

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTOR'S MEETING  
JANUARY 25, 2017  
MINUTES**

**BOARD MEMBERS PRESENT:**

Courtney Krehbiel	President
Micheaux Hall	Vice President / Landscape Chairperson
Nick Brunski	Treasurer
Ilah Herndon	Secretary
Julie Thomas	Member at Large / Architectural Chairperson

**BOARD MEMBERS ABSENT:**

**ALSO PRESENT:**

Kyle Kruger, CMCA	Lindsay Management Services
Nico Lioce	Homeowner; Landscape Committee member
Terri Long	Homeowner

**CALL TO ORDER:**

The Meeting was called to order at 6:30 P.M. by Courtney at the Harding Community Center.

**OPEN FORUM:**

Owners in attendance were provided an opportunity to address the Board.

**MINUTES:**

The Board reviewed the December 21, 2016 meeting minutes. Upon motion made by Ilah, seconded by Micheaux, and unanimously carried, it was:

**RESOLVED:** the Board approved the December 21, 2016 Meeting Minutes as presented.

**FINANCIAL REPORT:**

The Board reviewed the Financial Statements through December 31, 2016. Upon motion made by Nick, seconded by Julie, and unanimously carried, it was:

**RESOLVED:** the Board approved to receive and file the Financial Statements through December 31, 2016 subject to yearend review by a certified public accountant.

**NEW BUSINESS:**

The Board reviewed the comments made by homeowners concerning the election rules and changes made after review by legal counsel. Minor changes were made to comply with the Associations By-Law. Upon motion made by Courtney, seconded by Micheaux, and unanimously carried, it was:

**RESOLVED:** the Board adopted the Election Rules as amended and for the notice of adoption to be mailed with a copy of the amended Election Rules.

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JANUARY 25, 2017  
MINUTES PAGE 2**

**LANDSCAPE:**

The Landscape Committee Chairperson Micheaux discussed the stump removal project. Since the last Board vote the total count had changed, this approval shall replace the previous motions. Upon motion made by Micheaux, seconded by Courtney, and unanimously carried, it was;

**RESOLVED:** the Board approved the removal of up to 135 stumps not to exceed \$3,375.00 to be paid for from the Associations Reserve Account.

Discussion ensued regarding the Landscape Contract between Sunset Place and Brightview. Upon motion made by Micheaux, seconded by Courtney, and unanimously carried, it was;

**RESOLVED:** the Board approved renewing the Brightview Contract for a period of one year with a monthly contract amount of \$8,000.00.

It was further resolved to select the option to have the contract increase annually by the Previous Years CPI rate opposed to a fixed percent.

**ARCHITECTURAL:**

The Board reviewed the Architectural Application submitted by an owner for previously painted blue window shutters. Upon motion made by Ilah, seconded by Courtney, and unanimously carried, it was;

**RESOLVED:** the Board approved the application as a result of the non-compliant color being present for a time period exceeding the statute of limitations for the Board to enforce compliance.

Architectural Committee Chairperson Julie Thomas presented an application to the Board for renovations at 4308 Horizon. Upon motion made by Julie, seconded by Micheaux, and unanimously carried, it was

**RESOLVED:** to approve the application as presented.

**EXECUTIVE SESSION SUMMARY:**

The Board met in executive session on January 25, 2017 at 7:45 following the adjourned open meeting. The Board approved purchasing gift cards for 3 owners that have saved the Association thousands of dollars through their volunteer efforts.

**ADJOURNMENT:**

There being no further business to discuss, the Executive Session Board Meeting adjourned at 8:06 P.M.

---

Attest

---

Date

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTOR'S MEETING  
MARCH 22, 2017  
MINUTES**

**BOARD MEMBERS PRESENT:**

Courtney Krehbiel	President
Ilah Herndon	Vice President / Landscape Chairperson
Nick Brunski	Treasurer
Jim Peterson	Secretary
Claudine Anderson	Member at Large / Architectural Chairperson

**BOARD MEMBERS ABSENT:**

None

**ALSO PRESENT:**

Kyle Kruger, CMCA	Lindsay Management Services
Nico Lioce	Homeowner; Landscape Committee member
Greg Vasiliff	Homeowner
Fred Stickel	Homeowner; Landscape Committee member

**CALL TO ORDER:**

The Meeting was called to order at 6:32 P.M. by Courtney at the Harding Community Center.

**OPEN FORUM:**

Owners in attendance were provided an opportunity to address the Board.

**MINUTES:**

The Board reviewed the January 25, 2017 meeting minutes. Upon motion made by Nick, seconded by Ilah, and unanimously carried, it was:

**RESOLVED:** the Board approved the January 25, 2017 Meeting Minutes as presented.

**FINANCIAL REPORT:**

The Board reviewed the Financial Statements through February 28, 2017. Upon motion made by Nick, seconded by Claudine, and unanimously carried, it was:

**RESOLVED:** the Board approved to receive and file the Financial Statements through February 28, 2017 subject to yearend review by a certified public accountant.

Further discussion ensued regarding the liquid funds in the Reserve Account. Upon motion made by Nick, seconded by Jim, and unanimously carried, it was;

**RESOLVED:** the Board authorized Management to purchase a CD in the amount of \$20,000.00 for a 12-13 month term depending on the best interest rate.

