

Sunset Place HOA

Board Meeting

Date February 19th, 2014

1. The meeting was called to order as scheduled at 1900 hrs.
2. Boards Members present: Richard Duffey, John O'Brian, Archie Thornton, Julie Thomas.
General membership present: Phil Grice, Carol Landon, Fred Stickel, Dennis Schultz

Richard Duffey announced that Phil Grice had offered to fill the vacancy on the board and was prepared to accept the position of Secretary. He moved that Phil be accepted onto the board as no other offers had come forward since the AGM. John O'Brian seconded the motion and it was carried by a show of hands.

Richard moved that John O'Brian fill the position of Landscape Committee Chairperson, Archie Thornton to fill the position of CFO and Julie Thomas to fill the Member at Large position which all agreed to accept. Phil Grice seconded the motion which was carried by a show of hands.

3. General Membership Comments: None were forthcoming.
4. Previous Minutes: Richard Duffey read the minutes from the December board meeting. Archie moved that they be approved. John O'Brian seconded the motion. The motion passed with a show of hands.
5. Disbursements: Richard Duffey read a list of modest disbursements for ad hoc landscape activities beyond the scope of the existing contract. After some board discussion Phil moved the disbursements be approved. John seconded the motion. The motion passed with a show of hands.
6. Financial Report: Archie reported no concerns. A discussion took place about how to proceed with home owners that are delinquent with their dues. No conclusions were reached so no motion was raised. Richard highlighted two errors in the previous months financial statements. These amounted to incorrect entries by the management company in posting the backflow repairs of \$350.00 and the credit to the reserves in the amount of \$3500.00 for repaying the loan from the reserves. It was agreed these type of posting errors could be minimized by having the board identify the correct account information to the management company before payment. Archie offered to look into how this could be avoided in future.
7. Landscape Report: The LS Committee proposes that the landscaping be divided into easily manageable sections so that volunteer residents could take the responsibility for "their" section

to report maintenance issues. John offered to expressed his intentions to ask the residents for volunteers to become landscape section "Captains" in their immediate areas.

8. John reported a tour around the development with Greg to review areas where there are known existing issues. See attached Landscape Committee Minutes.
9. Architectural Report: Julie reported that some residents have made changes to their properties without submitting requests for Architectural Committee approval per the HOA CC&Rs, and that they would have received a copy and signed as such at the time of their purchase of the property. Discussion followed about which specific properties had been changed without approval. The discussion included houses being repainted, even when no color change is intended, walls, fences, wall mounted art and windows that have unapproved colors.

It was concluded that any owner must that has made unapproved changes must submit a request for retroactive approval at minimum to ensure all property changes have requests on file. Once these retroactive applications for approval are received the Architectural Committee will bring their recommendations to the Board on how to proceed. It was noted that previous transgressions of the CC&Rs have resulted in the correction of the infraction and it would be best if such transgressions could be handled this way again. Archie noted that failure to police the CC&Rs has resulted in their being eliminated during legal actions brought by owners in other HOAs with similar problems. Julie will contact each owner that is known to have made architectural changes without prior approval to request they submit retroactive requests for approval.

10. Old Business: Richard reported that Greg had been approved to spend \$8,750 to upgrade the embankments. He has spent \$5,487.50 to date leaving a balance of \$3,262.50 toward the next planned phase. Greg will be starting on the eastern end of Horizon in March. The Landscape Committee will meet with Greg to create an authorized planning plan before he gets started.
11. New Business: Richard reported that Fred Hauth wants to return the electric golf cart that the HOA had purchased for him to use when he was putting a lot of time going around the development making repairs. Following discussion as to what options existed for its future disposition Phil moved the cart be sold. John seconded the motion and it was approved by a show of hands. Richard had made some inquiries as to the carts value and had received at least one offer to buy it from the HOA. He stated he would see if the offer still was valid.

HOA insurance: Archie presented the renewal offer from the existing policy holder. After discussion it was tabled it to the next meeting after accumulating more information about the various insurance policies and costs.

Gopher traps: John reported that Greg had purchased two gopher traps and was seeking reimbursement as these are outside of the contracted services. Upon review this was established as factual so John moved that the board pay Greg for the two traps. Julie seconded the motion which was approved by a show of hands.

De-siltation basin: Richard raised the issue of some required repairs that have become necessary in the de-siltation basin. One of the drains is showing severe corrosion and is failing. One of the residents has suggested a simple repair method and offered to repair it at a cost of \$2,415.00. Further discussion took place about the long term necessity to retain the de-siltation basin. Phil reported that a few years after he bought his property he was told by a city engineer that de-siltation basins could be discontinued once a development matured since they were put in place to capture materials resulting from the construction process. Phil offered to visit with Carlsbad City Engineering to find out if this is still true and report back at the next Board meeting.

A discussion took place about the need to update the list of approved “signers” for the bank account. Richard and Archie offered to follow up to see what needed to be done to bring the list current.

Next Meeting: Richard proposed the next meeting be held on the evening of March 19th. All agreed. Julie offered to set the venue.

John moved to end the meeting at 21.45. Julie seconded the motion and all agreed with a show of hands.

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**The next meeting will be held at the Harding Center on March 19th.,
starting at 1900 hrs.**

Sunset Place HOA

Board Meeting Minutes

Date: March 19th, 2014

1. The meeting was called to order at 19.00 hrs.
2. Board Members present:

Richard Duffey:	President
John O'Brien:	Landscaping
Archie Thornton:	Finance
Julie Thomas:	Architectural
Phil Grice:	Secretary

General membership present: Carol Landon, Fred Stickel, and Dennis Schultze
3. General Homeowners Comments and Questions:

None
4. Previous Minutes:
 - a. A motion to forgo reading the minutes was proposed by Archie as everyone had received and read them prior to the meeting. Seconded by John. Motion carried.
5. Disbursements:
 - a. Richard noted several minor disbursements were made during the month to:

Lindsey Management - fees
Western Gardens – Gopher traps
SDG&E – electricity
City of Carlsbad

Motion to accept was made by Phil and seconded by Archie. Motion carried.
6. Financial Report:

No accounting issues were reported. The Reserve Account balance now reflects the credit as discussed at the previous meeting.
7. Landscaping Report:

John reported that volunteers had been identified that would serve as “block captains” for sections of the common areas. He suggested that the volunteers be provided with a card listing the Emergency Contact Numbers for them to call in the event they see problems, such as water leaks. Phil offered to create such cards and encapsulate them in plastic for longevity. John noted that the volunteers had been advised they, like all the residents, are not to communicate directly with Western Gardens on site staff.

