



BOARD OF DIRECTORS REGULAR MEETING MINUTES  
Thursday, April 25th, 2024

Meeting held at 7:00 PM in the Andalusia Clubhouse

**PRESENT**

Ron Shore	President	Rick Henry	Director
Kenny Feng	Vice - President	Rob Roggenbusch	Association Manager (CMS)
John Burnett	Treasurer	1 homeowner	

*Absent: Matt Cano - Secretary*

**GENERAL SESSION**

I. Call to Order – 7:00 PM

II. Homeowner Forum

One homeowner asked if the Board could talk to the landscapers about cutting back the foliage that is growing over the walkway along Building 8. Rob will send them an email asking them to address the area, and one other brought up by a Board Member.

III. Approval of Previous Minutes

March 28th, 2024 – Kenny motioned to approve the March 28<sup>th</sup>, 2024 Meeting Minutes, with the condition that in Section III the word “improve” is changed to “approve.” John seconded and the motion passed unanimously.

IV. Treasurers Report

1. Financial Reports ending March 31st, 2024 - the Board has reviewed all nine of the documents and ratified the financials in accordance with California Civil Code 5500.
2. CD Review – no action needed at this time.
3. Delinquency and Prepaid Report – presented.

V. Agenda Topics

1. Architectural applications – 941 Avila Terraza (window installation) – homeowners did not attend the meeting, so this application will be revisited at the May meeting.
2. Leasing Status update – no changes at this time.
3. Unit issues – discussed.
4. Light socket replacement – ongoing.
5. Reserve Project (Mailbox replacement) – the Board discussed the cost of mailbox replacements from two sources. The Board will talk to a vendor or two about the potential installation costs.
6. Reserve Project (Clubhouse A/C condenser replacement) – the Board had Air Care Heating & Cooling service the unit and evaluated its condition. Due to the low usage it is in excellent condition and does not need replacement for years.
7. Pool opening – the pool will open on May 1<sup>st</sup>, and the heat will be turned on a few days earlier to allow it to heat up in time.

8. CMS software change – Rob discussed the transition to CINC software, which will provide more modern functionality in all respects. There will be an App for Homeowners, one for Board Members, and one for Managers that will allow the ability to do many things easier.

9. **NEXT MEETING – Thursday, May 23rd, 2024 at 7:00 PM**

VI. **Manager's Report**

1. Work order log – presented.
2. Utility Log – presented.
3. 2024 Calendar – presented.

VII. **Committee Reports**

1. Landscaping
2. Pool and Recreation Room
3. Fountain
4. Lighting
5. Parking Compliance

VIII. **Adjournment – 8:18 PM**

**These Meeting Minutes were approved by the Board of Directors  
in the May 23<sup>rd</sup>, 2024 Board Meeting.**