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTORS MEETING  
MARCH 22, 2017  
MINUTES PAGE 2**

**NEW BUSINESS:**

Discussion ensued regarding the monument light fixture that recently broke at the corner of Hillside and Horizon. Upon motion made by Courtney, seconded by Nick, and unanimously carried, it was:

**RESOLVED:** the Board approved QBC to replace the fixture with a 3K LED fixture not to exceed \$376.00.

**LANDSCAPE:**

The Landscape Committee Chairperson, Ilah, and committee members present discussed the recent plantings and need for minor trimming on palm trees. The quality Assessment report from Brightview was also reviewed. Upon motion made by Courtney, seconded by Nick, and unanimously carried, it was;

**RESOLVED:** the Board approved the Landscape Report as presented by the committee.

**ARCHITECTURAL:**

The Board reviewed the Architectural Application submitted by an owner to replace the wood patio cover with an aluminum cover. Upon motion made by Claudine, seconded by Courtney, and unanimously carried, it was;

**RESOLVED:** the Board approved the application as presented by 4305 Skyline to replace the wood patio cover with an aluminum cover.

**EXECUTIVE SESSION SUMMARY:**

The Board met in executive session on March 22, 2017 at 7:45 following the adjourned open meeting. The Board approved response letters to owners and following up on a recently reported violation.

**ADJOURNMENT:**

There being no further business to discuss, the Executive Session Board Meeting adjourned at 8:35 P.M.

---

Attest

---

Date

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTOR'S MEETING  
MARCH 29, 2017  
MINUTES**

**BOARD MEMBERS PRESENT:**

Courtney Krehbiel	President
Ilah Herndon	Vice President / Landscape Chairperson
Nick Brunski	Treasurer
Jim Peterson	Secretary
Claudine Anderson	Member at Large / Architectural Chairperson

**BOARD MEMBERS ABSENT:**

None

**ALSO PRESENT:**

Kyle Kruger, CMCA	Lindsay Management Services
Fred Stickel	Homeowner; Landscape Committee Member

**CALL TO ORDER:**

The Meeting was called to order at 6:32 P.M. by Courtney at the Harding Community Center.

**OPEN FORUM:**

No Owners were in attendance.

**RESERVE STUDY:**

The Board reviewed the Reserve Study as presented by Sonnenberg & Company CPA's. Minor revisions were made to account for costs for Pagoda lights and pushing back the reserve line item for tree replacement. Upon motion made by Courtney, seconded by Nick, and unanimously carried, it was:

**RESOLVED:** the Board approved the Reserve Study as amended.

**2017-2018 BUDGET:**

Lengthy discussion ensued regarding the 2017-2018 operating budget. After all known and expected expenses for 2017-2018 were accounted for the Board discussed the assessment amount. Upon motion made by Courtney, seconded by Nick, and carried, it was:

**RESOLVED:** the Board approved the 2017-2018 draft budget as amended with an assessment increase in the amount of \$7.00 per unit per month.

**ADJOURNMENT:**

There being no further business to discuss, the Board Meeting adjourned at 8:35 P.M.

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Date

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTOR'S MEETING  
APRIL 26, 2017  
MINUTES**

**BOARD MEMBERS PRESENT:**

Courtney Krehbiel	President
Ilah Herndon	Vice President / Landscape Chairperson
Nick Brunski	Treasurer
Jim Peterson	Secretary
Claudine Anderson	Member at Large / Architectural Chairperson

**BOARD MEMBERS ABSENT:**

None

**ALSO PRESENT:**

Kyle Kruger, CMCA	Lindsay Management Services
Nico Lioce	Homeowner; Landscape Committee member
Greg & Marie-Claude Vasilieff	Homeowners
Wayne Cowie	Homeowner
Fred Stickel	Homeowner; Landscape Committee member

**CALL TO ORDER:**

The Meeting was called to order at 6:32 P.M. by Courtney at the Harding Community Center.

**OPEN FORUM:**

Owners in attendance were provided an opportunity to address the Board.

**MINUTES:**

The Board reviewed the March 22, 2017 meeting minutes. Upon motion made by Ilah, seconded by Courtney, and unanimously carried, it was:

**RESOLVED:** the Board approved the March 22, 2017 Meeting Minutes as presented.

Further discussion ensued regarding the March 29, 2017 meeting minutes. Upon motion made by Ilah, seconded by Nick, and unanimously carried, it was:

**RESOLVED:** the Board approved the March 29, 2017 Meeting Minutes as presented.

**FINANCIAL REPORT:**

The Board reviewed the Financial Statements through March 31, 2017. Upon motion made by Nick, seconded by Ilah, and unanimously carried, it was:

**RESOLVED:** the Board approved to receive and file the Financial Statements through March 31, 2017 subject to yearend review by a certified public accountant.

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTORS MEETING  
APRIL 26, 2017  
MINUTES PAGE 2**

**NEW BUSINESS:**

Discussion ensued regarding potential trip hazards on Toby's Trail. Upon motion made by Courtney, seconded by Ilah, and unanimously carried, it was:

**RESOLVED:** the Board approved Trip Busters to grind all trip hazards not to exceed \$250.00 to be paid from reserves.

The Board reviewed the insurance proposals presented by Farmers and La Barre Oksnee. Upon motion made by Claudine, seconded by Courtney, and unanimously carried, it was;

**RESOLVED:** the Board approved La Barre Oksnee with the understanding that if any of the carriers have a lower rating than Farmers that Farmers will be awarded the Insurance policy and not La Barre Oksnee.

