

**DEL PRADO TOWNHOME ASSOCIATION**  
**c/o Condoministration Unlimited**  
**355 N. Lantana Street #710, Camarillo, CA 93010**  
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**MINUTES OF THE BOARD OF DIRECTORS MEETING**  
**JANUARY 17<sup>TH</sup>, 2018**

The meeting was called to order at 6:35 p.m. In attendance were Lita Starr, Chuck Raines, Eloise Mansfield and Phyllis Harsma. Christine McFall was absent. John Tryon represented Condoministration.

**DISCUSSION PERIOD**

Complaint about vehicles parked in front of clubhouse. Owner of XXX asked for approval of satellite dish installed on his roof.

**APPROVAL OF MINUTES**

A motion to approve the Minutes of the November meeting was seconded and carried.

**TREASURER'S REPORT**

John Tryon reviewed the December report. A motion to approve the report was seconded and carried.

**COMMITTEE REPORTS**

**Welcome**

No report.

**Landscape**

Susan Rifenback reported gardener has installed the tree previously approved. Lita advised that our tree trimmer has expressed concerns about Roundup being sprayed around the base of trees.

**Back yard maintenance**

No report.

**Architectural**

Chuck Raines reported he is delaying the next bi annual inspection until the new Assist. Community Mgr. is in place.

**Clubhouse**

Ann Christiansen was not present. Lita advised it was used quite a bit over the holidays. Handyman will be asked to take down the Christmas decorations.

**Pool/Janitorial**

Nothing to report.

**Rules**

Nothing to report.

**Maintenance**

Nothing to report.

### **Neighborhood Watch**

Two bikes, possibly stolen, were picked up by the Police Dept.

### **Communications**

Website needs to be updated with current minutes, etc. Lita will check on this.

### **RV Storage**

Mike Montanez reported the remaining space has been rented.

### **OLD BUSINESS**

#### **Status of hiring Assist. Community Manager**

Lita reported that prior to the meeting the Board had interviewed a couple of applicants and Tanya Quinn has been selected. She will start February 1<sup>st</sup>.

#### **Mailbox inserts**

Thirty inserts have been installed and we have orders for seven more. A motion to purchase ten more was seconded and carried.

#### **Clubhouse electrical panel**

Our electrician advised that the supplier is requiring approval by the City and Edison before finalizing the proposal. We will also be obtaining a second bid once specifications are known.

#### **Clubhouse committee helper**

Ann Christiansen had requested a helper who cover when she is not available. A volunteer offered to help out.

### **NEW BUSINESS**

#### **Pool and spa plastering**

Two proposals were reviewed for replastering the pool, spa and wading pool. A motion to select the bid from Skinner Plastering for \$16648.00 was seconded and carried.

#### **Shut off valves in street**

The Board discussed the issue of the shut off valves in our street, some of which are not closing. This presents a problem when trying to isolate a specific area for pipe repairs. Replacing these valves costs around \$10000 each due to the excavation and asphalt work required. Representatives from the City Water Dept. offered assistance in determining the best way to address this problem. One of the considerations is to concentrate on the three valves which supply all the water to Del Prado. If all three are working then, in an emergency, the entire area can be shut off briefly for repairs. Since the water lines in Del Prado are also connected to the neighborhoods to the east of us anything we do has to be coordinated with the City.

#### **Wheelchair ramp**

The Board approved purchase of a ramp specially designed to fit in front of the threshold of the clubhouse front door. This will allow wheelchairs to more easily enter the clubhouse.

**Next Meeting**

February 14<sup>th</sup>, 2018 at 6:30 p.m. in the clubhouse.

Respectfully submitted

John Tryon  
Recording Secretary