

Capri / Sunset Place HOA Board Meeting

Meeting Minutes, February 10, 2016, Harding Center in Carlsbad

Board Members Present:

Julie Thomas
Micheaux Hall
Courtney Krehbiel
Ilah Herndon
Nick Brunski

Homeowners Present at the Meeting:

Fred Stickel

I. Call to Order

The Sunset Place Board Meeting was called to order at 6:32 pm, by Courtney.

II. Roll Call. All board members present.

III. New Board Organization motion and vote on roles and responsibilities

Nick made a motion to assign board roles as follows:

President: Courtney Krehbiel
First Vice President and Landscaping Chair: Micheaux Hall
Secretary: Ilah Herndon
Chief Financial Officer: Nick Brunski
Member at Large and Architectural Chair: Julie Thomas

Julie seconded the motion. A vote was taken and vote was unanimous.

IV. General Homeowner Comment Period

There were no comments.

V. Review and approval of December 16, 2015 Minutes (Courtney)

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

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

VI. New Business

1. Motion and vote on upgrade to full service management services
 - a. We have done due diligence with three quotes and checking of references.
 - b. We are adding additional services; not changing vendors.
 - c. This proposal has been transparently communicated to homeowners via email in November soliciting input, and highlighted and discussed during the Annual General Meeting. All assembled homeowners were in favor of this upgrade.

- d. Micheaux made a motion to change Lindsay Management from financials only to a full services contract contingent upon final review of terms of the contract with a Lindsay representative. The term to start March 1, 2016. Courtney seconded. The vote was unanimous.
 - e. Suggestion was made to first have Lindsay send autopay instructions to all homeowners. This has been an ongoing issue for our community.
 - f. A second suggestion was made to have a homeowner welcome party or social hour to welcome Lindsay and meet/greet our Lindsay representative.
2. Updates to Calendar
 - a. Ilah and Nick will work as a sub-committee to propose updates to the calendar.
 3. Motion and vote regarding response to homeowner threatening legal action.
 - a. Courtney made a motion to send the letter prepared by the board with the advice of our HOA attorney to the homeowner. It will be sent tomorrow by regular US mail as recommended by our attorney. Micheaux seconded the motion which was unanimously approved.
 4. Set date/time for informal meeting with Lindsay to finalize full service contract.
 - a. All board members and Lindsay are available at 5pm on Wednesday, Feb. 17th. The meeting to be held at Lindsay if possible. (confirmed)
 5. Per our Annual General Meeting, all homeowners were in favor of moving the board of director's term from March through the end of March the following year with the 13th month being only in an advisory role to assist the incoming board. This will align better with our fiscal year, and move the elections and General Meeting away from the holiday season. Micheaux made a motion to adjust the board of directors terms as stated above. Ilah seconded, and the motion passed unanimously.

VII. Financial Report (Treasurer)

a. Approval of disbursements

The only bill presented for disbursement was the required annual Backflow Inspection Service in the amount of \$360. Repairs not necessary and the irrigation system is functioning correctly.

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

VIII. Architectural Report (Julie)

a. New architectural requests:

Lot 50 submitted a request for approval to use a low profile radio antenna. The board has discussed this request under Article IX sec 6 of the Sunset Place, the CC&R's which states "No owner may be permitted to construct or use an external radio or television antenna without the prior written consent of the board." After detailed consideration of such request and reviewing "reasonable accommodation" per FCC regulations Part 97, section 97.15(b), pending congressional bills H.R. 1301, and considering the submitted request is for occasional use of a temporary, low profile radio antenna in the backyard. The proposed antenna is not a permanent structure and can be stored in the garage when not in regular use. The board granted the request with one abstaining vote, and with the stipulations that active use of the antenna at the maximum height of 24 feet to be less than 250 hours per year during daylight hours and the antenna to be placed such that views are not significantly impacted. Micheaux, acting as Vice President, approved and signed the request.

b. Old violations – update:

Courtney made a motion to table further action on violations and have Lindsay reassess and send follow-up violations as appropriate. Micheaux seconded, and the motion was passed unanimously.

c: New Business:

We're waiting for Dunn Edwards to post the paint samples on their website. The colors currently selected were recommended by Dunn Edwards based on a review of our current colors. Julie suggested forming a homeowner committee to study additional architectural elements and colors in conjunction with advice with

Lindsay. This would help homeowners to modernize the look of their homes if desired. After study, the committee will submit recommendations to the board for potential approval and updates to the architectural guidelines. Please notify Julie or the board of directors at info@caprihoa.org if you would like to participate in this committee.

IX. Landscape Report (Micheaux)

The Capri Landscape Committee had a “walk-around” meeting yesterday. They identified 19 project areas that will be prioritized based on need and budget. Though we wish we had the funds to do all of the projects within the next year, we are aware these are long term goals. We will ask Brickman for quotes on all the projects as well as get quotes from additional landscapers. Some projects include the front yards of homes (ie: Skyline) so we will notify and work with homeowners when appropriate. All projects will be presented to the board for final approval as we go.

Taking advantage of the group walking the neighborhood, the landscape committee identified the common area walls that are in great need of maintenance and/or a fresh coat of paint. Micheaux shared a map of the walls showing which were proposed as candidates for HOA funded refresh. This was discussed by the board and generally agreed as an appropriate scope. Micheaux and the committee will come up with a detailed scope of work and solicit bids. Much like the annual tree trimming, the company we propose should be able to offer to paint/repair homeowner garden walls, fence posts and entire homes – hopefully at a discounted rate.

Micheaux separately sent a copy of Brickman’s Quality Site Assessment report for February to the board. We have Brickman’s written approval to post this on our Capri website. Posting of the QSA reports will be on the Landscape section of the website.

