



**ANDALUSIA HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING**

HELD AT THE  
**RECREATION CENTER**

AUGUST 23, 2018

**I. Call to Order – 7:00 PM**

**Directors Present:**

Ron Shore – President  
Greg Zarski – Vice President  
John Burnett – Treasurer (Via Conference Call)  
Matt Cano – Secretary  
Agustin Garcia Montiel – Director

**Directors Absent:**

None

**Others Present:**

Mark Brading, UNC Community Management

**II. Homeowners Open Forum**

- 39262 Marbella Terraza - Homeowner submitted an Architectural Application to replace two bedroom windows and a patio door.
  - Replacement Windows and Patio Door are vinyl, retro fit, like for like replacements, matching existing window frame color and grid pattern.
  - Retro fit windows and patio doors do not cause any damage to the exterior. Therefore no stucco or exterior repairs are required.
  - Contractor is licensed and insured.
  - Board unanimously approved the architectural application.
- 941 Avila Terraza – Homeowner submitted an Architectural Application to install Mini-Split A/C for Living Room and Master Bedroom.
  - A/C Condenser to be installed outside of Master Bedroom, facing Gallaudet Drive.
  - Homeowner to be responsible for painting of exterior chase and for any additional landscaping required to hide A/C Condenser.
  - Contractors are licensed and insured and will obtain all required building permits.
  - Board unanimously approved the architectural application.

**III. Approval of Previous Minutes**

- Minutes of the Board Meeting held on July 26, 2018 were reviewed.
  - Minutes were approved as presented.

## IV. Treasurer's Report

- Financials: John provided a summary of the financials year to date.
  - Income – Slightly Over Budget
  - Overall – Over Budget (Over budget in operating expense due primarily to overage in utilities, and building / unit repairs)
  - Reserves – Nothing paid from Reserves in July.
  - Delinquencies are minimal.

## V. Business Items

- HOA Dues Increase Feedback
  - Very little homeowner feedback was received by the Board. The few homeowners that did provide feedback were satisfied with the explanation for the justification of the dues increase.
- Gutter and Downspout Cleaning Schedule
  - 1<sup>st</sup> Cleaning to take place between November 26<sup>th</sup> – December 1<sup>st</sup>.
  - 2<sup>nd</sup> Cleaning to take place between January 21<sup>st</sup> – January 26<sup>th</sup>.
  - Vendor to provide more specific timing closer to scheduled cleaning.
  - Scheduled cleaning dates are posted on the website. Homeowners also to receive notification via e-mail.
- Sound Wall – Decorative Stone Repair
  - Accepted proposal from Silicon Valley Builders, to replace decorative stone work with simulated decorative stone work made from foam, was reviewed by the Board.
  - Repairs to be completed between October 1<sup>st</sup> and October 3<sup>rd</sup>.
- Earthquake Insurance – Additional Coverage Options
  - Board reviewed premiums for additional earthquake coverage.
  - Board decided to keep current earthquake coverage limits.
- Building #8 – Landscape Maintenance
  - A resident, David Buckley, has agreed to maintain the landscaping around Building #8.
  - David is trying different trimming methods and different composting methods.
  - David to continue to maintain the landscaping around Building #8 as long as he is willing and able or as long as the Board permits
- Palm Trees – Proposal to skin remaining
  - A proposal from Agri-Con, to skin the remaining 39 palm trees within the Association, was reviewed by the Board.
  - Board unanimously approved proposal.
- Inspector of Election Appointment
  - Board unanimously appointed Mark Brading, of UNC Management, to serve as the inspector of elections for the upcoming Annual Meeting to be held on December 6<sup>th</sup>.
- Water Conservation Measures
  - Board analyzed water usage of each building and landscaping over the past year. Overall building usage is up about 5%, while landscape usage is down about 7%.
  - Buildings 1,10, and 11 were outside of the normal deviation of the other buildings with much higher water usage. Board to perform inspections of the plumbing fixtures in these buildings to verify they are functioning properly. In

addition the Board will gather additional information about unit occupancy to try and help understand the usage in each building.

- Board discussed water conservation measures suggested by Above All Plumbing and water conservation services available from Alameda County Water District.
- Neighborhood Watch Update
  - Board reviewed the flyer to be sent to all homeowners regarding the upcoming Neighborhood Watch Meeting to be held on September 11<sup>th</sup> @ 7 PM.
  - Flyer also to be posted at Andalusia-HOA.org

## VI. Association Manager's Report

- Work order history and homeowner activity, for the period of 07/23/18 – 08/19/18, was reviewed by the Board.

## VII. Committee Reports

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

## VIII. Adjournment – 8:50 PM

The next Board of Directors Meeting will be held Thursday, September 27, 2018 @ 7:00 P.M.

Respectfully submitted

9/27/18

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Ron Shore, President