

**MINUTES OF THE REGULAR MEETING
OF THE TOWNHOUSE COMMITTEE
Sand Dollar Beach Homeowners Association
August 14, 2019**

Call to Order:

The meeting was held via tele-conference. Present were Committee members Zonia Waldon and Brent Tucker. Also present were Amy King, Certified Community Association Manager and Hannah Carpenter, Assistant Portfolio Manager representing King Management. The meeting was called to order by Chair, Brent Tucker at 8:35AM.

Consultant Ken Hart – Swift Consulting Services:

Ken Hart advised the Townhouse Committee of the following steps on the stair project.

1. Meseti Miller Engineering will be sending a revised contract to the HOA to prepare the final stair plans. Revisions are expected to be sent to Chair Brent Tucker this week. Once the revised contract is signed, the plans will be follow shortly thereafter.
2. Santa Cruz County will require “plan review letters” from Adrian Garner, Soils Engineer and John Wallace, Geological Engineer.
3. A final landscape plan is a condition of approval.
4. A maintenance and monitoring agreement will be recorded prior to County final inspection for the building permit.
5. There will be other documents recorded as well, such as a Notice of Geological Hazard.

Sand Loss Mitigation:

The issue of sand loss mitigation must be resolved before final permit issuance. The Coastal Commission suggested that the Association pay for 150 cubic yards of sand loss material and labor or apply for a waiver from the Coastal Commission to place cut material on the beach to avoid need for a sand loss fee.

Old & New Business:

Security: First Alarm provided two nights of emergency service to the community when homeowners reported beach goers taking the townhouse patio furniture and burning it on the beach. The Townhouse Committee has not seen any illegal activity since. The Association developed a new contract with First Alarm, and they have new check points that the guard must have physical contact with at the bottom of both sets of the beach stairs. The guard must walk down the first set of stairs and back up the second to mark their check points.

PG&E Meters: Zonia reported PG&E meters require maintenance as several appear to be affected by rust. It was requested that management request exterior meters be serviced and inspected for repairs, gas leaks and deterioration.

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Adjournment:

There being no further business before the Committee, and no objection raised, the meeting was adjourned at approximately 9:15AM.

Hannah Carpenter
Assistant Portfolio Manager