

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
JANUARY 23, 2019**

BOARD MEMBERS PRESENT:

Al Bernotas	Treasurer- Architectural Committee Chairperson
John Darroch	President
John Quartarone	Secretary
Linda Romine	Member @ Large- Landscape Committee Chairperson
William Kloetzer	Vice President

ALSO PRESENT:

Shawna Mathews	Lindsay Management Services
2 Interested Homeowners	

CALL TO ORDER:

The Meeting was called to order at 6:31 P.M. by Community Manager, Shawna Mathews, at the Harding Community Center.

EXECUTIVE SESSION SUMMARY:

The Board met in Executive Session on January 23, 2019. During the Executive Session meeting the Board discussed owner requests, collections, and violations.

MINUTES:

The Board reviewed the meeting minutes from December 19, 2018. Upon motion made by Al, seconded by Linda, and unanimously carried, it was;

RESOLVED: to approve the meeting minutes of December 19, 2018 as submitted.

FINANCIAL REPORT:

The Board reviewed the Financial Statements through December 31, 2018. Upon motion made by Al, seconded by Linda, and unanimously carried, it was:

RESOLVED: to receive and file the Financial Statements through December 31, 2018 subject to yearend review by a certified public accountant.

NEW BUSINESS:

LMS Management Report

The Board reviewed the Management Report.No action needed.

Signs for Dog Walk Entrance

John D. informed the Board that homeowner, Don Winslow, has offered to replace all three dog walk entrance signs for only the cost of materials. Upon motion made by Linda, seconded by Bill, and unanimously carried, it was:

RESOLVED: to approve for Don Winslow to make three new signs, and to purchase the materials in an amount not to exceed \$250.00, and to submit receipts and a reimbursement request.

SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 23, 2019
MINUTES PAGE 2

OLD BUSINESS:

Annual Calendar

The Board reviewed the 2019 Annual Calendar. No action needed.

LANDSCAPE:

Committee Chairperson Report

Linda presented the Board with several proposals for landscape improvements submitted by Brightview. Upon motion made by AI, seconded by John D., and unanimously carried, it was:

RESOLVED: to approve the proposal submitted by Brightview to install two vines up by the water tanks for \$80.89.

RESOLVED: to approve the proposal submitted by Brightview to re-plant Rosemary on Coastline for \$785.74.

RESOLVED: to approve the proposal submitted by Brightview to install additional grasses for \$759.13.

RESOLVED: to approve the proposal submitted by Brightview for plantings along the Telescope slopes for \$2,497.69.

Brightview QSA Report

The Board reviewed the report. No action needed.

Irrigation Audits

No action needed.

ARCHITECTURAL:

New Applications/Requests

No action needed.

Correspondence

No correspondence submitted for review.

OPEN FORUM:

Owners in attendance were provided an opportunity to address the Board. The following topics were discussed:

Tree Maintenance

Volunteers for the Landscape Rule Committee

ADJOURNMENT:

There being no further business to discuss, the open meeting adjourned at 7:43 PM.

Attest

7793-Minutes-1-23-19 - SM

Date

February 27, 2019

Sunset Place
HOMEOWNERS' ASSOCIATION

MARCH 4, 2019

Annual Election Results

**The Annual Meeting of the Members
was held as scheduled on February 27, 2019 at 6:30 p.m.**

**A quorum was reached with 72 owners represented
by their return ballot and or their presence at the meeting.**

We would like to thank the owners who attended the Annual Meeting held Wednesday, February 27, 2019, for their participation and involvement with the Sunset Place Owners' Association.

Congratulations to Al Bernotas, John Darroch, John Quartarone, Linda Romine and William Kloetzer who are the newly elected Board Members.

Ballot results are as follows:

**Al Bernotas – 70 Votes - Elected
John Darroch – 76 Votes - Elected
John Quartarone – 74 Votes - Elected
Linda Romine– 69 Votes – Elected
William Kloetzer- 75 Votes- Elected**

**The 2018 Annual Meeting Minutes and IRS REVENUE RULING 70-604 were both passed by
vote of the Membership.**

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
FEBRUARY 27, 2019**

BOARD MEMBERS PRESENT:

Al Bernotas	Treasurer- Architectural Committee Chairperson
John Darroch	President
John Quartarone	Secretary
Linda Romine	Member @ Large- Landscape Committee Chairperson
William Kloetzer	Vice President

ALSO PRESENT:

Shawna Mathews	Lindsay Management Services
1 Interested Homeowner	

CALL TO ORDER:

The Meeting was called to order at 6:31 P.M. by Community Manager, Shawna Mathews, at the Harding Community Center Auditorium.

EXECUTIVE SESSION SUMMARY:

The Board met in Executive Session on February 27, 2019. During the Executive Session meeting the Board discussed owner requests, collections, and violations.

MINUTES:

The Board reviewed the meeting minutes from January 23, 2019. Upon motion made by Linda, seconded by Al, and unanimously carried, it was;

RESOLVED: to approve the meeting minutes of January 23, 2019 as submitted.

FINANCIAL REPORT:

The Board reviewed the Financial Statements through January 31, 2019. Upon motion made by John D., seconded by Linda, and unanimously carried, it was:

RESOLVED: to receive and file the Financial Statements through January 31, 2019 subject to yearend review by a certified public accountant.

DRAFT RESERVE STUDY APPROVAL

The Board reviewed the draft reserve study as submitted by Sonnenberg and Company, CPA's. Upon motion made by Al, seconded by John Q., and unanimously carried, it was:

RESOLVED: to approve the draft reserve study, as submitted, by Sonnenberg and Company, CPA's.

