

**San Simeon Phase 1 Residents' Association, Inc.**  
**Minutes of the Board of Directors' Meeting**  
**Held on November 8, 2016 at the San Simeon Clubhouse**

**1. Roll Call/Establish a Quorum/Call to Order:** at 7:00 p.m.

President	Eric Vincent	-	Present
Vice President	Barry Smith	-	Present
Secretary	Joan Starr	-	Present
Treasurer	Arlene Creeden	-	Present
Director	John Nychis	-	Present

Quorum present? Yes

Others Present:

Marie Hamling - CAM, Paradigm Real Estate Corp.

Dave Munro ó CAM, Paradigm Real Estate Corp.

**2. Disposal of Unapproved Minutes:** August 18, 2016 Board of Directors Meeting

**Motion:** A motion was made by Eric Vincent to approve the minutes of August 18, 2016 as written. Seconded by Arlene Creeden. **Motion passed unanimously.**

**3. Treasurers Report**

Arlene Creeden reported on the financial reports through September 2016. A full copy of the end of month report is available upon request from Paradigm Real Estate Corp.

- Collections

The Board discussed the requests submitted to waive late fees and/or interest and agreed to approve two requests that were due to circumstances beyond owner control and deny nine requests because the payments were received late.

**4. Old Business: None**

**5. New Business:**

**A. Consideration and Approval of Association Budget**

- Eric Vincent discussed the proposed budget line by line. He stated the goal for 2017 was to keep the assessments at the same level as 2016.

**Motion:** Arlene Creeden moved to approve the 2017 budget as printed. Seconded by Joan Starr. **Motion passed unanimously.**

- During the discussion of the budget, John Nychis recommended forming a Rules Committee to draft updated rules and regulations for the Board's review and approval and he volunteered to be the chairman of the committee. John will form the committee and report back to the Board.

#### **B. Placing Funds in FDIC Insured Accounts**

- Moving reserve funds to a new CD account was tabled until rates from another bank are researched.
- There was discussion about the balance of accounts being over the FDIC insurance limit.

**Motion:** Eric Vincent moved to open another bank account for operating funds. Seconded by John Nychis. **Motion passed unanimously.**

#### **C. Roof Cleaning Proposals**

- Bids were reviewed. The bids to chemically clean without walking on the roofs are higher than the bids to clean with walking on the roofs. Both companies bidding to walk on the roofs guarantee no broken tiles.

**Motion:** Arlene Creeden moved to use Under Pressure Cleaning & Sealing, cleaning the clubhouse roof first as a pilot for walking on the roofs and if there are no complications, move to residential roofs. Seconded by John Nychis. **Motion passed unanimously.**

#### **D. Janitorial Cleaning Proposals**

- Arlene Creeden mentioned the proposals did not include cleaning the pool furniture on a weekly basis. This item needs to be added.

**Motion:** Eric Vincent moved to go with Always Ready Cleaning if their bid is under \$550 with pool furniture cleaning. Seconded by Barry Smith. **Motion passed unanimously.**

#### **E. Landscape Enhancement Proposal**

- There was discussion on the benefits of having one company perform all landscaping work instead of two.

**Motion:** Eric Vincent moved the Association have TruScapes replace dead plants as indicated on the proposal discussed and use TruScapes for all future plant replacements. Seconded by Arlene Creeden. **Motion passed unanimously.**

**Motion:** Eric Vincent moved to have TruScapes install mulch at 1 inch depth over entire development if they will do it at a cost of less than \$10,000 and, if not, go with Lee Lawn and Tree for \$9,048. Seconded by John Nychis. **Motion passed unanimously.**

## **F. Waiver Requests for Late Fees and Interest**

**Motion:** Arlene Creeden moved to deny requests for account numbers 1020, 1172, 1173, 1180 and 1083 and approve requests for account numbers 1004, 1067 and 1081. Seconded by Eric Vincent. **Motion passed unanimously.**

## **G. Architectural Request**

- 3896 Cherrybrook Loop: Decision for allowing glass inserts on front doors was tabled until a Rules Committee reviews.

## **H. Fitness Equipment Maintenance Proposals**

**Motion:** Eric Vincent moved to go with Gym Equipment Repair & Sales. Seconded by Barry Smith. **Motion passed unanimously.**

## **I. Claim of Lien**

**Motion:** Eric Vincent moved to file a Claim of Lien on account number 1046. Seconded by Barry Smith. **Motion passed unanimously.**

## **J. Adjournment: 8:37pm**

**Motion:** Eric Vincent moved to adjourn the meeting at 8:37pm. Seconded by Joan Starr. **Motion passed unanimously.**

Respectfully submitted by:  
Marie Hamling, CAM  
Paradigm Real Estate Corp.