Micheaux made a motion to proceed with soliciting of quotes for painting of the walls. Courtney seconded, and the motion was unanimously approved.

There are many dead and hanging palm limbs as a result of our recent high winds. Courtney made a motion to add Zuniga tree trimming service to remove hanging palm limbs annually at end of November and mid-March. This is a minor touch-up to keep our community attractive, and far less expensive than the main palm trimming in July. Ilah seconded the motion, and it was approved unanimously.

Other Landscape issues:

Brickman pointed out there is a fungus attacking all of the Red Apple groundcover in our area. It is called “Downy Mildew”. Brickman sent Micheaux an article which will be shared via email with all homeowners who potentially may have this on their lots. We have common areas with this groundcover, but luckily not too many. Brickman will try and spray for this, but it may not work.

As a result of landscape improvements and clean-up, many homeowner garden walls along Toby’s Trail and other locations visible from community property are suddenly more visible. Many of these walls look shabby and are in need of repair and/or painting. Please check all your fences and garden walls and make the necessary repairs!

X. The next Sunset Place / Capri HOA Board Meeting is scheduled for Wednesday night, March 9, 2016 at the Harding Center.

XI. Adjournment: There was no more business before the board. Courtney motioned for adjournment, and Micheaux seconded. The meeting was adjourned at 8:23pm.

**SUNSET PLACE/CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING
MARCH 23, 2016
MINUTES**

BOARD MEMBERS PRESENT:

| | |
|-------------------|-----------------|
| Courtney Krehbiel | Board President |
| Micheaux Hall | Vice President |
| Ilah Herndon | Secretary |
| Nick Brunski | Treasurer |

BOARD MEMBERS ABSENT:

| | |
|--------------|-----------------|
| Julie Thomas | Member at Large |
|--------------|-----------------|

ALSO PRESENT:

| | |
|----------------|-----------------------------|
| Shawna Mathews | Lindsay Management Services |
| Fred Stickel | Homeowner |
| Nico Lioce | Homeowner |

CALL TO ORDER:

The Meeting was called to order at 6:40 P.M. at the Harding Community Center in Carlsbad, CA.

OPEN FORUM:

There were two owners in attendance and they were given the opportunity to address the Board with any concerns they might have had.

Fred Stickel mentioned that all past reserve studies have reflected that there are eight (8) backflow devices onsite, but, there are actually twelve (12). Management will notify Sonnenberg and Co of this so that this year's study can reflect the correct amount of backflow devices.

Nico Lioce volunteered to help replace light bulbs throughout the community. Upon motion made by Courtney, seconded by Micheaux, and unanimously carried it was:

RESOLVED: to approve that an amount not to exceed \$100 be spent on replacement light bulbs and that Nico Lioce replace bulbs throughout the community on an as needed basis.

MINUTES:

The Board reviewed the meeting minutes of the February 10, 2016. Upon motion made by Micheaux, seconded by Courtney, and unanimously carried it was:

RESOLVED: to approve the meeting minutes of February 10, 2016 as submitted.

FINANCIALS:

The Board reviewed and discussed the financial statements through February 29, 2016. Upon motion made by Courtney, seconded by Micheaux and unanimously carried, it was:

RESOLVED: to approve the February 29, 2016 financial statements as submitted.

RESOLVED: to approve moving all CD accounts to Pacific Premier Bank if their rates are as good, or better, than the rates they are currently receiving at US Bank.

**SUNSET PLACE/CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING
MARCH 23, 2016
MINUTES PAGE 2**

Management will provide the Board with the Pacific Premier Bank rate sheet at the next meeting.

NEW BUSINESS:

Correspondence:

The Board reviewed all correspondence. No further action needed.

Bids Received:

The Board reviewed all bids. Upon motion made by Micheaux, seconded by Nick and unanimously carried, it was:

RESOLVED: to approve the bid submitted by Pacific Western Paint in the amount of \$4,055.00 (as a reserve expenditure) to paint the common area retaining walls, monuments and monument posts. Management is to notify Colors in Motion that we approved to go with another company for the painting project.

RESOLVED: to table bids for new monument lighting until further notice.

LANDSCAPE:

The Board reviewed the landscape walk through list and all landscape related bids and correspondence. The following topics were discussed and/or decisions were made:

- Smart controllers were discussed. No further action needed.
- The owners of 4115 Telescope are upset that Brightview trimmed their plants.
- Micheaux reported that the bid from Zuniga Tree Services seems high in price and that she is working with the vendor directly with regard to this.
- Management is to email the Board some architectural guidelines and palettes from other Associations to use as a starting point for the creation of guidelines and palettes for Sunset Place/Capri HOA.
- Micheaux discussed phases 1 through 4 for landscape improvements. She aims to have phases 1 and 2 done this fiscal year and phases 3 and 4 next fiscal year. She is waiting on some revisions being made to the bids for review and discussion at the next meeting.

Architectural Requests:

There were not any applications submitted for review.

EXECUTIVE SESSION:

The Board held an executive session meeting on March 23, 2016 after the regular meeting.

ADJOURNMENT:

There being no further business to discuss, the Regular Board Meeting adjourned at 8:15 P.M.

Approve

Date

**SUNSET PLACE/CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING
APRIL 27, 2016
MINUTES**

BOARD MEMBERS PRESENT:

| | |
|-------------------|-------------------------------------|
| Courtney Krehbiel | Board President (Via speaker phone) |
| Micheaux Hall | Vice President |
| Ilah Herndon | Secretary |
| Nick Brunski | Treasurer |
| Julie Thomas | Member at Large |

ALSO PRESENT:

| | |
|----------------|-----------------------------|
| Shawna Mathews | Lindsay Management Services |
| Fred Stickel | Homeowner |
| Bob Kosse | Homeowner |

CALL TO ORDER:

The Meeting was called to order at 6:45 P.M. at the Harding Community Center in Carlsbad, CA.