John also reported that it had been agreed by the affected residents that trees are to replace the Oaks that had been cut down last year. Discussion took place as to size and source for the trees. It was agreed that the Landscape committee would identify a source offering a reasonable price and size.

It was also agreed that the committee would draft a letter to Western Gardens amending the existing contract to be extended on a month to month basis while quotes were sought for potential alternative landscaping maintenance companies.

Richard reported that he had ridden the path with Fred Hauth to review the lighting and fence status. They made some minor repairs to the lighting and fence. Discussion took place about how subsequent repairs could be done. Richard also noted that Brian Hankinson, a resident, had made a repair to two damaged parts of the plastic fence and that the repairs were almost invisible. Well done Brian.

8. Architectural Committee Report:

- a. Julie read a draft letter that it was proposed be sent to all recent new residents to remind them that it was their legal responsibility to comply with the HOA CC&Rs and HOA Architectural Guidelines and submits requests for approval prior to work commencing. Discussion took place where it was agreed that it was appropriate to distribute such a letter to all residents, not just new ones. It was also agreed that board members would review, comment and bring any suggested changes to the next meeting.
- b. Richard was in possession of a list of currently know violators of the Architectural Guidelines. During discussion it was clear the list was possibly incomplete. Richard offered to distribute the list he had so that the board could bring notice of any possible additional violators to the next meeting.
- c. Archie commented that the Architectural Guidelines had not been updated since the 1980s (with the exception of a few items). His concern was that these Guidelines should be a "living & breathing" document that has the ability to adapt and reflect changes in architectural design trends. He felt that, without this adaptability, our planned community could easily appear to become old and outdated. He suggested that the Board consider retaining a Professional Architect to review and recommended suggested adjustments to the existing Guidelines. The Board agreed, in principal, and directed Archie to secure cost estimates for their consideration.

9. Old Business:

- a. Archie reported that the HOA Insurance renewal amount was the same as in previous years. Phil moved the Insurance be renewed, John seconded the motion which was approved.
- b. Richard reported that Evelyn Marsh, a past resident, had sent a check for \$1000, payable to Sunset Place HOA, to purchase the electric golf cart that was no longer

needed by the HOA. Richard asked for a motion to accept the proffered check and deposit it to the Reserve Account, a motion was given, John seconded the motion. The Motion was approved. Richard will forward the check to Lindsey management for deposit and credit to the Reserve Account.

- c. John reported that the Gophers were “gone”. This was confirmed by Dennis.

10. New Business:

- a. Richard requested that Archie prepare a draft budget for the coming 2014/15 fiscal year. Richard will assist Archie with the draft budget.
- b. Richard stated that an updated Annual Reserve study needs to be prepared. Richard will draft the updated annual reserve study with Archie’s assistance and present it at the next board meeting.

The meeting was adjourned at 21.16, until the next meeting on April 23rd, 2014 between 19.00 – 21.00 at the Harding Center.

Sunset Place HOA
Board Meeting Minutes

Date: April 23rd., 2014

1. The meeting was called to order at 19.00 hrs.

2. Board Members present:

Richard Duffey:	President
John O'Brien:	Landscaping
Archie Thornton:	Finance
Julie Thomas:	Architectural
Phil Grice:	Secretary

General membership present: Carol Landon, Fred Stickel, Dennis Schultz

3. General Homeowners Comments and Questions:

A home owner asked the board for a clear statement as to the limits for tree height and from where such heights are to be measured. Duffey stated that the CC&R's limit the height for all landscaping planted within the development to no more than 24'. Much discussion took place that reminded everyone present that this was a recurring question. The resident stated that prior commitments had been made by the previous board to provide a clear, documented definition for tree height and they were upset that nothing had been forthcoming to date. Grice offered to talk to the prior secretary, Thornton would enquire of Lindsay management, and Duffey would locate the legal interpretation; regarding this issue and, if necessary, a special meeting would be called to attempt resolve this matter.

4. Previous Minutes:

A motion to approve the previous minutes was proposed by Archie, as everyone had received and read them prior to the meeting, provided an amendment be included regarding Archie seeking an architect's insight into possibly updating the CC&Rs to bring them more current with today's designs. Motion was seconded by O'Brian. Motion carried.

5. Disbursements:

- a. Thornton noted regular disbursements were made during the month to:
 - Western Gardens – landscape maintenance
 - Lindsey Management - fees
 - SDG&E – electricity
 - City of Carlsbad - water

6. Irrigation Grant Presentation.

Greg Vasileff of Western Gardens Landscaping, Inc. gave a presentation about the SDG&G Grant Program that offers funding to install more efficient irrigation equipment. Greg has applied and is optimistic that his application will be approved based upon the proposal for updating some portion(s) of the Sunset Place irrigation system. His proposal shows a projected 20% water saving resulting from his

proposed equipment changes. He expects that SDG&E will offer continuation grants to follow the current ones based upon the expectation of proven installation water use reduction(s).

The Board thanked Greg for his efforts and looked forward to a grant being approved.

7. Financial Report:

Archie presented charts showing rolling annual water costs by month and year. No major variations exist with water use tracking with weather and planting history. March revenue exceeded expenditures by \$2,602.87. The next year's budget is in development. The CC&Rs require a study be done every three years to determine if the amount held in Reserve is appropriate. Richard is familiar with the process and will participate in the study with Archie.

8. Landscaping Report:

shultz reported he has yet to get quotes (other than the current one from Western Gardens) for suitable trees to replace those removed along Coastline by the previous board. He expects to have them by the next scheduled meeting. John reported that there are squirrels burrowing in several places along the trail. Dennis said they would look talk with Greg about how to eliminate the damage.

Discussion took place regarding the placement of ground cover in various places. Greg Vasilieff stated he was following directions of the previous board until it was pointed out that he needed to take direction from the current board that had committed to follow the wishes of the general membership at the AGM and restore the planting to that which existed at the time the tract was developed by Nordquist. It was agreed that Greg would accompany John and Dennis on a walk around the affected sites the following day, April 24th at 1300 hrs.

9. Architectural Committee Report:

Julie reported that a decision about a replacement garage door for lot 17 was being delayed while she obtains additional information about the proposed replacement door design. Julie requested a motion to approve, subject to her receiving information showing the proposed door is consistent with similar doors in use on the tract. Archie seconded the motion. The motion was approved.

10. Old Business:

A contractor proposal to repair the desiltation basin drain was discussed. It was decided that Grice and Duffey would go out the desiltation basin and look at the drain and reassess the situation and look for possible less expensive alternatives.

The meeting was adjourned due to the late hour, and having overstayed the permitted usage of the room at the Harding Center, at 22.08. The next meeting was scheduled for May 23rd, 2014 between 19.00 – 21.00 at the Harding Center.

