



**OPEN SESSION OF THE BOARD OF DIRECTORS
MEETING MINUTES
February 27, 2023**

Upon due notice to the membership, the Open Session was held Monday, February 27, 2023, at the Community Clubhouse immediately following the annual election.

CALL TO ORDER

There being a quorum present, ***upon a motion duly made, seconded, and carried the Board called the meeting to order at 5:23 PM.*** The Chair of the Meeting introduced the Board and members present.

Board Members Present:	Joanne Fisher	President
	Janis Stevens	Vice President/Treasurer
	Ben Adelstein	Secretary
	Steve Morley	Director at Large
	Alan Lustigson	Director at Large

Board Member Absent: None

Management de Novo, Inc: Elizabeth J. Buenrostro Community Manager

Others: Numerous owners were in attendance

ORGANIZATIONAL MEETING

This matter was not on the Agenda and therefore will be ratified at the next Open Meeting.

A motion was duly made by Alan Lustigson, to appoint Joanne Fisher as President. This motion was opposed by Steve Morley.

Discussion was had about Steve Morley being President. A motion was duly made by Steve Morley, to appoint Mr. Morley as President, this motion died for lack of a second.

A motion was duly made by Alan Lustigson to appoint Steve Morley as Treasurer, Mr. Morley declined this position so the motion died for lack of a second.

A motion was duly made by Alan Lustigson to appoint Janis Stevens as VP and Treasurer, Ms. Stevens accepted, there was a second by Ben Adelstein and the motion carried.

Again, there was a motion on the table to appoint Joanne Fisher as President by Alan Lustigson, the motion was seconded by Janis Stevens, all were in favor other than Steve Morley, who was opposed. This motion was carried.

Lastly, a motion was duly made by Joanne Fisher to appoint Ben Adelstein as Secretary as well as Alan Lustigson and Steve Morley as Directors at Large. This motion was seconded, and unanimously carried.

Please note that these actions will be ratified at the next Open Board Meeting.

APPROVE PRIOR MEETING MINUTES

The Board reviewed the Open Session Minutes from January 23, 2023. ***Upon a motion made, seconded, and unanimously carried the Board voted to approve the Regular Session Minutes of the meeting from January 23, 2023, with the following change:***

Upon a motion made, seconded, and carried, with Joanne Fisher abstained, the Board voted to approve a loan and/or a line of credit (line of credit is preferable) in an amount not to exceed \$500,000.00 to pay for the roof replacement at the lowest interest rate possible, additionally, Amanda Oberg is appointed as the Board liaison for the loan and roof replacement project.

The Board is troubled about the prospect of taking a loan on behalf of the community, however, due to fire risks and insurance challenges a new roof is critical and an absolute necessity.

EXECUTIVE MEETING DISCLOSURE

The Board discussed legal matters, collections and enforcement matters during the Executive Meeting.

FINANCIAL REPORTS

December 2022 Financial Statements: Management prepares a packet with the financial activity. The following summary of the December 2022 financial statement is provided to highlight key data.

Operating Cash:	\$ 71,839.80
Reserve Cash:	\$ 933,475.22
Accounts Receivable:	\$ 10,301.65
Prepaid Assessments:	\$ 13,616.60
Net Proceeds:	\$ 365.74
YTD Income:	\$ 325,806.51
YTD Expenses:	\$ 309,274.43
YTD Proceeds:	\$ 16,532.08

Upon a motion made, seconded, and carried the Board approved the presented December 2022 financials to place on file for CPA review, Steve Morley abstained.

Report on Water and Utility Usage: Management provided the most up to date report on the water and utility usage within the community. ***No action at this time.***

Collections: A full report was reviewed by the Board of Directors in the Executive meeting and ***no further action is needed at this time.***

ARCHITECTURAL

Architectural Matters: There were two applications to review, 10285 Cam Agadir and 10312 Cam Agadir. ***Upon a motion made, seconded, and unanimously carried, the Board ratified the previous approvals of the Architectural Committee.***

MAINTENANCE AND ACTION ITEMS

Document Update: *Due to not having a majority of owners voting yet on the CCR & Bylaws update it was noted that the meeting has been reconvened to the next Board meeting set for March 27, 2023.*

Roof Repair Plan, Finance, Strategy: The Board discussed a financing strategy for the roofing repair work expense that included roof repair loan and Insurance feedback. *Upon a motion made, seconded, and unanimously carried, the Board appointed Amanda Oberg as the Chairman of the committee to ensure the loan and roof project proceed as planned. She will be Chairman of the Finance/Loan Committee and Roof Project.*

10330 Cam Agadir Asphalt Repair Proposal Approval: Enclosed for the Boards review was a proposal from Ericson Seal It for the asphalt work in front of 10330 Caminito Agadir. They have proposed at multi phased approach for a total of \$2,800.00.