NEW BUSINESS:

LMS Management Report

The Board reviewed the Management Report.No action needed.

SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING
FEBRUARY 27, 2019
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Sinking Wall on Hillside

The Board discussed a letter submitted by an owner stating that a portion of the wall that runs along Hillside is sinking. As a first step, Management was directed to have several vendors come out to assess the situation and provide a cost of necessary repairs.

Ratification of Approved Work

The Board reviewed a previously approved proposal to remove a fallen palm. Upon motion made by John D., seconded by Bill, and unanimously carried, it was:

RESOLVED: to approve the proposal submitted by A Plus Tree Service to remove the palm for \$600.00.

OLD BUSINESS:

Annual Calendar

The Board reviewed the 2019 Annual Calendar. No action needed.

Pest Control Proposals

The Board reviewed proposals submitted by Brightview, Rodent Pest Technologies and Payne Pest Management for monthly treatment of rodents. Upon motion made by John D., seconded by Linda, and unanimously carried, it was:

RESOLVED: to approve the proposal submitted by Brightview for monthly rodent treatments for \$156.00.

LANDSCAPE:

Committee Chairperson Report

No report given.

Brightview QSA Report

The Board reviewed the report. No action needed.

Proposals

The Board reviewed proposals submitted relative to Landscape.

The proposal submitted by Brightview to replace the severed palm was not approved. Linda is to speak with Brightview about ensuring the stump has been removed and planting ground cover.

The Board reviewed proposals submitted by A Plus Tree Service, Five Star Tree Care and Union Tree Service for trimming all fifty two Carrot Wood trees. Upon motion made by Linda, seconded by Al, and unanimously carried, it was:

RESOLVED: to approve the proposal submitted by Union Tree Service for trimming all fifty two Carrot Wood trees for \$3,700.00.

Correspondence/Requests

The Board reviewed a request submitted by 4306 Horizon Drive. Upon motion made by John D., seconded by Al, and unanimously carried, it was:

SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING
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RESOLVED: to approve the request submitted by 4306 Horizon Drive to remove two Birds of Paradise and to replace them with Robellini Palms.

ARCHITECTURAL:
New Applications/Requests

The Board reviewed an application submitted by 4546 Horizon for installation of a patio cover. Management is to contact the owner to request the plans, list of materials to be used and to notify the owners of the fact that they are responsible to obtain the proper permits. Once items have been received from the owners, the complete application will go into the next meeting packets for Board review and approval.

OPEN FORUM:

A homeowner offered to take pictures of areas Homeowners have reported as areas of blockage by trees and/or plant materials.

ADJOURNMENT:

There being no further business to discuss, the open meeting adjourned at 8:09 PM.

Attest

7793-Minutes-2-27-19 - SM

Date

3/26/19

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
MARCH 26, 2019**

BOARD MEMBERS PRESENT:

Al Bernotas	Treasurer- Architectural Committee Chairperson
John Darroch	President
John Quartarone	Secretary
Linda Romine	Member @ Large- Landscape Committee Chairperson
William Kloetzer	Vice President

ALSO PRESENT:

Shawna Mathews Lindsay Management Services
7 Interested Homeowners

CALL TO ORDER:

The Meeting was called to order at 6:42 P.M. by Community Manager, Shawna Mathews, in the office of Lindsay Management Services.

EXECUTIVE SESSION SUMMARY:

The Board met in Executive Session on March 26, 2019. During the Executive Session meeting the Board discussed owner requests, legal issues, collections, and violations.

MINUTES:

The Board reviewed the meeting minutes from February 27, 2019. Upon motion made by John D., seconded by Bill, and unanimously carried, it was;

RESOLVED: to approve the meeting minutes of February 27, 2019 as submitted.

The Board reviewed the organizational meeting minutes from February 27, 2019. Upon motion made by Linda, seconded by Al, and unanimously carried, it was;

RESOLVED: to approve the meeting minutes of February 27, 2019 as submitted.

FINANCIAL REPORT:

The Board reviewed the Financial Statements through February 28, 2019. Upon motion made by John D., seconded by Linda, and unanimously carried, it was:

RESOLVED: to receive and file the Financial Statements through January 31, 2019 subject to yearend review by a certified public accountant.

2019/2020 DRAFT BUDGET REVIEW

The Board reviewed the draft 2019/2020 budget presented by Al, with no dues increase proposed. Upon motion made by Linda, seconded by Al, and unanimously carried, it was:

RESOLVED: to approve the draft 2019/2020 budget with no dues increase, as submitted.

SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING
MARCH 26, 2019
MINUTES PAGE 2

NEW BUSINESS:

LMS Management Report

The Board reviewed the Management Report. Management was directed to obtain two additional proposals for repair of the sinking wall along Hillside.

OLD BUSINESS:

Annual Calendar

The Board reviewed the 2019 Annual Calendar. Management was directed to revise the calendar to state that the Carrot Wood trees will be trimmed every two years, moving forward.

LANDSCAPE:

Committee Chairperson Report

Nico Lioce provided the Board with a report on the services being provided by Brighthview. Due to the overall feeling of dissatisfaction with the level of service being provided, Management was directed to send a letter to Brighthview notifying them of the issues discussed and the overall dissatisfaction with their services.

Brightview QSA Report

The Board reviewed the report. No action needed.