Sunset Place HOA
Board Meeting Minutes
Date: May 28th., 2014

1. The meeting was called to order at 19:00 hrs.
2. Board Members present:

Richard Duffey:	President
John O'Brien:	Landscaping
Archie Thornton:	Finance
Julie Thomas:	Architectural
Phil Grice:	Secretary

General membership present: Carol Landon, Fred Stickel, Johnette Stickel, Dennis Schultz, Danny Glessner, Micheaux Hall, Ana McBrayer, Heather Moates, Clark Carlen

3. General Homeowners Comments and Questions:

Johnette Sitckel asked who had approved the Landscape Maintenance Company to clear brush along the trail. Archie and Richard stated an interim meeting with Landscape Maintenance Company approved the project. It was emphasized that with the recent fires and current conditions there was concern that the area was a potential liability risk. Richard stated that it is currently being performed by existing landscape personnel.

Micheaux Hall asked why there appeared to be a delay completing the planting that had been started at the Hillside end of Horizon. Richard answered that the delay resulted from having to correct the planting along Sunnyhill and to determine how to replant the surplus plants from Sunnyhill. He reminded those present that at the Annual General Meeting (AGM) the membership had strongly agreed to return the landscaping to the same as were in place when the development was new. During this item Dennis emphasized that the Landscaping Committee had decided to allow Bougainvillea to be planted on the Horizon slopes.

Heather Moates asked if there are any plans to repaint the Capri entry monuments. It was agreed that the monuments were in disrepair and ideas were discussed for them being updated. The architectural review committee has the assignment to propose updates and funding exists in the reserves.

4. Previous Minutes:

As the board members had received and read the April 23, 2014 board meeting minutes prior to the current meeting it was decided to forgo the formal reading of the minutes. A motion to approve the previous minutes was proposed by Archie, provided an amendment is included regarding Archie seeking an architect's insight into possibly updating the CC&Rs to bring them more current with today's designs. Seconded by O'Brien. Motion carried.

5. Disbursements:

Archie noted only regular disbursements were made during the past month. Carol Landon asked if the Landscape Maintenance Company had been paid for the planting along Sunnyhill despite there being issues and Archie stated that the payment approved to Landscape Maintenance Company was for

planting along Horizon and that the payment for the final phase would be withheld until the issues were resolved. Phil moved to approve the disbursements, John seconded. The motion was carried (5-0).

6. Financial Report:

Archie reported we have received the cover note for the required insurance coverage. He handed out graphs showing the water usage by month and year. April usage was down from March but we can anticipate increases now that the summer is here. Julie moved to approve and Phil seconded the motion. The motion was approved (5-0).

7. Landscaping Report:

Carol Landon questioned John about Landscape Maintenance Company failure to keep on schedule. John replied that it did appear this was the case and that the committee would try to do better communication with Landscape Maintenance Company and documenting the schedule clearly. It was agreed that verbal communication was not working.

A discussion took place about the brush clean up and obtaining fire department approval of the work. It was noted that the Landscape Maintenance Company is cutting back encroaching plants building up below the trail. The majority of the plants are considered invasive and a significant fire risk. The Landscape Maintenance Company is not taking out any plants listed by the coastal commission as protected. The fire abatement clean-up is currently being done by existing landscape workers. A proposal to add an additional landscape worker for up to five weeks to address the general property maintenance, if needed, was discussed. A motion was made to accept the proposal on an as needed basis, seconded and approved (5-0). Richard stated he would send a courtesy notice to owners about the need to maintain their palms and to have dead fronds removed to reduce the fire risk as well as their overall appearance.

Carol Landon reported there had been a major leak on the foot path that had taken a long time to be corrected.

A resident asked when the trees would be replaced on Coastline. Richard reported that he had obtained one quotation for planting Carrotwood trees along Coastline and asked the Landscape committee to increase their effort to obtain two more alternatives.

8. Architectural Committee Report:

Julie reported that a decision about a replacement garage door for lot 17 had been made in their favor once additional input had been provided by the homeowner about the specific design proposed. A request to use natural stone colored concrete dry wall bricks on Horizon was now approved. The owner has been notified and will remove the decorative sample wall section he constructed to show the materials.

9. Old Business:

Phil Grice proposed that after studying the problem and the original city drawings for the desiltation basin he believed he could make the repairs for less than \$500. Archie made a motion to approve Grice repairing the drain at an expense not to exceed \$500. Julie seconded and the motion was approved (5-0).

The Annual Fiscal Year 2014/2015 budget was complete and showed no need to increase HOA dues. Archie suggested an increase should be considered to address additional improvement projects. Phil

suggested Archie compile a list of possible projects for consideration by the membership at the next AGM. Archie moved the budget be approved as is, Phil seconded, and the motion was approved (5-0).

Richard discussed the need to circulate to the homeowners the planned Fiscal Budget for 2014/15 plus some additional notices. Phil offered to make the necessary 180 copies free of charge using his business facilities. It was determined that several volunteers would distribute the copies to avoid postage and handling expense by the management company.

Archie had obtained a proposal from an architectural company to make recommendations where the Architectural Guidelines could be updated to bring them more in line with current styles for a cost between \$2,500 - \$3,000. Following discussion Archie agreed to draft a "Scope of Work" for agreement by the board before a decision on moving forward is considered.

The fire abatement clearing was discussed further. It was noted that Landscape Maintenance Company people would only clean up to 20' beyond the fence line.

The Landscape Maintenance Company has made irrigation repairs along the walkway path using existing inventory that was being held by Fred Stickel. Fred Stickel stated he got tired of holding the sprinkler parts inventory and gave it all to the Landscape Maintenance Company after making an inventory list. Phil asked if he could get a list of parts needed for replenishment to see if he could find a better source than currently used.

Richard reported that John Darroch had offered to store the HOA records, saving the HOA the \$25 per month charged by the management company.

Richard offered that the next meeting could be held at his house, 4446 Horizon Drive, Carlsbad. He proposed the meeting be held June 25th., starting at 18:30.

There being no additional business, meeting was adjourned at 21:00.

SUNSET PLACE HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

June 25, 2014

Richard Duffey called the meeting to order at 6:37 p.m.

Board Members Present: Richard Duffey, President

John O'Brien, Vice President-Landscape

Archie Thornton, CFO

Homeowners Present: Stephanie O'Brien (acting secretary), Carol Landon, Dennis Schultze,
Carol Duffey.

Approval of Minutes: John O'Brien made a motion to forgo the reading of and approve the minutes from May 28, 2014. Archie Thornton seconded the motion. Carried (3-0).

