



**ANDALUSIA HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

HELD AT THE
RECREATION CENTER

May 9, 2019

I. Call to Order – 7:02 PM

Directors Present:

Ron Shore – President
Greg Zarski – Vice President
John Burnett – Treasurer
Matt Cano – Secretary

Directors Absent:

None

Others Present:

Mark Brading, UNC Community Management

II. Homeowners Open Forum

- 39286 Marbella Terraza – Rental Restriction Hardship Exclusion Request
 - Homeowner needs to move closer to their aging parents to provide care and support. Homeowner is requesting a hardship exclusion.
 - Homeowner eventually wants to return to their home, however homeowner also requested to be added to the rental waiting list in case their care and support responsibilities extend for a longer period of time.
 - Currently the number of rental units exceeds to quota allowed by the CC&R's.
 - The Board may approve a hardship exclusion for up to one year.
 - Board Approved homeowners addition to the rental waiting list in position 8.
 - Board Approved hardship exclusion for one year starting when the lease is signed.
- 39281 Marbella Terraza - Noise
 - Homeowner was a former renter and recently purchased in the Association due to the quiet and beauty of the Association.
 - Homeowner is being bothered by noise from unit above and is questioning whether flooring changes were done with approval.
 - BOD informed homeowner that they do not have records of any flooring changes.
 - BOD has discussed issue with homeowner above and they state that no changes to flooring have been made and that they are being as quiet as possible.
 - Homeowner feels this is a BOD matter to resolve.
 - Homeowner was referred back to her Realtor for assistance in resolving this matter as this condition is a disclosure matter between buyer and seller.

- 1033 Avila Terraza – Request to be added to the Rental Waiting List
 - Homeowner is working in the US based on a Work Visa. Their Work Visa is up for renewal in June / July of this year. If the Work Visa is not renewed, they would have to return to India while they await the renewal.
 - Homeowner was informed that adding their name to the Rental Waiting List would not help them in this situation.
 - Homeowner still wanted to be placed on Rental Waiting List.
 - Homeowner was also instructed to request a hardship exclusion should their Work Visa be denied.
 - Board Approved homeowners addition to the rental waiting list in position 9.
- 1032 Avila Terraza – Status on Rental Restriction Quota
 - Homeowner inquired about the current number of rentals as she is number one on the waiting list.
 - Homeowner was informed that the number of rental units still exceeds the quota allowed by the CC&R's, but it is getting closer.

III. Approval of Previous Minutes

- Minutes of the Board Meeting held on March 28, 2019 were reviewed.
 - Minutes were approved as presented.

IV. Treasurer's Report

- Financials: John provided a summary of the financials for the month ending 03/31/19.
 - Income – Over Budget
 - Expenses – Under Budget
 - Overall – Under Budget
 - Reserves – Roof Repairs, Irrigation Upgrades, and Plumbing Upgrades were paid from Reserves in March.
 - Delinquencies are minimal.
- All Board Members reviewed the full monthly financial packet, which was sent via e-mail, from Community Management Services.

V. Business Items

- Homeowner Communication Services
 - BOD discussed use of a third party service to better communicate important matters to homeowners.
 - Currently BOD communicates via direct e-mail, but third party services would also provide the ability to communicate via text message and phone call as well as e-mail.
 - BOD questioned how homeowner contact information will be maintained and how is information verified.
 - Management to contact One Call to answer Board questions and if possible do a trial run within the Board.
 - Discussion moved to next month.
- Recurring Community Communication Format

- Board reviewed new Community Communication Form.
- Board approved simplified newsletter format and will work on creating the 1st edition.
- Reserve Study Update
 - Onsite reserve analysis inspection was performed by Barrera & Company.
 - Draft reserve analysis was reviewed by the Board.
 - Based on projected reserve contributions and expenses, Association reserves will be fully funded for the next 30 years.
 - Motion: Approve draft reserve analysis update prepared by Barrera & Company.
 - Motion: Ron, 2nd: Matt, Approve: Unanimous
- Bay Alarm Accounting Reconciliation
 - Bay Alarm has been providing separate invoices, for each account, on a monthly basis.
 - Due to the number of invoices and how payments were applied, there has been a chronic past due amount.
 - The accounts have been reconciled and only two invoices were outstanding. These outstanding invoices will be paid.
 - Bay Alarm to simplify future billing by providing one invoice, for all 15 accounts, on a quarterly basis.
- Gutter Cleaning Proposal from Commercial Gutter
 - The 2019 / 2020 gutter cleaning proposal, from Commercial Gutter, was reviewed by the Board.
 - Gutters proposal is for two cleanings. Once in the fall and again in the spring.
 - Motion: Approve proposal from Commercial Gutter to perform gutter cleaning in the fall and spring.
 - Motion: Ron, 2nd: John, Approve: Unanimous
- Projects for 2019
 - Asphalt Repairs & Sealing/Striping
- Ping Pong Table – Homeowner is willing to donate a exterior ping pong table to the Association. Board to obtain input from Homeowners via e-mail on whether or not a Ping Pong Table would be used by the Homeowners.
- Next Board Meeting Date – June 27th @ 7:00 PM.

VI. Association Manager's Report

- Work order history and homeowner activity, for the period of 03/25/19-05/05/19, was reviewed by the Board.

VII. Committee Reports

- Landscaping – None
- Pool/Clubhouse – None
- Fountain – None
- Lighting - None
- Parking Compliance – None

VIII. Adjournment – 8:52 PM

Respectfully submitted

APPROVED 6/27/19

Ron Shore, President