaux)

We are getting an increase in the water rates. This would amount to about \$160 more per month at peak consumption rates this year.

We are finding some breaks in the sprinkler lines underground. Many thanks to Nico Liocce and Fred Stickel for their work to find these leaks and broken sprinklers and help us save money and water. They have also been adjusting sprinkler run times to reflect seasons and rain. Brinkman has been very responsive in repairing breaks when notified.

In November we will be doing planting. Scheduled areas are the corner of Coastline and Horizon, northeast Horizon and the corner of Hillside and Horizon, and the corner Sunnyside and Hillside. We're primarily trying to cover some the bare spots to avoid mudslides and hopefully get a good growing season during the rainy winter months.

Homeowners are advised that some contractors have been dumping construction materials in common HOA area. Please make sure your contractors are behaving responsibly and disposing of solid and liquid waste appropriately.

VIII. Old Business

a. New management company (Patrick)

We have a scope of work and will be going back to the Management company bidders. Among other things we need to understand setup fees if any, and negotiate with the respective bidders. We also need to understand future year increases. One of the items we want to have will be new CC&Rs and guidelines, so we will need a quote on this activity.

We have a template for the scope of work. Each board member will review and send recommendations for changes to Courtney who will consolidate and return to Fred. Patrick will re-approach the bidders for best and final quotations to our SOW.

b. Violation letters (Julie)

Old violations:

1. **Lot 106:** (XII, Replanting landscape without approval)
2. **Lot 107:** (XII, Maintenance of slope, overgrown ground cover, and volunteer palms. Or need a request for authorization of landscape)
3. **Lot 108:** (XII, Overgrown landscape in backyard exceeding height above pad level regulations.)
4. **Lot 109:** (XII, Backyard maintenance)
5. **Lot 110:** (XII, Backyard maintenance)
6. **Lot 111:** (XII, Backyard maintenance)
7. **Lot 079:** (XII, Paper lantern lights)
8. **Lot 084:** (XII, Need to complete painting around windows)
9. **Lot 032:** (XII, Temporary gate in front of house needs to be replaced with a permanent gate; Maintenance and painting of front yard wall; Maintenance of side garage door seen from street sidewalk.)
10. **Lot 031:** (XII, Trees well over the 24 foot limit are overhanging sidewalk and street and need trimming. Public safety issue.)
11. **Lot 020:** (VIII Sect 1, b) (IX Sect 13)(XII) Drainage pipe coming out of the middle of the hillside in their front yard drains onto HOA landscaping and gets mud on the sidewalk.

Courtney made a motion to send courtesy violation letters to the homeowners listed above. Julie seconded. Motion passed unanimously.

Courtney made a motion to accept the Courtesy Violation Notice template that has been prepared. Micheaux seconded, and the motion passed unanimously.

b. Painting of the Basin Area (Fred)

Clark Carlen helped repair and repaint the bulletin board. Thank you Clark! There is some minor touch up required on the desiltation basin fence. \$1900 was spent repainting the fence, and the result is much improved and looks good.

c. Prepare for annual meeting (all)

Fred will send a note to the homeowners asking for owners interested in joining next year's board.

We also will add a ballot item to change a passing vote on updates to the CC&Rs from supermajority to simple majority. Our CC&Rs are seriously outdated and in some cases conflict with current laws.

Courtney will work with Patrick to reserve a room, either at the Harding Center, or at the Lagoon Conservatory. We will shoot for Harding Center, but can't reserve either until November. Shooting for the last Wednesday in January, the 27th. Patrick has already made some calls.

IX. New Business/Board Member Comments

Fred passed out 2 USB disks for current board members to save HOA documentation for transfer to future board members.

Micheaux read a letter from a homeowner about her house being vandalized with Silly String. There was damage done to landscape and hardscape. This has been caught on tape, and the perpetrators are known.

Fred made a motion to move upcoming meetings to Wednesdays. Courtney seconded, and the motion passed. Patrick will be asked to see if the Harding Center will be available.

X. Time and location of next meeting: Wednesday, November 18, 2015, 7:00 pm at the Harding Center.

XI. Adjournment: Micheaux adjourned the meeting at 8:55pm.

Capri / Sunset Place HOA Board Meeting

Meeting Minutes, November 18, 2015, Harding Center in Carlsbad

Board Members Present:

Fred Stickel
Micheaux Hall
Julie Thomas
Courtney Krehbiel

Homeowners Present at the Meeting:

Nick Brunski
Nico Lioce

I. Call to Order

Meeting called to order at 7:03 by Julie Thomas acting as President.