Old Business:

- a) Phil Grice is repairing one of the drains in the desiltation basin for the costs of parts only, which is estimated to be less than \$500. This saves the association about \$2,000 compared to the cost of a proposal from an outside contractor. Thank you Phil.
- b) Thanks to Archie Thornton for helping the Association receive a \$328 reimbursement from the City of Carlsbad for the costs of emergency repairs to a water line, paid by the Association, as a result of sidewalk repairs by the City.
- c) The desiltation basin clean out was discussed. The Landscape committee will obtain bids to clear out and level off some of the soil build up in the basin. The Landscape committee will walk down and discuss this and options regarding trimming the Melaleuca trees. John O'Brien will call Zuniga Tree Service for estimates.
- d) Architectural guidelines update. Archie discussed the existing guidelines and the need for revamping them. A proposal from DZN Partners was presented. He has asked for board approval to hire this company. Motion to approve made by John O'Brien, seconded by Archie Thornton. Carried (3-0)
- e) Fire abatement clean-up. The fire abatement clean-up work along toby trail was finished on Monday. Discussion took place about what needs to be removed for fire safety. John will ask his gardener how much it will cost to trim back the Laurel Sumac on the hill slope of Horizon.

f) Irrigation parts. Fred Stickel has passed them on to Greg Vasilieff.

g) Replanting trees on Coastline. Bids are from Western Gardens and Moon Valley Nursery. We are progressing with this, and will proceed when all information is submitted at a later date.

New Business

a) Walkway light repair. There were 3 burned out lights and a broken glass bulb along the trail. Richard Duffey was able to replace 2 of the light bulbs and the broken glass from existing inventory. The 3rd light had a burned out transformer. Fred Hauth has offered to repair that light for a cost of \$25 for labor. Parts are to come out of existing inventory. Motion to pay Fred Hauth for repair the light made, seconded, and carried (3-0).

b) Park trashcan replacement. The Park trashcan lid is thrashed. Archie motioned to approve replacing it, seconded by John. Carried (3-0). Fred Hauth will find replacement trashcan and lid.

c) Annual tree trimming. John O'Brien obtained a couple bids for trimming the Queen Palm trees. The lowest was a bid of \$3,136 from Zuniga Tree Service. Archie made a motion to approve the proposal from Zuniga Tree Service, John seconded. Carried (3-0). Tree trimming will take place after July 1st.

Approval of disbursements: Archie Thornton discussed the disbursements for May 2014. John O'Brien motioned to approve the disbursements. Archie Thornton seconded. Carried (3-0).

Financial report: Archie Thornton distributed the financial statements for May 2014. The year to date profit & loss is positive by approximately \$5,600

Landscape report: a) The Landscape committee wants a weekly map showing where Greg Vasilieff's crew will be working. John will speak to Greg. They also want a copy of the watering schedule.

b) There are squirrels doing damage on the hillside along the walkway. Greg Vasilieff recommended getting bids on pest control. John volunteered to call.

c) The Landscape committee would like an update from Greg Vasilieff concerning the \$20,000 WESLEP irrigation grant project.

Architectural Report: Archie Thornton discussed the monument signs, which are deteriorating and outdated. He suggests repairing, replacing, and/or updating the structures and signs. He offered to secure some ideas and costs to present at the annual General HOA Meeting.

Location & time for next meetings: Harding Center on 23rd of July, 27th of August, and 24th of September, at 7-9 pm. The City will begin charging \$16 per hour for the meeting room at the Harding Center beginning January 1, 2015.

Adjournment: Meeting was adjourned at 8:04 pm.

Sunset Place HOA
Board Meeting Minutes
Date: July 23rd., 2014

1. The meeting was called to order at 19.00 hrs.
2. Board Members present:

Richard Duffy:	President
John O'Brien:	Landscaping
Julie Thomas:	Architectural
Phil Grice:	Secretary

General membership present: Carol Landon, Fred and Johnette Stickel, Michaux Hall, Ana Maria McBrayer, Sandy Rogerson

3. General Homeowners Comments and Questions:
None

4. Previous Minutes:

A motion approve the previous minutes was postponed until the next meeting as insufficient board members were present from that meeting to honestly approve the minutes.

5. Old Business:

- a. Desiltation basin: Phil Grice reported the badly rusted and broken drain had been repaired to match the original drawings approved by Carlsbad City at the time of construction. He noted that he would be adding some waterproof cement around the base to ensure the drain functioned as intended but this would be done after the basin had been cleared of weeds and graded.
- b. Fred Stickel has a quote of \$250 for weeding and trimming the trees in the basin. Fred stated the contractor was reluctant to remove 'toxic' soil from the basin. A discussion followed that resulted in agreement that it was unlikely that the grading in the basin would require any soil removal, only tilling and redistribution to make it level. Phil noted that there was probably only enough soil available to provide the basic coverage to act as a filter to trap contaminants in any street runoff. It was decided to have Greg remove the weeds and cut the trees down to around 5' in height and trim the remaining branches below that height. It was left to be decided at a later date if the contractor should be asked to level the soil in the basin after the weeds and trees had been cleaned up.
- c. Coastline tree replacement. A review of the available quotes revealed the cost delta between 15" and 24" boxed Carrotwoods was not great. Phil proposed that the HOA purchase 24" boxed trees and get the long overdue replacement done. However it was decided to ask for quotes for 24" boxed trees from all the people that had offered quotes before a supplier is chosen.

6. New Business:

It was announced for those board members that had missed the previous meeting that the WSLEP grant had been approved and that Greg had received \$5,000 to be used to purchase new sprinkler heads that are more efficient than currently installed. He was in the process of installing them down the trail behind Sunnyhill and along Sunnyhill slopes. The chosen Hunter

MP40 sprinkler heads are expected to better control the spray and permit more accurate water placement. Greg anticipated winning a second grant to expand the sprinkler upgrades further.

7. Disbursements:

Archie was unable to attend but had provided the information on disbursements to Richard. He reported no out of the ordinary disbursements had been made during the past month. Phil moved to approve, John seconded. The motion was carried.

8. Financial Report:

Archie had provided the financial report to Richard. Richard reported that operating fund ended the fiscal year on a positive note. That, on a cash basis, revenues exceeded expenses by \$19,220.35 and that the operating fund was able to pay back, in full, the loan from the reserve fund. He stated that were a couple items he would look more closely at and report again at the next meeting if there were any changes.

9. Landscaping Report:

A walk around had been done with Greg to review the current maintenance activities per the "agreed" schedule. John reported that Greg was behind schedule as he had taken people from regular activities in the past month to clear the brush as requested around the property perimeter to reduce the fire risk. Several members reported directly to Greg dissatisfaction with at least one of his people that had been seen frequently not working for long periods and distracting other workers from their duties. Greg stated he would take action to remedy the situation.