OPEN FORUM:

There were two owners in attendance and they were given the opportunity to address the Board with any concerns they might have had.

Board Member, Julie Thomas, requested that she be allowed to speak during open forum, as a homeowner. She read a letter in response to accusations she has been subjected to by another homeowner. The Board allowed Julie to proceed

MINUTES:

The Board reviewed the meeting minutes of the March 23, 2016. Upon motion made by Ilah, seconded by Nick, and unanimously carried it was:

RESOLVED: to table approval of the meeting minutes of March 23, 2016 until a revision with regard to the CD accounts being transferred upon their maturity dates is made. Management will make the revisions and resubmit the March meeting minutes for approval, in May.

FINANCIALS:

The Board reviewed and discussed the financial statements through March 31, 2016. Upon motion made by Micheaux, seconded by Nick and unanimously carried, it was:

RESOLVED: to approve the March 31, 2016 financial statements as submitted.

RESOLVED: to approve that Management email Board packets from this point forward.

**SUNSET PLACE/CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING
APRIL 27, 2016
MINUTES PAGE 2**

NEW BUSINESS:

Correspondence:

The Board reviewed all correspondence. No further action needed.

Bids Received:

The Board reviewed all bids. Upon motion made by Micheaux, seconded by Julie and unanimously carried, it was:

RESOLVED: to table bids for new monument lighting until further notice and until Management and Micheaux are able to obtain additional proposals.

Reserve Study Approval:

The Board will review the study in more detail at a special meeting they will call to order in the second week of May.

2016/2017 Budget Approval:

The Board will review the study in more detail at a special meeting they will call to order in the second week of May.

LANDSCAPE:

The Board reviewed the landscape walk through list and all landscape related bids and correspondence. The following topics were discussed and/or decisions were made:

- The Board is to email homeowners notifying them that the common area painting is now complete and remind owners that they are able to contact Pacific Western Paint on their own to schedule painting of their walls for a discounted price.
- A homeowner offered to make a donation of plants as well as money to go toward trimming a few specific common area trees. The board declined the offer.
- Micheaux suggested that the Melaleuca trees and 3 Ash trees on Pannonia be added to the tree trimming to be done by Zuniga Tree Care and stated that she will ask Zuniga Tree Care if they feel these additions to the scope are necessary at this time.
- Smart controller # 8 is being tested and so far water usage has been great.
- Brightview will be asked to test water that is being used in every area.\
- The Association is to install screws (or some sort of similar tool) into the holes in each of the valve boxes to prevent bees from gaining access to the valve boxes again.

Architectural Requests:

There were two applications submitted. Upon motion made by Julie, seconded by Micheaux and unanimously carried, it was:

RESOLVED: to approve the application submitted by 4585 Sunnyhill Dr to extend the balcony railing at his home to remain consistent with the current railing.

SUNSET PLACE/CAPRI HOMEOWNERS' ASSOCIATION

**BOARD OF DIRECTORS MEETING
APRIL 27, 2016
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Upon motion made by Nick, seconded by Micheaux and unanimously carried, it was:

RESOLVED: to approve the application submitted by 4751 Sunburst Rd to demolish the existing iron fence on the perimeter of the property.

RESOLVED: to approve of repainting and repairs to be done to the existing pergolas.

RESOLVED: to approve painting of the house to be done with preapproved colors from the Dunn Edwards list.

EXECUTIVE SESSION:

The Board held an executive session meeting on April 27, 2016 after the regular meeting.

ADJOURNMENT:

There being no further business to discuss, the Regular Board Meeting adjourned at 8:20 P.M.

Approve

Date

**SUNSET PLACE/CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING
MAY 25, 2016
MINUTES**

BOARD MEMBERS PRESENT:

| | |
|-------------------|-----------------|
| Courtney Krehbiel | Board President |
| Micheaux Hall | Vice President |
| Ilah Herndon | Secretary |
| Nick Brunski | Treasurer |
| Julie Thomas | Member at Large |

ALSO PRESENT:

| | |
|----------------|-----------------------------|
| Shawna Mathews | Lindsay Management Services |
| Fred Stickel | Homeowner |
| Nico Lioce | Homeowner |

CALL TO ORDER:

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

OPEN FORUM:

Two homeowners were present and given the opportunity to address the board with any concerns they might have had. There were no comments at this time.

Courtney read a proposed statement to include in the minutes concerning a recent meeting with a homeowner. Nick made a motion, seconded by Julie, to include the statement in the minutes, and it was unanimously approved. The statement is as follows:

“Earlier this year, there were accusations against the Sunset Place HOA board and one board member of conspiracy to commit fraud by enforcing false CC&Rs. Unfortunately, these allegations were widely distributed within the Capri community. As a result, the board believes it appropriate to provide a brief summary of the situation and ultimate resolution. The particular complaint was the board was inappropriately enforcing the stated CC&R landscaping height limit of 24 feet. The CC&Rs do not mention the reference point for the measurement. However, the Architectural Guidelines from very early years have stated that the measurement is “from the lower pad level of the residence”. Therefore, this board and previous boards have enforced that no landscaping shall be “in excess of twenty four (24) feet *when*

measured from the lower pad level". While the words italicized are not in the CC&Rs, they are in the Guidelines. According to the Davis-Stirling Act expressed in Civil Codes 4340 and 4350, operating rules such as the Capri Architectural Guidelines are valid and enforceable. Therefore, the board will continue to enforce the CC&Rs and Architectural Guidelines as in the past, and the situation has been amicably resolved. Your board appeals to all Capri homeowners to be mindful of their neighbors, and to keep their properties clean, neatly trimmed, and well maintained."

