

TU CASA HOMEOWNERS' ASSOCIATION
BOARD OF DIRECTORS MEETING
October 24, 2024
REGULAR MEETING MINUTES

BOARD MEMBERS PRESENT

Keyur Nagrik	President
Linda Shafer	Treasurer
Kevin McAllister	Vice President (attended half the meeting)
Kathleen Rohan	Secretary
Paul Tecker	Member at Large

BOARD MEMBERS ABSENT

None

ALSO PRESENT:

Amanda Upchurch Community Association Manager
Homeowners from Units:

CALL TO ORDER:

The Meeting was called to order at 5:45 P.M. and was held at the Community Clubhouse.

MEETING MINUTES:

Upon a motion duly made, seconded and unanimously carried, the Board approved the August 23, 2024 Meeting Minutes, the Organizational Meeting Minutes, the 2023 Annual Meeting minutes, and the Solar Meeting Minutes.

Board members reviewed and approved the 2024 Annual Meeting Draft minutes to hold for membership approval at the 2025 Annual Meeting.

COMMITTEE REPORTS:

A. Rules Committee

a. **Security Cameras**

- i. Linda to draft the protocol for President's review then submit to Board to see if we have unanimous approval to post on HOA's website.

b. **Clubhouse waiver and Form**

- i. President is working with HOA's lawyer to complete the new form.

B. Maintenance Committee

a. **Board approved the following maintenance list for our Handyman**

- i. Stucco Repair & Paint - Linda and Dean to walk building and document all areas needing repair/paint.
- ii. Repair bottom of Office Door by Sauna and Paint.
- iii. Adjust Pool Gates so ALL Auto Close and work on gate by BBQ to confirm it opens and automatically securely locks.
- iv. Dock Ramps (both) - Repair rotted wood, sand and paint.
- v. Fire Doors in All 4 Stairwells - Adjust all doors to quietly auto close.
- vi. Replace Dock Strip in front of Slip 3/16 (Unit 7, who is using the slip to pay for the new bumper strip).
- vii. Stencil in white paint, the first parking spot in N driving Lot: "Compact Cars ONLY".
- viii. Adjust gate to Fitness Center to make sure it auto securely locks closed.

C. Landscape Committee

- a. Area in front of Units 3-4 has been planted. Next project is to add a small grass area for dogs in the North parking lot.

D. Communications Committee

- a. Board agreed on items to include in winter newsletter.

UNFINISHED BUSINESS

- A. Annual Tax Resolution
 - a. Because no quorum at our 2024 Annual Meeting, a motion was duly made, seconded and unanimously carried to approve the transfer of excess income in the HOA's Operating Account to the HOA's Reserve Account.
- B. Ratified Items
 - a. Upon a motion duly made, seconded and unanimously carried, the Board approved ratifying ProTec's \$8,949 bid for Unit 5 stucco repair. Bid was previously approved over email by unanimous consent.
- C. Towing Contract
 - a. Board agreed to complete contract with tow company to address parking violations in the North Parking lot. All Board Members are authorized to call Tow Company to report parking violations.

NEW BUSINESS:

- A. **Bids to install hand blow dryers in pool bathrooms**
 - a. Upon a motion duly made, seconded and unanimously carried, the Board approved 11 11 Construction's bid to install 2 hand blow dryers in our pool bathrooms.
- B. Elevator
 - a. State of CA did advise we need 5-year load test and tag on S Elevator. Upon a motion duly made, seconded and unanimously carried, the Board agreed to approve the bid for this work once received.
- C. Annual Web Renewal
 - a. Upon a motion duly made, seconded and unanimously carried, the Board approved up to \$400 for Linda to purchase annual renewal of our tucasahoa.org website through Network Solutions.
- D. **Holiday Lights for Dock Ramp**
 - a. Upon a motion duly made, seconded and unanimously carried, the Board approved up to \$250 for Holiday Lights
- E. **Vendor Year-End thank you gifts**
 - a. Upon a motion duly made, seconded and unanimously carried, the Board approved Linda to purchase with cash up to \$50 each for 3 vendor gifts for Management and Landscapers.
- F. **Budget for Holiday Party**
 - a. Upon a motion duly made, seconded and unanimously carried, the Board approved up to \$250 to purchase supplies (plates, cups, napkins, silverware, etc) for the December 14th membership holiday party.
- G. **Review Monthly Financials**
 - a. Due to lack of time for the Board to review the financials, the Board agreed to review all financials in next month's meeting.

OVERVIEW OF EXECUTIVE MEETING:

The Board reviewed delinquencies, disciplinary actions and approved the Executive Meeting Minutes from the prior meeting.

NEXT MEETING DATE:

Scheduled for November 14, 2024

ADJOURNMENT:

Upon a Motion made, seconded, and carried, it was:

RESOLVED; to approve adjourning the Regular Meeting at 5:24 p.m.

Approve: _____

Date: _____