10. Architectural Committee Report:

Julie reported that Lot 22 wished to replace a French Door and window. As the proposed replacements were within the guidelines she saw no reason not to approve. The board agreed and Julie will notify the applicants their request is approved.

11. Board comments:

None. Carol Landon raised a concern about coyote attacks that had occurred in the development where residents had lost small pets. Carol reported a brazen attack that took place in her back yard where she lost a pet while she was actually in the yard. A discussion took place about what if anything could be done about it. Sadly it was agreed that the HOA cannot do much except warn the residents and people than walk their pets around the trail to be cautious. Phil Grice offered to see how much it might cost to have some small permanent signs made that could be installed at the three trail access points.

12. Next meeting:

Richard reported that the Harding Center had been reserved through the end of the year. The next meeting will be held at 1900 hrs on Wednesday August 27th.

There being no additional business, meeting was adjourned at 20.45

Sunset Place HOA
Board Meeting Minutes
Date: August 27th., 2014

1. The meeting was called to order at 19.00 hrs.

2. Board Members present:

Richard Duffy:	President
John O'Brien:	Landscaping
Archie Thornton:	Finance
Phil Grice:	Secretary

General membership present: Carol Landon, Fred Stickel, Michaux Hall, Ed Herndon, Ilah Herndon, Patricia Packard, Frank Reed, John O'Brien, Sandra kerns, Heather Moates, Courtney Krehbiel

3. Previous Minutes: Archie moved that the board approve the July 23rd Minutes. John Seconded the motion. The motion was passed.

4. General Homeowners Comments and Questions:

Issues were presented but as they would be addressed under normal meeting agenda items Richard asked those present to bring them up later during the meeting.

5. Old Business:

- a. Desiltation basin: It was noted that Greg would clear the weeds in the basin and Richard asked Fred Stickel if he would get an updated quote to have the remaining dirt in the basin just leveled out as Phil noted there needs to be some there to act as a filter for future run off.
- b. Coastline tree replacement. The Landscape committee had received quotes from those suppliers contacted and it was clear that Moon Valley prices were the best by a good margin. It was moved by Phil that their proposal be accepted and we move ahead and purchase the ten replacement Carrotwood trees from them for \$2700. John Seconded the motion and all approved.

6. New Business:

Richard raised the matter of damaged walkway lights. A repairman had been contacted and it was suggested we use him to get the repairs done. Archie moved that we approve up to \$1000 for the repairs. John seconded the motion which was passed.

7. Disbursements:

Archie reported no out of the ordinary disbursements had been made during the past month except some additional expenses for fire abatement brush removal around the walkway areas. Phil moved to approve, John seconded. The motion was passed.

8. Financial Report:

Archie reported no significant changes. He noted that the cost of irrigation water had increased along with the ambient temperatures and that we could anticipate further increases in the following months.

9. Landscaping Report:

Following discussion about the quality and quantity of effort made by Western gardens around the development it was suggested that the Landscape committee prepare a written Scope of Work to be used to obtain competitive quotations for alternative landscape maintenance. Following input that some smaller contractors had declined to bid due to the size of the development it was proposed that the LS committee consider dividing up the areas requiring maintenance so that these smaller companies could offer quotations. It was noted that Michaeux Hall will be acting as Chairperson for the LS committee while Dennis attends to his house repairs following the garage fire and John O'Brien is out of town.

10. Architectural Committee Report:

Julie was unable to attend but several owners present reported their requests for project approvals. Courtney Krehbiel reported he had applied for approval of a solar panel installation on his property. Frank Reed had belatedly applied for approval for the house painting that had already been completed. A discussion followed as it was noted that the "yellow" color that some had found too bright when it was first completed had now faded to be almost indistinguishable from that of his immediate neighbors. The board thanked Frank for his belated approval request and it was left for Julie to address the matter. Ed Herndon asked Richard if the board could contact the non-resident owner on the next door plot about the overgrown palm trees on his property. Ed was concerned about the dead branches contributing to the potential fire risk as well as possible damage to the tiles on his roof should they fall. Richard committed to taking action the contact the owner and have the necessary action taken.

11. Board comments:

None.

12. Next meeting:

Richard reported that the Harding Center had been reserved through the end of the year. The next meeting will be held at 1900 hrs on Wednesday September 24th.

There being no additional business, meeting was adjourned at 20.20

Sunset Place HOA
Board Meeting Minutes
Date: September 24th., 2014

1. The meeting was called to order at 19.00 hrs. by Archie as Richard would not be arriving for 15 minutes.
2. Board Members present:

Richard Duffy:	President
Archie Thornton:	Chief Financial Officer
Julie Thomas	Director (Architectural)
Phil Grice:	Secretary

General membership present: Michaux (Acting Landscape Chairmant), Carol Landon, Fred Stickel, Patricia Packard, Heather Moates, Courtney Krehbiel, Valentina May, Nico Lioce

3. Previous Minutes: Phil moved that the board approve the July 23rd Minutes. Julie seconded the motion. The motion was unanimously carried.
4. General Homeowners Comments and Questions:
Julie reported she had received a call about overgrown palms in a neighbor's yard. A Notice of Violation had previously been sent but the owner had only trimmed the established trees but left more recently planted ones untouched.
5. Old Business:
 - a. Desiltation basin: Phil reported the drain he had repair was still awaiting the plastic cement seal he plans to install around the new base. He has been waiting for the basin clearance to be completed before installing the cement seal and hoped to complete the task before the next board meeting.
 - b. Desiltation basin clearance: The basin had been cleared of excess vegetation growth. Richard stated the trees would be left "as is" until the spring tree pruning comes around to avoid unnecessary expense.
 - c. Coastline tree replacement. The replacement trees are on order and scheduled for delivery and planting the on October 20' 2014. Some remaining issues are the need to relocate the necessary irrigation bubblers and to install breathers at each tree to avoid drainage problems. The breathers will be installed to a depth of 28", leaving 2" above grade level. Carol reported she has one quote for installing the bubblers. John was approved to buy a second Quick Connect (QC) hose attachment to ease ad hoc soaking following installation of the trees. Archie made a motion to approve up to \$150 be spent by John & Fred to buy the QC and the breather pipe(s). The motion was seconded by Richard and carried unanimously.
 - d. Architectural Guidelines Update: Archie reported he walked the tract with the consultant. They will prepare a digital video presentation to be presented to the general membership at the next AGM. Archie has also been working with a signage designer that will offer suggestions how the Capri Monuments could be updated. He expects to have a draft document ready for the November board meeting for preliminary review.

6. New Business:

Are the new sprinkler heads delivering enough water?

