

Cobblestone Creek HOA General Board Meeting Minutes (Draft)

October 19, 2023 @ 6:00pm

I. CALL TO ORDER: 6:18pm *Consensys Office* with Zoom access

II. ROLL CALL OF DIRECTORS:

Board members present:

President (P) Keith, Vice Pres. (VP) Jorge, Secretary (S) Claudia, Treasurer (T) Tina (via Zoom) and Mbr at Large (ML) Pam. Also Prop. Mgr. (PM) Monica.

Also present: Homeowners represented: Unit 29 (via Zoom)

III. READING/APPROVAL OF LAST MEETING MINUTES

- A. The September minutes were reviewed. (P) made a motion to approve the minutes. (VP) seconded the motion. 5-0 motion carried.

IV. OPEN FORUM

- A. Unit 57 (per secretary) verbally reported concern that her balcony was unsafe due to railing damage and wood rot. Will not allow small children on her deck due to dangerous conditions.
B. ML provided an information packet from *Intempus Real Estate* that also provides Prop Mgt service.

(This concludes general homeowner comments)

V. FINANCIAL / MISC. REPORT(S)

- A. Operating fund: \$44,753
B. Reserve fund: \$100,768
C. Account Receivable: \$8,952 (Dues owed to HOA)
D. Total Assets: \$145,521 (S) made a motion to approve the financials. (P) seconded; 5-0 approved.
E. Parking Space Lottery Program Report: Unit was overcharged by PM; corrected today.
F. PM report: Consensys will assign a new property manager for the month of November. Offered the Board a weekend meeting with Monica instead of a Thursday meeting. Declined.

VI. OLD BUSINESS

- A. **45 Stairs:** work is in progress; cement has been laid and stairs will be replaced next week.
B. **Rules and Regs:** Recap-(S) has Section VII: *Patios and Decks*; (VP) has Section V: *Walkways and Common Areas*; (ML) has Section IV: *Pets*; (T) has Section VIII: *Swimming Pool, Jacuzzi and Surrounding Areas*; (P) has Section VI: *Parking Driveways and Garages* (already approved).
C. **SB326 Inspection:** No update on cross matrix. Optimum Seismic report has been posted on the CCHOA Website.
D. **Security:** Camera B is still not charging. \$1,000 bid from fence company in Huntington Beach for repairs (R & R); Approved last meeting but no contact with vendor yet.
E. **Duck Mitigation:** Approved 3-2 last meeting. Vendor still needs to start work in leveling the cement. PVM Pavers is the vendor.
F. **Streams:** Two pumps being replaced currently. Old pump was pulled and presented to (P) for inspection and confirmed rusting condition (pictured).
G. **Trash enclosures:** Gates completed; however, signage pending.
H. **Sidewalk Markings Removal:** still in progress (P).
I. **Auxiliary Doors:** #1, #15, #16, #34 need replacing ASAP. Ongoing project. (P) has installed latches to fix other doors. PM recommended a Maintenance Matrix by ATTY to outline who pays for what around the complex (pending).
J. **Deck leak:** Lower Unit's interior leak damage: Repairs pending. *All American Construction* will

be sent to the upper Unit next week for measurements necessary for a bid.

K. **Tree trunks over sidewalks & Streams:** No update/progress on tree stump removal.

L. **A Unit's handrail:** The PM needs to confirm completed work.

M. **Spa leak / Refurbishment:** Health Code violation cost \$2,450 (Spa Booster Suction). Approved by the President. Structural issues uncovered and bid pending.

(VP) motion to approve option #1 for \$8,080, (VP) seconded. 5-1. Option #2 4-1 (P) voted no.

N. **ProTec Maint. Contract:** 4-month contract just signed.

O. **Signage: No updated.** PM will purchase one 5-mile max signage in black and white.

P. **Pedestrian Security Gates:** Refurbishment bid passed last meeting. (all ped gates R&R)

Q. **A Unit reported termite damage:** Accurate inspection completed. Bid pending.

R. **Bee/Tree Complaint:** The Bee Man was possibly called out. No update. Needs follow-up.

S. **Pool locks:** No update from Hills Brothers.

T. **Executive Session:**

1. Delinquency Review
2. Violations Review
3. Third Party Contracts: Property Management

VII. NEW BUSINESS

A. Consensys has sent an off-boarding link to Board members.

B. Discussion of Property Management companies: *Optimum Professional*, *Intempus Realtors*, *Tandem*, *The Management Trust*. HOA is currently paying up to \$27,853 for yearly summative administrative fees (Consensys).

a. **Optimum Professional PM:** withdrew bid based on our low reserves (currently 11%).

b. **Intempus Realtor:** ML submitted a packet with \$2750/month indicated.

c. **Tandem Coast Prop Mgt:** Stacey Garcia, formally with Consensys, submitted a bid for \$2170/month or a year (3.5% increase after yr of svc).

d. **The Management Trust (TMT):** submitted bid for \$2170/month (\$2,547 w/ monthly mtg), (3.5% increase after yr of svc)

i. (T) made a motion for a vote on **TMT** as new prop mgt co. (S) seconded the motion. Motion passed 5-0. TMT was notified tonight.

C. Board reiterated that all Board members must have a working email address and it must be made available to the new PM company. 100% of communication from TMT will be via email.

D. Elections: Board discussed details of Fiscal Year and inquired about the elections timeline. This item is pending legal clarification. (P) reported that the positions of President, Secretary, ML conclude in December 2023.

E. Unit floor leaks under tub impacting lower Unit. Repairs in progress; responsibility TBD. (alibi)

F. Garage: openings through the garage wall's back corner. Owner concerned with exposed interior. ProTech will be tasked with the repair (alibi).

G. Garage: Ongoing concern with overgrown ivy behind the garage and finding its way into the interior. The growth has worsened. Precision will be tasked to mitigate the problem. Pictures will be submitted. (alibi)

VIII. CONFIRM THE DATE FOR THE NEXT MEETING

A. The next meeting will be on *Thursday, November, 16, 2023, @ 6:00 PM* at Consensys PM. General meeting adjourned @ 8:30pm (alibi)

*Notes for Owners:

CA Civil Code 4950(a) states Minutes from HOA meetings are to be made available to the Association members within 30 days following a meeting. CCHOA currently complies with this using our website. This same Civil Code Section also requires that the HOA furnish hard copies of the Minutes upon request, but only after reimbursement of expenses for such distribution are made. In an effort to remain connected with non-electronic Owners, some have been receiving free copies of Minutes hand-delivered to them as a courtesy. However, this courtesy has ceased.

To make a formal request for hard copies the Minutes, please:

- Email HOACobblestoneCreek@gmail.com AND m.parra@consensyspm.com / OR
- Send US Mail to Cobblestone Creek HOA, c/o Consensys, 1380 S. Anaheim Blvd., Anaheim, CA 92805/ OR
- Call/text (657) 529-2431 and leave a message with your request, name and Unit #.

Upon receipt of your one-time or standing request, the Monthly expense for distribution will be determined and you will be informed of the amount. Once you submit payment, the Minutes will be mailed out to you. For standing, ongoing requests, consider paying for a few or several months in advance to increase efficiency and cut down on correspondence, if you desire. In the absence of prepayment, Minutes will only be distributed after payment is received.