Proposals

The Board reviewed an email received by APlus Tree Service offering to treat all palm roots in an effort to avoid additional palms falling over. Management was directed to obtain additional information from the vendor (cause of root issue and what the treatments will entail).

Correspondence/Requests

The Board reviewed a request submitted by John D. for approval for \$285.00 to complete the new Toby's Trail signs. Upon motion made by Al, seconded by John Q., and unanimously carried, it was:

RESOLVED: to approve the request for \$285.00 to complete the new Toby's Trail signs.

ARCHITECTURAL:

New Applications/Requests

No action needed

OPEN FORUM:

A homeowner challenged the Board on a violation letter received for weeds in his yard. The Board agreed the weeds are no longer an issue and agreed to have Management close the violation.

ADJOURNMENT:

There being no further business to discuss, the open meeting adjourned at 8:09 PM

Attest

7793-Minutes-3-26-19 - SM



Date

4/23/19
Date

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
APRIL 23, 2019**

BOARD MEMBERS PRESENT:

John Darroch	President
John Quartarone	Secretary
Linda Romine	Member @ Large- Landscape Committee Chairperson
William Kloetzer	Vice President

BOARD MEMBERS ABSENT:

Al Bernotas	Treasurer- Architectural Committee Chairperson
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ALSO PRESENT:

Shawna Mathews	Lindsay Management Services
6 Interested Homeowners	

CALL TO ORDER:

The Meeting was called to order at 6:35 P.M. by Community Manager, Shawna Mathews, in the office of Lindsay Management Services.

EXECUTIVE SESSION SUMMARY:

The Board met in Executive Session on April 23, 2019. During the Executive Session meeting the Board held two hearings, discussed owner requests, legal issues, collections, and violations.

MINUTES:

The Board reviewed the meeting minutes from March 26, 2019. Upon motion made by John Q., seconded by John D., and unanimously carried, it was;

RESOLVED: to approve the meeting minutes of March 26, 2019 as submitted.

FINANCIAL REPORT:

The Board reviewed the Financial Statements through March 31, 2019. Upon motion made by John D., seconded by John Q., and unanimously carried, it was:

RESOLVED: to receive and file the Financial Statements through March 31, 2019 subject to yearend review by a certified public accountant.

2019/2020 REVISIT BUDGET REVIEW

The Board reviewed several spreadsheets done by AI only as information to keep in mind for the previously approved budget. John D. and AI will draft a letter from the Board to include with the budget mailer (to be mailed no later than May 31st).

NEW BUSINESS:

LMS Management Report

The Board reviewed the Management Report. Management was directed to obtain two additional proposals for the common area palms.

SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING
APRIL 23, 2019
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LMS Website Announcement

The Board reviewed the website announcement letter from LMS and politely declined the offer for a free website.

Farmer's Decline Terrorism Coverage

Upon motion made by John D., seconded by Linda and unanimously carried, it was;

RESOLVED: that the Board decline the terrorism coverage as submitted by Farmer's Insurance.

OLD BUSINESS:

Annual Calendar

The Board reviewed the 2019 Annual Calendar. No action needed.

Sinking Wall on Hillside

Management was directed to request copies of photos and measurements taken by Quality Property Maintenance when they inspected the wall. The Board will continue to monitor the situation.

LANDSCAPE:

Committee Chairperson Report

Linda Romine and Nico Lioce provided the Board with a report on the services being provided by Brightview.

Management is to send a response to the owners of 4431 Coastline relative to their request to have a valve box removed and let them know that it has been looked into and it will be quite involved (and expensive) to move the lines necessary for relocation of the valve box but that if they are still interested, we will ask Brightview for a proposal.

Management is to send a letter to the owners of 4365 Sunnyhill informing them that they will need to take back over the trimming of the tall hedges between he and his neighbor.

Management is to submit a reimbursement request for \$15.33 for Nico Lioce for supplies purchased.

Brightview QSA Report

The Board reviewed the report. No action needed.

Proposals

The Board briefly discussed brush management and agreed to table it for the time being and to attack only the Sumac at this time.

Correspondence/Requests

No action needed.

ARCHITECTURAL:

New Applications/Requests

The Board reviewed several architectural applications.

SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING
APRIL 23, 2019
MINUTES PAGE 3

Upon motion made by John D., seconded by Linda and unanimously carried, it was;

RESOLVED: that the Board approve the application from 4283 Sunnyhill for solar panels, as submitted.

RESOLVED: that the owners of 4546 Horizon be notified that they must submit a separate application for the glass fence and that the Board approve the application from 4546 Horizon for a patio cover, as submitted, contingent upon neighbors signatures of approval being received as well as city approval of the plans.

RESOLVED: that the Board approve the application from 4720 Telescope for installation of a glass fence, as submitted.


RESOLVED: that the Board conditionally approve the application from 4610 Pannonia for solar panels. The panels proposed to be placed on the garage facing Pannonia have not been approved. Bill strongly disagreed with this decision and suggested the Board seek a legal opinion relative to this application.

OPEN FORUM:

All homeowners in attendance were given the opportunity to address the Board with their comments and concerns.

ADJOURNMENT:

There being no further business to discuss, the open meeting adjourned at 7:53 PM



Attest



Date

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
MAY 28, 2019**

BOARD MEMBERS PRESENT:

John Darroch	President
John Quartarone	Secretary
Al Bernotas	Treasurer- Architectural Committee Chairperson
Linda Romine	Member @ Large- Landscape Committee Chairperson
William Kloetzer	Vice President

BOARD MEMBERS ABSENT:

None

ALSO PRESENT:

Shawna Mathews Lindsay Management Services
6 Interested Homeowners

CALL TO ORDER:

The Meeting was called to order at 6:47 P.M. by Community Manager, Shawna Mathews, in the office of Lindsay Management Services.

