



BOARD OF DIRECTORS MEETING MINUTES  
Thursday, December 4<sup>th</sup>, 2025

Meeting held immediately after the Annual Meeting which began  
at 7:00 PM in the Andalusia Clubhouse

**PRESENT**

Ron Shore	President	Michele (Lin) Chung	Director
Kenny Feng	Vice – President	Rob Roggenbusch	Association Manager (CMS)
Rick Henry	CFO/Treasurer	6 homeowners	
Matt Cano	Secretary		

**GENERAL SESSION**

- I. Call to Order – 7:14 PM
- IV. Homeowner Forum  
One homeowner brought up an issue with her roof that she has reported. Rob will follow up with her.
- V. Approval of Previous Minutes
  1. Annual Minutes (December 5<sup>th</sup>, 2024) – Matt motioned to approve the 2024 Annual Meeting Minutes as presented. Kenny seconded and the motion passed unanimously.
  2. October 23<sup>rd</sup>, 2025 - Matt motioned to approve the October 23<sup>rd</sup>, 2025 Meeting Minutes as presented. Kenny seconded and the motion passed unanimously.
- VI. Treasurers Report
  1. Financial Reports ending October 31<sup>st</sup>, 2025 - 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 Aging Report - Ron asked Rob to remind homeowners that they need to update their autopay amounts as some short payments are showing up on the delinquency list.
  4. 2026 Reserve Study – Ron motioned to approve the proposal from Barrerra & Co. for a new Level 2 Reserve Study (with site visit) for \$2670. Kenny seconded and the motion passed unanimously.
- VII. Agenda Topics
  1. Architectural applications – none at this time.
  2. Leasing Status update – list updated 8/28/25
    - a. A homeowner from 39327 Marbella Terraza requested to have their unit added to the Leasing Wait List. Ron motioned to approve the request, Kenny seconded and the motion passed unanimously.

- b. The homeowners from 1033 Avila Terraza are currently in the first position on the Leasing Wait List and their decision was due on December 11th, 2025. The homeowners requested an extension on their decision date until the end of July 2026. The Board will discuss it in Executive Session and inform the homeowners.
3. Unit issues – reviewed.
4. Fire Alarm & Sprinklers – some repairs still remain from the recent 1 Year Fire Sprinkler inspection inside of the units. The Board discussed charging homeowners for any repairs due to them painting over their sprinkler covers.
5. AB 1572 – Non-potable water for turf and other new laws for 2026 were discussed.
6. NEXT MEETING –Thursday January 22<sup>nd</sup>, 2026 at 7:00 PM

VIII Manager's Report

1. Work order log – presented.
2. Utility Log – presented.
3. 2026 Calendar – presented.

IX. Adjournment – 8:06 PM

**These Meeting Minutes were approved by the Board of Directors  
in the January 22<sup>nd</sup>, 2026 Board Meeting.**