Sand Dollar Beach Homeowners Association

Approved – 4/16/10

Board Meeting: Friday, March 5, 2010; held at Aptos Community United Methodist Church, 221Thunderbird Drive, Aptos CA 95003.

Board members present: John Linkletter, George Sousa, Bill Russell, Pat Emmons, Bill Priest.
Also present: Cynthia Haines-DeVogelaere, Ginny Lebacq, Claire Hildreth, Monte and Mikki Pehrson, Harold Lucht, Maren Otieno, Cathy Smith, Eleanore Schock, Tom Honig.

The meeting was called to order at 10.08am.

All approvals are unanimous unless stated otherwise.

Minutes:
The minutes of the board meeting of January 30, were approved. The minutes of the January 30 Annual Meeting were provisionally approved (subject to final approval at the 2011 Annual Meeting).

President's Report:
Pat reviewed the highlights of the recent Echo meeting that she had attended. The next Echo meeting will have a focus on landscaping, and Ginny was asked to ensure that the SDBHOA Landscape Committee is represented. **Action: Ginny**

Pat passed round documents from the seminar including "The Team Approach" with specific information regarding voting practices etc. Cynthia said the Nominating Committee will welcome these inputs. **Action: Cynthia**

There was a discussion of whether the Facilities Committee would benefit from the services of an independent facilities consultant, and John Linkletter agreed to give this further consideration. **Action: John L**

Pat also passed round a copy of Robert's Rules of Order and asked everyone to keep these in mind as we continue to strive to make the board meetings efficient. Pat said that she intended to create a specific meeting policy for review at the next meeting.
Action: Pat

She said she felt good progress had been to improving the community spirit, and we are still working on strengthening the relationship with the Canon del Sol Association (connection with other HOA's is an ECHO recommendation).

Staring immediately all contracts will be posted on our website, and we will work to improve how documents are stored electronically. The use of Yahoo groups was discussed as a possible means to improve communication with homeowners.
It was agreed to continue this discussion at future meetings.

Unfinished business

In the meantime Claire agreed to send Bill R an updated email address list.

Action: Claire

It was agreed that we should improve the process of the transition each year to the new board, and so job descriptions for each officer position should be completed by the end of this year. The proposed Secretary Job description is Attachment 1.

Action: Board members

Treasurers' report:
Bill P & Pat had met with Shoreline but are still waiting for the year-end financial statements. A summary will be circulated when it is available.

Action: Bill P

Dues are outstanding from eight homeowners, although this is not a concern as yet.

Facilities Report:
The current sewer system replacement plan has been presented by The County and reviewed by the FC. The existing pipe that goes through the canyon will be eliminated, and the replacement will go down Sand Dollar Lane instead. This will mean that one of the pump houses will no longer be needed, which will reduce costs. The street will then be resurfaced, and with the current plan there will be no loss of service. The likely start date is sometime in the fall.
The tanks will have to be relined which will cost around $34,000, and a new generator costs around $40,000. We currently have $115,000 with the county and $194,000 in our own reserves. This implies that we will need an assessment on each homeowner of approximately $2,000. We expect to have final cost estimates by April 16.

There are still several unanswered questions on the specifics of how the plan will be implemented and the impact on some homeowners.

All other major improvement items (new gate etc) have been postponed so that the sewer replacement can be given top priority.

ARC Report:
The following applications, the first one previously approved by the ARC, were considered by the board.

Lot 27 – the window has been removed and although the roof is now 12" higher than before, this was needed because of the extent of the damage and indeed this change was recommended by The County. - Approved

It was noted that the owners had been very co-operative in working to resolve the issues that had been raised with this application.

Lot 45 – satellite dish. No application had been submitted before the dish was installed. (Maren O said that for the future the ARC will work to establish a policy, with guidelines, for consideration by the board so that alternative dish locations can be considered in advance.)
The immediate neighbors at lot 46 have objected to the current position of the dish at lot 45 and will be taking independent action. The board did not approve the current application which had been made after the fact, and at this point declined to intervene, other than to confirm that the dish does not impact any easement. **Action: Pat**

The question of fines was raised (again), and Pat agreed to pursue this further using the groundwork that Cynthia and Claire have already done on this. **Action: Pat**
The board supported the need to develop a plan, although views differ on whether this should ultimately be implemented.

Townhouse report:
Nothing significant to report: – written report from Zonia - Attachment 3.

Landscape report:
The full report (submitted in advance – thank you, Ginny) is Attachment 2.
Ginny did highlight the need for better control over water usage. It was agreed that our water bill will should go to Claire before submission to Shoreline for payment so that the LC is able to continually monitor the situation.

Action: Ginny

The LC intends to request that the Board approve a proposed landscaping plan (for Lot 20) by written consent in advance of the next meeting so that work can begin.

Security:
The gate code will change when the clocks go forward and will be communicated as usual.
Harold is working to simplify the documentation that is sent to property renters by Kendal Potter. The current documentation has been distributed and Harold asked the Board to provide their input as appropriate. At this point it was felt that there is no need to invite KP to our meeting to discuss this.