II. Roll Call.

All board members present except for Patrick Quillin who had a business conflict.

III. General Homeowner Comment Period

There were no homeowner comments.

IV. Review and approval of October 29, 2015 Minutes (Courtney)

Minutes were distributed via email ahead of the meeting to all board members. Micheaux made a motion to approve the October minutes as received, and Fred seconded. The motion was passed unanimously. Action to Courtney to post the October minutes online and in the Capri Park Message Board, and send a message to all homeowners with a link to the minutes on the website.

V. Financial Report (Fred)

a. Approval of disbursements

The only disbursements were the regularly scheduled monthly \$7500 for Brickman's landscaping services, and \$648 for Lindsay Management. Micheaux made a motion to approve disbursements, and Fred seconded. The motion was unanimous.

VI. Architectural Report (Julie)

a. New architectural requests

There were no new architectural requests. David Hall contacted Julie again regarding his potential solar system.

b. Old violations – update

1. Lot 106: (XII, Replanting landscape without approval)

- a. In contact with homeowner who wishes to cooperate, and have sent clarifying email. Also willing to meet in person as homeowner wishes.

2. Lot 107: (XII, Maintenance of slope, overgrown ground cover, and volunteer palms. Or need a request for authorization of landscape)

- a. In contact with homeowner and have sent clarifying email to hopefully resolve homeowner's confusion regarding the nature of the violation. Also willing to meet in person as homeowner wishes.

3. Lot 108: (XII, Overgrown landscape in backyard exceeding height above pad level regulations.)

- a. Met with homeowner and her landscape gardener, and we believe the issue is resolved pending feedback on current status.

4. **Lot 109:** (XII, Backyard maintenance)
 - a. Certified letter received by homeowner on Nov. 7, 2015. No response to date. We believe improvement has been made, but this needs to be followed up. Action to Julie.
5. **Lot 110:** (XII, Backyard maintenance)
 - a. Certified mail sent, but has not been delivered or picked up by homeowner. Action to Fred to see if there are other ways to contact this homeowner.
6. **Lot 111:** (XII, Backyard maintenance)
 - a. Received written response from homeowner that matter was corrected by Nov. 8, 2015. Violation closed.
7. **Lot 079:** (XII, Paper lantern lights)
 - a. Certified letter delivered Nov. 5, 2015. No response to date. Apparently the lanterns have been removed, and violation is closed.
8. **Lot 084:** (XII, Need to complete painting around windows)
 - a. Received written response from homeowner who has had serious family tragedy recently along with other complications delaying their repainting. Homeowner plans to repaint house, and submitted pictures of proposed off-white color. However, due to their personal circumstances, the homeowner has requested a six month extension. As an alternative, we have also suggested a touch-up of existing color in a shorter period of time. There is probably less than 20 sq. feet of stucco that needs paint.
 - b. Micheaux made a motion to grant a 60 day extension for the purposes of a quick touch up around the windows that closely matches the existing color. After the touch up, the homeowner can take as much time as needed for a complete repainting in a different color. Fred seconded, and the motion passed unanimously. For the homeowner's new paint project, the Architectural Review Committee will be glad to review a color chip within 30 days after the homeowner submits a color sample using the Architectural Review Form which is available on the Capri website. Action to Courtney to contact homeowner with advance copy of this motion.
9. **Lot 032:** (XII, Temporary gate in front of house needs to be replaced with a permanent gate; Maintenance and painting of front yard wall; Maintenance of side garage door seen from street sidewalk.)
 - a. Certified letter delivered Nov. 4, 2015. No response to date, and apparently the homeowner is still in violation. Action to Julie to contact the tenants to see if letter passed along to Capri owner. Courtney to resend letter to owner upon follow-up by Julie if necessary.
10. **Lot 031:** (XII, Trees well over the 24 foot limit are overhanging sidewalk and street and need trimming. Public safety issue.)
 - a. Certified letter returned by USPS as not delivered as addressed. We have received a partial address update for homeowner in New York. Action to Micheaux to help find the correct address (done), and Courtney to resend certified letter.
11. **Lot 020:** (VIII Sect 1, b) (IX Sect 13)(XII) Drainage pipe coming out of the middle of the hillside in their front yard drains onto HOA landscaping and gets mud on the sidewalk.
 - a. Certified mail sent, but has not been delivered or picked up by homeowner. The letter will be resent via regular mail. Action to Courtney.

