

DRAFT
DBTS HOA Board Meeting Minutes
February 15, 2020
11:08 a.m.
24412 Alta Vista Drive
Dana Point, CA 92629

1. Call to order—roll call. Board members— Duane Wysocki (President), Mike Nason (Vice President), Valerie Linane (Vice President), Eileen Teichert (Secretary). Homeowners— Anne Stokes, Marchetta Busch, Karen Busch, Earle W. Alford, Sara Mirhoseni, Kathy Wysocki, Vikki Vargas, Tracy Engel, Ron Sobel, Don Linane.
2. Reading/Approval of previous Bd. minutes. Waived reading of and approved Nov 8, 2019 Board minutes as presented.
3. Old Business
 - a. Update on roof leaks. Expended \$9,248 am on 4 roof leaks at Engel, Stokes, Jund and Mirhoseni units. Mirhoseni unit has since developed a new leak. Alta Vista units gravel ballast roofs are original approximately 35 years old.
 - b. Review roofing quotes received and how to proceed. Don Linane, HOA Architect provided update. Received quote for \$600,000 and second quote for \$341,868. Quote is for all building roofs, Take off all roofs, flashings, penetrations and single ply jackets. Granada roofs would be asphaltic roofing. Charcoal color. Dimensional. Duane Wysocki indicated two to three more quotes will be sought. Long term roofing reserves as of Jan. 31 are \$168,441 less \$9,248 current roof repair expenses. If the second quote of \$341,868 is selected then the HOA will have a shortfall of approximately \$182,675. Our annual budget sets aside \$2,700 per month in the roofing reserves. Monthly roofing reserves increase by \$2,700 per month. Based upon current roof quote either a one time assessment roughly estimated at \$8,600 per unit or a bank loan will be needed. Duane spoke to a bank specializing in HOA loans who roughly quoted a 2 to 5% interest ten year loan would require monthly payments of \$2,000. He will seek more loan quotes. If assessments are selected by the homeowners, assessments would be based upon square footage. If bank loan is selected by homeowners then monthly loan payments would be included in annual budget. Don Linane indicated the roof warranty would be twenty years. Earle Alford expressed his interest in be involved with bank loan discussions. Skylights would be replaced like for like with any upgrades paid by homeowner.
 - c. Continue discussion of Security Plan. Pres. Wysocki explained that one vehicle had been broken into in Alta Vista garage last summer. Several options were subsequently proposed including a private security system in garage, extra lights on Alta Vista or motion detector lights inside garage. Earle recommended signage outside stating security system in place. Biggest breach of security is propping AV garage door open. No security issues noted or action deemed necessary on Granada. Will continue to review WiFi camera system option in garage.
 - d. Alta Vista walkway. Board already approved resurfacing AV walkway when weather conducive to repairs. Underlying surface is concrete. Will be stripped down to concrete before resurfacing.
4. New Business and Standing Committee reports.
 - Building maintenance committee. A. Carasso construction update Codes on restroom and pool entry doors locks stopped working in Jan. Locks to be replaced with conventional keyed locks and keyed to match existing Alta Vista gates/pool key. Granada red curbs will be repainted. Then wrought iron repainting will commence. Board has approved putting wire mesh on the Alta Vista entry door to keep out animals. Will be done next month.
 - Finance committee. AR and AP In good condition. Jan. 31, 2020, balance sheet handed out showing total assets and liabilities of \$278,796.99.
 - Architectural Comm. One request approved for Manna unit to install electrical outlet and conduit over garage space Jan. 10, 2020.

—Pool and spa committee. Acid wash done. Light in the BBQ area needs to be shut off after use. May need twist timer shutoff for light. Heat will be restarted in pool in March 2020. Health department came out re pool in November. Needs more signage. Need to replace current signage anyway due to weathering. Lock on gate needed as noted above. Edge of pool cement chipping needs repair.

—Landscape committee. Landscaper doing a good job. No updates.

5. New/Open Forum.

a. Vikki Vargas reported she has been working on design and work quotes for Granada re-landscape project. Received proposal by Artistic Maintenance to take everything out, add mulch, and plant carpet roses for \$8,545. Unlicensed landscaper quoted work for \$8,500. Licensed landscaper Joe Soto proposed to remove sprinklers and replace with bubblers, plant 116 Carpet roses, place 15 cubic yards of mulch, keep Carrotwood trees, for \$8,889. \$18,000 is in landscape renovation reserves. Board approved accepting Soto quote payable from landscape reserves subject to architectural committee review and Board approval of plants. Work would commence early summer.

b. Earle Alford asked if Board wanted to get involved in Alta Vista Christmas decorations. Board previously decided each owner could do their own decorations. Continue discussion to Nov. board meeting.

Meeting adjourned at 12:23 p.m.

Date and location of next meeting to be determined.