

SAND DOLLAR BEACH

Townhouse Committee Meeting Minutes

02/22/18

Location: De Camara Management, Inc. 9011-A Soquel Drive, Aptos, CA 95003

Townhouse Chair John Pinheiro called the meeting to order at 9:07 a.m.

Committee Members

John Pinheiro

Zonia Waldon

Cynthia Haines

Homeowners

Robert (Bob) Arnold*

**present via telephone conference*

Jerry Moore

Management

Al De Camara

Rose Gallardo

APPROVE MINUTES 12/21/17: It was m/s Zonia/Cynthia to approve the minutes of 12/21/17. Motion carried 3/0.

BUILDING 3 STAIR PROJECT- UPDATE: John provided a brief update on the building 3 stair project. John reported Ken Hart is diligently working with the County of Santa Cruz regarding the permit submitted and letter issued on behalf of the Committee on January 10th. John reported that the engineering team met with the County on the 26th of January and is now awaiting confirmation from the County on the resolution for the issues discussed.

WATER: As previously agreed upon by the Committee, John requested Management reimburse Lot 68, 733 The Shoreline and Lot 71, 715 The Shoreline in the amount of \$550.00 each for their expenses to connect water to the lower stairs. Management was directed to process the reimbursements for both lots as mentioned.

DECK SETTLEMENT ISSUE-UPDATE RE LOT 59: John provided brief recap on the deck settlement issues regarding lot 59 (783 The Shoreline). John reported the committee pre-approved the Jeff Atkinson proposal to perform the deck repairs for Lot 59, via telephone conference. It was m/s Cynthia/Zonia to ratify the Jeff Atkinson Construction Inc. proposal to proceed with deck repairs for Lot 59. Motion carried 3/0.

DECK INSPECTIONS: John reported the Committee authorized Victor Carvalho to complete the deck inspections. John noted Victor Carvalho would not be able to start work until 3-4 months from now. It was m/s Zonia/Cynthia to proceed with the Victor Carvalho proposal for up to \$8,000. Motion carried 3/0. Additionally, John reported on their February 13th conference call, the committee pre-approved Jesus Fernandez to paint the hand railings on the lower stairs for Buildings 1 & 2. It was m/s Zonia/Cynthia to approve the Jesus Fernandez bid for up to \$3,000. Motion carried 3/0.

STAIR LIGHTS: John reported the Committee also pre-approved the Lightland Electric bid for approximately \$7,000, via telephone conference to install new lights on the stairs for Buildings 1, 2 & 3. It was m/s Zonia/Cynthia to approve the Lightland Electric bid, not to exceed \$7,000. Motion carried 3/0.

FINANCIAL ACCOUNTS: Management reported all GL expense accounts have been created as per the executive meeting with Jed Pitera, Jerry Moore, Al De Camara, AJ De Camara and Rose Gallardo held on February 9, 2018.

ARC REQUEST: John reported the Committee also pre-approved the ARC request for Lot 60, 773 The Shoreline: exterior modifications. It was m/s Cynthia/Zonia to approve this architectural application. Motion carried 3/0.

Additionally, the process for Class A architectural applications was clarified as follows:

- 1) When an application is received for Class A, Management shall send it to the Townhouse Committee
- 2) Townhouse Committee will then forward the application to ARC once reviewed
- 3) ARC gives final decision to Management
- 4) Management will inform the Board of Directors and include on next agenda to be ratified.

TOWNHOUSE MAINTENANCE AGREEMENT: John provided the committee with the current Townhouse Committee Agreement regarding Maintenance and Repair Obligations (see Addendum A). General discussion took place regarding the document. Al De Camara was directed to draft additional architectural conditions for the maintenance agreement and send to the Townhouse Committee and Jerry Moore for review.

It was m/s Zonia/Cynthia to adjourn the meeting at 9:48 a.m. Motion carried 3/0.