c: New Business:

Julie presented a pallet of white shades plus colors for trim, door and iron fences. These are the "automatically approved" colors. However, homeowners must still submit an Architectural Review Form indicating the color chosen for the records. Approval is automatic for this color pallet with submission of the form. Dunn Edwards will complete color boards and get them posted online in time for the annual meeting. Homeowners may be allowed to paint with other colors, but the color scheme needs to be approved by the Architectural Committee via the Architectural Review Form in advance of painting.

We also need to pick the colors for the HOA maintained fences which need to be painted.

Finally, it was noted that a number of the homes with backyards facing Toby's Trail and Capri Park have low garden walls that need repair and paint. This has been uncovered as the landscaping has been cleaned up by Brickman leaving these homeowner maintained walls more visible.

VI. Landscape Report (Micheaux)

The November planting project is now complete. Brickman has amended the soil around each plant and they are hand watering until the plants are established. Due to the shorter and cooler days (and hopefully more rain) these plants should do very well.

Micheaux submitted a proposal and photo to the board via email requesting that we plant an additional 12 Acacia plants on Toby's Trail due to a bare hillside that was in danger of erosion. The board replied with their approvals with 4 "yes" and 1 non-response. Micheaux made a motion to approve the \$410 for Toby's Trail. Fred seconded and the motion was unanimous.

The City of Carlsbad has announced that we can only water 1 day per week beginning 12/1/15. Brickman (or Fred and Nico) will adjust our controllers and water times appropriately. Micheaux mentioned at the last meeting that we will see a water increase effective 1/1/16 and also heard today that there will be an additional increase coming on 7/1/16. This will total a 16% increase in our water bills during 2016.

We have replaced many of the sprinkler heads on Horizon from the MP rotators that were installed a year and a half ago back to the original heads. The MP rotators were not adequately covering this hillside due to the spacing of the heads. The water usage on this hillside should not change much, if any. Other hillsides will also be evaluated for coverage and the heads will be replaced if necessary.

The Landscape Committee will begin discussing our next planting project which will probably begin middle to late Spring. This will depend on the weather (including rainfall amount) and money in our budget. We will discuss priority areas that need attention. Identified areas right now are Skyline and Telescope, Toby's Trail and Hillside but nothing specific has been discussed. We will continue with the plant palette previously selected that has proven to do well on our slopes, grows large in size, requires low to no maintenance, requires less water once established, while also providing beautiful color that everyone enjoys. Homeowner input is always welcome.

Other Landscape issues:

The house on the corner of Hillside and Telescope has a drain pipe which empties into HOA property. Nico volunteered to talk to the homeowner while on water patrol rounds. We will follow up with a letter if necessary.

The HOA sprinkler valve box at Lot 32 is inside the homeowner's yard behind the HOA maintained wall and needs to be moved so we can manage sprinklers without requiring access to the homeowner's yard. Julie took the action to address this in letter to the homeowner in conjunction with violations.

VIII. Old Business

a. New management company (Patrick via email input)

Fred had prepared a Statement of Work (SOW) for HOA Management Companies to bid against along with inputs from Micheaux and review by other board members.

Courtney will brief Patrick on the SOW and ask for his help going back to the management company bidders. We have already received proposals from three companies, and would like to get these updated bid responses by December 11th so we can discuss and hopefully make a final selection during the next HOA

meeting and in preparation for the Annual Homeowner Meeting in January. The SOW specifically asks the bidders to highlight setup fees, potential fee increases, etc. Also the suggestion was made to get the term of the proposal bid extended to 180 days so the new board has time to implement a transition.

b. Prepare for annual meeting (all)

- 1.1. Fred provided a proposed agenda for the Annual Meeting.
- 1.2. Last year there was some confusion with the proxy vote balloting which made it difficult to tabulate votes. This needs to be improved with clarifying instructions on the proxy form.
- 1.3. We will schedule a mini side meeting to prepare for the General Meeting.
- 1.4. Are there chairs in the Annual meeting hall? Projector?
- 1.5. Among the items that we expect to put to a homeowner vote are the following:
 - 1.5.1. Vote to change the HOA Board term from January through December to March through February of the following year. The term will run for 13 months, so both old and new board will work together during March to prepare the budget and handoff. We feel this will provide better planning and a smoother transition between boards.
 - 1.5.2. Vote to change the CC&R amending percentage from 75% approval to 50% plus 1 vote. Our CC&Rs are sadly out of date, and in some cases conflict with recent laws and statutes. It is also nearly impossible to arrange for a sufficient number of homeowners to vote either directly or via proxy. We believe this will enable the board to work with a the Capri HOA Management Company and attorney(s) familiar with homeowner association laws to revise our current CC&Rs to modern standards.