**ARCHITECTURAL:**

The Board reviewed the Architectural Application submitted by an owner to install flagstone in their back yard and on their front porch. Upon motion made by Courtney, seconded by Nick, and carried with one vote to abstain, it was;

**RESOLVED:** the Board approved the application as presented by 4280 Skyline.

**EXECUTIVE SESSION SUMMARY:**

The Board met in executive session on April 26, 2017 at 7:50 following the adjourned open meeting. The Board approved response letters to owners concerning easements and following up on an ongoing architectural violation. The Board also approved sending a letter to the community concerning a CC&R amendment.

**ADJOURNMENT:**

There being no further business to discuss, the Executive Session Board Meeting adjourned at 8:40 P.M.

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Date

7793-Minutes-4-26-2017-KGK

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTOR'S MEETING  
MAY 24, 2017  
MINUTES**

**BOARD MEMBERS PRESENT:**

Courtney Krehbiel	President
Ilah Herndon	Vice President / Landscape Chairperson
Nick Brunski	Treasurer
Jim Peterson	Secretary
Claudine Anderson	Member at Large / Architectural Chairperson

**BOARD MEMBERS ABSENT:**

None

**ALSO PRESENT:**

Kyle Kruger, CMCA	Lindsay Management Services
David Shinn	Homeowner
Greg VasiliEFF	Homeowner
Rajni Dhawan	Homeowner
Fred Stickel	Homeowner; Landscape Committee member

**CALL TO ORDER:**

The Meeting was called to order at 6:30 P.M. by Courtney at the Harding Community Center.

**OPEN FORUM:**

Owners in attendance were provided an opportunity to address the Board.

**MINUTES:**

The Board reviewed the April 26, 2017 meeting minutes. Upon motion made by Ilah, seconded by Courtney, and unanimously carried, it was:

**RESOLVED:** the Board approved the April 26, 2017 Meeting Minutes as presented.

**FINANCIAL REPORT:**

The Board reviewed the Financial Statements through April 30, 2017. Upon motion made by Nick, seconded by Claudine, and unanimously carried, it was:

**RESOLVED:** the Board approved to receive and file the Financial Statements through April 30, 2017 subject to yearend review by a certified public accountant.

Further discussion ensued regarding the liquid funds in the Reserve Account. Upon motion made by Nick, seconded by Courtney, and unanimously carried, it was;

**RESOLVED:** the Board approved purchasing a CD in the amount of \$25,964.55 for a 13 month term.

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTORS MEETING  
MAY 24, 2017  
MINUTES PAGE 2**

**NEW BUSINESS:**

Discussion ensued regarding the cost of Fido bags and liners as well as how many are being used. Upon motion made by Courtney, seconded by Claudine, and unanimously carried, it was:

**RESOLVED:** the Board approved Management to order Fido Bags and liners to be stored by Ilah and dispersed to the Landscapers as needed.

The Board reviewed the renewal of the website by Courtney with Go-Daddy. Upon motion made by Nick, seconded by ilah, and carried with one vote to abstain, it was;

**RESOLVED:** the Board approved renewing the website domain with Go-Daddy for 3 years not to exceed \$350.00

**OLD BUSINESS:**

The Board discussed the cost of trip busters exceeding the \$250.00 limit approved at the last meeting. Upon motion made by Courtney, seconded by Ilah, and unanimously carried, it was;

**RESOLVED:** the Board approved the proposal presented by Trip Busters to grind trip hazards on Toby's Trail not to exceed \$520.00 to be paid from reserves.

**LANDSCAPE:**

The Board reviewed ongoing complaints concerning 17 dead tee trees on a slope in the community. Upon motion made by Ilah, seconded by Courtney, and unanimously carried, it was;

**RESOLVED:** the Board approved the proposal submitted by Zuniga Tree Service to remove 17 dead tee trees not to exceed \$2125.00 and to replace them with Vitex not to exceed \$500.00 with both invoices to be paid from Reserves.

**ARCHITECTURAL:**

The Board reviewed the Architectural Application submitted by 4636 Pannonia Rd. to install a new window. Upon motion made by Claudine, seconded by Courtney, and unanimously carried, it was;

**RESOLVED:** the Board approved the application as presented by 4636 Pannonia Rd.

Further discussion ensued regarding the Architectural Application submitted by 4525 Sunnyhill Drive to install a solar panel system on their home. Upon motion made by Claudine, seconded by Courtney, and unanimously carried, it was;

**RESOLVED:** the Board approved the application as presented.

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTORS MEETING  
MAY 24, 2017  
MINUTES PAGE 3**

**ARCHITECTURAL CONTINUED:**

The Board discussed another application submitted by 4525 Sunnyhill Drive to remove and relay the existing tile roof. It was noted that an Application was not required; however, the Board voted as a result to the requirement to approve or deny and application in 30 days. Upon motion made by Claudine, seconded by Courtney, and unanimously carried, it was;

**RESOLVED:** the Board approved the application as presented.

A lengthy discussion ensued regarding the Architectural Application for 4525 Sunnyhill to paint their home with colors that were not part of the approved pallet. It was noted that the colors are similar; however, the dark body with light trim was the opposite of the Architectural Conformity in the community of light body and dark trim colors. Upon motion made by Claudine, seconded by Ilah, and unanimously carried, it was;

**RESOLVED:** the Board denied the application pending further review and it was noted that a reversal of the selected colors between trim and body would be acceptable.

