**LAGUNA NUEVA CONDOMINIUM ASSOCIATION, INC.**

**Board of Directors Meeting Minutes**

**January 12, 2017**

**Time & Place:** 1:00 pm. at the Laguna Nueva Clubhouse

**Directors Present:** Ric McCarthy, Lorraine Foster, Dijon Woods, Joanne Ward (via phone) and Julie Thompson (via phone).

**Others Present:** Community Manager Deborah Markham and homeowner John Foster and Chuck Hughs

**Board of Directors Meeting Minutes**

**Establish a Quorum/Call to Order**

1. A quorum was established with 3 board members in attendance and two via phone. The meeting was called to order at 1:00 p.m.
2. Approval of August 24, 2016 Board of Directors Meeting Minutes, October 8, 2016 Board of Directors Organizational Meeting Minutes:

Motion to Approve by: Lorraine Foster 2nd by: Ric McCarthy Vote 5-0

1. **Executive Board Reports:**
2. President’s Report - None
3. Treasure’s Report – Lorraine Foster gave report on budget totals, balance sheets along with a Cash Operating Balance of $54,652.66: Reserve Balance of $260,826.07 (Inclusive of CAB MM of $185,826.07 & CDARS of $75,000.00 accts.) & Delinquent Assessments of $21,818.10

Motion to Approve by: Dijon Woods 2nd by: Julie Thompson Vote 5-0

1. **Committee Reports:**
2. Maintenance Committee: John Foster spoke to some minor items that needed attention like: changing light bulbs & repairing some brackets on stair hand rails. We did have a problem with someone vandalizing the bathrooms in the Club house. They broke the handles on both toilets, damaged a toilet paper holder and all pictures have been stolen from the hallway and bathrooms! Warning to all homeowners… please be very particular as to who you give your gate code too and notify CDM (702 298-5592) of any suspicious behavior. John also spoke to the results of the Fire Inspection. We had 29 garages with violations. Some violations were missing plug face plates, fire caulking around pipes but the majority were “Homeowner violations”!! electrical cords plugged into garage door openers, refrigerators/freezers plugged into garage door openers, garage door laser/safety censors moved from ground level to on top of garage openers, drywall repairs from boat trailers being backed into walls etc. All these items added up to over $1500.00 in repair fees!! Our volunteers gave their time to go thru all 72 garages before, during and after inspection and again when repairs were done for a total of 4 times. They confirmed all violations were addressed so we could pass our “follow up” Fire Inspection and stay in compliance with our Fire Insurance!! Homeowners in violation were sent a “notice of violation” itemizing their violation. All items attached to HOA electric along with any future violations of this nature will be at the expense of the homeowner not the HOA. The HOA will have no choice but to unplug all cords attached to any garage door opener to stay in compliance with the Fire Insurance. HOA will not be responsible for spoilage in refrigerators/freezers. FYI to all Homeowners: the homeowner is responsible for installing electrical outlets for their electrical needs within their garages to their unit’s electricity with a licensed contractor!!! HOA will NOT pay for running refrigerators/freezers etc. Please everyone do your part so we’re not forced to use our volunteers as HOA Police .. we want their help in saving all of us money on small repairs like light bulbs, hand rails, small water leaks etc. these small repairs cost the HOA no less than a $98.00 service call every time we need to bring in a plumber/contractor to repair these small items…we have a couple GREAT guys that have been putting in their personal time to repair the smaller items to save all of us money!!! Let’s not wear them out. With the recent rains, we did have some rain gutter issues on two buildings. We had no damage on one of the buildings because the owner was there/reachable and could let our repair people into the unit asap but unfortunately not so on the other building. The HOA made several attempts to contact the owners (with the emergence information the HOA had on file provided by the owner) to get access to their unit to make the necessary repairs with no avail, which postponed said repairs which caused more damage and involved 4 units instead of the one unit and hundreds of dollars in damage repairs. I know some of you are thinking “just call a locksmith and make the homeowner pay” or just get a ladder and fix it…well we have done that in the past, called a locksmith, and sent an invoice to the homeowner for reimbursement … we are still waiting for payment. As far as getting a ladder & getting up on the top deck …remember we’re talking 3 stories up while it’s raining and no way to secure that ladder while climbing. But you also need to understand that this problem was on the patio deck … what if it was a water leak inside the unit??? Bigger Problems!!! So, the Board made a motion to create a new “Emergency Contact” form and get it out to all homeowners to update all emergency information. So please check your emails from Laguna Nueva and go to our website at lagunanuevacoa.com to get this new form, fill it out and send/fax it back to CDM at (702) 298-5863 as soon as possible LagunaNuevaHOA@gmail.com & cdmdebbie@earthlink.net the sooner the better and we thank you for your time in advance.
3. Marina Committee: The Marina is looking good…not a lot of grass to worry about at this time…that is more of a spring issue. Ric is getting a tractor out to the marina entranced to get started on the concrete so we can get the concrete barriers in place. Ric is researching into how we can get an extension on our permit. Some details still in the discussion stages.
4. **Unfinished Business:**
	1. Purchase and installing patio porch lights-still in research and discussion stage.
5. **New Business:**
	1. Annual renewal of Management Contract - no inflation/cost of living - proposed review to add cost of living percentage of 3% to 2018 contract.