June 20, 2016 is the renewal date for the next Association CD coming due. During the March Board meeting the board voted to move all Association CDs to Pacific Premier Bank in order to consolidate the Association's financial accounts. At this meeting Micheaux motioned, seconded by Julie and was unanimously approved to, at this point in time, renew this CD up for renewal. Afterwards, there was a discussion regarding moving the CDs prior to maturity and forfeiting the small penalty since the interest rate with U.S. Bank was effectively near zero and the Association would gain a greater return with Pacific Premier in either money market funds or CDs. The board approved this implementation strategy. Julie as one of the two signers on the CDs was to contact U.S. Bank to finalize details and arrange the transfer.

MINUTES:

The Board reviewed the meeting minutes of the revised March 23, 2016, April 27, 2016, and May 9, 2016. An additional statement is to be included in the May 9, 2016 budget meeting minutes concerning the changes in increased costs in the budget were due to changes the board was aware of and not included in Lindsay's proposed budget. Language was also clarified in the April minutes regarding a proposed homeowner donation. Courtney made motion to include statements, seconded by Nick, and unanimously approved. Courtney made a motion to approve the three sets of minutes with the changes noted above. It was seconded by Nick, and approved unanimously.

TREASURER'S REPORT:

The Board reviewed and discussed the financial statements through April 30, 2016. Upon a motion by Nick, seconded by Courtney and unanimously carried it was approved as submitted.

LANDSCAPE:

Motion was made by Micheaux, seconded by Nick, and a unanimous

vote to approve the planting phases with Brightview in the amount of \$10,557 and to be planted by June 30, 2016.

Motion was also made and approved for a brush management disbursement of \$2775 following a Fire Department recommendation and a Brightview proposal to clear excessive growth of plants in the easement areas.

Motion to change our tree trimming to include palms, melaleuca, and ash annually and all other trees every other year was made by Micheaux, seconded by Courtney, and a unanimous vote.

ARCHITECTURAL:

Motion by Julie, seconded by Courtney, and a unanimous vote to approve various requests from homeowners to improve landscaping projects on their property.

EXECUTIVE SESSION:

Executive meeting minutes were read and approved as read on a motion by Courtney, seconded by Micheaux, and a unanimous vote.

The next Sunset Place / Capri HOA Board Meeting will be June 22, 2016 at 6:30 in the Harding Center.

ADJOURNMENT:

There being no further business to discuss, the meeting was adjourned at 8:26 pm.

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
JUNE 22, 2016**

Board Members Present:

| | |
|-------------------|------------------------------------|
| Courtney Krehbiel | Board President |
| Ilah Herndon | Secretary |
| Nick Brunski | Treasurer |
| Julie Thomas | Architectural Chair (Late arrival) |

Board Member Absent:

Micheaux Hall (Provided written update to board.)

Also Present:

Shawna Mathews Lindsay Management Services

CALL TO ORDER:

The Sunset Place Board Meeting was called to order at 6:35pm, by Courtney.

OPEN FORUM:

Discussion was had concerning the revised GoDaddy CapriHOA website. Updates to underlying technology are necessary to keep the website published by GoDaddy after the end of this year. The revised site is nearly ready, and there was discussion centered on losing password protection for the financial pages. Per Shawna, this is not a problem as long as no personally identifying information is posted. We should be fine continuing to post the material already present on the site without a password for those pages.

A motion was made by Nick to buy two swivel stems to replace a broken stem on one of the monument floodlights, and have a spare part for future repairs. These replacement parts not to exceed \$100 - seconded by Ilah. Vote unanimous.

Due to new information, a motion was made by Courtney to rescind the previous meeting's vote of renewal of the CDs at the US Bank and instead to move the CDs as they mature to the Pacific Premier Bank and placed in a CD or a Money Market Fund. Nick seconded the rescind motion, and it passed unanimously.

REVIEW AND APPROVAL OF MAY 25, 2016 MINUTES:

The board reviewed the meeting minutes of the May 25, 2016. Upon motion by Nick and seconded by Courtney, and unanimously carried it was:

RESOLVED: to approve the meeting minutes of May 24, 2016, as submitted.

FINANCIALS:

Approval of disbursements: Nick made a motion to approve Disbursements as submitted. This was seconded by Courtney with a unanimous vote to approve. A second motion was also made by Nick and seconded by Courtney and unanimously passed to continue to place maturing CDs being moved from US Bank into new 12-month CDs at Pacific Premier Bank to allow for the highest level of investment income consistent with short investment timelines. CDs will be staggered to expire at regular intervals which should minimize penalties if the monies are needed for unexpected expenses. The HOA has adequate funds in Money Market Funds at Pacific Premier so it is highly unlikely we would ever need to withdraw CDs prior to maturity.

VENDOR BIDS RECEIVED:

Discussion concerning bids received from two HOA Attorneys was tabled to allow more time to compare the offers made from the two firms.

LANDSCAPE:

Based on a walk thru done on June 1, 2016, a motion was made by Courtney to spend \$1500 for crushed rock in the water tower strip on Skyline Drive. The motion was seconded by Nick and was approved unanimously.