Community updates:
Four community cards had been returned at the annual meeting and five more had been returned by mail.

Notices have gone out to eight owners where it's felt that their landscaping needs some improvement. Two have responded positively!
The LC will also make inputs to Claire on an ongoing basis so that the board can take ongoing action.

Unfinished business:
Job descriptions – covered earlier.

Pat reminded everyone to be disciplined in the use of lot #'s to identify homeowners to maintain everyone's privacy.

A neighborhood party will be held on 4th July.

There will be a follow on volunteer spring clean-up on the median.

The meeting ended at 11.45am, and the board left to reconvene in executive session to continue the legal issue discussion (which was the subject of the executive session following the December meeting).

The next meeting will be held on Friday April 16 at 10.00am at Aptos Community United Methodist Church, 221Thunderbird Drive, Aptos CA 95003.

Attachment 1

SDBHOA Secretary Duties & Responsibilities

1. Take the minutes at all meetings and distribute copies to all board and committee members (and other homeowners who have requested copies).
2. Send a copy of the approved minutes to Shoreline for their records. A draft copy or summary of the minutes must be made available to all members within thirty (30) days after any board meeting other than an executive session (per Davis-Stirling 1363.05(d)).
3. Keep account of all ongoing board business and ensure nothing is dropped from the meeting agendas.
4. Establish the annual board meeting calendar.
5. Ensure the Board Meeting notice and agenda are posted at the gate entrance (via the Site Manager) no more than 10 days and no less than 4 days before the scheduled meeting date.
6. Provide the Webmaster with a copy of all meeting minutes and other updates to be put on the SDBHOA website.
7. Ensure the annual meeting minutes are approved on an interim basis by the board and formally approved at the annual meeting the following year.
8. Complete signing authority card, as Secretary for the SDBHOA bank accounts.

Attachment 2

SDHOA WRITTEN COMMITTEE REPORT

Date: Feb. 19, 2010
Name of Committee: Landscape Committee
Name of Chairperson: Ginny Lebacqz
Attending Meeting: Terry Dager, Nate French, Karen Strelitz, Ginny Lebacqz, Mike Driscoll, Claire Hildreth

Statement Of Issues/Projects In Progress/Updated report
Area A: Hiding the old water tank, tree trimming
Area B: new plantings
Area C: rockrose behind lots 51, 52, 53 has died.
Area G: Escalonia shrub blocking the sewage plant has died and is falling over.
Awareness of common area needs.
Beach garbage hauling
Tracking Water Usage to lower costs

Options/Solutions
Area A: Mike will plant one more Silver Dollar tree to hide the old tank.
In October, tree trimming to be done by outside contractor.
Area B: Next week, Mike will remove and divide the Agapanthas and replant tham and add some Nivopias in between them. One of the old Pittisporums behind lot # 27 must be removed also and will be replaced by a Proteus. Another Proteus will be replaced behind lot # 22. The Escalonia pathway next to lot # 19 will be removed as it is dying and smaller plants will be planted in their place.
Area C: In the Spring, Ginny will talk to the homeowners to get their thoughts on replacing it and trimming some of the larger plants behind them (the trimming is necessary to preserve the plants.)
Area G: Mike has already put new plants in behind it to take over as a shield for the homeowners along that stretch. In October, Mike may have to haul away the dead Escalonia and replace it.
Awareness of Common Area needs: The committee members will each focus on individual areas to serve as liaisons between homeowners and the committee. Terry will focus on Area A, Robert on Area B, Ginny on Area C, Karen and Nate will both do Areas F and G
Beach garbage hauling: So far, the Otienos and the Lebacqzes have volunteered to let Mike use their garbage and recycling cans in the Summer for beach refuse. This will save on HOA dump fees.

Water Usage: Mike is working with Roy at Soquel Water to get histories of our water usage for the 4 meters. This is useful so he can reduce water usage where necessary with drought tolerant plants. Mike will also use these plants near basements in homes to minimize potential water damage.

1. It is suggested that the board request a duplicate water bill be sent to the HOA c/o Claire and not just to Shoreline. This would make monitoring our usage much easier, leading to improved water usage.

Financial Analysis: Cost/Bids including maintenance costs in the future is appropriate

The Landscaping budget to date was reviewed. We are within our goals through February 2010.

Impact on Homeowners when appropriate (lot #'s)

- **How were homeowners engaged in the solution process**

- **Consensus of group**

Recommendations to the Board/Action requested of the Board

1. It is suggested that the board request a duplicate water bill be sent to the HOA c/o Claire and not just to Shoreline. This would make monitoring our usage much easier, leading to improved water usage.

Attachment 3:

SDHOA WRITTEN COMMITTEE REPORT

Date: February 24, 2010

Name of Committee: Townhouse Committee
Name of Chairperson: Zonia Waldon

Statement of Issues/Projects in Progress

Will be researching lighting options for the exterior staircases leading from individual Townhomes to the beach. At the present time, only Lots 58 & 59 have lights on their staircase.

Impact on Homeowners when appropriate (lot #'s)

Unknown at this time.

Recommendations to the Board/Action requested of the Board

None at this time.