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**HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS
MEETING MINUTES
September 28, 2017**

I. CALL TO ORDER

- A. President Kevin Foley called the Coronado Cays Homeowners Association¹ Board of Directors meeting to order at 2:00 p.m. at 505 Grand Caribe Causeway, Coronado, CA, in the Grand Caribe room. A quorum was present.

II. ROLL CALL

- A. Board Members Present:
- | | | | |
|----------------|--------------------|--------------------|-----------|
| President | Kevin Foley | Port Royale | 2017-2019 |
| Vice President | Mark Crisson | Blue Anchor Cay | 2017-2019 |
| Treasurer | Robert Rood | Mardi Gras Village | 2017-2019 |
| Secretary | Constance Bienfait | Green Turtle Cay | 2016-2018 |
| Director | Dennis Thompson | Antigua Village | 2016-2018 |
| Director | Kim Tolles | Bahama Village | 2016-2018 |
| Director | Mary Youngman | Trinidad Village | 2016-2018 |
| Director | Michelle Junet | Kingston Village | 2017-2019 |
- B. Board Members Absent:
- | | | | |
|----------|--------------------|-----------------|-----------|
| Director | Tim Lavachek | Montego Village | 2017-2019 |
| Director | <i>Seat Vacant</i> | Jamaica Village | 2016-2018 |
- C. Others Present:
- | | |
|---------------|---|
| General Mngr. | Michael Bennett, CCAM®, CMCA®, AMS®, PCAM® |
| Legal Counsel | Jon Epsten, Epsten Grinnell & Howell APC |
| Staff | Mariana Coudurier, Administrative Assistant |
| Staff | Chuck Henning, Code Compliance Manager |
| Mtg. Recorder | Victoria Cohen Consulting |

III. GUEST RECOGNITION or SPECIAL PRESENTATIONS 2:00 pm – 2:28 p.m.

- A. Mike Donovan, City of Coronado, Council Member
B. Blair King, City of Coronado, City Manager
1. Spoke briefly concerning accessory dwelling units, marijuana growing, and transient occupancy.

IV. HOMEOWNER INPUT

- A. Homeowner forum was held.
1. Homeowner spoke concerning the Grand Caribe Taskforce.
2. Homeowner thanked the Board for their service.
3. Homeowner spoke concerning landscaping.

V. EXECUTIVE SESSION DISCLOSURE

- A. Executive session convened on August 9, 2017 to review legal issues and contracts.
B. Actions (votes) taken were:
1. **Approved** a contract with WICR to repair deck and ceiling, at a cost of \$1,077 per deck.
2. **Approved** purchase of new landscape vehicles at a total cost of \$70,701.48.
C. Executive session convened on September 28, 2017 to review legal issues, hold homeowner violation hearings, and review delinquencies.

¹ California Department of Corporations Entity number C0575078

VI. APPROVAL OF MINUTES

- A. **MSUC to: Approve** the Special meeting minutes of August 9, 2017, for removal of Jamaica Village Director, as corrected.²
- B. **MSUC to: Approve** the Open session meeting minutes of August 24, 2017 as submitted.
- C. **MSUC to: Approve** the Board of Directors Organizational meeting minutes of September 5, 2017 as corrected³.

VII. COMMITTEE REPORTS

- A. 2017-2018 Committee Appointments
 1. Architectural and Environmental Control Committee (AECC)
 - (a) J.D Bud Webb, Stephen Tyszkiewicz, Teri Bertorelli, Dick Barck, Kevin Brenden, Mary Youngman
 2. Ad-Hoc Cays Entrance - Kim Tolles, Board Liaison
 - (a) Ken Irvine, Cauleen Glass, Phil Monroe, Kim Tolles, Liza Butler, Helen Kupka
 4. Finance Committee
 - (a) John Pippenger, Dan Schreiber, Al Sorensen, Bob Dilworth, Jim Besikof, Bob Shugert, Bob Rood
 5. Grand Caribe Task Force, Kim Tolles, Board Liaison
 - (a) Al Sorensen, Jim Besikof, Doug Metz
 6. Landscape Coordinators - Constance Bienfait, Board Liaison
 - (a) Shellee Vance, Mike Palumbo, Mary Berube, Sharyn Blongiewicz, John McLawhorn, Linda Rickman, Sandy Shugert, Carla Bacon, Terry Tanber
 8. **MSUC to: Approve** the committee appointments as listed in VII.A. 1-6.
- B. Architectural and Environmental Control Committee (AECC) – J.D. Bud Webb, Chair
 1. **MSUC to: Receive** the AECC meeting minutes of September 12, 2017.
 2. 17 Blue Anchor Cay Road
 - (a) Demolish existing home and construction new home.
 - (b) **MSUC to: Approve with conditions**, for 17 Blue Anchor Cay Road, as recommended by the AECC.
- A. Ad-Hoc Cays Entrance – Kim Tolles, Board Liaison
 1. No report.
- B. Finance Committee – Bob Rood, Chair and Board Liaison
 1. Report to be presented under Treasurers Report (X),
- C. Grand Caribe Task Force – Doug Metz, Chair
 1. No report.
 2. **MSUC to: Receive** the meeting minutes of September 13, 2017.
- D. Landscape Committee – Constance Bienfait, Board Liaison
 1. No report.

