

**CASITAS CAPISTRANO ASSOCIATION NUMBER TWO, INC.**  
**General Session Meeting Minutes**  
**January 23, 2024**

1 Upon due notice, given and received, the Board of Directors of the Casitas  
2 Capistrano Association Number Two, Inc., held their regularly scheduled Board  
3 of Directors Meeting on January 23, 2024, at the Association Ramada. Board  
4 President Paul Fulbright called the Meeting to order at 6:30 p.m. with a quorum of  
5 Directors present.

6

7 **Directors Present**

8 Paul Fulbright, President

9 Jeff Jones, Secretary

10 Aaron Reece, Member at Large

11 Chris Cerretani, Member at Large

12

13 **Director's Absent**

14 Ricardo Quiroz, Member at Large

15

16 **Others in Attendance**

17 Three (3) Homeowners

18 Patty Olson, CMCA, AMS, PCAM – Seabreeze Management

19

20 **Secretary's Report**

21 The Board of Directors reviewed the Minutes from the November 28, 2023,  
22 Board of Directors Meeting. Following discussion and review, a motion was  
23 made by Paul Fulbright and seconded by Jeff Jones to approve the minutes  
24 from November 28, 2023, as presented. The motion carried unanimously.

25

26 **Financials**

27 The Board of Directors reviewed the financial statements for the period ending  
28 October 2023. Following discussion and review of the financials, a motion was  
29 made by Paul Fulbright and seconded by Jeff Jones to accept the financials as  
30 presented for the period ending October 2023, subject to the annual audit. The  
31 motion carried unanimously.

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Minutes

Financials

35 **Homeowner Forum**

36 There were three (3) homeowners present. Some of the topics discussed are  
37 outlined below:

38

- 39 • Homeowner stated that she had a roof leak and there was mold in  
40 the bedroom.
- 41 • Homeowner stated that their neighbor leaves trash on the balcony  
42 and leaves the garage door open all the time.
- 43 • Homeowner stated that people were jumping the fence between the  
44 association and the freeway behind his unit.
- 45 • Homeowner stated that there is a tree by his unit that is leaning  
46 and should probably be removed.
- 47 • Homeowner stated that the doggie bags are not being replaced and  
48 the trash is not being picked up.

49

50 **Beach Cities Roofing**

51 The Board of Directors reviewed the proposal from Beach Cities Roofing to  
52 repair the tile roof at 30624 Calle Chueca. Following review and discussion, a  
53 motion was made by Paul Fulbright and seconded by Jeff Jones to approve the  
54 proposal to repair the tile roof at a cost of \$8,986.00. The motion carried  
55 unanimously.

56

57 **Executive Session Meeting Matters**

Executive Session

58 In accordance with California Civil Code Section 4935(e), the Board of  
59 Directors notes that the following topics were discussed during an Executive  
60 Session held on January 23, 2024:

- 61 1. Review of Executive Session Meeting Minutes
- 62 2. Aged Summary-Delinquent Accounts
- 63 3. Collection account status from Feldsott & Lee
- 64 4. Security System Reports
- 65 5. Third Party Contracts

66

67 **Board Business**

Board Business

68 **Landscape**

69 The Board of Directors reviewed proposal #9900 from Nature Care to install  
70 straw wattle behind 30724 - 30726 Calle Resplendor. Following discussion, a  
71 motion was made by Paul Fulbright and seconded by Aaron Reece to table the  
72 proposal. The motion carried unanimously.

73

74 The Board of Directors reviewed proposal #9901 from Nature Care to install  
75 new plant material (Lantana) by 30738 Calle Resplendor. Following  
76 discussion, a motion was made by Aaron Reece and seconded by Jeff Jones to  
77 approve the proposal at a cost of \$100.00. The motion carried unanimously.

78

79 The Board of Directors reviewed proposal #9902 from Nature Care to remove  
80 a tree by 30672 Calle Chueca. Following discussion, a motion was made by  
81 Paul Fulbright and seconded by Aaron Reece to table the proposal. The  
82 motion carried unanimously.

83

84 The Board of Directors reviewed proposal #9904 from Nature Care to install  
85 new plant material behind 30692 Calle Chueca. Following discussion, a  
86 motion was made by Aaron Reece and seconded by Paul Fulbright to deny the  
87 proposal. The motion carried unanimously.

88

89 The Board of Directors reviewed proposal #9936 from Nature Care to replace  
90 the batteries in the controllers throughout the community as noted on the site  
91 map. Following discussion, a motion was made by Paul Fulbright and  
92 seconded by Jeff Jones to approve the proposal at a cost of \$315.84. The  
93 motion carried unanimously.

94

95 The Board of Directors reviewed proposal #9937 from Nature Care to replace  
96 the broken sprinklers throughout the community as noted on the site map.  
97 Following discussion, a motion was made by Paul Fulbright and seconded by  
98 Aaron Reece to approve the proposal at a cost of \$1,044.59. The motion carried  
99 unanimously.

100

101 The Board of Directors reviewed proposal #9966 from Nature Care to replace  
102 the broken battery controller near 30651 Calle Chueca. Following discussion, a  
103 motion was made by Paul Fulbright and seconded by Aaron Reece to deny the  
104 proposal. The motion carried unanimously.

105

106 **DLE**

107 A motion was made by Paul Fulbright and seconded by Jeff Jones to ratify the  
108 approval outside of the meeting to repair/replace the lighting in the pool  
109 pump roof at a cost of \$725.00. The motion carried unanimously.

110

111 A motion was made by Paul Fulbright and seconded by Jeff Jones to ratify the  
112 approval outside of the meeting to troubleshoot the source of the outage at  
113 30656 Calle Chueca and 30737, 30741 Calle Resplendor at a cost of \$500.00.  
114 The motion carried unanimously.

115  
116 A motion was made by Paul Fulbright and seconded by Aaron Reece to ratify  
117 the approval outside of the meeting to replace the wall sconce at 30656 Calle  
118 Chueca at a cost of \$475.00. The motion carried unanimously.

119  
120 The Board of Directors reviewed the proposal from DLE to add a light switch  
121 in the pump room. Following review and discussion, a motion was made by  
122 Paul Fulbright and seconded by Jeff Jones to approve the proposal at a cost of  
123 \$530.00. The motion carried unanimously.

124

125 **Antis Roofing**

126 The Board of Directors reviewed the proposal from Antis Roofing to repair the  
127 leak at 30741 Calle Resplendor. A motion was made by Paul Fulbright and  
128 seconded by Aaron Reece to approve option 2 to install metal coping at a cost  
129 of \$1,540.00. The motion carried unanimously.

130

131 **Adjournment**

132 There being no further business to come before the Board of Directors, it was  
133 the general consent of the Board of Directors to adjourn the meeting at 8:30  
134 P.M.

Adjournment

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136

137 **SECRETARY'S CERTIFICATE**

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139 I, \_\_\_\_\_, hereby certify that the foregoing is a true and  
140 correct copy of the approved General Session Minutes of the Board of Directors  
141 held on the above date.

142

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144

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

