

**Bayshore Village**  
**Homeowners Association**  
Board Meeting

**October 7, 2006**  
The Clubhouse  
Bayshore Village, Morro Bay, CA

**Minutes**  
**-Draft-**

The Board meeting was called to order at 9 AM by President Janis Conklin. Other Board members present were: Nathan Anderson-Papillion; Don Hall and Gary See. Dan Fernandes was absent. Members present were: Ed Prather; Milton Huggs; Suzie Thon; Bonnie Von Rauner; Anna Aven; Pam See; Lucky Crews; Fran Robertson; and Susan Wolfenden Lynda Farnum represented Armstrong Property Management.

There was a motion to approve the June 3, 2006 Board meeting minutes as written. It was seconded and passed unanimously.

**Owner Forum**

**Milton Huggs** (180 Bayshore Dr.) - Asked questions regarding his proposed deck enclosure.

**Suzie Thon** (157 Sandpiper Lane) - Requested the tree in front of her unit be trimmed.

**Financial Report** Gary See

The HOA was under-budget for September 2006 by \$753.

The Association has \$7,916 in the Operating Account, and \$229,762 in the Reserve Accounts for a total of \$237,678. A final check from the recently closed First Bank of SLO checking account has not been received by APM, and therefore not deposited to the new checking account.

There was a motion to accept the Financial Report. It was seconded and passed unanimously.

**Committee reports**

**Landscaping:** By Janis.

- o **New Plants** - Janis made a motion to approve Takahashi Landscaping plant 5 more Geranium in the planter next to the pool equipment room for a cost of \$50. Gary seconded the motion and it passed.
- o **Annual Tree Trimming** - The HOA will trim and maintain HOA trees in January.
- o It was agreed by the BOD and members present that the landscaping looks good.

**Architectural Control:** No discussion

**Old Business**

**Management Report** by Lynda

- **Correspondence:** Numerous letters and phone calls were made by Lynda in August & September to vendors and utility companies to transition to APM.
- A letter was mailed to 180 Bayshore Dr. requesting more details for their deck enclosure.
- **A "Rules Reminder Letter"** was mailed to all owners.
- **Reserve Expenditures for January 2007 through September 2007** - Lynda had mailed the BOD a list of Reserve expenditures that need to be approved and recorded in the minutes:
  1. \$3700 for Tree Trimming on 1-4-06
  2. \$525 for Termite Treatments for 164 Sandpiper Lane on 4-12-06
  3. \$650 for Wood Replacements for 174 Bayshore Dr. on 4-26-06
  4. \$1050 for painting for Phase 1 - Part A decks in 2006
  5. \$50 for painting Pool Equipment Room Jacks in 2006
  6. \$700 to trim 8 trees on 5-25-06
  7. \$370 for irrigation upgrades by Takahashi Landscaping in May 2006
  8. \$850 for Deck repairs to 167 Sandpiper Lane by Whipkey on 5-19-06
  9. \$1295 for new skylight/flashing for 171 Sandpiper Lane on 5-24-06
  10. \$27,585 for Phase 1-Part B painting project in 2006
  11. \$1705 for Phase 1-Part B painting of decks
  12. \$1678 for irrigation repairs by Good Green Earth in September 2006
  13. \$485 for new Skylight for 182 SP Lane by Kyle Roofing in Sept. 2006
  14. \$829 for chimney repairs to 167 SP Lane by The Chimney Dr. on 7-5-06
  15. \$2487.13 for irrigation repairs in September 2006

Gary made a motion to approve all reserve expenses, that were previously approved via email (unanimously) by the BOD. Janis seconded the motion and it passed.
- **Maintenance Report:**
  - **Seagull Nest Removals** - Coast Pest Control will be removing nests for 4 hours the week of October 9th for a cost of \$390.
  - **Slurry Sealing** is scheduled for the Spring / Summer 2007.
  - **Gutter & Downspout Cleaning** - is scheduled for the first week in November by M&D Services for a cost of \$1740.
  - **Pool & Spa** - Gary will replace the missing pool tiles in the Spring of 2007. Alan Williams Pool Service recommends the BOD repair the pool heater in the Spring of 2007. Coastal Pool will do the repairs.
  - **Roof Maintenance** - 150-158 Bayshore Dr. roof is scheduled to be replaced in 2010, but Kyle Roofing recommends replacing now. 170-176 Bayshore Dr. roof, which is scheduled to be replaced in 2013, has also been recommended by Kyle to be replaced. Lynda is getting a second opinion from another roofing company.
  - **Pagoda Lights** - There are no spare Pagoda Lights in storage. Gary made a motion to have Lynda open an account at CED and order 4 extra lights for future use, for an approximate cost of \$200. Janis seconded the motion and it passed.
  - **New Lighting behind Sandpiper Circle** - Lynda received an estimate from Electricraft for \$3993 to install walkway lighting. The BOD asked Lynda to get a second estimate.