Finally, Courtney made a two-part motion to accept Brightview's proposal and spend \$1350 to make irrigation improvements to move and replace approximately 20 sprinklers along Skyline Dr. in order to improve coverage at new plantings. In addition, to accept Brightview's proposal of \$732 for additional plants to complete the area; 4 Loquat - multi, 6 Acacia, and 3 Birds of Paradise. The motions were seconded by Nick, and approved unanimously.

All of the irrigation "auto sensors" are operational now. Thank you to Fred Stickel for helping with the replacement of the missing sensor and working with Carlos of Brightview on the project.

In a few months, the Landscape Committee will meet to discuss the planting projects for the next fiscal year. They should consist of planting and making any adjustments to the irrigation on the slope of Sunnyhill, Southwest of Horizon, and along the trail.

ARCHITECTURAL:

There will be a walk thru with Lindsay on Friday, June 24, 2016 to review the neighborhood, and in conjunction with complaints received about potential violations of CC&Rs on various lots.

ADJOURNMENT:

There being no further business the meeting was adjourned at 8:05 by Courtney.

SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
JULY 27, 2016
MINUTES

Board Members Present:

| | |
|-------------------|--------------------------------|
| Courtney Krehbiel | Board President |
| Micheaux Hall | Vice President and Landscaping |
| Ilah Herndon | Secretary |
| Nick Brunski | Treasurer |
| Julie Thomas | Architectural Chair |

ALSO PRESENT:

| | |
|-------------------|-----------------------------|
| Shawna Mathews | Lindsay Management Services |
| Fred Stickel | Homeowner |
| Claudine Anderson | Homeowner |
| Nico Lioce | Homeowner |

CALL TO ORDER:

The meeting was called to order at 6:30 p.m. at the Harding Community Center in Carlsbad, CA by Courtney Krehbiel.

OPEN FORUM:

There were three homeowners present and they were given the opportunity to address the Board with any concerns they might have had. All expressed compliments on how much Capri's landscaping has improved.

ARCHITECTURAL:

Landscaping approvals were given for the following:

A homeowner on Sunnyhill was previously approved for front yard renewal, but presented updated plans for column heights.

A homeowner on Sunnyhill/Hillside was approved to install an awning to aid in blocking some of the sunlight coming in from the west. Motion was made by Julie and seconded by Courtney with unanimous approval.

A homeowner on Horizon was approved for a backyard extension of the home and an undercover patio. Motion was made by Courtney and seconded by Ilah with unanimous approval.

A binder of the newly approved paint colors is now available. This will be used for painting the trim, doors, houses, iron fences, and window casings. Other custom colors may be used if approval is given by the board. Motion was made by Julie and seconded by Micheaux with unanimous approval to accept the final pallet of paint colors and to consider custom colors if properly presented to the board for approval. If using approved colors, the board should be notified that new paint is being applied, but waiting for the board approval is not necessary.

Courtesy Notices are being managed by Lindsay Management Services and notices are served on behalf of the board. It should be noted the full board votes to authorize these notices.

MINUTES:

Motion for June meeting minutes to be approved was made by Courtney and seconded by Nick with a unanimous vote.

FINANCIALS:

Motion previously made to move CDs as they mature to Pacific Premier Bank. A CD maturing on August 3 will be transferred to Premier Bank to be entered as a 12 month CD.

We came in under budget for the last fiscal year...great team effort!

Motion made by Courtney and seconded by Micheaux with unanimous approval to approve the treasurer's report.

NEW BUSINESS:

Discussion was held concerning some of the violations that have come to the attention of the board. Due to time constraints, this was tabled for later consideration at next month's board meeting.

Due diligence is to be observed in dealing with a problem of illegal fireworks being set off in Capri Park. Courtney is to check with local police as to what can be done to prevent this - possibly putting in private security service, putting up signage, or calling police at 760-931-2197 by residents who see this happen.

In the next newsletter, mention should be made to make chicken wire, etc. fences (temporary) to be as attractive as possible. Plans should be submitted to the board for permanent type fencing.

LANDSCAPE:

- Smart irrigation system temporarily put on hold until bugs are worked out. We have reverted back to timer based watering.
- No new plantings (wrong time of year).
- Sprinkler heads adjusted and some replaced.
- All homeowner inquiries have been addressed.
- Eight stumps to be removed for \$462 (removed to ground level).
- Bees removed from valve box.
- Ground cover replaced on Sunnyhill.
- The strip of land outside the water tank fence belongs to the city of Carlsbad. The HOA was granted an easement at the beginning of the development to maintain the area. We will continue to be responsible for ongoing maintenance.
- The "newly planted" ground cover on Hillside (by the corner of Sunnyhill) will be replaced by BrightView at no extra charge.

OTHER BUSINESS:

Effort is to be made to inform homeowners of the options available to make monthly HOA payments.

The next landscape committee walk thru with Brightview and Lindsay will be August 3, 2016 at 11:00 a.m.

The next Landscape Committee Meeting will be Tuesday, September 13, 2016, at 6:30 pm, location TBD.

We are considering retaining the current legal services provided by Feist, Vetter, Knauf and Loy. No permanent decision has been made.

ADJOURNMENT:

There being no further business the meeting was adjourned at 8:30 p.m. by Courtney.

SUNSET PLACE – CAPRI HOMEOWNERS’ ASSOCIATION
BOARD OF DIRECTORS MEETING
AUGUST 24, 2016
MINUTES

BOARD MEMBERS PRESENT:

| | |
|-------------------|--------------------------------|
| Courtney Krehbiel | Board President |
| Micheaux Hall | Vice President and Landscaping |
| Ilah Herndon | Secretary |
| Nick Brunski | Treasurer |
| Julie Thomas | Architectural Chair |

ALSO PRESENT:

| | |
|----------------|-----------------------------|
| Shawna Mathews | Lindsay Management Services |
| Kyle Kruger | Lindsay Management Services |
| Fred Stickel | Homeowner |
| Jack Hill | Homeowner |
| Nico Lioce | Homeowner |

CALL TO ORDER:

The meeting was called to order at 6:30 p.m. at the Harding Community Center in Carlsbad, CA.

