Sand Dollar Beach Homeowners Association Draft

Board Meeting: Friday, December 13, 2013; Held at Aptos Community United Methodist Church, 221 Thunderbird Drive, Aptos, CA 95003.

Board Members Present: Maren Otieno, Vic Lebacqz, John Linkletter, and Chuck Allen.
Board Members Absent: Chris Seams
Also Present: Bob Arnold, Cynthia Haines, Shanne Carvalho, Gene Ciabattari, and Nate French

The meeting was called to order at 4:05 p.m.

Quorum established at 4:05 p.m.

All approvals unanimous unless otherwise stated.

Minutes
The minutes of the Board Meeting on 10/25/13 were approved at 4:06 p.m.

The agenda order was changed due to the requests made by the Townhouse Chair and Website Coordinator. Upon questioning by the President the Townhouse Chair and Website Coordinator both agreed that the change of venue for the annual Meeting was acceptable.

Townhouse Report
The following information was reported at the Townhouse Meeting, which was held prior to the HOA Board Meeting.
The townhouse 2014 Budget was accepted. The foundation work for Building two is well underway. The Timberworks contract has been signed and they have contracted for lumbar and steel to construct the stairs—to be completed by 5/15/14. Building 3 stair plans are in progress. The roof repairs are being done by Daddariio. The roof replacement will be put off until Building 3 stairs are complete. The Reserve Study is completed and a copy will be forwarded to Cynthia for distribution. Cynthia will recommend a plan for exterminating the termites in the townhouses.

Website Coordinator Report
Despite multiple updates to the website, which were made this month the website budget is on target. Kudos to the Website Coordinator!!! The 2013 charges have invoiced.

President
Update:

Shoreline Property Management Company has been collecting the $50.00 escrow fee for the HOA and reporting the results in the HOA Operations Budget.

The HOA attorney currently has a heavy workload, which does not allow her the ability to update the HOA CC & R's to be consistent with Davis Sterling Act. The President was given a list of attorneys who might be able to complete this task.

ACTION ITEM: At the annual meeting the President will ask HO's input for names of potential attorneys, who might complete the task, as well as look into the names given her by the HOA attorney. To report back at the following Board meeting.

Shanne Carvalho is working with one of the HO's to improve the exterior of that residence. This HO has received violation letters for residence maintenance and the progress toward rectifying the violation has been very slow. Shanne provided the HO with a list of potential contractors who might assist with improving the exterior of his residence.

ACTION ITEM: Shanne will continue working with the HO and continue to report on the progress being made.

The Candidates for the 2014 Board of Directors are Cathy Smith for B Class Director, and Cynthia Haines for A Class Director. Bob Arnold is running for the Townhouse Chair.

The gate was broken prior to Thanksgiving and has subsequently been fixed. The vendor who broke the gate needs to pay the $200.00 broken gate fee. Currently there is not an HOA process for collecting the money. Shoreline needs to send a bill to the vendor for HOA reimbursement.

ACTION ITEM: John Linkletter will send the vendor information to Shoreline for collection. An HOA process needs to be developed for broken gate money collection.

Shoreline has sent out the HOA packets with the 2014 budget, and other information via mail and e-mail. Some HO's have received the information and some have not. The discussion to revisit management companies in 2014 was again reviewed.

ACTION ITEM: Maren will follow-up with Shoreline to ensure HO's receive the information. 2014 Board to follow-up regarding management companies.

Insurance costs will increase by approximately $200.00 this next year due to the need to insure the additional funds being maintained in the bank for construction purposes. The most cost efficient insurance is to collectively insure the townhouse and HOA together.

ACTION ITEM: Next year the goal of the Board will be to refine the Board processes.

Treasurer Report (See Appendix A for the report)
HOA budget is on track year to date.
In the future, the monthly operating budget for the HOA and townhouses will be posted in the HOA minutes along with the treasurer report, and then posted on the website behind the secure member section.

ARC Report
Lot 16's application was approved for artificial turf including replacing railroad ties, and pathway. A contingency will be placed on the application, which includes using permeable turf that allows water to flow through the turf. Also the turf is restricted to a small area, which is part of the application. Also the artificial turf will be used in the replacement of lawn and or other previous artificial turf.

Lot 44's ARC application will tabled. A new application will need to be completed in future.