- a. Nico reported that he had been asked by Micheaux if he could help by looking into this matter. He first reported that he'd been told by Greg that they would have to start using plastic valves to replace the existing brass ones as they became unserviceable. This was because brass valves are being discontinued by the manufacturers. Nico stated he'd verify this by asking the local HydroScape and Ewing distributors.
- b. Nico went on to explain that the new sprinklers installed under the grant provided to Western Gardens are not providing full coverage in several places. Some of those present expressed general dissatisfaction that Western gardens would install new sprinklers and leave them such that they did not do the required job, i.e. complete coverage where necessary. He recommended that Greg be approached to see if different sprinkler heads could be installed where necessary.

7. Disbursements:

Archie reported no out of the ordinary disbursements had been made during the past month. He reported that water consumption was up a little but not by an atypical amount. Phil moved to approve the disbursements, Richard seconded. The motion passed unanimously.

8. Financial Report:

Archie reported that expenses exceeded revenue by about \$2,000 but this was typical for this time of year due to increased irrigation.

9. Landscaping Report:

Micheaux reported on the Landscape maintenance Route and assigned volunteer Block Captain that are acting as observers for the Landscape Committee for assigned sections of the common land. She explained that the committee is trying to get more uniform quality of landscape maintenance around the development, but it's not working as it is difficult as Western Gardens vary where they are working based upon their latest complaint(s). A discussion ensued about whether Western Gardens staffing levels are adequate. The conclusion was that it was agreed the HOA cannot stipulate staffing levels, only appraise the quality of work done for the amount paid. Archie asked about the proposed "Scope of Work" document and Micheaux reported it is a work in process but was on target to be completed with enough time to obtain quotes before the next AGM as planned. Fred Stickel reported he is getting quotes for pest spraying for some areas of the development but only for those areas where problems have been reported. After discussion Richard proposed a motion that authorized spraying expenditures up to \$400. Archie seconded the motion which passed unanimously.

10. Architectural Committee Report:

- a. Julie reported on the application for solar panels that had been submitted the previous month. This is considered to be a formality as local and state jurisdiction overrides any HOA considerations. Application was unanimously approved.
- b. The matter of the house that had been painted in a color that appeared excessively bright yellow was discussed. After considerable debate Phil moved that since the color had now faded as to be almost indistinguishable from the adjacent homes the belated application should be approved. Julie seconded the motion with the vote ending in a tie (one abstention). Further discussion resulted in a repeat of the motion which passed by 3:1. Richard objected on the basis that this was in violation of the existing architectural guidelines and felt it could wait until the new Architectural Guidelines had been reviewed and approved by the general membership. Phil's motion was based upon such a delay was unreasonable given that the color had faded to an acceptable level to the neighbors he heard from.

- c. Julie returned to the matter she raised in the General Membership remarks period. She understood that the two properties that have trees violating the height limitations have already been sent First Notices of Violation. She will confirm they have been sent before Richard issues Second Notices of Violations as is required by the CC&Rs.

11. Board Member Comments:

- a. Richard reported he had received the tax returns from our CPAs and will send them on.
- b. Richard also reported that he has a proposal for the Required Financial Statement Review from our CPA's for \$1,300. Richard mentioned that this was the same price as last year with no increase. Richard moved to accept the proposal, Phil seconded the motion. The motion carried unanimously.
- c. Richard also reported that he received a proposal for an outside reserve Study for \$475. Richard indicated that an outside Reserve Study is only required every 3 years and since it was performed last year, the board could do an internal Reserve update and save \$475. The proposal was not accepted.

Next meeting:

The next meeting will be held at 1900 hrs on Thursday October 23rd. at the Harding Center.

There being no additional business, meeting was adjourned at 21.10

Sunset Place Association of Carlsbad

Board of Directors Meeting Minutes

October 23, 2014

1. The meeting was called to order by Richard Duffey at 19:00 hours.

2. Board Members present:

Richard Duffey	President
Archie Thornton	Treasurer
John O'Brien	Landscaping
Julie Thomas	Architectural

General membership present: Bill Mann, Micheaux Hall, Heather Moates, Ana Marie McBayer, Terry Fleming, Fred and Johnette Stickle, Courtney Krehbiel, Carol Landon, Sandra Keirns, Nico Lioce.

3. General Homeowners Comments and Questions:

Homeowner of Lot 86 wished to discuss the absence of watering on the slope behind his home adjacent to Toby's Trail. Richard asked Fred Stickle of the landscape committee to get with him and look into it. that he wait to speak when the landscaping report is discussed.

4. Previous Minutes: Archie moved that the board approve the October 23, 2014 Minutes, John O'brien Seconded the Motion. The motion was passed.

5. Old Business

- a. The Desiltation Basin Cleanup project of the mud in the basin is in the process of interviewing and obtaining additional bids.

6. New Business

- a. Julie Thomas would like to propose new language in the Architectural Guidelines for clarification of ambiguous language, concerning protecting views. A presentation and vote will be scheduled for the AGM meeting in January 2015.
- b. Archie Thornton is working with consultant Bart Smith to propose new Architectural Guidelines to replace outdated color, styles set forth in 1987. Archie passed around several renderings of proposed metal backlit signs we to replace for the four Capri entrance monuments. The final two choices will be presented to the general membership attendees at the next AGM meeting in January 2015. The costs for improvements will not affect the dues as they are a capital expenditure.
- c. Homewowner of Lot 138 wanted to discuss the ongoing problem of too little water on the slope behind his home adjacent to Toby's trail. He has brought this up in past board meetings and felt that it is still and issue.

7. .Disbursements

Archie disturbed handouts stating the majority of our budget is Water, Irrigation triage, and Trees. We are now coding 5 to 10 invoices each month from WGL for repair of sprinklers, regulators, valves. The invoices were not present for the meeting but were related to water, sprinkler and valve triage, in addition to \$3022.72 for new carrotwood trees, and \$3106 .00 for trimming of the palm trees.. Archie motioned to approve the disbursements, and Julie Seconded the Motion. The Motion was carried.