EXECUTIVE SESSION SUMMARY:

The Board met in Executive Session on May 28, 2019. During the Executive Session meeting the Board held two hearings, discussed owner requests, legal issues, collections, and violations.

MINUTES:

The Board reviewed the meeting minutes from April 23, 2019. Upon motion made by Al, seconded by John D., and unanimously carried, it was;

RESOLVED: to approve the meeting minutes of April 23, 2019, as amended.

FINANCIAL REPORT:

The Board reviewed the Financial Statements through April 30, 2019. Upon motion made by Linda, seconded by John Q., and unanimously carried, it was:

RESOLVED: to receive and file the Financial Statements through April 30, 2019 subject to yearend review by a certified public accountant.

NEW BUSINESS:

LMS Management Report

The Board reviewed the Management Report. No action needed.

2019 Reserve Study Proposal

The Board reviewed the 2019 reserve study proposal submitted by Sonnenberg and Company, CPA's. Upon motion made by Al, seconded by Linda and unanimously carried, it was;

SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING
MAY 28, 2019
MINUTES PAGE 2

RESOLVED: that the Board approved the 2019 reserve study proposal submitted by Sonnenberg and Company, CPA's for \$475.00.

Ratification of Approved Work

Upon motion made by John D., seconded by John Q. and unanimously carried, it was;

RESOLVED: that the Board approve two proposals submitted by Brightview Landscape. Irrigation repairs for \$381.00 and new plantings for \$382.00.

OLD BUSINESS:

Annual Calendar

The Board reviewed the 2019 Annual Calendar. No action needed.

LANDSCAPE:

Committee Chairperson Report

Nico Lioce provided the Board with a report on the services being provided by Brightview. The Landscape Committee is displeased with the services Brightview is providing and recommends the Board go out to bid for the landscape maintenance contract.

Management is to work with Linda Romine to draft a notice to be sent to Brightview notifying them that the Board is still unhappy with their services and that they have thirty days to improve or the Board will terminate the contract.

Brightview QSA Report

The Board reviewed the report. No action needed.

Proposals

The Board briefly discussed bids for landscape renovations to the monuments and agreed to table them for the time being.

Correspondence/Requests

The Board reviewed correspondence submitted by an owner requesting that new plantings be installed on the Horizon slope. The Board agreed that this should be handled when the next phases of replantings occur.

ARCHITECTURAL:

New Applications/Requests

The Board reviewed several architectural applications. Upon motion made by AI, seconded by Linda and unanimously carried, it was;

RESOLVED: that the Board approve the application from 4620 Pannonia for a fence installation, as submitted.

SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING
MAY 28, 2019
MINUTES PAGE 3

RESOLVED: that the Board conditionally approve the application from 4702 Telescope for back yard renovations, a pool, a jacuzzi, new landscaping and a fence upon receipt of City permits and approved plans.

RESOLVED: that the Board approve the application from 4545 Sunnyhill for new front yard landscape and a patio cover, as submitted.

RESOLVED: that the Board approve the application from 4640 Pannonia for painting the house and replacing the existing garage doors, as submitted.

RESOLVED: that the Board approve the application from 4441Coastline for painting the house, as submitted.

RESOLVED: that the Board approve the application from 4486 Horizon Dr. for installation of a wrought iron fence contingent upon the fencing not crossing beyond the area of the property where the temporary fence had been.


OPEN FORUM:

All homeowners in attendance were given the opportunity to address the Board with their comments and concerns.

ADJOURNMENT:

There being no further business to discuss, the open meeting adjourned at 8:00 PM

Attest



8/21/19

Date

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
JUNE 25, 2019**

BOARD MEMBERS PRESENT:

John Quartarone	Secretary
Al Bernotas	Treasurer- Architectural Committee Chairperson
Linda Romine	Member @ Large- Landscape Committee Chairperson
William Kloetzer	Vice President

BOARD MEMBERS ABSENT:

John Darroch	President
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ALSO PRESENT:

Shawna Mathews	Lindsay Management Services
2 Interested Homeowners	

CALL TO ORDER:

The Meeting was called to order at 6:22 P.M. by Community Manager, Shawna Mathews, in the office of Lindsay Management Services.

EXECUTIVE SESSION SUMMARY:

The Board met in Executive Session on June 25, 2019. During the Executive Session meeting the Board discussed owner requests, legal issues, collections, and violations.

MINUTES:

The Board reviewed the meeting minutes from May 28, 2019. Upon motion made by Linda, seconded by Bill, and unanimously carried, it was;

RESOLVED: to approve the meeting minutes of May 28, 2019, as revised.

FINANCIAL REPORT:

The Board reviewed the Financial Statements through May 31, 2019. Upon motion made by Linda, seconded by John Q., and unanimously carried, it was:

RESOLVED: to receive and file the Financial Statements through May 31, 2019 subject to year end review by a certified public accountant.

NEW BUSINESS:

LMS Management Report

The Board reviewed the Management Report. No action needed.

OLD BUSINESS:

Annual Calendar

The Board reviewed the 2019 Annual Calendar. No action needed.

SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING
JUNE 25, 2019
MINUTES PAGE 2

LANDSCAPE:

Committee Chairperson Report

Linda Romine provided the Board with a report on the services being provided by Brightview.