The Board reviewed the last Application presented by 4525 Sunnyhill to replace a leaking solar heater for their pool. Upon motion made by Claudine, seconded by Ilah, and unanimously carried, it was;

**RESOLVED:** the Board approved the application as presented.

The Board discussed the Application presented by 4640 Pannonia Rd. to replace windows which was provided pre approval by the ARC committee. Upon motion made by Claudine, seconded by Courtney, and unanimously carried, it was;

**RESOLVED:** the Board ratified the ARC committee pre-approval for the ARC app as presented.

**EXECUTIVE SESSION SUMMARY:**

The Board met in executive session on May 24, 2017 at 7:45 following the adjourned open meeting. The Board approved sending a letter to the community concerning a CC&R amendment sending 3 violation letters, the cost to have legal counsel attend the Town Hall meeting, and one additional letter to an owner.

**ADJOURNMENT:**

There being no further business to discuss, the Executive Session Board Meeting adjourned at 8:28 P.M.

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Date

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION**  
**BOARD OF DIRECTOR'S MEETING**  
**JUNE 28, 2017**  
**MINUTES**

**BOARD MEMBERS PRESENT:**

Ilah Herndon	Vice President / Landscape Chairperson
Nick Brunski	Treasurer
Claudine Anderson	Member at Large / Architectural Chairperson

**BOARD MEMBERS ABSENT:**

Courtney Krehbiel	President
Jim Peterson	Secretary

**ALSO PRESENT:**

Kyle Kruger, CMCA	Lindsay Management Services
Nico Lioce	Homeowner; Landscape Committee member
Fred Stickel	Homeowner; Landscape Committee member

**CALL TO ORDER:**

The Meeting was called to order at 6:30 P.M. by Ilah at the Harding Community Center.

**OPEN FORUM:**

Owners in attendance were provided an opportunity to address the Board.

**MINUTES:**

The Board reviewed the May 24, 2017 meeting minutes. Upon motion made by Ilah, seconded by Claudine, and unanimously carried, it was:

**RESOLVED:** the Board approved the May 24, 2017 Meeting Minutes as presented.

**FINANCIAL REPORT:**

The Board reviewed the Financial Statements through May 31, 2017. Upon motion made by Nick, seconded by Ilah, and unanimously carried, it was:

**RESOLVED:** the Board approved to receive and file the Financial Statements through May 31, 2017 subject to yearend review by a certified public accountant.

**NEW BUSINESS:**

Discussion ensued regarding a CC&R amendment Committee to review possible options for an amendment concerning palm trees. Upon motion made by Ilah, seconded by Claudine, and unanimously carried, it was:

**RESOLVED:** the Board approved establishing a CC&R Amendment Committee with Courtney Krehbiel as the Committee Chairperson.

It was Further Resolved to appoint Wayne Cowie, David Hall, Julieta Thomas, and Marie-Claude Vasilieff to the committee with one additional seat to be left open for the Board to consider filling.

It was further resolved to task the committee with submitting their recommendation to the Board of Directors no later than August 15, 2017 so that it can be reviewed at the August Meeting.

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JUNE 28, 2017  
MINUTES PAGE 2**

**NEW BUSINESS CONTINUED:**

The Board discussed forming a communications committee. Upon motion made by Ilah, seconded by Nick, and unanimously carried, it was;

**RESOLVED:** to establish a "Communications Committee" to establish structure and discipline to the way our HOA Board communicates with our homeowner members. This committee will manage and be responsible for the content and maintenance of the Capri HOA website, will send any broadcast type of emails to members at the direction and approval of the Board, and will be responsible for the distribution of any posters, flyers, and signage authorized by the Board. Minutes and meeting notices will continue to be managed by the HOA Secretary. Emails of an urgent or emergency nature for the benefit of the community may be sent by committee members without prior Board approval.

It was further resolved to appoint Fred Stickel as the committee Chairman of the Communications Committee and Courtney Krehbiel to be appointed a committee member to assist Fred.

**ARCHITECTURAL:**

The Board discussed the Architectural Applications presented by 4525 Sunnyhill, 4431 Coastline, and 4306 Horizon which were approved by the Architectural Committee. Upon motion made by Claudine, seconded by Ilah, and unanimously carried it was;

**RESOLVED:** the Board ratified the ARC committee approval for all three applications.

**EXECUTIVE SESSION SUMMARY:**

The Board met in executive session on June 28, 2017 at 7:35 following the adjourned open meeting. The Board approved sending a fine notice from a hearing held at the meeting, sending a hearing notice for another ongoing violation, and sending hearing notices for any outstanding items reviewed at the August ARC inspection if the owners received a first and second notice of violation.

The Board approved waiving a portion of collections costs for owners subject to noting on their account that no additional fees will be waived in the future.

Lastly the Board of Directors approved having the Board President contact Legal Counsel regarding the inspector of elections for a possible CC&R amendment.

**ADJOURNMENT:**

There being no further business to discuss, the Executive Session Board Meeting adjourned at 8:05 P.M.