8. Landscape Committee Report:

- a. Landscape Committee Chair, John O'Brien thanked the members of the landscape sub-committee Johnette and Fred Stickle and Carol Landon, for their time and efforts over the past seven months in completing the process of replacing the 10 Carrotwood trees on Coastline Avenue.
- b. John also thanked each of the sub-committee members, Micheaux Hall, Heather Moates, Ana Marie McBayer, for their tireless efforts obtaining bids for a replacement landscape maintenance company, for their time and efforts reviewing contracts, interviewing, and conducting on-site visits to evaluate the work of prospective new landscape maintenance companies
- c. John thanked and commended the sub-committee members, Nico Lioce, Fred Stickle, and Clark Carlin, responsible for conducting a detailed audit and report of our complete irrigation system, and the written report of their findings.
- d. The Block Captains were thanked for their continuous efforts reporting and working with the landscape maintenance company to correct issues in landscape and irrigation.
- e. **Landscape Committee's Written Recommendation:** The landscape committee prepared a written and signed recommendation to the board. (Exhibit A) As committee chair, John was designating John to read aloud the recommendation to the board to replace the existing landscape maintenance company, and further recommendation on the replacement choice of a new landscape maintenance company. Three bids with pricing were included with the recommendation. The outcome of the group discussion was for Richard use due diligence in the process of making a change mid year into the fiscal budget with an increase expense and if dues would be necessary to accommodate the change in companies
- f. Bubblers: The 10 new Carrotwood trees had been planted 3 days ago, however Fred and Nico are still watering with hoses until the valve is repaired and bubblers are installed. Fred Stickle reported WGL repaired valve #19, but the lines from the old bubblers to the new trees need to be installed. We received an email bid from David Keir based on a visit prior to the tree installation. John believed WGL was approved to have Antonio to do the bubblers as part of the valve repair. John believed Richard approved this as Greg had sent an email that he sent a work order to the board that would be approved. Richard questioned that the workorder request for \$800.00 was approved. Richard will look into the details to determine what happened and will let us know in the morning who will fix the bubblers.

9. Architectural Report:

J Thomas and the Architectural Committee would like to propose new language in the Architectural Guidelines to clarify ambiguous language and sections in the Declarations of Restrictions concerning preservations of views in Capri. A presentation and vote will be scheduled for the AGM meeting in January 2015.

Next Meeting The next Board meeting is scheduled for December 17, 2014 at 7:00 PM at the Harding Center.

The meeting was adjourned at 20:51 hours.

Respectfully submitted

Carol Landon

Sunset Place Association of Carlsbad

Board of Directors Meeting Minutes

November 25, 2014

1. The meeting was called to order by Richard Duffey at 19:00 hours. He stated he wished to expedite the evening's agenda as it was clear most people wanted to address the Landscape maintenance issue.

2. Board Members present:

Richard Duffey	President
Archie Thornton	Treasurer (scheduled late arrival).
John O'Brien	Landscaping
Phil Grice	Secretary

General membership present: Carol Landon, Sandra Keirns, Nico Lioce, Mark Doyle, Fred Stickel, Russ Albertson, Terry Flemming, Ilah Herndon, Ed Herndon, Bill Mann, Heather Moates, Ana Mara O'Brayr, Stephanie Obrien, Micheaux Hall, Clark Carlen, Johnette Stickel, Shireley Metzger .

3. General Homeowners Comments and Questions: None.

4. Previous Minutes: The Minutes for October could not be passed as Julie Thomas had indicated she would like to make a change to the architectural report but was not in attendance to indicate what changes she would like to make. Deferred to December meeting.

5. Old Business: Deferred to later in the meeting as Archie was unavailable at this time.

6. New Business: None at this time

7. Disbursements: The disbursements for October were considered typical for the time of year with some additional items such as \$2,400 for irrigation repairs, bubblers and stakes for the new trees on Coastline. Water was \$5800, an uplift of around \$1600 likely due to the hot weather. A motion to approve by Phil Grice, seconded by John O'Brien was passed.

8. Landscape Committee Report:

- a. John announced that Nico Lioce has joined the Landscape Committee (LC) where he has been warmly welcomed and appreciated.
- b. Special thanks was given to Nico and Fred Stickel for their hard word evaluating and correcting the sprinkler systems. Nico reported that the Ewing distributor will supply irrigation parts (sprinkler heads, valves, etc) at the same price that Western gardens charges highlighting that Western Gardens Landscaping (WGL) has not been marking up items much that they have supplied and installed. He also noted that he had retrieved the old broken brass vales from WGL and intended to recycle them at a scrap merchants with the proceeds being used to buy some small walkie-talkie radios for use by the LS committee when checking out the irrigation systems.
- c. A discussion took place about the charges claimed by David Kier Irrigation for reinstalling the bubblers for the new trees. The LS committee expressed dissatisfaction with the workmanship and was reluctant to pay him his due. It became apparent that there had been no clear definition given to Kier of what had been expected. Also, the price paid to be paid to Kier was less than the next highest bid and the bubbler lines would be used for a just a short time until the trees are established. Phil Grice moved to approve the amount billed by Kier, it was seconded by Archie and approved. Phil Grice committed to take shovel in hand the following day and complete the burying of the bubbler feed pipes to wrap up the matter.

- d. Richard reported he has received a good number of responses to the landscape flyer that was circulated regarding the quality and cost to improve the landscaping around the development. The LS committee was recommending a different contractor be used although Fred Stickel reported he expected yet one more proposal from another LS contractor. Richard stated he had not yet received all the anticipated flyer so he could not make a response as yet. He stated he saw no reason to make a decision or recommendation at this time. He preferred to see what the remaining flyer responses are regarding increased dues, alternate landscaper contractors, etc.

Mark Doyle made a statement from the floor that he was in favor of increasing the membership dues to permit improving the landscaping.

Archie noted that based upon recent experience the budget for irrigation system repairs should be increased from the current \$2,500 YTD to perhaps \$6,500 annually.

Richard introduced Greg from WGL, our current landscaping contractor, who wished to make a few remarks regarding the irrigation system. Greg pointed out that he felt WG had done as much as could be done at the current fee schedule and reminded everyone that he was a member of the HOA too and had contributed many extra hours and effort at times when asked. He stated he believed that it would take a 20-30% increase in repair and maintenance costs to return all the landscaping to an agreeable level. He was challenged by some members that pointed out there are increased bare areas where recent plantings had died from lack of water. Greg responded that the new sprinkler heads "need to adjust to the vegetation".

As the time remaining for use of the meeting room was running out Richard stopped further discussion on landscaping at this time and returned to the remaining delayed items on the agenda.

9. Architectural Report: Julie Thomas was absent but Richard accepted a new request from a member that will be passed to Julie quickly.
10. (Old Business (Continued)): Archie presented some pictures of suggested designs for his planned proposal to update the Capri monuments.

There being no further item remaining the meeting was adjourned at 20.45

Next Meeting The next Board meeting is scheduled for December 17, 2014 at 7:00 PM at the Harding Center.

Note: Due to business travel conflicts for several board members it was subsequently decided to defer the December meeting until December 30, same time, same place.