IX. Time and location of next meeting: December 16, 2015, 7:00 pm at the Harding Center.

X. The Sunset Place / Capri Homeowner's Annual Meeting is scheduled for Thursday night, January 28, 2016 at the Harding Center.

XI. The meeting was adjournment at 9:00pm by Julie.

Capri / Sunset Place HOA Board Meeting

Meeting Minutes, December 16, 2015, Harding Center in Carlsbad

Board Members Present:

Fred Stickel
Micheaux Hall
Julie Thomas
Courtney Krehbiel

Homeowners Present at the Meeting:

Nick Brunski
Ilah Herndon
Michelle Wearsch

I. Call to Order

Meeting called to order at 7:00am, by Courtney acting as President for the December meeting.

II. **Roll Call.** All board members present but Patrick Quillin who had a business conflict.

III. General Homeowner Comment Period

There were no homeowner comments from the homeowners present.

IV. Review and approval of November 18, 2015 Minutes (Courtney)

Minutes were distributed via email ahead of the meeting to all board members and approved electronically. Fred motioned for formal approval of the November minutes as recorded, and Micheaux seconded. The motion passed unanimously.

Courtney will post the November minutes online and in the Capri Park Message Board, and send a message to all homeowners with a link to the minutes on the website.

V. Financial Report (Fred)

a. Approval of disbursements

There are three bills pending. The landscape contract for \$7500, Landscape extras of \$10084 which had been approved by previous board action, and Management Services for \$648. Water was about \$2000 less than a year ago. However, due to the high level of expenditures, expenditures exceeded income this month by \$1903.19. Also pending is \$59 due Patrick for reserving the Harding Center for the 2016 Annual Meeting. Fred will have a check cut on the 30th at the next scheduled payment cycle.

Approval for disbursements			
December 2015 Pending			
Cost			
5010 - Landscape Contract	7,500.00	Brickman	7,500.00
5011 - Landscape Extras	10,084.00	Brickman	17,584.00
5810 - Management Services	648.00	Lindsay	648.00
			<u>18,232.00</u>
Paid			
5120 - Water	1,171.19	Carlsbad	1,171.19
Income			
Scheduled Income	Income		
4010 - HOA Dues	17,500.00	Dues	<u>17,500.00</u>
Net Total To 12/16/2015			(1,903.19)

Micheaux made a motion to approve expenses and Fred seconded. The measure passed unanimously.

VI. Architectural Report (Julie)

a. New architectural requests

John Darroch submitted a request for a solar system. There were questions on how to approve and file since the submission was completely electronic. The board members agreed that this would be an acceptable format for future use, and we would retain copies on the USB sticks which have been passed out to board members. No input from David Hall on his pending interest in installing a solar system.

b. Old violations – update

[Details on current violations have been removed from the publicly posted minutes in the interest of privacy for the individual homeowners. In the future, assessment of potential violations and violation notices will be sent by Lindsay Management Company.]

Courtney to send thank you letters to homeowners who have made the requested improvements and formally close the violations.

c: New Business:

Julie said the pallet board of new colors will be ready before the Annual meeting. Holiday work has temporarily delayed the Dunn Edwards staff, but they promise this will get done after the holidays.

VI. Landscape Report (Micheaux)

Exposed drainage pipes flooding HOA property in a couple of lots will be fixed to prevent flooding and debris on sidewalks. There are two locations where recent landscape clean-up has exposed old pipes. These pipes were incorrectly installed by the homeowners years ago but the HOA is going to take responsibility, and we will attach a diffuser section to the pipes to spread the discharge more evenly on the slope. The pipes should blend into the landscaping and will eventually be covered by new planting.

Several limbs on a few palm trees have been hanging down. Micheaux will contact Zuniga and get a quote to trim just the hanging limbs prior to the annual trimming next summer.

