

**REEF GATE WEST HOMEOWNERS ASSOCIATION
GENERAL SESSION MEETING MINUTES
August 19, 2023**

Upon notice duly given and received, the General Session Meeting of the Reef Gate West Homeowners Association Board of Directors was held on August 19, 2023, via Zoom video conferencing.

DIRECTORS PRESENT:

Sam Saul	-	Vice President
Vito Borruso	-	Treasurer
Cindy Furman	-	Secretary
John Sullivan	-	Member at Large
Melad Ghabrial	-	Member at Large
Ernie Garcia	-	Member at Large

DIRECTORS ABSENT:

Mark Lauria	-	President
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TSG MANAGEMENT:

George Gustave	-	Account Executive
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ALSO PRESENT:

Jim Flores	-	Onsite Manager
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Call to Order

The meeting was called to order at 8:02 AM.

Casa Update

- Currently there is no update as to the leak/testing in the street above the Casa from the City.
- The City is currently placing plastic and sandbags on the entire slope and installing sandbags against the HOA to help deter any water issues.

Minutes

A motion was made by Sam Saul, seconded by Cindy Furman, to approve the General Session meeting minutes dated July 8, 2023. The motion passed (6) to (0).

Financials

A motion was made by John Sullivan, seconded by Cindy Furman, to approve the Financials dated June & July 2023 pending audit. The motion passed (6) to (0).

- Currently the Reserves are at \$445,000 with a total cash of \$491,000.
- Management to investigate why there is \$17,885 in the operating account for the Casa Repairs. Ensure it is moved to Reserves.
- Gas is still over budget \$14,777 and elevator repairs over budget \$10,845.

Adrien's Gardening Service Increase

A motion was made by John Sullivan, seconded by Melad Ghabrial, to approve the increase of 7% effective July 1, 2023, with the increase to be in place through 2024. The motions passed (6) to (0).

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Manager Report – Jim Flores

- The HOA experienced the usual plumbing leaks.
- Met with Newport Exterminating as they missed a couple of months of coverage. Management to obtain a credit for the missed months and discuss with Newport why they did not inform the HOA. At this time the HOA will retain Newport Exterminating, but they are put on notice.
- John Miller will seal the window issue at 46.
- Obtaining costs from contractors to repair the steps at the A building deck and stairs.
- Cameras were cleaned by Marcello and will get a cost to have him clean on a regular basis. Look into getting a telescoping pole to clean cameras.
- Carpet in B parking to A Elevator to steps on the roof.... obtaining a bid

B/C Parking Repairs

The Board reviewed the repairs to the B/C parking area separation. Two bids were received from Western Specialty and Covalt.

A Motion was made by Vito Borruso, and no second was received. The motion dies.

John Recommended Marcello, Adrien, John Miller, John, and Jim Flores to meet and discuss installing expanding product and covering to repairs this issue.

57 Flooring

Management to follow up on the status of the flooring installation at 57.

Landscape Report – Ernie Garcia

Bricks were removed the bricks from the planter below #49.... repairs will be made. It was also noted that the corner of Corto and Granada is looking great!

“A” Building Elevator Doors

Management to follow up on the elevator door replacement to ensure it is on calendar and notices are send to the owners.

Solar Installation

Mel addressed the review of the solar proposals. Received final bid for installing panels on the B Building. Mel to provide information on the payback once the funds are spent as well as discussing a potential loan and special assessment.

Management Report

- Board reviewed the letter submitted by Sam Saul to the City of San Clemente addressing issues with the Casa.... well written letter.
- #60 Flooring.... remove from the agenda as the owner will be installing carpet.
- 408 Corto Lane roofing.... management to follow up with the City as the repairs were not professionally done.

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Personal Touch Cleaning Increase

A motion was made by Vito Borruso, seconded by Cindy Furman, to approve the requested increase of 5% for Personal Touch beginning January 1, 2024. The motion passed (6) to (0).

2022 Audit

A motion was made by Vito Borruso, seconded by Cindy Furman, to approve the draft 2022 Audit as submitted. The motion passed (6) to (0).

Adjournment

There being no further business to discuss, the General Meeting was adjourned at 10:00 a.m.

Attest:

Signature

Date