Brightview QSA Report

The Board reviewed the report. No action needed.

Proposals

No proposals submitted for review.

Correspondence/Requests

No correspondence submitted.

ARCHITECTURAL:

New Applications/Requests

The Board reviewed several architectural applications. Upon motion made by Al, seconded by Linda and unanimously carried, it was;

RESOLVED: that the Board approve the application from 4376 Horizon for a block/cement wall with the understanding that it conforms to type E per the Association guidelines.

RESOLVED: that the Board approve the application from 4570 Seabluff for installation of a glass balcony to replace existing wrought iron, as submitted.

RESOLVED: that the Board conditionally approve the application from 4356 Horizon for installation of a retaining wall upon receipt of City and Coastal Commission permits prior to work commencing.

RESOLVED: that the Board approve the application from 4291 Skyline for replacing grass near the driveway with river rock, as submitted.

RESOLVED: that the Board approve the application from 4291 Skyline for installation of a wrought iron deck rail and columns mounted above the existing raised pad, as submitted.

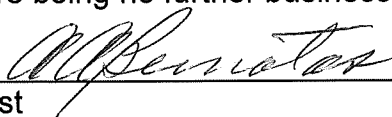
OPEN FORUM:

All homeowners in attendance were given the opportunity to address the Board with their comments and concerns.

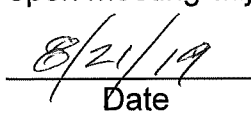
ADJOURNMENT:

There being no further business to discuss, the open meeting adjourned at 7:33 PM

Attest



Date



**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
July 24, 2019**

BOARD MEMBERS PRESENT:

John Darroch	President
Al Bernotas	Treasurer- Architectural Committee Chairperson
Linda Romine	Member @ Large- Landscape Committee Chairperson
William Kloetzer	Vice President

BOARD MEMBERS ABSENT:

John Quartarone	Secretary
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ALSO PRESENT:

Kathleen Wright	Lindsay Management Services
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3 Interested Homeowners

CALL TO ORDER:

The Meeting was called to order at 6:39 P.M. by Community Manager, Kathleen Wright, in the office of Lindsay Management Services.

EXECUTIVE SESSION SUMMARY:

The Board met in Executive Session on June 24, 2019. During the Executive Session meeting the Board discussed owner requests, legal issues, collections, and violations.

OPEN FORUM:

Items discussed in open forum included: Postings and notification to owners.

MINUTES:

The Board reviewed the meeting minutes from June 25, 2019. Upon motion made, seconded and unanimously carried, it was;

RESOLVED: to approve the meeting minutes of June 25, 2019, as revised. (4-0)

FINANCIAL REPORT:

The Board reviewed the Financial Statements through June 30, 2019. It was noted that there are some small items to clarify. Management to confirm questions about using excess funds for operating account in 2019-2020 fiscal year.

Upon motion made, seconded, and unanimously carried, it was:

RESOLVED: to receive and file the Financial Statements through June 30, 2019 subject to year-end review by a certified public accountant.

NEW BUSINESS:

LMS Management Report

The Board reviewed the Management Report. No action needed.

Ratification of Approved Work – No ratification needed, unless cost is over \$500.00.

Tree Trimming – Management was requested to follow up with Union Tree on an outstanding tree trimming proposal.

SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING
REGULAR SESSION MINUTES
JULY 24, 2019
PAGE 2

OLD BUSINESS:

Annual Calendar

The Board reviewed the 2019 Annual Calendar. No action needed.

LANDSCAPE:

Committee Chairperson Report

Linda Romine provided the Board with a report on the services being provided by Brightview. It was noted that the committee is obtaining costs for brush clearing. LRC – Landscape Rules Committee is working on rules and standards. It is the committee's recommendation to obtain bids for landscape maintenance. The Board agreed with the recommendation and it was noted that a performance-based contract would be needed.

Brightview QSA Report

The Board reviewed the report. No action was needed. It was noted that the landscape is getting worse. The landscaping is being neglected. Dead plant material is not being removed.

Proposals

No proposals were submitted for review.

Correspondence/Requests

No correspondence submitted.

ARCHITECTURAL:

New Applications/Requests

4630 Sunburst Road – The Board reviewed a request to plant a tree.

Upon motion made, seconded, and unanimously carried, it was:

RESOLVED: to approve the request for the owner of 4630 Sunburst Road to plant a tree.

OPEN FORUM:

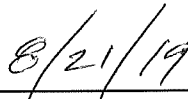
All homeowners in attendance were given the opportunity to address the Board with their comments and concerns.

ADJOURNMENT:

There being no further business to discuss, the open meeting adjourned at 7:25 PM. The next Board Meeting will be held on August 20, 2019. The remaining meetings for the year will be held on the 4th Wednesday of each month, except for the months of November and December.



Attest



Date

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
August 20, 2019
Open Session**

BOARD MEMBERS PRESENT:

John Darroch	President
Al Bernotas	Treasurer- Architectural Committee Chairperson
Linda Romine	Member @ Large- Landscape Committee Chairperson
William Kloetzer	Vice President

BOARD MEMBERS ABSENT:

John Quartarone	Secretary
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ALSO PRESENT:

Kathleen Wright	Lindsay Management Services
Vanessa	Lindsay Management Services
3 Interested Homeowners	

CALL TO ORDER:

The Meeting was called to order at 6:45 P.M. by Community Manager, Kathleen Wright, in the office of Lindsay Management Services.