Sunset Place Association of Carlsbad

Board of Directors Meeting Minutes

December 30, 2014

1. The meeting was called to order by Richard Duffey at 19:00 hours.

2. Board Members present:

Richard Duffey	President	
Archie Thornton	Treasurer	
Julie Thomas	Architectural	(scheduled late arrival).
John O'Brien	Landscaping	
Phil Grice	Secretary	

General membership present: Carol Landon, Nico Lioce, Bill Mann, Fred Stickel, Johnette Stickel, Greg Vasilieff, Micheaux Hall, Bill Mann, Nico Lioce, Clark Carlen, Greg Vasilieff, Fred Stickel, Johnette Stickel, Heather Moates, Courtney Krehbeiel

3. General Homeowners Comments and Questions: None.

4. Previous Minutes:

Archie moved to waive the reading of and approve the October 23, 2014 and November 25, 2014 board meeting minutes. John seconded the motion. The motion passed.

5. Old Business:

a. Proposed new Capri monument signage: Archie reported that he had circulated and received generally positive comments from the board and landscape committee members on the design and materials suggested by the consultant. He has requested a cost estimate to produce such signage from Ford Signs and is awaiting their response. Archie added that Phil Grice had remarked to him that putting new signs on the existing deteriorated support walls would be like putting lipstick on a pig, to which he concurred. Archie offered to get quotations for reconstruction of the monument supporting walls. Phil stated that the walls should not be addressed until new architectural guidelines for the tract had been finalized and approved by the HOA since they may offer compatible options. It was also noted that two of the Capri signage on the entrance to Sunburst currently connect to a portion of the walls that are the responsibility of the respective residents on those corners. Archie mentioned that the new signage would be offset in front of the old signs.

b. Updated Architectural Guidelines: Archie distributed the first draft of the text and reported he expected to receive a complete draft, with pictures and diagrams the first week after New Year. He stated copies would be circulated to the Board prior to their next meeting and hoped to be able to distribute an approved version to the membership for review prior to the Annual General Membership meeting (AGM) in January.

c. Landscape Flyer: Archie reported that a strong majority, more than 60%, of the responses to the landscape flyers (that were distributed asking for input regarding the need for increased HOA dues if the landscaping and maintenance of the common areas was to be improved) were positive, i.e. that the dues should be increased appropriately. He stated a small minority (<20%) of the responses were against any increase in the HOA dues, regardless on the landscaping condition. A third group were in favor of increased HOA dues to improve the landscaping provided the additional money was tied to landscape improvements that could be measured and documented. This is understood to mean a written Scope of Work defining landscaping and maintenance standards that current and future landscape contractors will be required to agree to as part of the selection process.

Discussion took place between both board members and the members present as to what a Scope of Work would consist of and why such a document did not already exist. Despite objections to the contrary it was pointed out that the Board had set the Landscape Committee the task to create such a document in the past. Archie read from the published August Board minutes that such in fact was the case. Phil remarked that he could not see how a new landscaping contract could be agreed to without the existence of a Scope of Work and believed that many of the historical landscaping issues were the result of inadequate documented direction of the several previous contractors.

Further discussion took place where Phil Grice offered to assist the Landscape committee to complete a Scope of Work in the next few weeks.

Archie stated the need to increase HOA dues to allow the HOA to

1. Absorb the 5% increase in our water costs starting January 1, 2015
2. Continue the on-going maintenance & repair of our aging sprinkler system
3. Fund and accelerate the upgrading of our landscaping services

Archie moved that the annual HOA dues be increased by \$20/month effective February 1, 2015. Julie seconded the motion. The motion passed with one abstention. Richard committed himself to generate the 30 day notices to the membership promptly through mail, email, bulletin board, and website posting. Phil committed to create enough copies for the local members to be delivered by hand and Richard will send copies to Lindsey Management to be mailed to the non-resident members.

6. New Business:

John O'Brien reported that Western Gardens Landscaping (WGL) had complained about 2 broken water meter concrete boxes. He had spoken with WGL who had placed an orange cone on the damaged cover by the trail entrance for safety sake and had offered to replace the offending concrete boxes for \$1,550 each or \$3,100 total. Richard commented that he looked at the concrete box by the trail and noted that it was only the small access hatch that was broken and that \$1,550 seemed excessive. Phil questioned as to whether the cover was in fact the responsibility of the HOA or the City of Carlsbad. Nico Lioce asked that if it was the HOAs responsibility could we use one of the less expensive options to the B666 concrete type, such as the composite reinforced type used by the LA MWD. Following discussion Phil and Nico agreed to visit the City of Carlsbad Engineering staff the following day to get answers to these questions.

7. Disbursements:

The disbursements were all to Western Garden for irrigation repair parts except for the usual City water bill and Lindsey Management fee.

8. Landscape Committee Report:

John stated he had nothing further to add to the earlier discussion other than to address the proposal that had been circulated to board members seeking approval. Further general discussion ensued regarding the requirements of a Scope of Work document. General agreement existed that when such a document is finalized all prospective landscape contractors, including Western Gardens Landscaping, will be expected to accept the Scope of Work as part of any contractual agreement with the Capri HOA. John also raised the issue of ground cover plantings with respect to the overall consensus at the AGM before last that the Capri HOA return the embankments to the purple flowering groundcover that were a significant feature of the tract when new. He stated that we should consider only planting purple Lantana, which is drought resistant and consumes far less water than the alternative groundcover that requires more water and flowers only for two weeks throughout the year. Numerous responses from the membership disagreed with the length of time Lampranthus and Rosea ice plant flowers. In regards to the water needs, Richard said he had researched this and noted that the Lampranthus uses little or no water once established and that Rosea requires summer watering but no winter watering.

9. Architectural Report:

Julie reported she had received two new applications for review. One from Bill Mann on Sunnyhill and the other from Archie Thornton on Horizon. It was noted that the application from Bill Mann was incomplete and addition information was requested. Julie requested to have a notice of violation sent to the absent owner of the rental property on Coastline, directing them to remove the unapproved window air conditioning units that are clearly visible from the sidewalk. Julie will prepare a violation notice and Richard said he'd have Lindsey management notify the owner as requested. Julie also asked the board to review a proposed clarification to Article 15 of the Architectural Guidelines. The proposed change was the result of efforts to resolve some confusion that has resulted from the existing guidelines. She hoped the revision would be included in the anticipated updated guidelines currently being prepared and mentioned earlier.

10. Annual General Member meeting (AGM):

Richard reported the Aqua Hedionda Lagoon Foundation facility had been booked for the Annual general Meeting on 22nd January, 2015, from 6.30 – 9.30 pm. The cost would be \$200. Phil moved to approve the expense with John seconding the motion. The motion carried.

Next Meeting The next Board meeting is scheduled for January 15, 2014 at 7:00PM at the Carlsbad Harding Center.

There being no further items remaining the meeting was adjourned at 21.05