

**DEL PRADO TOWNHOME ASSOCIATION**  
c/o Condoministration Unlimited  
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**MINUTES OF THE BOARD OF DIRECTORS MEETING**  
**NOVEMBER 12<sup>TH</sup>, 2012**

The meeting was called to order at 6:30 p.m. In attendance were Dave Beaumont, Michael Furlong, Christina Cornelius, Sophia Dransart and Sabina Raymond. John Tryon represented Condoministration.

**OPEN DISCUSSIONS**

Lia Cooke reported her mailbox group is leaning. Two owners reported incidents of thefts from back yards.

**APPROVAL OF MINUTES**

A motion to approve the October minutes of the regular meeting and the executive meeting as circulated was seconded and carried.

**TREASURER'S REPORT**

Sophia Dransart reviewed the October report. Water bill has been high for the past two months and the gardener has been advised to reduce irrigation times. A motion to approve the report was seconded and carried.

**COMMITTEE REPORTS**

**Welcome**

Nothing to report.

**Landscape**

Lia Cooke said she needs an assistant and a request will be placed in the newsletter. Eric Zook said he had sent irrigation report but it was not received in time for the meeting. The irrigation controllers on Baja Court and by pool are going to need replacement soon.

**Rules**

New clubhouse use times are now in effect.

**Back yard maintenance**

No major problems to report.

**Pool/Janitorial**

Sarah Rockney reported no major problems. Furniture will be power washed. Report that spa tiles need cleaning.

### **Clubhouse**

Used 6 times in the past month. Some ants noted in clubhouse and bathrooms. Sarah will do a full cleaning of the clubhouse after the carpet is cleaned on the 15<sup>th</sup>. Lia Cooke purchased a new Christmas tree for the clubhouse.

### **Architectural**

Chuck Raines advised that the November reinspection has been completed and follow up letters have been sent to 12 owners. The committee will be asked to write a letter to XXXXDP regarding TV cable over roof.

### **Maintenance/Janitorial**

Steve Buchan was not present. He will be stepping down soon from his duties and a replacement is being sought.

### **Neighborhood Watch**

Five 911 calls made during the past month.

### **OLD BUSINESS**

#### **Clubhouse carpet**

Clubhouse carpet will be cleaned on the 15<sup>th</sup> and Kate Garcia will supervise this.

#### **Mailboxes**

Some costs had been obtained for replacing our existing mailbox structures. Norman Blacksmith quoted \$5437 to make 37 platforms for the various-sized groups. Brother Maintenance quoted \$3000 maximum to remove the old structure and install the new sleeves in concrete. Cost of the new sleeve and posts about \$1500 and \$2535 for new mailboxes. Total approx.. \$12,472. A motion was made to take the following steps: include mailbox replacement as a reserve category and collect the funds necessary over 2 years; purchase the mailboxes and the platforms now so that there will be consistency in the appearance; proceed with installation by street next year. The motion was seconded and carried.

#### **2013 budget**

The draft budget had been circulated last month. A motion was made to approve the new budget with the addition of the mailboxes discussed above. The addition of the mailboxes and increased utility cost will require a \$5.00 increase. A motion to approve the budget and an increase in the dues to \$145 was seconded and carried.

### **NEW BUSINESS**

#### **Handyman position**

Steve Buchan is having to give up his position. The position was advertised in the newsletter. Applications are being made by at least two people and the board will review these when received.

#### **Next Meeting**

January 9<sup>th</sup>, 2013 at 6:30 p.m. in the clubhouse.

Respectfully submitted

John Tryon  
Recording Secretary

### **EXECUTIVE SESSION**

#### **Violations**

- 475EC. Rule 10g. Tenant appeared and said they were working on their own appliances, not other's. A motion to issue a warning only was seconded and carried.
- 1775MV. Rule 4a. Owner appeared. Warning issued.
- 360CAP. Rule 4b. No appearance. \$50 fine issued.
- 542DP. Rule 8b. No appearance. \$25 fine issued.
- 1762EC Rule 8b. No appearance. \$25 fine issued.