

**REEF GATE WEST HOMEOWNERS ASSOCIATION
GENERAL SESSION MEETING MINUTES
April 15, 2023**

Upon notice duly given and received, the General Session Meeting of the Reef Gate West Homeowners Association Board of Directors was held on April 15, 2023, via Zoom video conferencing.

DIRECTORS PRESENT: Sam Saul - Vice President
Vito Borruso - Treasurer
John Sullivan - Member at Large
Melad Ghabrial - Member at Large
Ernie Garcia - Member at Large

DIRECTORS ABSENT: Mark Lauria - President
Cindy Furman - Secretary

TSG MANAGEMENT: George Gustave - Account Executive

ALSO PRESENT: Jim Flores - Onsite Manager
Chuck Hartman

Call to Order

The meeting was called to order at 8:00 a.m.

Minutes – General Session Meeting

A motion was made by Vito Borruso, seconded by John Sullivan, to approve the March 4, 2023, General Session meeting minutes as amended. The motion passed (7) to (0).

Financials

A motion was made by John Sullivan, seconded by Melad Ghabrial, to approve the financials for the periods ending February 28 and March 31, 2023, pending audit. The motion passed (5) to (0).

Management to reallocate the EQ insurance to match budget vs. actual.

Jim Flores - Onsite Manager Report

- C Elevator recently stopped working. John Miller was able to get it working. Jack Miller called out Specialized on his own. Management to send Specialized a noted that only Jim Flores, Walter Switzer, or TSG are the only parties allowed to call in service orders. Jim Flores will call Specialized to inquire as to the potential issues with the C Elevator.
- Dryer Vent Cleaning – Board discussed the potential risks of using a new company vs. John Miller. Jim Flores noted that the equipment that is being used by Action Duct Cleaning is less invasive than using a brush as they use an air hose to clean the ducts while vacuuming up the lint. It was noted that they are very clean and courteous.

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A Motion was made by Vito Borruso, seconded by Melad Ghabrial, to contract with Action Duct Cleaning to clean all dryer vents with Sam to oversee the C Building. The Board will figure out who will be monitoring the work in the A & B Buildings. One person is to oversee getting into the units each day. The motion was passed (4) to (1) with John Sullivan.

- Jim noted that #3 is currently working on a remodel and the Board does not have any permits nor was HOA approval given. Management to send a cease-and-desist letter as the HOA needs an architectural form, \$1,000 deposit, and permits.
- Management to request plans from #46 with regards to the flooring and any other upgrades they are performing.
- Management was requested to provide all new owners be provided the remodel information upon purchase.
- Management to contact #57 regarding the unapproved flooring that was installed in the unit.

Casa Romantica Slide

The Board discussed the communication submitted by management to the City of San Clemente as well as district representatives. The City responded to the letter noting that they are currently addressing any issues pertaining to the slope and will keep us apprised of the status.

John Sullivan noted that he would like to perform a water test outside of the A Building to find out where the drainpipe daylights. He will set this up with Adrien and Marcello.

B Garage & Seam

Chuck Hartman noted the need to repair the seam at the B/C. Hairline cracks can be repaired at the B Oceanfront garage by Marcello. Waterproofing compounds will be used, and the entire length should be addressed. With regards to the B/C seam, the sealing material will be removed from the entire length of the seam and install a torch down and attempt to fill the crack.

Landscape

Sam Saul provided an update to the Board. Casa had to keep the use of the Casa the same or less to keep in line with the use permit. This did not occur as it should have been no more than 25 Weddings – they currently had 75. No amplification of the function is allowed. This will be further discussed at the next meeting with the Casa and potentially the City Manager. Sam was thanked for his work on trying to resolve this matter.

Solar

Jim and Melad noted that they are currently obtaining all bids for solar and will provide more information at the upcoming meeting.

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Adjournment

There being no further business to discuss, the General Meeting was adjourned at 10:30 a.m. The Board noted that they would prefer not to meet on May 27 as that is the Memorial Day weekend. Management to discuss with Mark Lauria regarding rescheduling the meeting.

Attest:

Signature

Date