OPEN FORUM:

Jack Hill made mention of landscaping issues on Skyline. He will meet offline with Micheaux to discuss recommendations.

One homeowner mentioned that some management companies are allowed to send courtesy/violation notices without previous board approval. Problems with light bulbs being installed in yards – chicken wire fences, etc. Courtesy letters need to be used to remind homeowners of misguided intent from the CC&Rs guidelines. The board will take this option under advisement.

It was also discussed that we need to continue to get email addresses from as many homeowners as possible and contact them with emails instead of US Mail services which is an expense to our HOA. Fred Stickel volunteered to sync with Lindsay Management to coordinate email addresses.

MINUTES:

The Board reviewed the meeting minutes of July 27, 2016. Micheaux made a motion to approve the meeting minutes, with the exception of removing a duplicating sentence about a planting on Sunnyhill to a planting on Hillside, seconded by Courtney and unanimously approved.

TREASURER'S REPORT:

The CD that matured was appropriately transferred to Pacific Premier Bank and deposited in a one-year CD account. Another CD is maturing this month and will be transferred to the Pacific Premier Bank. The water usage report was much better than anticipated. Nick made a motion to approve the treasurer's report seconded by Micheaux with a unanimous approval.

NEW BUSINESS:

Brightview submitted bids for replacing sprinkler heads and grinding stumps.

LANDSCAPE:

Numerous plants are being lost on Sunnyhill and Coastline slopes. Sprinkler heads need to be replaced (approximately 55 heads). Slopes are not getting enough water with current rotators spraying too short a distance. This will not increase the water usage, but will be more efficient. Micheaux made a motion to replace the heads and to pursue the stumps (about 25) that need to be removed by a grinding machine. Approximately up to \$3200 to be used from the reserve funds (\$1465 heads and \$1386 stumps). Motion was seconded by Courtney and followed with a unanimous vote for approval of the motion.

The annual tree trimming date will be made with Zuniga and will offer a discount to homeowners who need trees trimmed. (This was subsequently scheduled for Oct. 3, 2016.)

All replacement parts on the sprinkling system are to be of brass when replaced or repaired. Plastic parts require more maintenance. The corner of Coastline and Horizon sprinkler heads are to be moved back up to the top to better distribute the water across the slopes.

Nico requested funds to be able to purchase up to \$50 of 18/10 wire to make repairs on control boxes. An incidental expense motion was made by Courtney (modified by Nick) to allow funds up to \$150 to be spent on behalf of the HOA with the approval of one only board member. This was seconded by Micheaux and had a unanimous vote for passage.

The next Landscaping Walk Thru with Brightview and Lindsay Management is on September 7, 2016, at 9 a.m.

ARCHITECTURAL:

Julie presented a homeowner's request of approval for painting the trim around the house and windows. Upon examining the three pictures presented, the board gave approval for the homeowner to proceed with the painting. The next newsletter will discuss our new color charts.

Replacement windows are to be approved before installing them. New fences are to be approved before installing them. Please respect the CC&Rs. These changes may not be approved and the offense will have to be removed if not approved retroactively. The process of assessing fines for violations was discussed and will be considered.

ADJOURNMENT of regular meeting at 7:52 p.m. to go into Executive Session.

SUNSET PLACE – CAPRI HOMEOWNERS’ ASSOCIATION
BOARD OF DIRECTORS’ MEETING
SEPTEMBER 28, 2016
MINUTES

BOARD MEMBERS PRESENT:

| | |
|--------------------------|---------------------------------------|
| Courtney Krehbiel | Board President |
| Micheaux Hall | Vice President and Landscaping |
| Ilah Herndon | Secretary |
| Nick Brunski | Treasurer |
| Julie Thomas | Architectural Chair |

ALSO PRESENT:

| | |
|---------------------|------------------------------------|
| Kyle Kruger | Lindsay Management Services |
| Fred Stickel | Homeowner |
| Mel Dix | Homeowner |

CALL TO ORDER:

The meeting was called to order at 6:30 p.m. at the Harding Center in Carlsbad, CA by Courtney Krehbiel.

OPEN FORUM:

Fred Stickel will hold comments until the Treasurer’s report and Landscaping report.

MINUTES:

The Board reviewed the meeting minutes of August 24, 2016. Comment was made concerning the amount needed to open a new CD. We will decide at a later date how to stagger the CDs in an ideal manner. Courtney moved to approve the meeting minutes and it was seconded by Nick Brunski with a unanimous vote.

TREASURER’S REPORT:

Discussion continues on CD information. We are attempting to line up our CDs in a more efficient laddering. In accordance with last month’s minutes we are proposing to place \$20K in a one-year CD at Pacific Premier Bank and \$21,304 in a Money Market account at Pacific Premier Bank until such time that the Board decides to deposit into a CD for a one-year term.

There was a slight uptick in the water usage for the month, but this was due to the hot weather and the extra plantings that were done. Overall, there is a little bit of a surplus in our budget at this time. Nick moved to accept the Treasurer’s report as is, with a second from Julie, followed by a unanimous vote.

A petty cash of \$47.97 was received from last year for the recycling of old copper and brass parts used in the Capri irrigation system. This money is to be used for expenditures and was given to Fred Stickel to be used for irrigation parts. Receipts are to be given to Lindsay Management. The petty cash account will be terminated.