## **New Business**

- o **2007 Budget** - by Gary See. Gary, assisted by Finance Committee Chair, Bob McFarland, drafted a 2007 budget. This budget reflects an 8% raise in dues, which is an average of \$17 per month. This is needed due to increased Operating costs in Insurance (+ 18.5%); Sewer Lift Station Maintenance (+ 42.5%); and Depreciation Expense (+ \$1000)- for a net increase of \$2 per month/ per unit. The major items driving the costs in the Reserve budget are painting, dry rot repair, roof & skylight replacements/maintenance and increased inflation rate estimate for a net increase of \$15 per month / per unit. It is recommended that the HOA increase their dues transfer to the reserves by 5% every year, after this year. The Reserve account is expected to drop below \$100,000 by the year 2010, and drop below \$0 in the year 2016 at current funding levels (with 5% yearly increases). With the proposed extra increase of \$10,000 (in addition to 5%), it is expected to stay above \$137,000 until the year 2016, but will still drop below \$0 in 2018. The above estimates assume 3% inflation and 5% reserve transfer increase each year. This amount is clearly justified at this time. Future increases will undoubtedly be needed as actual costs and maintenance expenses become clearer. Gary made a motion to approve the 2007 budget as written. Janis seconded the motion and it passed. Gary will let Lynda know if the Tree Trimming allocation for Reserves will be moved to an Operating expense, since this is done annually. This will not affect the bottom line.
- o **Annual Meeting Update** - The BOD appointed Suzy Thon as the one Inspector of Elections for the Jan. 2007 Annual Meeting. Lucky Crews and Susan Wolfenden will be her helpers. Lynda will mail them the list of "duties". Due to the new State law the Election timeline is as follows:

<b>Notice of Upcoming Election &amp; Call for Nominations Form mailed</b>	<b>October 20th, 2006</b>
<b>Call for Nominations deadline</b>	<b>December 5th, 2006</b>
<b>Nomination Acceptance deadline</b>	<b>December 10th, 2006</b>
<b>Ballot Materials mailed to owners</b>	<b>December 20th, 2006</b>
<b>Ballot Return date</b>	<b>January 20th, 2007</b>
<b>Annual Meeting date / Ballot Tabulation</b>	<b>January 20th, 2007</b>
- o **Annual Insurance Review** - the BOD reviewed the recently renewed insurance package and feel the Association has adequate insurance coverage.
- o **Bayshore Village Consultants** - by Gary. The purpose is to assist the BOD, provide continuity from year to year, provide detailed expertise on their given subject, and to provide additional resources to accomplish more. This is an advisory position only, the BOD makes the final decision. The proposed consultants are as follows:

**Finance Audit - Bob McFarland**  
**Seagull Abatement - TBA**  
**Landscaping - Janis Conklin**

**Lift Station - Gary See**  
**Irrigation Controls - Gary See**  
**Roofs - TBA**  
**Termite / Dry Rot Repairs - TBA**

**Reserve Budget - Bob McFarland**  
**Tree Trimming - Janis Conklin**  
**Clubhouse - Luck Crews / Anna Aven/  
Bonnie Von Rauner**

**Pool Equipment - TBA**  
**Landscape Lighting - Gary See**  
**Website - Gary See**

Gary will be talking to more members regarding open positions.

**Set Meeting Date and Adjournment**

The next meeting will be the Annual Meeting of the Membership and the Board Elections, to be followed by an Organizational Board Meeting on

**Annual Meeting - Saturday, January 20th, 2007 at 9 AM  
In the Clubhouse**

The Board meeting adjourned at 10:45 AM.

Minutes as taken by Armstrong Property Management

LF

BAYSHORE VILLAGE HOMEOWNERS ASSOCIATION  
MEETING MINUTES

APPROVE BY: \_\_\_\_\_  
(signature)

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_