



BOARD OF DIRECTORS ANNUAL MEETING MINUTES  
Thursday, January 22<sup>nd</sup>, 2026

Meeting held 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	5 homeowners	
Matt Cano	Secretary		

**GENERAL SESSION**

- I. Call to Order -7:00 PM
- II. Homeowner Forum  
Homeowner at 39325 Marbella asked to be added to the Leasing Wait List.  
Homeowner at 39280 Marbella asked to be added to the Leasing Wait List.
- III. Approval of Previous Minutes
  1. December 5<sup>th</sup>, 2025 Regular Minutes – Matt motioned to approve the December 5<sup>th</sup>, 2025 Regular Meeting Minutes as presented. Kenny seconded and the motion passed unanimously.
  2. December 5<sup>th</sup>, 2025 Executive Minutes – Rick motioned to approve the December 5<sup>th</sup>, 2025 Executive Meeting Minutes as presented. Ron seconded and the motion passed unanimously.
- IV. Treasurers Report
  1. Financial Reports ending December 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 – the Association has a Certificate of Deposit (CD) worth \$170,000 maturing on February 19<sup>th</sup>, 2026. Rick motioned at the time of maturity to take those funds and purchase a new 2-year CD worth \$170,000. Kenny seconded and the motion passed unanimously.
  3. Delinquency and Aging Report – presented.
  4. Fiscal 2024-2025 Annual Review- Ron motioned to approve the Fiscal 2024-2025 Annual Review Draft prepared by Independent CPA Allend & Cook, Inc.. Matt seconded and the motion passed unanimously.
  5. 2026 Reserve Study – working on sending the vendor the 50% down payment and scheduling the walk through of the property.
- V. Agenda Topics
  1. Architectural applications – none at this time.
  2. Leasing Status update (list updated 12/09/25) – Ron motioned to approve a 3-week timeframe for a homeowners Decision to Lease when offered, and a 6-month hard

timeframe to present a signed lease to the Board (with no extensions). Matt seconded and the motion passed unanimously.

3. Unit issues – discussed.
4. Fire Alarm & Sprinklers – Pull down fire alarm issue (Bldg. 13) discussed. One alarm is not working and causing a Trouble signal. Bay Alarm cannot solve the problem and asked the Association to bring in an electrician.
5. Building 5 hot water issues – discussed issues with hot water in the building, usually due to homeowners using their own plumbers and the hot water system not being shut down and turned back on properly.
6. **NEXT MEETING –Thursday February 26<sup>th</sup> 2026 at 7:00 PM**

**VI. Manager's Report**

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

**VII. Adjournment – 8:19 PM**

**These Meeting Minutes were approved by the Board of Directors  
in the February 26<sup>th</sup>, 2026 Board Meeting.**