DELIQUENT HOMEOWNER Account number ending in #071, who owes \$2471.50, will have paperwork prepared for a lien, but the lien will not be recorded for 30 days. If the owner agrees to make a triple payment this month followed by double payments until the delinquent amount is cleared, the lien will stay unrecorded.

DELIQUENT HOMEOWNER Account number ending in #312, who owes \$1262.00, will have a lien filed.

DELIQUENT HOMEOWNER Account ending in #952, who owes \$1784, will have a lien filed.

Courtney moved to have liens filed on the above mentioned accounts with a hold put on #071 lien to give the homeowner a chance to clear his debt. Micheaux seconded the motion, followed by a unanimous vote.

NEW BUSINESS:

Quotes for cleaning lights, walkways, and the fence on Toby's Trail amount to \$474. Micheaux moved to accept the bid, seconded by Nick and followed by a unanimous vote.

The cost for a retaining wall around the SDG&E pedestal, which is cracking, on 4456 Sunnyhill will be \$464. This will come out of account 5060, which is for repairs and maintenance. Courtney moved to make repairs on the pedestal, with a second by Micheaux and followed by a unanimous vote.

Our tree trimming project begins next week with Zuniga contracted to do the work for \$4,171. Homeowners who need to have their trees trimmed should contact them. Courtney moved to accept the proposal for the tree trimming, seconded by Nick, followed by a unanimous vote. Fred is to email the residents to remind them of the tree trimming.

LANDSCAPE:

Brightview still needs to make adjustments to sprinkler heads that have been replaced. Stump removal will take place the first week of October.

A meeting was held by Micheaux, Fred, and Brightview's Mike and Carlos to discuss more effective means of communication and decided that all messages would go through Micheaux to Brightview. Nico Lioce of the landscape committee will be the contact person for the sprinkler timers.

A homeowner complained that the HOA sprinklers were spraying on her wrought iron fence causing it to rust and asked that the HOA replace the fence. After a site visit and discussion with the board, it was decided that it is the homeowner's responsibility to paint and upkeep their own fence. Lindsay Management will send a written response back to the homeowner.

A homeowner has a concern with possible footing problems with their fence foundation. Micheaux has consulted with her and they are seeking a solution.

Due to gopher issues in our Association, the board decided to contract for a gopher control treatment at a cost of \$275 with Brightview. Micheaux moved to do a one-time gopher treatment, seconded by Nick, followed by a unanimous vote.

Courtney moved to ratify the replacement of the brass valve at 4264 Skyline for \$550, seconded by Micheaux, followed by a unanimous vote.

A landscape meeting was held last week to discuss the current year's projects, ie: the plantings that have been done, the paintings, tree trimmings, water usage, etc. Each committee member brought in three of their top planting wishes which will be given to Brightview. Top of the wish list included the Sunnyhill slope area, the Trail area, and the Southwest end of Horizon area. Plantings possibly will be done in November and February.

ARCHITECTURAL:

Homeowner requested approval for an aluminum patio cover to replace existing cover. Julie moved to approve request with a second from Courtney and a unanimous vote.

Homeowner requested approval to paint the house with the existing color and construct a stainless steel cable fence in the back yard. Such fence will not be visible from the street or neighboring properties. It was moved by Julie to submit to the board, the request to approve the construction of a steel cable fence. This fencing style does not exist in the CC&Rs and Architectural Guidelines as a preapproved fence. Due to the location of the fence, Courtney seconded the motion and the fence was approved 3-1 with Julie Thomas abstaining from voting. Future approvals of fencing with this style will be made on a case-by-case basis.

Homeowner on Sunnyhill requests approval of patio cover the same color as the house and an 8' stucco fireplace facing Hillside. Julie moved to approve the request, seconded by Micheaux followed by a unanimous vote.

Regular Meeting adjourned at 8:00 p.m. to go into Executive Session.

SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
OCTOBER 26, 2016
MINUTES

BOARD MEMBERS PRESENT:

| | |
|-------------------|--|
| Courtney Krehbiel | President |
| Micheaux Hall | Vice President / Landscape Chairperson |
| Nick Brunski | Treasurer |
| Ilah Herndon | Secretary |

BOARD MEMBERS ABSENT:

| | |
|--------------|---|
| Julie Thomas | Member at Large / Architectural Chairperson |
|--------------|---|

ALSO PRESENT:

| | |
|-------------------|-----------------------------|
| Kyle Kruger, CMCA | Lindsay Management Services |
| Nico Lioce | Homeowner |
| Fred Stickel | Homeowner |

CALL TO ORDER:

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

OPEN FORUM:

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

MINUTES:

The Board reviewed the September 28, 2016 meeting minutes. Upon motion made by Micheaux, seconded by Nick, and unanimously carried, it was:

RESOLVED: the Board approved the September 28, 2016 Meeting Minutes as presented.

FINANCIAL REPORT:

The Board reviewed the Financial Statements through September 30, 2016. Upon motion made by Courtney, seconded by Nick, and unanimously carried, it was:

RESOLVED: the Board approved to receive and file the Financial Statements through September 30, 2016 subject to yearend review by a certified public accountant.

Further discussion ensued regarding the 4,098.50 shown on the September 30, 2016 balance Sheet as Due to Reserves. Management reported that the amount was a missed reserve transfer from May 2015. Upon motion made by Courtney, seconded by Nick, and unanimously carried it was:

RESOLVED: the Board approved moving 4,098.50 from the Operating Account to the Reserve account to correct the missed May 2015 payment.

