

## DRAFT MINUTES #3

### CSA 3 Board Meeting

Thursday, February 4, 2021

- I. The meeting was held via Google meetings
  - A. The meeting was called to order by Margit at 4:00 PM
  - B. Attendance
    - 1. Present: Margit Aramburu, Mark Birns, Tom Jorde, Harold Mancusi-Ungaro, Chris Modjeski, Denis Poole, Trink Praxel
    - 2. Invited Guest: Jeff Powers, Coastal Landscape
- II. Minutes: Harold Mancusi-Ungaro – **Motion made; January 7 minutes approved**
- III. Financial update: Trink Praxel
  - A. See attached
  - B. Coastal Landscape subcontracted with Urban Lumberjack to remove cut brush with a chipper
    - 1. Lower cost
    - 2. Payment is pending review by County
- IV. Median maintenance: Jeff Powers
  - A. Spraying of weeds will start as soon as the plants grow with the current rains
  - B. Working to make appearance presentable
- V. Renovation plan
  - A. Discussion of cypresses on Seascape Blvd
    - 1. Two neighbors have objected to removal of cypresses
    - 2. Current trees are only about 15 yrs old
    - 3. 40-yr trees will be several feet in diameter with a 20 ft circumference
    - 4. Current trees appear to have been planted haphazardly and not part of original plan
    - 5. We have a report from DPW Director Matt Machado recommending removal because of road damage now and in the future from growing roots
    - 6. Trink will set up meeting with concerned property owners
    - 7. There are 3 redwoods 15 ft tall on Clubhouse that also need to come out
  - 8. There are also plums that need to come out
  - 9. There is dead olive on Provincetown
  - 10. Delay removal of cypresses and substitute other trees for removal in current contract
  - 11. Ask Williams to adjust the bid to include these other trees

12. Continue the discussion and convey to the neighbors our position with regard to removing the cypresses
  13. Jeff Powers left the meeting
  - B. Most responses to our email address and on nextdoor.com are praising the plan
- VI. Financial Work Plan
- A. Financial Work Plan is due to the County this week
  - B. Reviewed expenses and current budget to extrapolate remainder of fiscal year
  - C. 2021-22 is based on planned budget including assessment increase
  - D. **Motion to approve- Harold will send it in**
- VII. Outreach strategy for median plan and assessment ballot
- A. Bids for postcards done to announce information for assessment
  - B. PO submitted for lowest bidder; waiting for the County
  - C. The approved plan is on the web site
  - D. Our recommendations to change the ballot language was approved
    1. We need to get revised wording
    2. Harold will contact Sonia Lynkins at the County
  - E. Discussed having a public meeting
    1. Chris has set up the software for a call in
    2. We will have one meeting
    3. Chris will handle the technical aspects
    4. Trink will be the MC and can refer issues to other Board members as necessary
    5. There will be opportunity for questions from the audience at the end – caller enters a code on the phone
    6. People may submit questions in writing via our e-mail address ahead of time as well
  - F. Card wording reviewed and finalized
  - G. Meeting will be on Wednesday, March 3, at 6:00 PM
  - H. Meeting can be recorded, and a link posted on our web site

## I. Final card wording

To All Seascape CSA3 Parcel Owners:

As property owners in the Seascape County Service Area (CSA) 3, you pay an annual assessment as part of your property taxes to maintain the 15 medians and a portion of the Seascape area beach.

Your CSA3 Board has just completed a "Seascape CSA3 Median Renovation Plan and Budget 2021-2025". The Plan includes goals, designs, costs, and an implementation schedule. You can read or download the full Renovation Plan at our CSA3 website at [seascapecsa3.org](http://seascapecsa3.org).

To fund this Plan, the CSA3 Board is proposing an increase of the annual assessment from \$50 to \$150 for residences, and from \$400 to \$1200/year for businesses. The increase requires a vote of parcel owners in the CSA. You will receive a ballot for this election near the end of February.

We encourage all CSA3 parcel owners to familiarize themselves with the Renovation plan before they return the fee increase ballot. If you would like a printed copy of the plan, please email us at [seascapecsa3@gmail.com](mailto:seascapecsa3@gmail.com).

A phone-in CSA3 Community Meeting will be held to discuss this proposal on Wednesday, March 3, 2021 at 5 p.m. The phone-in number is: (425) 436-6365; the access code is: 4333489. We welcome all comments and questions submitted to our website or email address.

The CSA3 Board Members

## VIII. Bank: Chris Modjeski

- A. We would need EIN
- B. We would need association documentation
  - 1. Board members
  - 2. Established when
  - 3. County web site
  - 4. Minutes
  - 5. We only have County motions
- C. Minimum deposit would be required
- D. Not for profit documentation – would require incorporation
- E. We can still have funds paid directly to vendors to pay for items such as plants
- F. **Motion made and passed to table further action and discussion unless or until we find a need for a bank account**

## IX. Outreach strategy

- A. Emails to HOAs – Denis and Margit
- B. Emails to neighbors
- C. Seascapecsa3.gmail email list
- D. Nextdoor.com
- X. Next meetings
  - A. Telephone public meeting: Wednesday, March 3, 6:00 PM
  - B. Board Meeting to review Wednesday's meeting: Thursday, March 4, 4:00 PM
    - 1. Harold will set up Google Meeting
    - 2. Short meeting to review public meeting and plan
- XI. Meeting adjourned

### CSA 3 Detailed Financials

FY 2020-21

as of February 1, 2020

% of Year Expended:

58%

	2019-20 TOTALS	2020-21 COUNTY BUDGET	2020-21 BOARD BUDGET	July	August	Sept	Oct	Nov	Dec	Jan	YTD TOTALS	% of Budget Spent
Beginning Balance	2,206	6,939	6,939								6,939	
<b>Revenue</b>												
Assessment	79,596		79,600								79,600	
Interest	30		71								75	
Other Revenue												
<b>Total Revenue</b>	<b>79,626</b>	<b>79,671</b>	<b>79,671</b>								<b>79,671</b>	
<b>Expenditures</b>												
Paradise Landscape	9,995										-	
Coastal Landscaping	7,000	31,000	31,000	1,750	1,750	2,540	2,540	1,750	1,750	6,310	18,390	59%
Allied Universal	24,045	24,000	24,000	1,249	1,229	1,142	1,175	855	748	800	5,650	24%
Soquel Creek Water	8,265	10,000	8,650	685	685	685	685	685	685	724	3,425	40%
Backflow Testing	586	1,000	1,000			533					533	53%
Williams Tree	2,700	4,700	13,140								-	
Tree Removal Permit	944										-	-
<b>Direct Expenses</b>	<b>53,535</b>	<b>70,700</b>	<b>77,790</b>	<b>3,684</b>	<b>3,664</b>	<b>4,900</b>	<b>4,400</b>	<b>3,290</b>	<b>3,183</b>	<b>7,834</b>	19,938	26%
Staffing & Overhead	18,658		11,000								-	
Misc Services	2,700		3,000								-	
<b>Indirect Expenses</b>	<b>21,358</b>	<b>12,548</b>	<b>14,000</b>									
<b>Total Expenses</b>	<b>74,893</b>	<b>83,248</b>	<b>91,790</b>								<b>19,938</b>	
<b>Net</b>	<b>4,733</b>	<b>(3,577)</b>	<b>(12,119)</b>								<b>59,733</b>	
Ending Balance	6,939	3,362	(5,180)									

overhead %

35%

0%

14%

projected

including Misc Services

40%

Est'd by County

\*Jan CLI - includes \$4560 for brush removal