



**BOARD OF DIRECTORS**  
**VIRTUAL**  
**OPEN SESSION**  
**MINUTES**  
**January 16, 2021**  
**Via Zoom**  
**10:00am, Saturday**

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1. The meeting was called to order at 10:06 am.
  2. Steve Hctor, Brian Kwasny, Chato Valdes, Michele Lauffer, Rick Ceriale, Debra Garcia, Jim DiMauro and General Manager Stephanie Dayton were in attendance.
  3. **SUMMARY OF EXECUTIVE SESSION**  
Steve Hctor gave a summary of what was discussed in Executive Session.
  4. **MEETING MINUTES APPROVAL**  
Brian Kwasny motioned for approval of the December 19, 2020 and December 23, 2020 Virtual Open Session Minute's; Debra Garcia seconded. The minutes were approved by a vote of 7/0.
  5. **FINANCIAL REPORTS**  
Michele Lauffer acknowledged receipt of the December 2020 Un-Audited Financials; Jim DiMauro seconded.
  6. **NEW BUSINESS**
    - a. **RE-ORGANIZATION OF OFFICERS**  
Steve Hctor has taken his seat as the President in place of Mary Jo Del Campo whom resigned as of December 31, 2020 after her escrow closed. The Board of Directors has decided not to have a Vice President at this time and to appoint Rick Ceriale to the Oak Shores 2 Committee.
    - b. **BOARD APPROVAL TO OPEN AN OPERATING AND A RESERVE CHECKING ACCOUNT AT BANK OF AMERICA**  
Michele Lauffer motioned that the Association open an Operating and Reserve checking accounts at Bank of America; Rick Ceriale seconded. The motion passed by a vote of 7/0.
    - c. **ANNUAL MANAGEMENT FUNDS TRANSFER APPROVAL**  
*Civil Code* Section 5380 was amended in 2018, requiring that the Management office is not allowed to transfer without Board written approval, over \$10,000 or 5% of the Association's combined accounts without prior Board approval. Michele Lauffer motioned to approve the Management office to make the

**scheduled** transfers that are reflected in the 2021 approved budget, i.e., the quarterly reserve transfers, and inner bank transfers, with any un-budgeted transfers still requiring Board approval, Rick Ceriale seconded. The motion passed by a vote of 7/0.

**d. 2021 RESERVE EXPENSE REQUEST FOR PROPOSAL APPROVAL**

The Board approved Management researching and prioritizing items which are due to be replaced in 2021, including: (1.) Playground Equipment Replacement - \$22,500 reserve budget (2.) Kitchen stove replacement – \$9,900 (3.) Office Computer replacement – \$7,100 (4.) Clubhouse balcony outdoor curtain replacement - \$4,950 (5.) Copy Machine Replacement - \$7,450 (6.) General Clubhouse – electrical repairs - \$28,000 (7.) Air Compressor System - \$4,000 (8.) Loading docks replacement - \$80,000 (9.) Maintenance Boat replacement – \$13,500 (10.) Pool deck caulking - \$2,200 (11.) Pool furniture replacement (approved in 2020 but not complete due to COVID) - \$17,400. (12.) Pool and wading pool heater replacement - \$8,200 (13.) Road/Slope Repairs \$136,000 (14.) Flat roof Maintenance (fire department side) - \$22,000 (15.) 2001 Ford F150 replacement - \$39,000.

7. The meeting adjourned at 10:58 am.