More information is needed, not action at this time.

9727 Caminito Doha:

- I. **Emergency Roof Tarping:** Enclosed for the Boards review and approval was the bid from Premier Roofing for the emergency tarp needed due to a fallen Eucalyptus tree on a condo.

Upon a motion made, seconded, and unanimously carried, the Board approved the work and expense to be paid from the reserves.

- II. **Eucalyptus Tree Emergency Removal:** Enclosed for the Boards review, and approval was the bid from Rainforest Trees for the emergency removal of the eucalyptus tree from the roof of 9727 Caminito Doha.

Upon a motion made, seconded, and unanimously carried, the Board ratified the approval for Rainforest Trees, this to be paid from the reserves.

Pool Area:

- I. **Change Orders:**
 - **Spa Jet and Skimmer:** Enclosed for the Boards review and approval was the change order for the replacement of 6 spa jets and the spa skimmer with a new boxed and tied.

Upon a motion made, seconded, and unanimously carried, the Board ratified the approval for the replacement of 6 spa jets and the spa skimmer, boxed and tied.

- **Mastic:** Enclosed for the Boards approval was a proposal for the replacement of approximately 171 linear feet of gray mastic around the pool and spa. This was recommended by Tom Kokjohn of Rancho Bernardo Pools.

Upon a motion made, seconded, and unanimously carried, the Board approved the request, to be paid

- I. Gas Line Repair Proposals Approval: Enclosed for the Boards review, discussion, and approval were two proposals for the replacement for the gas pipe running from the clubhouse to the pool equipment.
 - True Plumbing: They are recommending digging up, replace, and bury 25 feet of gas line for \$2,553.75. This price is contingent on the connecting pipes from the clubhouse not needing repair as well. If they do True Plumbing will supply the additional cost.
 - Anderson Plumbing: They are recommending digging up, replace and bury 75 feet of gas line for \$18,822.00. This is the price covers going from the clubhouse to the pool equipment.

Upon a motion made, seconded, and unanimously carried, the Board approved True Plumbing to do the work as described above, and to extend 75 feet, rather than the 25 feet. This item to be paid from reserves.

Arborist Report: Enclosed for the Boards review, and discussion was a report from Tom Launder on the state of the Eucalyptus around the property in light of the fallen tree at 9727 Caminito Doha. ***Management to secure additional tree trimming and removal bids.***

Maintenance Company Proposals: Provided for the Boards review, discussion, and approval were proposals from APEX Maintenance, ProTec, and City Mark for the routine maintenance of the community.

After lengthy review, upon a motion made, seconded, and unanimously carried, the Board directed management to provide Makowski's Maintenance with 30 days' notice and to engage Apex Maintenance at \$56.00 per hour for 16 hours or up to 32 hours, per month, with an April 1, 2023 start date.

The goal is to keep the work at the budgeted amount of \$1,800.00 per month and to be paid from reserves when eligible, otherwise to be paid from operating. To be reviewed monthly.

Maintenance Log: Enclosed for the Boards review was the maintenance log. This is a new log that includes work needed from McKowski's, Heritage Landscaping, and Management. ***No action was needed.***

HOMEOWNER OPEN FORUM

A number of items were discussed along with suggestions for future agenda items which include the 2023-2024 Budget, Reserve Study, Insurance and Trash.

It was noted that a number of roof tiles blew off during the storms located at Mr. Davitt's 9750 Cam Doha. Owners asked about the roof repairs and the election.

Owners thanked the Board for their tireless service to the community.

Other Business/ Correspondence: The Board reviewed correspondence received by Management since the last meeting.

Future Meeting Dates:

- March 27th, 2023
- April 24th, 2023
- May 22th, 2023
- June 26th, 2023
- July 24st, 2023
- August 28th, 2023

Next Meeting Date and Adjournment

The next Open Board Meeting of the Timberlane II Property Owners Association is scheduled for March 27, 2023 at the club house.

Upon a motion duly made, seconded, and unanimously carried the meeting was adjourned at 6:59 P.M.

Dated: 3/27/23

SB on behalf of the Board
Recording Secretary