

# Meeting Minutes CSA3

## December 19, 2019

### Call to order

A meeting of CSA3 Board was held at Trink Praxel's home, 158 Provencetown Rd on December 19, 2019, at 5:00 PM. The meeting was called to order by Trink Praxel.

### Attendee

Tom Jorde, Margit Aramburu, Mark Birns, Tom Jorde, Chris Modjeski, Trink Praxel, Harold Mancusi-Ungaro, and Denis Poole.

### Members not in attendance

All members were present.

### Approval of minutes

The minutes of the November 14 meeting were reviewed and approved as submitted. Harold will take minutes of this meeting.

### Reports

#### CSA3 County Representatives' Report

Cydney Nguyen-Cruz at DPW has been forwarding us the bills for First Alarm and Paradise Landscape. They are relatively simple iterations of work performed by time and date without specifics; they are within the standard budget. Trink and Harold exchange the bills to confirm and have approved them.

Since the last meeting we have been informed that the budget for First Security was due mid-December before the Boards planned meeting. We have prepared a draft of the RFP and submitted it only as a draft pending approval of the Board today. Details will be discussed later in the meeting.

The Board discussed how to better communicate similar demands with short deadlines in the future.

#### Update on Williams PO to remove dead trees

Pursuant to our discussion in October, Harold obtained a lower bid for tree removal from Williams Tree Service, Inc. Mr. Williams felt that only two of the trees noted in the original Paradise proposal needed to be removed immediately. His bid was \$2,700 vs the original bid from Paradise of \$3,285. Given the lower bid and savings, the proposal was forwarded to the County for approval and implementation. The Board confirmed this action by acclamation.

Harold has asked Williams to notify him of the dates of service so we can notify the neighbors of the potential disruption.

## **CAS3 Website**

Chris reported that the website is up and on line: csa3seascape.org (also, csa3seascape.com). It contains a link to subscribe to the site, which in doing so, gains permission to capture the email of the subscriber for future mailings.

Trink will send out an email to those she already has to notify them of the site. Harold will post in on Nextdoor.com. Margit has a list of the managers of all the local HOA's; she will let them know to mail that information out to their homeowners.

There will be an opportunity to forward and post photographs of the neighborhood and neighbors. We will make an effort to document the improvements as they occur, starting with the tree removals.

## **Neighborhood meeting(s)**

County Supervisor Zack Friend and County Public Works Director Matt Machado will meet January 6 as planned and advertised. We expect a general update of works in progress and an opportunity for questions. The Board reviewed some of the correspondence we have received and discussed areas where we would expect questions and discussion: street maintenance, drainage, traffic, street sweeping, the railroad, etc. We would also like to know more about the role of the County with regard to the Uplands, the arroyos, and maintenance with regard to fire safety.

Tom and Trink will try to review potential questions with Supervisor Friend

## **Review of First Security Scope of Work**

As noted, we had short notice to review and plan an RFP for patrol and trash pickup of the beach area. Harold, Trink and Tom reviewed the original contracts and then met with Micah Cozby, Aptos Branch Manager for First Security and his assigned patrol manager. We reviewed summer versus winter schedules, took into account holidays, as well as potential special circumstances. We focused on hours per month rather than per day or week. Basically, the beach is busier in the summer and on winter holidays with people, fires, as well as trash. Their function is to keep the area safe, clean, and closed after 10:00 PM. As needed, they will come around between 12:00 and 3:00 AM to be sure it remains secured.

The Board reviewed the areas of the beach that the patrol covers. These are areas assigned to CSA3 and are not maintained or covered by the County. Trash removal remains an expensive issue since the company has to cart multiple loads to the dumps. It was suggested that we inquire if the County has local dumpsters that would alleviate the time involved.

The RFP as proposed limits the annual budget to \$24,000 with allowances for 2% annual inflation, which has been the pattern in past years.

The Board voted and approved the RFP unanimously. Harold will forward it to the County on December 20, tomorrow.

## **Landscape design proposal**

The RFP for landscaping and median remediation and renovation was accepted by the County and submitted to three companies as required: The Landscape Company, K&D Landscaping, and Coastal Landscaping. Both K&D and The Landscape Company did not want to bid. Coastal Landscaping did bid, but after forwarding us a detailed proposal, has had to hold off pending the need to recalculate because of increasing cost of insurance. We are awaiting a reply.

The Board discussed maintenance versus renovation as an alternative since because of the new RFP request, we have asked the County to give 30-days' notice to Paradise to cancel the existing contract. The cancellation goes into effect January 11, 2020.

*(Note: Margit left the meeting at this point, leaving the six remaining members.)*

## **County benefit assessment annual letter**

The County has called for a decision regarding the annual assessment for CSA3. The Board has decided that we will continue with the current assessment and budget for fiscal year 2020-2021 and revisit the issue this time 2020. The remaining members voted and approved that there be no changes.

## **2020-2021 Annual Budget**

Trink presented a spreadsheet of the annual budget based on current expected income from the annual assessment, current expenditures, planned contracts with First Security, proposed expenditures for median landscaping and renovation, as well as expected County surcharges. Trink noted that some corrections are needed. The members present tentatively approved the budget pending recalculations. When the corrections are made, Trink will circulate it for review and final approval will be by email.

## **Unfinished business**

### **Contacts with local HOA's**

Margit will continue to refine her list of HOA managers.

### **CSA3's liability**

The Board noted the question of liability. The Santa Cruz County web site states that CSA's may obtain insurance or may fall under the County's self-insurance program. <https://www.dpw.co.santa-cruz.ca.us/Home/CSAs/CSAManagement/Insurance.aspx>

Discussion with the County remains pending.

## **Announcements**

We will circulate dates for our next Board meeting whenever we have more information about the proposal for landscape renovation.

Harold R. Mancusi-Ungaro, Jr.

Respectfully submitted

February 29, 2020

Date of approval