EXECUTIVE SESSION SUMMARY:

The Board met in Executive Session on August 20, 2019. During the Executive Session meeting the Board discussed owner requests, legal issues, collections, and violations.

OPEN FORUM:

Items discussed in open forum included: Postings and notification to owners.

MINUTES:

The Board reviewed the meeting minutes from July 24, 2019. Upon motion made, seconded and unanimously carried, it was;

RESOLVED: to approve the meeting minutes of July 24, 2019, as revised. (4-0)

Note: The revision is to change the date on the first page to reflect July 24th versus July 23rd.

FINANCIAL REPORT:

The Board reviewed the Financial Statements through July 31, 2019. It was noted that there are some small items to clarify. Management to confirm questions about using excess funds for operating account in 2019-2020 fiscal year.

Upon motion made, seconded, and unanimously carried, it was:

RESOLVED: to receive and file the Financial Statements through July 31, 2019 subject to year-end review by a certified public accountant.

NEW BUSINESS:

LMS Management Report

The Board reviewed the Management Report. There was no action needed at this time.

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Ratification of Approved Work – No actions were taken outside of the meeting and no ratification was needed. It was noted that if the cost of an item is over \$500.00 the whole Board needs to be notified of the issue and the expense.

Tree Trimming – Management was requested to follow up with Union Tree on an outstanding tree trimming proposal, in addition to another proposal from Stirling Landscape.

OLD BUSINESS:
Annual Calendar

The Board reviewed the 2019 Annual Calendar. No action needed.

LANDSCAPE:
Committee Chairperson Report

Linda Romine provided the Board with a report on the services being provided by Brightview. The Board and committee are very unhappy with the lack of services from Brightview. Various issues were discussed. It was noted that the committee is still obtaining costs for brush clearing. LRC – Landscape Rules Committee is continuing to work on rules and standards for the community.

Brightview QSA Report

There was no QSA report presented. No action was needed. It was noted that Brightview is continuing to get behind in the landscaping for the community. The Landscape Committee and Board President stated they will have another meeting with the new account representatives assigned to the account. All proposals submitted by Brightview are on hold at this time.

Upon motion made, seconded, and unanimously carried, it was:

RESOLVED: to hold Brightview's monthly landscape invoice for August until the pending items on QSA report and notes from the Landscape Chair have been completed.

Proposals

Two proposals were submitted for the Board to review regarding monthly landscape services. The Board requested one more comparable proposal from another company to be submitted for the next Board meeting.

Correspondence/Requests

No correspondence submitted or reviewed at this time.

ARCHITECTURAL:
New Applications/Requests

No new applications were presented.

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OPEN FORUM:

All homeowners in attendance were given the opportunity to address the Board with their comments and concerns.

ADJOURNMENT:

There being no further business to discuss, the open meeting adjourned at 7:55 PM. The next Board Meeting will be held on September 25, 2019. The remaining meetings for the year will be held on the 4th Wednesday of each month, except for the months of November and December.

Attest

Date

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
September 24, 2019
Open Session**

BOARD MEMBERS PRESENT:

John Darroch	President
Al Bernotas	Treasurer- Architectural Committee Chairperson
John Quartarone	Secretary
Linda Romine	Member @ Large- Landscape Committee Chairperson

BOARD MEMBERS ABSENT:

William Kloetzer	Vice President
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ALSO PRESENT:

Vanessa	Lindsay Management Services
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3 Interested Homeowners

CALL TO ORDER:

The Meeting was called to order at 6:45 P.M. by Community Manager, Kathleen Wright, in the office of Lindsay Management Services.

EXECUTIVE SESSION SUMMARY:

The Board met in Executive Session on September 24, 2019. During the Executive Session meeting the Board discussed a hearing, legal issues, collections, and violations.

OPEN FORUM:

Items discussed in open forum included: Postings and notification to owners.

MINUTES:

The Board reviewed the meeting minutes from August 20, 2019. Upon motion made, seconded and unanimously carried, it was;

RESOLVED: to approve the meeting minutes of August 20, 2019, as revised. (4-0)

FINANCIAL REPORT:

The Board reviewed the Financial Statements through August 31, 2019. Management is still in need to confirm questions about using excess funds for operating account in 2019-2020 fiscal year in the amount of \$2,800.

Upon motion made, seconded, and unanimously carried, it was:

RESOLVED: to receive and file the Financial Statements through August 31, 2019 subject to year-end review by a certified public accountant.

NEW BUSINESS:

Ratification of Approved Work:

Union Service Trimming – The Board authorized the Queen Palm tree trimming as it is currently tree trimming season and is busy for most arborists. The Queen Palms were in desperate need of trimming. In order to get the work done in time, the Board authorized Union Service to complete the Queen Palm trimming and the trimming of two Ash trees. The work and will be completed by the end of September. Upon motion made, seconded, and unanimously carried, it was:

RESOLVED: The Board ratified the proposal to trim 110 Queen Palms and two Ash trees for a total of \$4,950.0

HOA Enforcement Policy – This was requested to be added to the agenda for discussion. The policy hasn't been updated since 1994, with the exception of the fines, which was updated in 2013. The Board discussed updating the information, however, there is pending landscape policy that is still in process, so the discussion was tabled until further notice.

OLD BUSINESS:

Annual Calendar

The Board reviewed the 2019 Annual Calendar. Management was authorized to make changes to the calendar regarding Palm tree trimming and the Carrot wood tree trimming.