Micheaux and several board members expressed praise for the work being done by Brickman and their staff. It has exceeded our expectations so far. Micheaux will send a “thank you letter” to Brickman’s management naming the men who have been so helpful. (Done).

There are several areas and possibly homeowner yards which have a gophers present. Micheaux will talk to Brickman to determine whether this needs more attention. (Where are the coyotes when you need them?)

Some of the landscaping plants that were installed have died shortly after planting. Brickman has replaced the dead plants for free. They have also built berms to retain water near the plant roots, and are doing hand watering of some new plants to insure they take.

Other Landscape issues:

The sprinkler valve box at Lot 32, is partially under the HOA fence and needs to be corrected so we can manage sprinklers without requiring access to the homeowner’s yard. Fred talked to homeowner and HOA will move the box after scheduling with the tenant.

Micheaux and Julie will come up with a Statement of Work for painting of the outside of the walls/fences around the association. This should be done on an ongoing basis and made part of the maintenance reserves. There was discussion on how to pay for this. There is precedent for charging just the homeowners with these walls for the painting. But the current board felt this was unfair and it should be a community expense. With total expenses for painting likely to be in excess of \$5000, we may have to do the painting in stages. Homeowners would still be responsible for any painting and maintenance on the interior (house facing) side of the walls.

Finally, as a result of landscape improvements and clean-up, many homeowner garden walls along Toby's Trail and other locations visible from community property are suddenly more visible. Many of these walls look shabby and are in need of repair and/or painting. We will send a general notification to all homeowners regarding maintenance of garden walls, and eventually follow up with violation notices if improvements are not forthcoming. Please check all your fences and garden walls and make the necessary repairs!

VIII. Old Business

a. New Management Company

Everyone agreed to stop consideration of Prescott due to high costs and a minimally responsive bid. Lindsay looks the best value, but we will move forward with both Curtis and Lindsay. We need to conduct a "field visit" of their facilities, look at examples of their management systems and web presence, and contact references that have been provided. This will become an action item for the 2016 board.

- b. The board discussed the possibility of having to increase dues slightly halfway through next year. We're ok for now due to heroic efforts by Fred Stickel and Nico Lioce to help reduce water consumption and cost. But this may not be permanent or sustainable. But since we've raised dues significantly twice in the past three years everyone is reluctant to move any sooner than necessary. However, scheduled increases in the cost of water and minimum wage increases for Brickman's staff will eventually need to be addressed.

b. Prepare for annual meeting (all)

- 1.1. Fred provided a proposed agenda for the Annual Meeting.
- 1.2. Courtney prepared and distributed a complete template of a proposed mail to all homeowners with a cover letter, notice of annual meeting, proxy/ballot, and envelopes. Several tweaks were suggested by the board which will be implemented.
- 1.3. We still need at least one more volunteer for the 2016 board. We currently only have four people on the ballot.
- 1.4. We will schedule a mini side meeting to prepare for the General Meeting.
- 1.5. Micheaux suggested Including samples of Brickman walk-around reports in annual presentation. All members need to suggest other topics we should present to the HOA community. Since we don't have an active president, we decided to present to the homeowners as a panel, with each board member leading discussion in our areas of responsibility.
- 1.6. Heather Moates and Anna McBrayer have volunteered to help with vote tabulation. Hopefully we'll have the majority of ballots mailed in or dropped off well before the meeting.
- 1.7. Micheaux has projector. We need to check whether a screen is necessary or if the facility has a suitable wall. The facility has a sound system. Courtney will contact the managers at the City of Carlsbad and try to get a walk-through of the facility and instruction in the use of the sound system before the annual meeting. There are plenty of tables and chairs.
- 1.8. We agreed to mail the letters to all homeowners regarding the annual meeting the week of December 28th. We may duplicate some of the work done by Lindsay, and Fred will find out what Lindsay will be doing in support of the annual meeting to minimize duplication. However, we really want to get this meeting and ballots promoted heavily, so some duplication may be good as long as it's not confusing to homeowners. We'll also follow up with a heavy e-mail and campaign to get out the vote.

IX. The Sunset Place / Capri Homeowner's Annual Meeting is scheduled for Thursday night, January 28, 2016 at the Harding Center.

X. Adjournment: There was no more business before the board, so the meeting was adjourned at 8:55.