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING
OCTOBER 26, 2016
MINUTES PAGE 2**

NEW BUSINESS:

The Board reviewed the annual calendar presented by Management and decided to move the annual meeting from January to February 22, 2017.

LANDSCAPE:

The Landscape Committee Chairperson presented an update to the Board regarding outstanding landscaping issues. It was noted that the Board will need to consider increasing the budget for water in the coming years as a result of yearly water rate increases.

ARCHITECTURAL:

The committee Chairperson was not in attendance and no new applications were presented.

EXECUTIVE SESSION SUMMARY:

The Board met in executive session on October 26, 2016 at 7:21 following the adjourned open meeting. The Board discussed violations to be reviewed on an executive session walkthrough and various collection issues.

ADJOURNMENT:

There being no further business to discuss, the Executive Session Board Meeting adjourned at 7:55 P.M.

Attest

Date

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
NOVEMBER 14, 2016
MINUTES**

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

None

ALSO PRESENT:

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

CALL TO ORDER:

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

OPEN FORUM:

No Owners were in attendance for open forum.

MINUTES:

The Board reviewed the October 26, 2016 meeting minutes. Upon motion made by Courtney, seconded by Micheaux, and unanimously carried, it was:

RESOLVED: the Board approved the October 26, 2016 Meeting Minutes as presented.

FINANCIAL REPORT:

The Board reviewed the Financial Statements through October 31, 2016. A recommendation to increase the irrigation repair budget for 2017-2018 was made. Upon motion made by Ilah, seconded by Julie, and unanimously carried, it was:

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

NEW BUSINESS:

The Board reviewed the Annual Candidacy Statement presented by Management. Upon motion made by Micheaux, seconded by Ilah, and unanimously carried with one vote to abstain by Julie, it was:

RESOLVED: the Board appointed Julie as the 2017 Annual Meeting Nominating Committee Chairperson.

The Board also discussed merging the annual calendar presented by Management with the previous calendar held by the Board. A revised edition will be presented at the next meeting.

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING
NOVEMBER 14, 2016
MINUTES PAGE 2**

LANDSCAPE:

The Landscape Committee Chairperson Micheaux discussed the recent issues with stump grinding and that Brightview could not perform the stump grinding. Upon motion made by Micheaux, seconded by Courtney, and unanimously carried, it was:

RESOLVED: the Board approved Zuniga Tree Service to remove up to 50 stumps not to exceed \$1,250.00 to be paid for reserves and to replace the prior approval of Brightview to perform stump removal.

Further discussion ensued regarding the Associations \$20,000.00 budget per year for landscape planting improvements. The total renewal project proposed by Brightview was slightly over \$40,000.00 for all areas that are part of the plan. Upon motion made by Micheaux, seconded by Courtney, and unanimously carried, it was:

RESOLVED: the Board approved spending this year's budget of \$20,838 on Landscape Plantings/Extras in January of 2017 for approximately 50% of the planned Landscape Renovation per the proposals submitted by Brightview Landscaping.

ARCHITECTURAL:

With the upcoming election and current Architectural Committee Chairperson not running for reelection it was decided that the Architectural Records held by the current Committee Chairperson will be transferred to Lindsay Management to be kept on file.

Further discussion ensued regarding an Architectural Application submitted by lot 66. Upon motion made by Julie, seconded by Nick, and one vote to abstain it was:

RESOLVED: the Board approved the application for backyard improvements as presented.

EXECUTIVE SESSION SUMMARY:

The Board met in executive session on November 14, 2016 at 7:49 following the adjourned open meeting. The Board discussed violations, an upcoming hearing, and various collection issues.

ADJOURNMENT:

There being no further business to discuss, the Executive Session Board Meeting adjourned at 8:17 P.M.

Attest

Date

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTOR'S MEETING
DECEMBER 21, 2016
MINUTES**

BOARD MEMBERS PRESENT:

| | |
|-------------------|--|
| Courtney Krehbiel | President |
| Micheaux Hall | Vice President / Landscape Chairperson |
| Nick Brunski | Treasurer |
| Ilah Herndon | Secretary |

BOARD MEMBERS ABSENT:

| | |
|--------------|---|
| Julie Thomas | Member at Large / Architectural Chairperson |
|--------------|---|

ALSO PRESENT:

| | |
|-------------------|---------------------------------------|
| Kyle Kruger, CMCA | Lindsay Management Services |
| Nico Lioce | 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 November 14, 2016 meeting minutes. Upon motion made by Nick, seconded by Ilah, and unanimously carried, it was:

RESOLVED: the Board approved the November 14, 2016 Meeting Minutes as presented.

FINANCIAL REPORT:

The Board reviewed the Financial Statements through November 30, 2016. Upon motion made by Nick, seconded by Micheaux, and unanimously carried, it was:

RESOLVED: the Board approved to receive and file the Financial Statements through November 30, 2016 subject to yearend review by a certified public accountant.

NEW BUSINESS:

The Board reviewed the proposed Election Rules. Upon motion made by Courtney, seconded by Micheaux, and unanimously carried, it was:

RESOLVED: the Board approved mailing the draft Election Rules to the membership for the 30 day review period.

**SUNSET PLACE-CAPRI HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING
DECEMBER 21, 2016
MINUTES PAGE 2**

LANDSCAPE:

The Landscape Committee Chairperson Micheaux discussed some changes to the proposed Landscape Renovation work. Some locations had changed; however, the cost of the work for the current fiscal year did not change and no Board action was required.

EXECUTIVE SESSION SUMMARY:

The Board met in executive session on December 21, 2016 at 7:35 following the adjourned open meeting. The Board discussed violations and various collection issues.

ADJOURNMENT:

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

Attest

Date