

Casa del Sol Association, Inc.
Board Meeting Minutes Wednesday, January 17, 2018

- Meeting called to order by President, Ed Curran at 6:03PM.
- Quorum was met. Directors present: Ed Curran, Kevin Connolly, Travis Herbert, Debora Bickel, and Glenda Workman. Late arrival Property Manager: Jenny Schoenfeld at 6:05PM.
- Proof of Notice posted on all bulletin boards on 1/14/2018 at 4:30PM by Kevin Connolly.
- Approval of 11/13/2017 board meeting minutes. Minutes were read by Debora Bickel. Motion to approve made by Kevin Connolly, seconded by Glenda Workman and passed unanimously by board members present.
- **Treasurer's report** given by Travis Herbert: (Exhibit I)
 - **Alhambra** ended 2017 with \$11,421 in operating and \$38,919 in reserves. The 2018 budget has an operating cost of \$7,455 per month.
 - **Barcelona** ended 2017 with \$32,272 in operating and \$66,435 in reserves. The 2018 budget has an operating cost of \$8,520 per month.
 - **Cadiz** ended 2017 with \$35,677 in operating and \$45,305 in reserves. The 2018 budget has an operating cost of \$8,141 per month.
 - **Madrid** ended 2017 with \$25,081 in operating and \$55,923 in reserves. The 2018 budget has an operating cost of \$7,161 per month.
 - **Master** ended 2017 with \$121,098 in operating and \$17,136 in reserves. The 2018 budget has an operating cost of \$16,705 per month.
- **Manager's report** given by Jenny Schoenfeld:
 - Casa del Sol Association website now has a copy of the Master Certificate of Insurance for any owner to print, should their personal Insurance Carrier require it.
 - Current copy of the Rules and Regulations was mailed out on 1/11/2018 to all owners.
 - Had meeting with Insurance agent and paid Annual Premium.
 - Madrid 103 is having an issues with leak from upstairs, called 203 and sent them a letter to repair plumbing.
 - Spoke with Manager of the Fountains in regards to tree and fence trimming.
 - Got irrigation leak by Barcelona dumpster repaired.
 - Secured all 2017 meeting minutes and updated website.
- **Old Business:**
 - Tennis courts should be completed within the next week.
 - Contract cancelled for the resurfacing the Spa at a savings of \$3,900.
 - Contract cancelled for the removal of the oak tree behind Barcelona at a savings of \$2,500.
 - Clubhouse stained interior ceiling tiles. Jenny Schoenfeld to check with roofing contractors to ensure no leaks on our new roof.

- **New Business:**
 - Danny's Tree Service will begin tree trimming, removal of diseased trees and stump grinding on 1/24/2018.
 - Receiving bids from Electrician's to have sensor lights placed behind and in front of the Clubhouse, by the access gates into Kobe's Restaurant parking lots in front of Barcelona and between Madrid buildings.
 - Laurose Landscaping to begin effective 2/1/2018.
 - Summit Lawn Care . Discharge letter sent effective 1/31/2018.
 - Infinite Irrigation . Discharge letter sent effective 1/31/2018.
 - Casa del Sol Association website has been updated and everyone is encouraged to review it.
 - Travis Herbert has been completing our monthly Newsletters. Please be sure Jenny Schoenfeld has your updated email address so the newsletter can be distributed directly to you. They are also posted on the bulletin boards.
- **Accomplishments report** given by Debora Bickel. (Exhibit II)
- Floor opened for questions and concerns.
- Motion to adjourn made by Ed Curran at 7:00PM, Glenda Workman seconded and the motion was passed unanimously by board members present.

Exhibit I - January 2018 – Casa del Sol Financial Report

The following information is a summary of the 2017 finances for Casa del Sol. The finances are communicated using a RAG rating and the identification of cost-levers:

- R=Red=Expenses exceeding the budget
- A=Amber=Expenses within 10% of the budget
- G=Green=Expenses that are less than 90% of budget

Our primary focus with the RAG rating will be on the Red items. They represent the expenditures that exceeded the 2017 budget. A cost-lever is a primary contributor to an expense. A cost-lever can be an entire allocation – e.g. 7003 Water & Sewer – or it can be an expense within an allocation – e.g. asphalt repair to parking lot.

