

## MINUTES

The regular meeting of the Board of Directors of the Capistrano Court Homeowners Association was held November 15, 2022 by conference call. Participants were President Julie McDermott, Secretary Zora Darrow, Treasurer John Darrow, and Managing Agent Forrest Scruggs. A quorum was present.

The meeting was called to order at 5:32 p.m.

The minutes of the July 26, 2022 meeting were approved as presented.

The following slate of officers was elected:

President—Julie McDermott  
Vice President—Mike Mitchell  
Secretary—Zora Darrow  
Treasurer—John Darrow  
Officer-at-Large—Jennifer Plunkett

MSP that we approve the policy regarding Procedures for Collection of Unpaid Assessments.

MSP that we approve the policy regarding Procedures for the Conduct of Meetings.

MSP that we approve the Policies and Procedures for Covenant and Rule Enforcement.

Financial report—the largest expense this time was the Xcel energy bill, with insurance next largest. Both of these bills are part of our standard expenses.

Checking	\$ 7,315.73
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Reserves	\$14,864.94
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Needed repairs that are still pending include the porch of 6530, gutter cleaning, tree trimming, and alley paving.

If owners discover water leaks or other problems, they should call or e-mail Realty One. If there is a large water leak after 10 p.m., call 911 and the fire department will shut off the water.

The hot water temperature in the west building has dropped from 150 to 120 degrees. Forrest will ask Mac-Vik to look at both boilers.

The meeting adjourned at 6:17 p.m.

Respectfully submitted,

Zora Darrow, Secretary

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The regular meeting of the Board of Directors of the Capistrano Court Homeowners Association was held July 26, 2022 by conference call. Participants were Secretary Zora Darrow, Treasurer John Darrow, Member-at-large Jennifer Plunkett, and Managing Agent Forrest Scruggs. A quorum was present.

The meeting was called to order at 5:32 p.m.

The minutes of the May 17, 2022 meeting were approved as presented.

President Samantha Hooper has sold her unit and resigned from the board. Julie McDermott (unit 6532) was elected to fill Sam's unexpired term.

Financial report--the only unexpected expense was for repair of the west side boiler.

The porch from unit 6530 has not yet been repaired. Forrest will contact the repairmen again.

Vice President Elias Blanco has filled in the potholes by the dumpster. John purchased the asphalt and will present a receipt to the HOA for reimbursement.

The Annual Meeting is scheduled for September 20, 2022. Realty One will send out Annual Meeting notices and proxy forms to the homeowners. The terms of Board Members Elias Blanco and Zora Darrow will expire at that time. Some other homeowners have expressed interest in serving. It is important to elect Board Members who will participate in the meetings regularly.

The meeting adjourned at 5:47 p.m.

Respectfully submitted,

Zora Darrow, Secretary

## MINUTES

The regular meeting of the Capistrano Court Condominiums Board of Directors was held March 22, 2022 by conference call. Those participating were President Samantha Hooper, Secretary Zora Darrow, Treasurer John Darrow, and Managing Agent Forrest Scruggs. A quorum was present.

The meeting was called to order at 5:31 p.m.

The minutes of the November 16, 2021 meeting were approved as presented.

Financial Report as of February 28, 2022

Checking	\$ 5,076.67
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Reserves	\$30,543.45
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Income for 2021 was up because the arrears owed on 6032 were finally paid up. Most expenses were also up slightly. There were lots of plumbing expenses, and there was no insurance reimbursement for the clean up. Repairs on the west boiler should be taken up next. Sam and Forrest will get bids. Forrest will also check to see if some of the leaks should be covered by warranty for repairs previously done by Choice.

The porch structure on one of the units is collapsing. Sam will check to see if that repair is the responsibility of the home owner or the HOA.

Forrest will follow up on bids for pothole repairs.

A disabled vehicle not belonging to a Capistrano resident has been parked on the property for some time. Forrest said proper procedure is to photograph the vehicle and license plate, and then to call the towing company posted on our signs.

The meeting adjourned at 5:56 p.m.

Respectfully submitted,

Zora Darrow, Secretary