

MINUTES
GENERAL SESSION
BOARD OF DIRECTORS MEETING
WINDWARD COVE CONDOMINIUM ASSOCIATION
A California Nonprofit Corporation

JULY 21, 2022

Notice of Meeting.

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the bulletin boards above the mailboxes at least four (4) days prior to the General Session of the Board of Directors of Windward Cove Condominium Association held on the above date at the **community gazebo**.

Roll Call

A quorum of the Board (Five Directors per Bylaws) was established with the following Directors in attendance:

Directors Present: Donna Rose, President/Treasurer
Lori Hanrahan-O'Brien, Secretary
Michael Di Giovanni, Member at Large

Directors Absent: Becky King, Vice President
Vacant, Member at Large

Others Present: Charles Linder, Community Manager, Optimum Professional Property Management
Jeff Weber, CMCA®, Director, Optimum Professional Property Management

Executive Session Disclosure

In accordance with Civil Code §4935(e), notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on **July 21, 2022, from 2:30 p.m. to 3:00 p.m.** for the following:

- Delinquencies: A/R Aging Report 06/30/22
- Legal: Age Restrictions
- Minutes: Executive Session 05/19/22

Call to Order General Session

President and Presiding Chair, Donna Rose, called the General Session to order **following Executive Session at 3:00 p.m.**

Homeowner Forum

In accordance with State Statute the homeowners present were given an opportunity to address the Board of Directors. The following items were presented:

- Climbing Vines
- Community Bike Rack
- Community Stair Repairs

Architectural Report Review

The Board reviewed the architectural report. No action required.

Secretary's Report / Minutes

A motion was made, seconded, and unanimously carried to APPROVE the Minutes of the May 19, 2022, General Session of the Board of Directors as written.

A motion was made, seconded, and unanimously carried to APPROVE the May 19, 2022, Notice of Annual Membership Meeting and Election First Adjournment to May 25, 2022, as written.

Windward Cove Condominium Association

General Session Minutes

July 21, 2022

Page 2 of 4

A motion was made, seconded, and unanimously carried to APPROVE the Minutes of the May 25, 2022, Organizational Meeting of the Board of Directors as written.

The Board reviewed the Minutes of the May 25, 2022, Reconvened Annual Membership Meeting & Election which will be presented to the Membership for approval at the next Membership Meeting. No corrections needed.

Treasurer's Report / Financials

A motion was made, seconded, and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period(s) ending 05/31/22 and 06/30/22 as presented subject to audit/review at fiscal year-end by CPA.

Reserve Study FY 12/01/22 to 11/30/23

A motion was made, seconded, and unanimously carried to APPROVE the reserve study **update** by Association Reserves dated 06/08/2022 for fiscal year 12/01/22 to 11/30/23 recommending funding to reserves of \$16,400.00 per month with reserves funded at 43.5% in 2022 and projected funding at 64.4% in five (5) years.

Golden Locks Invoice: Utility Closet Re-Key

A motion was made, seconded, and unanimously carried to APPROVE payment of invoice #1810 from Golden Locks dated 06/28/22 to re-key utility closets for \$1,486.10 to be paid from Operating G/L #70600 (Common Area: Maintenance).

-

Softscapes Landscape Invoice #24983 - Moss Removal – Community Wide

A motion was made, seconded, and unanimously carried to APPROVE payment of invoice #24983 from Softscapes Corporation dated 06/10/22 to power wash sidewalks and remove moss for \$2,900.00 to be paid from Operating G/L #70600 (Common Area: Maintenance).

Board Resolution Re: Transfers Over \$10K

A motion was made, seconded, and unanimously carried to APPROVE the Board Resolution Re: Transfers greater than ten thousand dollars (\$10,000) or five percent (5%) of the Association's total combined reserve and operating account deposits, whichever is lower in accordance with Civil Code Sections 5380(b) and 5502.

Softscapes Landscape Proposal - Cut/Remove Five (5) Melaleuca Trees

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Softscapes dated 06/11/22 to cut and remove five (5) Melaleuca trees for \$4,250.00 to be paid from Operating G/L #60200 (Landscape: Extras).