Alhambra

Red items for Alhambra are:

- 5010 Administrative
 - Cost-lever: Unknown, \$1,069 of \$1,319 was transferred from Condo Associates to Ameri-Tech
- 6100 Building & Exterior
 - Cost-lever: \$1,730 was transferred from Condo Associates to Ameri-Tech, \$3,313 was for Synergy Contracting Group from 11/14
- 7003 Water & Sewer

The cost-levers for Alhambra are:

- 5500 Association Fees
- 6100 Building & Exterior
- 7003 Water & Sewer
- 7006 Cable
- 9100 Reserves

Alhambra ended 2017 with \$11,421 in operating and \$38,919 in reserves. The 2018 budget has an operating cost of \$7,455 per month.

Barcelona

Red items for Barcelona are:

- 5010 Administrative
 - Cost-lever: Unknown, most of amount transferred from Condo Associates to Ameri-Tech
- 5900 Legal & Professional Fees
 - Cost-lever: Unknown, amount transferred from Condo Associates to Ameri-Tech
- 7003 Water & Sewer

The cost-levers for Barcelona are:

- 5500 Association Fees
- 7003 Water & Sewer

- 7006 Cable
- 9100 Reserves

Barcelona ended 2017 with \$32,272 in operating and \$66,435 in reserves. The 2018 budget has an operating cost of \$8,520 per month.

Cadiz

There were no Red items for Cadiz in the 2017 summary.

The cost-levers for Cadiz are:

- 5500 Association Fees
- 7003 Water & Sewer
- 7006 Cable
- 9100 Reserves

Cadiz ended 2017 with \$35,677 in operating and \$45,305 in reserves. The 2018 budget has an operating cost of \$8,141 per month.

Madrid

Red items for Madrid are:

- 5400 Grounds & Roads
 - Cost-lever: Unknown, \$4,700 was transferred from Condo Associates to Ameri-Tech

The cost-levers for Madrid are:

- 5500 Association Fees
- 7003 Water & Sewer
- 7006 Cable
- 9100 Reserves

Madrid ended 2017 with \$25,081 in operating and \$55,923 in reserves. The 2018 budget has an operating cost of \$7,161 per month.

Master

Red items for the Master are:

- 5615 Licenses, Permits & Fees
- 5800 Management Fee
- 5900 Legal & Professional Fee
 - Cost-lever: \$6,525 was transferred from Condo Associates to Ameri-Tech
- 5430 Irrigation
 - Cost-lever: Service cost increased
- 6200 Pool & Spa
 - Cost-lever: Service cost increased
- 6410 Janitorial
- 7005 Trash

The cost-levers (>\$5,000) for Master are:

- 5300 Property & Liability Insurance*
- 5800 Management Fee*
- 5900 Legal & Professional Fee
- 5400 Landscaping*
- 6100 Building Maintenance & Repair
- 6120 Common Area Special Projects
- 6200 Pool & Spa*
- 7005 Electricity
- 7005 Trash

The board has taken steps to help mitigate the following cost-levers:

- 5300 Property & Liability Insurance, accepted bid for full coverage of property
- 5800 Management Fee, worked with Ameri-Tech to revise contract to one year auto-renewal
- 5400 Landscaping, accepted contract for landscaping, (5420) irrigation and (5450) tree trimming that is lower than budgeted amounts for those 3 allocations
- 6200 Pool & Spa, reviewing estimates for pool cleaning services
- 7005 Trash, Jenny worked with trash company to fix pricing of dumpsters and trash removal

Master ended 2017 with \$121,098 in operating and \$17,136 in reserves. The 2018 budget has an operating cost of \$16,705 per month.

