

**DEL PRADO TOWNHOME ASSOCIATION**  
**c/o Condoministration Unlimited**  
**355 N. Lantana Street #710, Camarillo, CA 93010**  
**(805) 984 1648 Fax (805) 383 2926**  
**Delpradohomes.com**

---

**MINUTES OF THE BOARD OF DIRECTORS MEETING**  
**SEPTEMBER 13<sup>TH</sup>, 2017**

The meeting was called to order at 6:30 p.m. In attendance were Lita Starr, Mike Montanez, Chuck Raines and Christine McFall. Lita Starr announced that Jean Etchechoury had been appointed to the vacancy on the Board. John Tryon represented Condoministration.

**DISCUSSION PERIOD**

Lia Cook said she is doing an inventory of our trees and could use the help of an assistant. She noted that a ficus tree had recently been planted in a back yard and thought a decision had been made to not permit them due to damage caused by their roots. This will be put on the agenda for the October meeting. A number of residents reported their mail had been tampered with or stolen in recent weeks. Part of the problem is mailman has not been delivering at consistent times and consequently it sits in the box for longer periods. Residents were encouraged to call police when they see people "partying" in their cars since often they do not live here.

**TREASURER'S REPORT**

John Tryon reviewed the August report. It was noted the recent street work had been paid for. A motion to approve the report was seconded and carried.

**COMMITTEE REPORTS**

**Welcome**

Chris McFall reported she has three helpers.

**Landscape**

Susan Rifinback reported tree roots may be causing damage at 335/349LC. Two trees are needed by 687OD where wall has just been completed. Cost \$190. Although we are over budget, if we delay planting these trees they will not match the size of those already planted. A motion to approve was seconded and carried.

**Back yard maintenance**

Mike Montanez said he is working with residents at three locations.

**Architectural**

Chuck Raines reported the committee completed a follow up inspection and there are eight owners who have not completed their work. A \$100 fine will be assessed as advised and we will begin process of the association completing the work in accordance with guidelines. There is a car parked on XXX which is leaking oil and owner will be instructed to remove it.

**Clubhouse**

Ann Christiansen advised it's been used three times..

**Pool/Janitorial**

Cherie Blaker reported it's been busy and few problems except a clubhouse party which involved glass on pool deck, loud music and after hours use. Police were called.

## **Rules**

Lita reminded residents to sign up on Nextdoor.com.

## **Maintenance**

Handyman will attempt to grind down the latch plate on Coronado gate to stop it binding on the pillar.

## **Neighborhood Watch**

Lita said the recent police report for our area is posted on the website.

## **Communications**

Nothing to report.

## **RV Storage**

Mike Montanez reported there is still one spot open at the moment.

## **OLD BUSINESS**

### **Wood fence replacement**

Chuck reported only three units still need to replace wood fences, although one advised this will be done shortly when escrow closes. He said there are a number of owners who have not yet installed a gate in the new wall within 30 days as required.

### **Assistant community manager**

Lita spoke about the issue of employing someone to take over committee duties due to lack of participation by residents and unwillingness to chair the committees. At the last meeting the Board voted in favor of proceeding with this and preparing a job description and budget. A draft budget will be prepared based on \$20 per hour and 15 to 20 hours per week. Lita will work on drafting a job description.

### **Pawbag dispenser locations**

Tabled. Chuck will look at some better locations.

### **Street resurfacing**

Finish Line Paving has completed resurfacing Lido, Coronado and Capistrano Courts.

## **NEW BUSINESS**

### **Mailboxes**

Del Prado mailboxes were targeted several times in recent weeks and many residents are requesting lockable mailboxes. Lita said our options are individual lockable mailboxes, cluster boxes or leave as is and advise residents they need to be more responsible about picking up their mail promptly. Lita said individual boxes were not a good alternative and cluster boxes would require a special assessment of at least \$150 per unit. In order to get a better idea of what most owners prefer, she will prepare a return slip and cover letter to be added to the mailing so they can indicate their choice. This vote will be informative but non-binding.

### **Clubhouse deep clean**

The Board discussed the need for a deep clean. Anacapa Building Service estimated \$200 to do this. A motion to approve was seconded and carried.

### **Next Meeting**

October 11<sup>th</sup>, 2017 at 6:30 p.m. in the clubhouse.