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Date

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTOR'S MEETING  
JULY 26, 2017  
APPROVED MINUTES**

**BOARD MEMBERS PRESENT:**

Courtney Krehbiel	President
Ilah Herndon	Vice President / Landscape Chairperson
Claudine Anderson	Member at Large / Architectural Chairperson

**BOARD MEMBERS ABSENT:**

Jim Peterson	Secretary
Nick Brunski	Treasurer

**ALSO PRESENT:**

Kyle Kruger, CMCA	Lindsay Management Services
Fred Stickel	Homeowner; Landscape Committee member
Richard and Carol Duffey	Homeowners
Julie Thomas	Homeowner

**CALL TO ORDER:**

The Meeting was called to order at 6:30 P.M. by Courtney at the Harding Community Center.

**OPEN FORUM:**

Owners in attendance were provided an opportunity to address the Board.

**MINUTES:**

The Board reviewed the June 28, 2017 meeting minutes. Upon motion made by Courtney, seconded by Claudine, and unanimously carried, it was:

**RESOLVED:** the Board approved the June 28, 2017 Meeting Minutes as presented.

**FINANCIAL REPORT:**

The Board reviewed the Financial Statements through June 30, 2017. Upon motion made by Courtney, seconded by Ilah, and unanimously carried, it was:

**RESOLVED:** the Board approved to receive and file the Financial Statements through June 30, 2017 subject to yearend review by a certified public accountant.

Further discussion ensued regarding the 2016/2017 draft yearend review provided by Sonnenberg & Co. CPA's. Upon motion made by Courtney, seconded by Ilah, and unanimously carried, it was;

**RESOLVED:** the Board approved the draft yearend review as presented and to be mailed to the membership.

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTORS MEETING  
JULY 26, 2017  
MINUTES PAGE 2**

**ARCHITECTURAL:**

The Board discussed an application that could not be approved as submitted as a result of the plans lacking dimensions, locations, and specific information. Additionally, it requires further review as a result of the owners request to extend the fence line past the current location.

**EXECUTIVE SESSION SUMMARY:**

The Board met in executive session on July 26, 2017 at 7:45 following the open meeting. During the meeting the Board approved a fine for a hearing. Additionally the Board approved contacting legal counsel and to proceed with the foreclosure process for delinquent account # 00S9000312.

The Board also approved Management to respond to several response letters regarding Architectural and Landscape violations.

**ADJOURNMENT:**

There being no further business to discuss, the Executive Session Board Meeting adjourned at 8:10 P.M.

---

Attest

---

Date

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTOR'S MEETING  
AUGUST 23, 2017**

**BOARD MEMBERS PRESENT:**

Courtney Krehbiel	President
Ilah Herndon	Vice President / Landscape Chairperson
Nick Brunski	Treasurer
Claudine Anderson	Member at Large / Architectural Chairperson

**BOARD MEMBERS ABSENT:**

Jim Peterson	Secretary
--------------	-----------

**ALSO PRESENT:**

Kyle Kruger, CMCA	Lindsay Management Services
Fred Stickel	Homeowner; Landscape Committee member
Dan & Leah Kalin	Homeowners
Pat Robusto	Homeowner
Robert Kosse	Homeowner
Jill Klerekoper	Homeowner

**CALL TO ORDER:**

The Meeting was called to order at 6:20 P.M. by Courtney at the Harding Community Center.

**OPEN FORUM:**

Owners in attendance were provided an opportunity to address the Board.

**MINUTES:**

The Board reviewed the July 26, 2017 meeting minutes. Upon motion made by Ilah, seconded by Courtney, and unanimously carried, it was:

**RESOLVED:** the Board approved the July 26, 2017 Meeting Minutes as presented.

**FINANCIAL REPORT:**

The Board reviewed the Financial Statements through July 31, 2017. Upon motion made by Nick, seconded by Ilah, and unanimously carried, it was:

**RESOLVED:** the Board approved to receive and file the Financial Statements through July 31, 2017 subject to yearend review by a certified public accountant.

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTORS MEETING  
AUGUST 23, 2017  
MINUTES PAGE 2**

**OLD BUSINESS:**

The CC&R amendment committee chairperson presented his report to the Board. Upon motion made by Courtney, seconded by Ilah, and unanimously carried, it was;

**RESOLVED:** the Board approved the Board President / Committee Chairperson, to seek legal advice and review of the draft amendment progress not to exceed 2 hours of legal fees.

**LANDSCAPE:**

The Board discussed the upcoming annual tree trimming and various bids received. Upon motion made by Ilah, seconded by Nick, and unanimously carried, it was;

**RESOLVED:** the Board approved Zuniga Tree Service to trim the palms and carrotwood trees not to exceed \$5,656.00 subject to the extra items being added and the total not exceeding the proposal received from Robin Hilton Tree Service.

**ARCHITECTURAL:**

The Board discussed several Architectural Applications. Upon motion made by Courtney, seconded by Claudine, and carried with one vote against and 3 in favor it was;

**RESOLVED:** the Board voted to deny an Architectural Application to paint a garage door a dark color until further review by the Board and consideration at the next Board meeting.

Further discussion ensued regarding an Architectural Application submitted by 4655 Sunburst to install a retractable awning. Upon motion made by Claudine, seconded by Nick, and carried with one vote to abstain, it was;

**RESOLVED:** the Board approved the application as presented.

The Board reviewed an additional application for the installation of a swim spa at 4610 Pannonia. Upon motion made by Claudine, seconded by Ilah, and unanimously carried, it was;

**RESOLVED:** the Board approved the application as presented.

**EXECUTIVE SESSION SUMMARY:**

The Board met in executive session on August 23, 2017 following the open meeting. During the meeting the Board voted to allow an owner until September 30, 2017 to bring their yard into compliance with the governing documents.