VIII. CONSENT CALENDAR

- A. Consent Calendar Items
 1. Antigua Village - Chimney Cap Replacement and Misc. Roof Repairs
 2. Antigua Village- Garage Driveway: Asphalt, Seal/ Stripping
 3. Kingston Village - Concrete Bid Comparison
 4. Kingston Village - Palm Tree Skinning
 5. Admin Office - Copier Purchase
 6. Code Enforcement - Boat Purchase
 7. **MSUC to: Approve** the consent calendar as presented.
- B. Removed from the Consent Calendar
 1. Kingston Village - Dry Rot Survey
 - (a) **MSUC to: Approve** the Kingston Dry Rot survey base bid Phase One in the amount of \$5,756.
 - (b) **Board directed management** to place the remaining scope of work from JWC onto next month's agenda: Roofing, Gutters and Downspouts, Stucco, Siding and Trim, Fixed Window Assemblies, Second Floor Entry and Rear Patio Decks, Stairs, Stair and Landing Railings and Private Balcony Railings, Painting, Meetings with the BOD and Project Administration, at a cost of \$13,636.

² III A. strike Council insert Counsel; strike Jon Epstein insert Serving as Inspector of Elections.

³ III B. Strike "to remove, 21 to stay" and insert "for removal, and 21 against"

⁴ III D.1. Strike Kinston and insert Kingston.

- C. Kingston Phase II Lighting - Michelle Junet
 - 1. Michelle discussed the current approved protocol that all bids must be processed through Daniel Bick, the Facilities Manager.
 - 2. Bids will be forthcoming and placed into next month's board packet.

IX. TREASURER'S REPORT – Bob Rood

- A. Treasurer's report for August 31, 2017 is attached to these minutes as an addendum.
 - 1. **MSUC to: Receive** the treasurer's report of August 31, 2017, pending audit or review.
- B. Review Bank Reconciliation
 - 1. Wells Fargo Advisors – Reserve Account, August 2017
 - 2. Commerce West – Operating Account, August 2017
 - 3. **Board reviewed** the August 2017 Wells Fargo Advisors Reserve Account and Commerce West Bank account information.
 - 4. **MSUC to: Approve** the bank reconciliations for August 2017, pending audit or review
- C. Audit – 2016-2017
 - 1. **MSUC to: Approve** the 2016-2017 audit, as recommended by the Finance Committee.
- D. Finance Committee Meeting Minutes – June 20, 2017
 - 1. **MSUC to: Receive** the Finance Committee meeting minutes of June 20, 2017.

X. MANAGEMENT REPORT

- A. Department Summary Reports In Board Packet for Review
 - 1. Administrative Approvals – Chuck Henning
 - 2. Code Compliance Manager - Chuck Henning
 - 3. Facilities Manager– Daniel Bick
 - 4. Landscape Manager – Frank Zottolo
 - 5. Safety Officer – Paul Injaian, G4S Site Supervisor

XI. UNFINISHED BUSINESS

- A. Resolution 14-05: Proposed Amendment to Coronado Cays Specific Plan
 - 1. President Kevin Foley spoke to this issue and recommended it be postponed until additional information can be reviewed.

XII. NEW BUSINESS

- A. Proposed Rule Change 17-07 - Antigua Air Conditioner Policy
 - 1. General discussion.
 - 2. **MSUC to: Approve** rule change 17-07 Antigua Air Conditioner Policy for distribution to the membership of Antigua.
- B. Proposed 17-05 Year-End Transfer Fiscal Year 2016-2017
 - 1. **Board directed management** to place onto next month's agenda.
- C. Proposed 17-06 Reserve Study Funding Amendment 06-08
 - 1. The finance committee will make additional updates to the policy at their October 2017 meeting.
 - 2. **Board directed management** to place onto the October 26, 2017 meeting agenda.
- D. Landscape Proposal for Battery Operating Tools
 - 1. Board reviewed proposals for converting from gas tools to electric tools.
 - 2. Due to the high cost of the tools, and short battery life, the Board is not taking action at this time.
- E. Delinquent Accounts:
 - 1. **MSUC to: Approve** a pre-lien and lien on account 2095 if delinquent after October 15, 2017.
 - 2. **MSUC to: Approve** a pre-lien and lien on account 9018 if delinquent after October 15, 2017.

XIII. ANNOUNCEMENTS

- A. The next Board meeting is scheduled for October 26, 2017 at 2:00 p.m. in the Grand Caribe room.
- B. Election for the Jamaica Village Director is scheduled for October 26, 2017.

XIV. ADJOURNMENT

- A. There being no additional business, the meeting was adjourned at 3:30 p.m.

SECRETARY


Constance Bienfait

PRESIDENT


Kevin Foley