Facilities Report
Ad Hoc Gate Committee
The Committee is attempting to meet with the vendor R & S Erection of Monterey Bay Inc. at the gate to discuss possible new gate options.

Area B Asphalt bid
The vendor who had previously been asked to provide a bid for Area B's asphalt work has not provided the bid despite multiple requests.

ACTION ITEM: The Facilities Chair will follow-up with other vendors to obtain bids.

The issue of the County Sewer Power Line running through Lot 69 has been resolved. The power line has been rerouted. The bill submitted for this work was $2800 although the estimate was $1500 - $2000. The HOA assisted in getting the the final bill down to $2000 to match the original estimate.

The South Beach Stairwell lighting is in good working order.

Landscape Report
Our gardener and the Landscape chair walked the HOA Common Areas.
Area A:
The vine growing in this area along the wooden compound is dying out
and needs to be removed. In the process of removing the dying vine which maybe imbedded in the compound plywood the plywood may need to be replaced.
(Approximate cost $200.00)
The turn around area in Common Area A has oak trees, which have limbs hanging over some of the HO lots. Currently the gardener is obtaining bids for the tree trimming.
Area B:

Replanting is being done.
Area C:
The gazebo needs to be updated and re-stained. Replanting needs to occur along the pathway in Area C. Currently this area is being re-mulched and will be replanted in the springtime.
Area D:
Water has been used by the HOA to water plants in this area from one of the HO's. The water bills have been saved so that the HO can be reimbursed. The bills will be sent to Shoreline for payment.
Area G
The hedge in this area is not doing well. Some plants have been planted behind the hedge so if it dies out there will be landscape. Trees need to be trimmed in this area and bids are being obtained. Tree trimming is usually completed at the end of the budget year to maintain budgetary restraints.

Water usage over the last three years has been reduced due to the use of drought resistant planting and improved water system deliveries.

The gardener and the Landscape Chair have been working on developing a mapping system, which demonstrates the water delivery routes, including the time clocks, and valves. Most of the delivery routes, time clocks, and valves have been located. Additional mapping assistance may be needed from a vendor with special equipment which senses underground water systems. The timeline for completion of this mapping is Spring of 2014.

A question arose from one of the Directors asking if replacing the lawn in Common Area A would be cost effective.

ACTION ITEM: The Landscape Chair will follow-up and report back to the Board.

Security Report
No report.

On-Site Manager Report
Update:
Consider sending out invitations for the Annual Meeting rather than flyer.

The new HO of Lot 38 is Jerry Moore.

Unfinished Business
The annual HO's Meeting is scheduled January 25th at the Santa Cruz County Fairground Heritage Hall from 11a.m. - 2p.m. HO's to plan to arrive at 10:30a.m. to sign in

The bar at the Heritage Hall is from the "Waterfront Bar" a local historical Watsonville bar. Chuck Allen and Shanne Carvalho along with some other realtors would like to host lunch and bar beverages for the HO's annual meeting. Approximately $600.00 in the budget is available for the annual meeting which would include the $300.00 for the hall rental—the remaining dollars could be used to send out the invitations.

ACTION ITEM: Chuck Allen and Shanne Carvalho will compose the invitation and send to the President and Treasurer for approval. The President will develop the annual HO's meeting agenda, and contact Shoreline to take minutes for the annual meeting. The On Site Manager will send the HO e-mail/home addresses to Shanne Carvalho to facilitate invitation mail out. All of the details for the HO annual meeting will be sent to the Website Coordinator for website posting.

New Business

No new business.

Open Forum (Non-Agenda Items)

No non-agenda items.

The meeting was adjourned at 5:55p.m.

Appendix A

Sand Dollar Beach HOA Treasurer's Report
December 13, 2013
Vic Lebacqz, Treasurer

Summary:

- As of the end of October, all operating-budget line items (with a couple of minor exceptions) are within budget and on track for the year.
- At the October BOD meeting, a homeowner suggested that the monthly budget information could be posted on the website within the members-only section. As prepared by Shoreline Property Management, the monthly data submissions for both the HOA and the Townhouses provide excellent details, but are on the order of 60 pages in total. The Treasurer recommends posting the Operating Budget summaries alone, which contain the important tracked income and expenses information tracked against projections, assuming that no additional costs for website updating are incurred to do so.

Upcoming Actions:

A proposed 2014 budget has been developed for approval by the SDBHOA BOD, and will be posted on the SDBHOA website in the members-only section.