The Board voted to allow various owners out of compliance with the 24' height restriction for Landscaping to delay trimming until the October community tree trimming.

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTORS MEETING  
AUGUST 23, 2017  
MINUTES PAGE 3**

**EXECUTIVE SESSION SUMMARY CONTINUED:**

The Board discussed a delinquent account and approved up to \$500.00 in legal fees in order to further investigate the best course of collections via foreclosure or lawsuit.

**ADJOURNMENT:**

There being no further business to discuss, the Executive Session Board Meeting adjourned at 8:35 P.M.

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Date

7793-Minutes-8-23-2017-KGK

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTOR'S MEETING  
SEPTEMBER 27, 2017**

**BOARD MEMBERS PRESENT:**

Courtney Krehbiel	President
Ilah Herndon	Vice President / Landscape Chairperson
Nick Brunski	Treasurer
Claudine Anderson	Member at Large / Architectural Chairperson
Jim Peterson	Secretary

**BOARD MEMBERS ABSENT:**

None

**ALSO PRESENT:**

Kyle Kruger, CMCA, AMS	Lindsay Management Services
Fred Stickel	Homeowner; Landscape Committee member
Pat Robusto	Homeowner

**CALL TO ORDER:**

The Meeting was called to order at 6:20 P.M. by Courtney at the Harding Community Center.

**OPEN FORUM:**

Owners in attendance were provided an opportunity to address the Board.

**MINUTES:**

The Board reviewed the August 23, 2017 meeting minutes. Upon motion made by Ilah, seconded by Nick, and unanimously carried, it was:

**RESOLVED:** the Board approved the August 23, 2017 Meeting Minutes as presented.

**FINANCIAL REPORT:**

The Board reviewed the Financial Statements through August 31, 2017. Upon motion made by Nick, seconded by Ilah, and unanimously carried, it was:

**RESOLVED:** the Board approved to receive and file the Financial Statements through August 31, 2017 subject to yearend review by a certified public accountant.

**LANDSCAPE:**

The Landscape Committee reported that the sprinklers next to the stucco walls in the community were audited on September 25, 2017 as part of the routine monthly inspections by the Committee in addition to the inspections by the Landscapers. No overspray was reported on the Controller # 4 audit.

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTORS MEETING  
SEPTEMBER 27, 2017  
MINUTES PAGE 2**

**ARCHITECTURAL:**

The Board discussed two Architectural Applications. Upon motion made by Courtney, seconded by Ilah, and unanimously carried it was;

**RESOLVED:** the Board voted to approve the application for the owner of 4625 Sunburst to paint their home.

It was further resolved to approve the application as presented by 4741 Sunburst to replace their front door.

Discussion ensued regarding an Architectural Application submitted requesting permission to paint a garage door chocolate chunk, a dark brown highly contrasting color. Upon motion made by Courtney, seconded by Claudine, and carried with 3 votes in favor and 2 against it was;

**RESOLVED:** to approve the application subject to successfully amending the Architectural Guidelines to allow for a highly contrasting color to be used on a garage door.

**EXECUTIVE SESSION SUMMARY:**

The Board met in executive session on September 27, 2017 following the open meeting. During the meeting the Board approved Management to respond to two owners, send a violation notice, and contact the Associations insurance carrier.

**ADJOURNMENT:**

There being no further business to discuss, the Executive Session Board Meeting adjourned at 8:25 P.M. and the open meeting adjourned at 7:45 PM.

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Date

7793-Minutes-9-27-2017-KGK

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTOR'S MEETING  
OCTOBER 25, 2017**

**BOARD MEMBERS PRESENT:**

Courtney Krehbiel	President
Nick Brunski	Treasurer
Claudine Anderson	Member at Large / Architectural Chairperson
Jim Peterson	Secretary

**BOARD MEMBERS ABSENT:**

None

**ALSO PRESENT:**

Kyle Kruger, CMCA, AMS	Lindsay Management Services
Fred Stickel	Homeowner; Landscape Committee Member
Pat Robusto	Homeowner
Nicco Lioce	Homeowner; Landscape Committee Member
Robert Kosse	Homeowner

**CALL TO ORDER:**

The Meeting was called to order at 6:25 P.M. by Courtney at the Harding Community Center.

**OPEN FORUM:**

Owners in attendance were provided an opportunity to address the Board.

**MINUTES:**

Approval of the September 27, 2017 meeting minutes was tabled until the November meeting pending revisions.

**FINANCIAL REPORT:**

The Board reviewed the Financial Statements through September 30, 2017. Upon motion made by Nick, seconded by Claudine, and unanimously carried, it was:

**RESOLVED:** the Board approved to receive and file the Financial Statements through September 30, 2017 subject to yearend review by a certified public accountant.

**NEW BUSINESS:**

The Board discussed the resignation of Board member Ilah Herndon. The Board wanted to provide a special thank you for her hard work and dedicated efforts while serving the community. Upon motion made by Courtney, seconded by Claudine, and unanimously carried, it was;

**RESOLVED:** the Board voted to leave the position open until the next annual and to appoint Ilah Herndon to remain on the Landscape Committee.