Exhibit II – Accomplishments Dec. 6, 2017 thru Jan. 17, 2018

- All locks changed on property for Common areas.
- Took pictures of broken fences behind Cadiz & Madrid and turned them into the County for Code Enforcement filing #3948905.
- Requested bids for tree trimming. County Arborist was out to advise and tag diseased palm trees with Willet.
 - a. Danny's Tree Service . accepted bid at \$8,275.00 to begin on 1/24/2018
 - b. Laurose Landscaping . Contract includes Tree Trimming & Irrigation
 - c. Summit Lawn Care . None received
 - d. TLC Landscaping . None received
- Ed spoke with Handy Andy Cleaning Service about our expectations.
- Fountain's Apartments were made aware of their responsibilities regarding the tree trimming and landscaping issues behind Cadiz & Madrid.
- Met 12/15/2017 (Ed, Kevin, Debora & Jenny (Property Mgmt.) with Shaun from Securiteam and received training on Camera functions and use.
- BBQ was removed.
- Handy Andy power washed the mold off all flat roofs on Alhambra Building.
- Handy Andy given access to the Guard Shack to clean.
- Reviewed contracts for:
 - a. Ameri-Tech . changed from a three year to a one year contract.
 - b. Summit Lawn Care . Discharge letter sent effective 1/31/18
 - c. Infinite Irrigation . Discharge letter sent effective 1/31/2018
 - d. Laurose Landscaping . Will start effective 2/1/2018
- Keys for Parcel Post Lockers at Alhambra building requested from the USPS at no cost.
- New outgoing postal flag hung on box at Alhambra building.
- Casa Del Sol website updated with new Officers and Agenda Minutes from 2017.
- Travis Herbert wrote our first Newsletter and it was distributed to all property bulletin boards and known Owners/Tenants whose email addresses are on file with Jenny at Ameri-Tech.
- Rob from Ameri-Tech completed Alhambra carport repairs.
- Rob from Ameri-Tech completed concrete sidewalk repairs at Madrid building in front of Unit 112.
- 10 Gate Access Keys made to have on hand to be distributed at Orientation for any new Owners & Tenants that may wish to purchase one at a Deposit cost of \$5.00 and the fee will be returned once the key has been given back.
- Petty Cash Fund is now gone. Any Board Member spending money MUST turn in a valid receipt to Ameri-Tech for reimbursement.
- Handy Andy removed the Tar from the Cadiz Elevator floor.
- Fence lock fixed behind Madrid.

- TJ with Infinite Irrigation replaced Irrigation Tank behind the Clubhouse and now our community sprinkler system is working again. Original quote was \$795.00 and Ed Curran/President negotiated to \$650.00 a savings of \$145.00.
- Summit Lawn Care removed all the dead bushes around the Guard Shack and property.
- Property Fire Extinguishers not inspected since March 2016. Jenny from Amer-Tech contacted a new provider Piper Fire Protection for an inspection and to make our property compliant. One extinguisher in the Clubhouse had to be refilled.
- Police Report for Clubhouse damage still remains open.
- Piper Fire Protection to also repair broken Fire Exit sign in Cadiz building.
- Elevator Room access key received from Right Way Elevator Maintenance for Piper Fire Protection to gain access to service Fire extinguishers in those rooms.
- Piper Fire Protection is replacing all dead batteries for the Emergency Lighting boxes for all appropriate buildings. These provide emergency lighting in case of power failure.
- Handy Andy replaced all burnt out overhead lights in Clubhouse.
- Handy Andy cleaned Clubhouse refrigerator.
- Handy Andy removed and cleaned all known bee & wasp nests on property.
- Orientation for all new Owners and Tenants is being conducted in the Clubhouse by Ed Curran/President and any other Board Member available.
- Tennis Court updates are still underway.
- Received our new 2018 Insurance cover from BT&T thru Heritage Insurance. Includes all buildings, carports, Clubhouse, Guard Shack and Common areas. Under budget at a savings of approximately \$4,000.00.
- Eliminated Spa resurfacing which saved \$3,900.00.
- Eliminated the removal of the Oak tree behind Barcelona at a savings of \$2,500.00.