LANDSCAPE:

Committee Chairperson Report

Nico was in attendance and provided the Board with a report of the landscaping. Nico has been walking the property on numerous occasions with Brightview and ensuring that all areas are being maintained and checking for unfinished items. Comments were made that Brightview has gotten better, however, is still playing catch up in completing unfinished work.

Brightview Proposals

Birghtview submitted a proposal for miscellaneous planting throughout the property. The total was for \$1,932.77. Nico suggested removing the costs to install Lantana as so much if it was dying throughout the property. Upon motion made, seconded, and unanimously carried, it was:

RESOLVED: The Board approved the landscape extras without the Lantana for a new total of \$741.32

Correspondence/Requests

No correspondence submitted or reviewed at this time.

ARCHITECTURAL:

New Applications/Requests

4315 Sunnyhill - Submitted plans for a built in barbeque island on the right side of the patio. Upon motion made, seconded, and unanimously carried, it was:

RESOLVED: The Board approved the plans to install a barbeque on the right side of the patio.

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4275 Clearview – Submitted plans to repaint the house and trim, replace the metal fence to glass panels and to replace the grass and front yard with drought tolerant plants and to add solar panels. Upon motion made, seconded, and unanimously carried, it was:

RESOLVED: The Board approved the plans to paint the house and trim, replace the metal fence to glass solar panels and replace the front yard landscaping to drought tolerant plants. The Board requested a separate application or solar panels with the plans of where the panels will be placed on the roof.

4325 Sunnyhill - Submitted plans to install solar panels on the roof. Upon motion made, seconded, and unanimously carried, it was:

RESOLVED: The Board approved the plans to install solar panels on the roof.

OPEN FORUM:

All homeowners in attendance were given the opportunity to address the Board with their comments and concerns.

ADJOURNMENT:

There being no further business to discuss, the open meeting adjourned at 8:34 PM. The next Board Meeting will be held on October 22, 2019.

Attest

Date

SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
October 22, 2019
Open Session

BOARD MEMBERS PRESENT:

William Kloetzer	Vice President
Al Bernotas	Treasurer- Architectural Committee Chairperson
John Quartarone	Secretary
Linda Romine	Member @ Large- Landscape Committee Chairperson

BOARD MEMBERS ABSENT:

John Darroch	President
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ALSO PRESENT:

Vanessa	Lindsay Management Services
2 Interested Homeowners	

CALL TO ORDER:

The Meeting was called to order at 6:40 P.M. by Vice President, William Kloetzer.

EXECUTIVE SESSION SUMMARY:

The Board met in Executive Session on October 22, 2019. During the Executive Session meeting the Board discussed a hearing, legal issues, collections, and violations.

OPEN FORUM:

Items discussed in open forum included: Landscaping .

MINUTES:

The Board reviewed the meeting minutes from September 24, 2019. Upon motion made, seconded and unanimously carried, it was;

RESOLVED: to approve the meeting minutes of September 24, 2019, as presented.

FINANCIAL REPORT:

The Board reviewed the Financial Statements through September 30, 2019. The Board Treasure Al stated that the correction was made regarding the \$2,800. In addition, Al commented that there is showing an increase on the financials, but that was due to holding the landscape maintenance check. In addition, Al commented that the water is within budget and should be good for the rest of the year. Water is going up and will need to project for an increase. Upon motion made, seconded, and unanimously carried, it was:

RESOLVED: to receive and file the Financial Statements through September 30, 2019 subject to year-end review by a certified public accountant.

NEW BUSINESS:

LMS Management Report: The management report was reviewed by the Board. No action at this time.

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Landscape Rules Review: The first draft of the landscape rules was presented to the Board. The Board agreed to have another meeting to take extra time to review the information before sending to the homeowners for a review and comment. The Board will meet once more before the next Board meeting.

OLD BUSINESS:

Annual Calendar

The Annual calendar was updated and provided to the Board for review.

LANDSCAPE:

Committee Chairperson Report

Nico was not in attendance. Fred Stickel was in attendance and provided the Board with a report of the landscaping. There was general discussion about landscape extras that were approved and completed. There was also discussion about irrigation that needed to be adjusted. The Fire abatement was under budget and Fred commented that he would have Green Valley submit a cost for other areas. Also, Fred wanted Green Tree to submit a cost for monthly landscape service in addition to Brightview. It was also mentioned that a homeowner removed the Association vines so that he could paint, but the vines were never put back. Management will reach out to the homeowner.

Correspondence/Requests

No correspondence submitted or reviewed at this time.

ARCHITECTURAL: There were no new architectural applications to present at this time

OPEN FORUM:

All homeowners in attendance were given the opportunity to address the Board with their comments and concerns.

ADJOURNMENT:

There being no further business to discuss, the open meeting adjourned at 7:39 PM. The next Board Meeting will be held on November 26, 2019.

Attest

Date

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
November 26, 2019
Open Session**

BOARD MEMBERS PRESENT:

John Darroch	President
William Kloetzer	Vice President
Al Bernotas	Treasurer- Architectural Committee Chairperson
John Quartarone	Secretary
Linda Romine	Member @ Large- Landscape Committee Chairperson

BOARD MEMBERS ABSENT:

N/A

ALSO PRESENT:

Vanessa Lindsay Management Services
3 Interested Homeowners

CALL TO ORDER:

The Meeting was called to order at 6:49 P.M. by President, John Darroch

EXECUTIVE SESSION SUMMARY:

The Board met in Executive Session on November 26, 2019. During the Executive Session meeting the Board discussed a hearing, legal issues, collections, and violations.