Inspectors of Election - Annual Membership Meeting & Election

The Board reviewed proposal from outside company to be the Inspector of Election and mail the required documentation for the Annual Meeting. A motion was made, seconded, and unanimously carried to APPROVE the proposal from Accurate Voting Services dated 05/31/22 to act as the Inspector of Election and certify the results in accordance with the adopted Election Rules AND mail the required documentation including the notice and ballot for the Annual Meeting to be held on May 18, 2023, at 2:15 p.m. (Registration at 2:00 p.m.) at the community gazebo not to exceed \$1,000.00. Furthermore, Accurate Voting Services will receive the ballots for this meeting.

Windward Cove Condominium Association

General Session Minutes

July 21, 2022

Page 3 of 4

Annual Termite Maintenance Proposals

The Board reviewed three (3) proposals for annual termite maintenance. A motion was made, seconded, and unanimously carried to APPROVE the proposal from Termite Done Right dated 05/27/22 for annual termite maintenance for \$8,544.00 to be paid from Operating G/L #73400 (Pest & Rodent Control: Extras).

SB326 Inspection Proposals

The Board reviewed three (3) proposals for SB326 inspections. A motion was made, seconded, and unanimously carried to APPROVE the proposal from EmpireWorks dated 06/23/22 for SB326 inspections for \$14,760.00 to be paid from Reserves G/L #31200 (Decks).

Community Wide LED Upgrade Proposals (2)

A motion was made, seconded, and unanimously carried to TABLE INDEFINITELY the two (2) proposals to upgrade lighting community wide since the Board determined it was not necessary at this time.

Community Wide Painting Proposals (3)

A motion was made, seconded, and unanimously carried to TABLE INDEFINITELY the three (3) proposals to paint community wide since the Board determined it was not necessary at this time.

Annual Roof Maintenance Proposals (3)

The Board reviewed three (3) proposals for annual roof maintenance community wide. A motion was made, seconded, and unanimously carried to APPROVE the proposal from MTZ Sheet Metal dated 06/22/22 for annual roof maintenance community wide for \$9,800.00 to be paid from Operating G/L #74100 (Roof: Repairs).

Softscapes Landscape: Monthly Increase

The Board reviewed the Notice of Increase submitted by Softscapes Landscape dated 06/20/22 requesting an increase from \$1,680.00 to \$1,764.00 per month for landscape maintenance. A motion was made, seconded, and unanimously carried to APPROVE increasing Softscapes Landscape's maintenance contract amount from \$1,680.00 to \$1,764.00 per month effective January 1, 2023.

Three Phase Electric: Monthly Increase

The Board reviewed the Notice of Increase submitted by Three Phase Electric dated 06/20/22 requesting an increase from \$89.00 to \$95.00 per month for landscape maintenance. A motion was made, seconded, and unanimously carried to APPROVE increasing Three Phase Electric maintenance contract amount from \$89.00 to \$95.00 per month effective January 1, 2023.

Adopt Rules & Regulations

After having given twenty-eight (28) day notice and consideration of comments made by the Membership, a motion was made, seconded, and unanimously carried to ADOPT the Revised Rules & Regulations previously mailed to the Membership on 06/17/22 effective this date.

Insurance Renewal 10/10/2022

The Board discussed the upcoming insurance renewal and advised Management to obtain additional proposal for insurance.

Appointment of Director

A motion was made, seconded, and unanimously carried to TABLE the appointment of one (1) Director to fill the one (1) vacant seat that was not filled at the Annual Membership Meeting and Election held on 05/25/22 for term expiring May 2024 until the September board meeting, since there are no candidates at this time.

Windward Cove Condominium Association

General Session Minutes

July 21, 2022

Page 4 of 4

Next Meeting

Meetings of the Board of Directors are held every other month and no meeting is held in December. The Annual Membership Meeting and Election is held in May. The next meeting of the Board of Directors is scheduled for **Thursday, September 15, 2022**, at 2:30 p.m. Executive and 3:00 p.m. General Session at **community gazebo**.

Adjourn General Session

There being no further business to come before the Board of Directors in General Session, a motion was made, seconded, and unanimously carried to ADJOURN **at 3:45 p.m.**

SECRETARY'S CERTIFICATE

I, Lori Hanrahan-O'Brien, duly Appointed and Acting Secretary of Windward Cove Condominium Association, do hereby certify that the foregoing is a true and correct copy of the Minutes of the General Session of the Board of Directors held on the above date, as approved by the Board of Directors of Windward Cove Condominium Association.

ATTEST:

DocuSigned by:

6492CEE776B64CA

Appointed Secretary

9/23/2022

Dated