Motion to Approve: Ric McCarthy 2nd: Lorraine Foster Vote 5-0

* 1. Annual renewal of Landscape Contract – no increase

Motion to Approve: Ric McCarthy 2nd: Lorraine Foster Vote 5-0

* 1. Annual renewal of Janitorial Contract– no increase-includes cleaning lenses to all skylight in hallways. Motion to Approve: Ric McCarthy 2nd: Dijon Woods Vote 5-0
	2. Annual renewal of Pool Service Contract – monthly increase of $50.00

Motion to Approve: Ric McCarthy 2nd: Lorraine Vote 4-1

* 1. Obtain quote to repair/replace stairs at far end of Marina – The stairs down to the dock by the A & B building has a broken bottom step tread and the other stair treads look like they will need to be addressed in the near future so we are getting bids to replace that set of stairs. We are looking to replace those stairs with the expanded steel type (like the stairs down to the dock by the “F” building) instead of the concrete treads. The Board feels they are safer and require less maintenance.

Motion to Approve: Ric McCarthy 2nd: Dijon Woods Vote 5-0

* 1. Obtain quote to repair/replace stairs on Heliport - The stairs by the river on the Helipad are also in need of replacement so we will get a bid for those stairs at the same time for the same type…the expanded steel type.

Motion to Approve: Ric McCarthy 2nd: Dijon Woods Vote 5-0

* 1. Solicit bids for crack fill and slurry seal – John and Ric will complete the asphalt repairs needed before the cracks are filled and slurry is applied.

Motion to Approve: Lorraine Foster 2nd: Ric McCarthy Vote 5-0

* 1. The fresh water supply line which is a high-pressure line that runs under the bridge is leaking. The Board approved to get Pennington/other contractors out to assess what our options are on making the necessary repairs.

Motion to Approve by: Ric McCarthy 2nd by: Dijon Woods Vote 5-0

* 1. Reserve item Element#8-Building Roofs, Inspect/Repair/Replace - to continue our relationship with Cool Mountain Air to reseal and make the necessary repairs to the roofs to extend warranty another 5 years is in discussion pending the outcome of the adjustments requested to the repair invoice for fire violations.
	2. Ric McCarthy spoke to some items that need attention within 2017. Some of the wood (6x6) on the building patio supports needs to be replace on the C & F buildings so we will be getting quotes on that from Hammerman & others.
	3. Hallway entrance Tile/Carpet is in the Reserves for 2018 but areas that can’t wait will be done on a case by case basis and will be replaced with a standard indoor/outdoor industrial carpet…we want to fade out all tile.
	4. The Board is considering a rotation 20-year schedule for the palm trees on the property. We propose to start planting 10ft. Mexican palm trees to rotate out the old trees…so as old trees go down we will have new trees already in the ground coming up. We have $6100. in reserves for this project for 2016-2024. We will start with 1-3 palms.

**Meeting Adjourned:** **Adjournment**

A motion to adjourn was made by: Ric McCarthy 2nd by: Dijon Woods Vote 5-0 The meeting adjourned at 3:07 p.m.

Respectfully submitted:

Dijon Woods

Association Secretary