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTORS MEETING  
OCTOBER 25, 2017  
MINUTES PAGE 2**

**OLD BUSINESS:**

Discussion ensued regarding the draft ADR policy to include a petition process for nuisance landscaping. Upon motion made by Courtney, seconded by Nick, and unanimously carried, it was;

**RESOLVED:** the Board approved sending the amended draft ADR policy to the community for the 30 day review and comment period.

**LANDSCAPE:**

The Landscape Committee reported that the irrigation was inspected by the Committee as well as the Landscape Contractor. A report of the specific audits and details was received by Management and filed with the Associations records.

Discussion ensued regarding the need to appoint a new Landscape Committee Chairperson. Upon motion made by Claudine, seconded by Jim, and unanimously carried, it was;

**RESOLVED:** the Board appointed Courtney to sit as the Committee Chairperson.

Further discussion ensued regarding the proposal received from Brightview and the Landscape Committee's recommendation. Upon motion made by Nick, seconded by Courtney, and unanimously carried, it was;

**RESOLVED:** the Board approved the proposal presented by Brightview subject to minor changes to be made by the committee not to exceed \$7,000.00.

**ARCHITECTURAL:**

The Board reviewed an owners request to paint their garage door a highly contrasting color and the continued correspondence with the owner. Upon motion made by Courtney, seconded by Claudine, and unanimously carried it was;

**RESOLVED:** the Board approved adding notification of the Board's consideration of possibly amending the Architectural Guidelines to allow highly contrasting colors for garage doors in the next Newsletter.

The Board reviewed an application presented by 4310 Horizon to install solar panels on their home. Upon motion made by Claudine, seconded by Courtney, and unanimously carried, it was;

**RESOLVED:** the Board approved the application subject to the converter being installed in the garage and/or behind the fence out of sight from the street.

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTORS MEETING  
OCTOBER 25, 2017  
MINUTES PAGE 3**

**ARCHITECTURAL CONTINUED:**

The Board reviewed an application presented by 4308 Horizon to install solar panels on their home. Upon motion made by Claudine, seconded by Jim, and unanimously carried, it was;

**RESOLVED:** the Board approved the application subject to the converter being installed in the garage and/or behind the fence out of sight from the street.

Further discussion ensued regarding the application presented by 4466 Horizon for the owner to pay to have the Associations Contractor remove 6 shrubs on the slope behind their home. Upon motion made by Claudine, seconded by Nick, and unanimously carried, it was;

**RESOLVED:** the Board voted to deny the application; however, the Board approved having the Associations Contractor trim the shrubs in question back.

**EXECUTIVE SESSION SUMMARY:**

The Board met in executive session on September 27, 2017 following the open meeting. During the meeting the Board approved Management to respond to two owners, send a violation notice, and contact the Associations insurance carrier.

**ADJOURNMENT:**

There being no further business to discuss, the open meeting adjourned at 7:54 PM.

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Date

7793-Minutes-10-25-2017-KGK

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTOR'S MEETING  
NOVEMBER 20, 2017**

**BOARD MEMBERS PRESENT:**

Courtney Krehbiel	President
Nick Brunski	Treasurer
Claudine Anderson	Member at Large / Architectural Chairperson
Jim Peterson	Secretary

**BOARD MEMBERS ABSENT:**

None

**ALSO PRESENT:**

Kyle Kruger, CMCA, AMS	Lindsay Management Services
Fred Stickel	Homeowner; Landscape Committee Member
Nicco Lioce	Homeowner; Landscape Committee Member

**CALL TO ORDER:**

The Meeting was called to order at 6:31 P.M. by Courtney at the Harding Community Center.

**OPEN FORUM:**

Owners in attendance were provided an opportunity to address the Board.

**MINUTES:**

The Board reviewed the September 27, 2017 meeting minutes. Upon motion made by Nick, seconded by Courtney, and unanimously carried, it was;

**RESOLVED:** the Board approved the September 27, 2017 meeting minutes as amended.

Further discussion ensued regarding the October 25, 2017 meeting minutes. Upon motion made by Courtney, seconded by Claudine, and unanimously carried, it was;

**RESOLVED:** the Board approved the October 25, 2017 meeting minutes as presented.

**FINANCIAL REPORT:**

The Board reviewed the Financial Statements through October 31, 2017. Management informed the Board that the total annual budget for tree trimming will be applied to the November Monthly Budget. Upon motion made by Nick, seconded by Claudine, and unanimously carried, it was:

**RESOLVED:** the Board approved to receive and file the Financial Statements through October 31, 2017 subject to yearend review by a certified public accountant.

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTORS MEETING  
NOVEMBER 20, 2017  
MINUTES PAGE 2**

**NEW BUSINESS:**

The Board discussed the need to move Board approved actions along outside of a meeting which in some circumstances requires unexpected costs for legal review or consulting. Upon motion made by Nick, seconded by Jim, and unanimously carried, it was;

**RESOLVED:** the Board voted to allow the Board President to incur up to \$300.00 in fees in the process of carrying out items already approved by the Board.

**LANDSCAPE:**

The Landscape Committee reported that the irrigation was inspected by the Committee as well as the Landscape Contractor. A report of the specific audits and details was received by Management and filed with the Associations records.

Discussion ensued regarding a few remaining trees to trim. Upon motion made by Courtney, seconded by Claudine, and unanimously carried, it was;

**RESOLVED:** the Board approved the additional cost to trim 2 oak trees.

**EXECUTIVE SESSION SUMMARY:**

The Board met in executive session on October 25, 2017 following the open meeting. During the meeting the Board approved Management to respond to two owners, send a violation notice, and send a hearing notice.

