

**Dana by the Sea Homeowners Association  
Annual Homeowners Meeting Minutes  
24412 Alta Vista Drive, Dana Point, CA 92629  
Date of meeting: August 10, 2024**

Place of Meeting: 24414 Alta Vista Drive, Dana Point CA 92629

1. Call to order 1:12pm by M. Hart, Board President.
2. Roll call. Board members in attendance; M. Hart, Pres.; V, Nason, Board Sec., E. Teichert, V.P. Finance; V.P.'s at large: T. Engel, V. Linane. Other owners in attendance: G. Forder, R. Johnson, D. Hart, E. Honowitz, E. Pais, D. Linane, D. Manna, S. Mirhoseni, M. Nason, L. Scarpone, R. Smith, R. Sobel, A. Stokes. Represented via Proxy: Hanan, McClure, Sanford, Shaw. Quorum established.
3. Pres. M. Hart provided proof that legal notice of meeting was given. Meeting had been posted on the Alta Vista and Granada mailboxes 30 days in advance; meeting had been posted on the HOA website and notices mailed 30 days in advance to all members.
4. Reading of the minutes of the prior annual meeting of Sept. 9, 2023, waived and minutes approved. (Minutes available online since Oct. 2023).

a. Prior board meeting minutes from May 11, 2024, read due to applicability of the deck renovation subject. Motion made, passed, also approved.

5. Report of Officers

President: M. Hart reports a structural study has been done on all decks. Alta Vista properties will need repairs. Granada properties will need resurfacing, at minimum. M. Hart recommends DBTS hire a contractor to oversee the project. Under California law, the inspection report was required by Jan. 1, 2025.

6. Report of Committees

A. Finance - Annual Budget review-HOA monthly assessments will increase beginning October 1, 2024. The Board will review any change to insurance premiums when the policy is up for renewal.

B. Architectural Committee

D. Linane presented a report on replacing the current railings with the ViewRail glass railing system. This would be done in conjunction with the deck repairs. A straw poll was taken to judge owner interest. 13 of the 17 units represented were in favor of investigating the glass railing system further. The Board asked D. Linane to get estimates. If approved, each homeowner would individually pay for the glass railings and installation, if they want them.

### C. Building Maintenance Committee

Wright Engineering final inspection lists specific repairs and replacements. M. Hart explained an assessment will likely be needed to fund all the repairs. An assessment requires 51% approval of homeowners. There will be further meetings to address these issues and costs.

#### D. Landscape

Mulch has been installed on Granada greenbelts.

#### E. Pool/ Spa

L. Scarpone will get a written estimate to repair the stucco wall on the back of the pool house.

E. Teichert -update on letter from Sea Ridge Community. Condo management company says they will wait for any further updates from DBTS.

7. Election of inspector of elections: Motion made and passed to elect S. Sheldahl to be the Inspector of Elections.

8. Board elections. The Inspector of Elections tallied the votes and announced the following owners elected to the HOA board beginning Oct. 1, 2024: T. Engel, V. Linane, V. Nason, E. Pais, E. Teichert.

9. Unfinished business

10. New business

R. Sobel reports clean outs need to be done on Alta Vista pipes leading to street. D. Manna volunteered to get estimates and handle clean outs.

M. Hart will send a letter to the owners of 24432 Alta Vista, R. Sanford, to notify them of a leak in the garage coming from their private property.

R. Sobel asked for a key to the elevator room to access his plumbing.

T. Engel reports termite damage inside her unit. New Board to address possible tenting in future.

11. Next HOA Annual meeting TBD.

Next Board of Directors meeting to be held Nov. 9, 2024, at 1pm.

Note: The new board positions were determined. The new board positions effective October 1, 2024, are President: T. Engel, Board Secretary: V. Nason, V.P. Finance: E. Teichert, V.P.'s at large: V. Linane, E. Pais.

12. Meeting adjourned 3:15 pm.