OPEN FORUM:

Items discussed in open forum included: Landscaping and street slurry.

The Board discussed the status of a community slurry seal. It was discussed that the City of Carlsbad surveyed the Association and the surveyor confirmed the streets would be on a future schedule slurry seal as it wasn't an urgent need. Homeowners are encouraged to contact John Schauble at (760) 602-2762 to urge the request and try to get slurry seal completed sooner rather than later. There were additional comments that the streets are in poor condition and some areas are worse than others, but it definitely needs to be addressed sooner.

MINUTES:

The Board reviewed the meeting minutes from October 26, 2019. Upon motion made, seconded and unanimously carried, it was;

RESOLVED: to approve the meeting minutes of October 26, 2019, as presented.

FINANCIAL REPORT:

The Board reviewed the Financial Statements through October 31, 2019. The Board Treasurer Al there was an error on coding the weed abatement and it needs to be reallocated to account 5012. In addition, there was comments that the water invoice is on the higher end. Lastly, there was a payment for monthly landscaping that has not been account for. Management has confirmed the check has been cut and will need to be signed. Upon motion made, seconded and unanimously carried, it was;

RESOLVED: to receive and file the Financial Statements through October 31, 2019 subject to year-end review by a certified public accountant.

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NEW BUSINESS:

LMS Management Report: The management report was reviewed by the Board. No action at this time.

Annual Meeting: Management confirmed the candidacy form will be mailed to the homeowners and will be emailed to have posted on the website.

Annual Calendar

The Annual calendar was updated and provided to the Board for review.

LANDSCAPE:

Committee Chairperson Report

Nico and Fred were in attendance. There was discussion about a homeowner's request to stop the trimming of Acacia to deter burglars. The Board denied this request as landscaping must have access to irrigation and the area needs to be kept open and accessible by landscaping. There was further discussion that Jaime will be stepping up for more days instead of Antonio as he has more experience and does not need much supervision. Nico will continue to help watch the invoices to ensure accuracy before payment is processed. With continued rain in the forecast, it was also confirmed that irrigation will be shut off.

Nico also confirmed that Union tree care still needs to remove 4-5 dead Palm fronds that they missed removing on Skyline, Hillside and Sunnyhill. The Board will confirm if Management needs to get involved in processing the request.

Correspondence/Requests

Correspondence was submitted from a homeowner about the view of a very over grown shrub, which actually appears to be very tall weeds from her rear yard. The Board agreed to have a letter sent to the homeowner to remove the weeds.

ARCHITECTURAL: The Board reviewed three (3) architectural applications.

4546 Horizon – The Board approved the submission to install solar on the home.

4535 Sunnyhill – The Board approved the application to paint (3) three shutters on the home with the HOA approved color DE6063 Black Walnut.

4701 Sunburst – The Board approved the application to install a black wrought iron fencing per the diagram.

Upon motion made, seconded and unanimously carried, it was;
To approve all three (3) applications for architectural changes.

The Board adjourned and reconvened back to Executive Session at 7:41

ADJOURNMENT:

There being no further business to discuss, the open meeting adjourned at 7:40 PM. The next Board Meeting will be held on December 16, 2019.

Attest

Date

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
December 16, 2019
Open Session**

BOARD MEMBERS PRESENT:

John Darroch	President
William Kloetzer	Vice President
Al Bernotas	Treasurer- Architectural Committee Chairperson
John Quartarone	Secretary
Linda Romine	Member @ Large- Landscape Committee Chairperson

BOARD MEMBERS ABSENT:

N/A

ALSO PRESENT:

Vanessa Lindsay Management Services
3 Interested Homeowners

CALL TO ORDER:

The Meeting was called to order at 6:36 P.M. by President, John Darroch

EXECUTIVE SESSION SUMMARY:

The Board met in Executive Session on November 26, 2019. During the Executive Session meeting the Board discussed a hearing, legal issues, collections, and violations.

OPEN FORUM:

Items discussed in open forum included: Landscaping

There was discussion from the landscape committee regarding a Palm tree that appears to be diseased and might be a good candidate for removal. The trees are on Pannonia and Sunnyhill. Management will contact Union tree and to confirm if they can go out and take a look and make recommendations accordingly.

MINUTES:

The Board reviewed the meeting minutes from November 26, 2019. Upon motion made, seconded and unanimously carried, it was;

RESOLVED: to approve the meeting minutes of November 26, 2019, as presented.

FINANCIAL REPORT:

The Board reviewed the Financial Statements through November 2019. The Board did not approve the November financials as there are some pending questions to be answered.

NEW BUSINESS:

LMS Management Report: The management report was reviewed by the Board. No action at this time.

Annual Meeting: Management confirmed that statements went out, however, no one has returned a candidacy statement to run for the Board. An email blast will be sent to the homeowners again.

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Annual Calendar

The Annual calendar was updated and provided to the Board for review.

LANDSCAPE:

Committee Chairperson Report

Fred was in attendance. He stated he has not received doggy bags yet. Management will follow up on the order. It was reported landscaping was looking better. There is an issue with crown rot on a Palm tree. The tree will need to be inspected.

Correspondence/Requests

Correspondence is emailed on occasion through the website. Any correspondence sent through website is a handled upon receipt.

The Board adjourned and reconvened back to Executive Session at 7:23 pm.

ADJOURNMENT:

There being no further business to discuss, the open meeting adjourned at 7:19 PM. The next Board Meeting will be held on January 28, 2020.

Attest

Date