

**DEL PRADO TOWNHOME ASSOCIATION**  
c/o Condoministration Unlimited  
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**MINUTES OF THE ANNUAL AND BOARD OF DIRECTORS MEETING**  
**MAY 27<sup>TH</sup>, 2020**

The meeting was called to order at 6:37 p.m. using Zoom video conferencing. In attendance were Lita Starr, Chuck Raines, Eloise Mansfield and Brian Kelley. Kate Garcia was absent. John Tryon represented Condoministration. Assist. Community Mgr. Janice Armijo was present. Inspector of Elections Jaye Killian was present.

**QUORUM**

Jaye Killian reported that less than 85 valid proxies/ballots had been received and a quorum was not in attendance. The annual meeting was adjourned due to lack of a quorum of members. The May Board of Directors meeting proceeded.

**APPROVAL OF MINUTES**

A motion to approve the Minutes of the April Board of Directors meeting was seconded and carried.

**TREASURER'S REPORT**

Eloise Mansfield reviewed the April report. It was noted that our A/R has increased slightly but there are also a lot of owners who have paid dues in advance. A motion to approve the report was seconded and carried.

**COMMITTEE REPORTS**

**Welcome**

Christina McFall continues to visit and deliver welcome packets to new residents.

**Back yard maintenance**

Chuck asked Janice to look at back yard of 337CAP which is overgrown with weeds. There are two units with unapproved items in back yards which will be addressed in the executive session.

**Landscape**

Janice said no issues with landscaping and the gardeners have been doing a better job of removing cuttings. A beeping noise from the irrigation controller on Capistrano was a low battery warning which has now been replaced.

**Architectural**

Chuck Raines noted that the new ACM has not been posted on the association website. We will chase up web manager to get this on ASAP. Three units have installed new AC units and all are approved. A request to install solar panels is in process. Chuck said his investigation showed there isn't much of a financial advantage for small condo unit like ours to install solar.

### **Janitorial/Maintenance**

Nothing to report.

### **Pool**

Cherie continues to perform a daily inspection of the pool area while it is closed.

### **Clubhouse**

Clubhouse is temporarily closed.

### **Rules**

Jaye Killian said nothing to report

### **Neighborhood Watch**

No report.

### **Communications**

Mike Furlong is continuing to update the site as needed. He will be asked to follow up on getting the new (March) ACM posted on the website.

### **RV Storage**

One space has just been reassigned and we have two residents on the wait list.

### **OLD BUSINESS**

#### **Edison meter pedestal on Baja**

This is being installed right now. It will take a couple more days to complete and during this period the electricity is off to all pole lights and irrigation in the area.

#### **Phase 3 upgrade and improvements**

Lita reported this is temporarily on the back burner until the COVID-19 situation becomes clearer. Brian reported several residents have requested the Board consider a dog park and a suggestion was made to turn the area into a combination pickle ball court and basketball court. The subject of putting in basketball hoops will be discussed at the next meeting.

#### **Closure of restrooms, pool, tennis courts and clubhouse**

Lita reported that we have consulted the association's attorney regarding the our liability when the closure is lifted on pools. He also suggested wording for signs putting users on notice that they do so at their own risk. Lita said when the closure is lifted it may include safety requirements which could be difficult for an HOA to fully comply with (i.e., constant sanitizing, enforcing social distancing, verifying members of the same family). Once these requirements are announced by the County Lita said the Board will have to meet via Zoom in order to promptly decide what steps should be taken.

## **NEW BUSINESS**

### **Clubhouse as polling place**

The Board discussed use of the clubhouse as a polling place which has been the case for many years. The association's attorney advised us that this constitutes inviting the public to use it which could cross the line between it being a private facility and a public one. Adding liability associated with COVID-19 to this, the Board was of the opinion that this exposure was unfair to the members. A motion to inform the County our clubhouse will no longer be used as a polling place was seconded and carried with Chuck dissenting.

### **EZ Landscape proposal for Brentley**

Our landscaper submitted a proposal for planting 38 5 gallon Raphiolepis plants and 3 flats of ivy in bare spots on Brentley. Cost is \$1882 including drip irrigation. A motion to approve was seconded and carried.

### **No reduction in dues because of COVID-19**

A motion was made that there will be no reduction in the monthly dues because of the COVID-19 pandemic. The motion was seconded and carried. Our expenses are not lessening and may even increase in some categories.

### **Next Meeting**

June 10<sup>th</sup>, 2020 at 6:30 p.m. online using Zoom video conferencing. This will be the reconvened annual meeting adjourned from May 27<sup>th</sup> due to lack of a quorum.

Respectfully submitted

John Tryon  
Recording Secretary