**ADJOURNMENT:**

There being no further business to discuss, the open meeting adjourned at 7:28 PM.

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Date

7793-Minutes-11-15-2017-KGK

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTOR'S MEETING  
DECEMBER 20, 2017**

**BOARD MEMBERS PRESENT:**

Courtney Krehbiel	President
Nick Brunski	Treasurer
Claudine Anderson	Member at Large / Architectural Chairperson
Jim Peterson	Secretary

**BOARD MEMBERS ABSENT:**

None

**ALSO PRESENT:**

Kyle Kruger, CMCA, AMS	Lindsay Management Services
Fred & Johnette Stickel	Homeowners; Landscape Committee Member
Nicco Lioce	Homeowner; Landscape Committee Member
Wayne Cowie	Homeowner
Linda Seymour	Homeowner
Greg & Marie Vasilieff	Homeowners
Pat Robusto	Homeowner
David & Luana Shinn	Homeowners
Dorothy Zuccaro	Homeowner
Al & Diana Bernotas	Homeowners

**CALL TO ORDER:**

The Meeting was called to order at 6:22 P.M. by Courtney at the Harding Community Center.

**OPEN FORUM:**

Owners in attendance were provided an opportunity to address the Board.

**MINUTES:**

The Board reviewed the November 15, 2017 meeting minutes. Upon motion made by Jim, seconded by Nick, and unanimously carried, it was;

**RESOLVED:** the Board approved the November 15, 2017 meeting minutes as presented.

**FINANCIAL REPORT:**

The Board reviewed the Financial Statements through November 30, 2017. Upon motion made by Nick, seconded by Claudine, and unanimously carried, it was:

**RESOLVED:** the Board approved to receive and file the Financial Statements through November 30, 2017 subject to yearend review by a certified public accountant.

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTORS MEETING  
DECEMBER 20, 2017  
MINUTES PAGE 2**

**OLD BUSINESS:**

The Board discussed the draft ADRP and feedback from the community. Upon motion made by Courtney, seconded by Nick, and unanimously carried, it was;

**RESOLVED:** the Board voted not to adopt the draft ADRP as mailed to the membership. The Board further resolved to solicit input from the community on the best way to proceed to address the ongoing issue with Capri palm trees.

Further discussion ensued regarding the advisory opinion request concerning amendments to the Architectural Guidelines to allow highly contrasting colors such as "chocolate chunk". Upon motion made by Courtney, seconded by Nick, and unanimously carried, it was;

**RESOLVED:** the Board voted to leave the Architectural Guidelines as is a result of the majority of responses being against changing to allow highly contrasting colors.

**LANDSCAPE:**

The Landscape Committee reported that the irrigation was inspected by the Committee as well as the Landscape Contractor. A report of the specific audits and details was received by Management and filed with the Associations records.

**ARCHITECTURAL:**

The Board reviewed the application presented by 4741 Sunburst to replace their windows. Upon motion made by Claudine, seconded by Courtney, and unanimously carried, it was;

**RESOLVED:** the Board approved the application as presented.

The Board reviewed the application presented by 4711 Sunburst to repaint with an approved color. Upon motion made by Claudine, seconded by Jim, and unanimously carried, it was;

**RESOLVED:** the Board approved the application as presented.

**EXECUTIVE SESSION SUMMARY:**

The Board met in executive session on November 15, 2017 following the open meeting. During the meeting the Board approved Management to respond to owners, send a violation notice, and send a hearing results notice with a fine. Additionally the Board approved the previous executive session meeting minutes.

**ADJOURNMENT:**

There being no further business to discuss, the open meeting adjourned at 7:55 PM.

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Date

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION  
BOARD OF DIRECTOR'S MEETING  
JANUARY 10, 2018**

**BOARD MEMBERS PRESENT:**

Courtney Krehbiel	President
Nick Brunski	Treasurer
Claudine Anderson	Member at Large / Architectural Chairperson

**BOARD MEMBERS ABSENT:**

Jim Peterson	Secretary
--------------	-----------

**ALSO PRESENT:**

Kyle Kruger, CMCA, AMS	Lindsay Management Services
------------------------	-----------------------------

**CALL TO ORDER:**

The Meeting was called to order at 4:55 P.M. by Courtney at 6126 Innovation Way Carlsbad, CA 92009.

**OPEN FORUM:**

No owners were in attendance for open forum.

**GOVERNING DOCUMENTS:**

The Board discussed the ongoing issues concerning palm trees being excluded from the Landscape Height restrictions. Upon motion made by Courtney, seconded by Nick, and unanimously carried, it was;

**RESOLVED:** the Board approved having Legal Counsel draft an amendment not to exceed \$400.00, for Lindsay Management to initiate services with The Inspectors of Election to act as the Inspector of Elections for the CC&R amendment not to exceed \$1,200.00 plus the cost of mailing the ballots, and to mail the amendment excluding palms from the landscape height restrictions in the CC&R for a secret ballot vote.

**ADJOURNMENT:**

There being no further business to discuss, the open meeting adjourned at 5:15 PM.

\_\_\_\_\_  
Attest

\_\_\_\_\_  
Date

7793-Minutes-1-10-2017-KGK