

**QUAIL RIDGE CONDOMINIUMS HOA
Community Manager's Report**

**Tuesday, May 19, 2020
Board of Directors
Curtis Management 5050 Avenida Encinas, Ste. 160 Carlsbad- TELEPHONIC Meeting
Executive Session**

***Requires Board Action**

- CALL TO ORDER:** * Call to order at **5:30 P.M.**
- MINUTES:** * Board to approve or amend the **"Draft"** Executive minutes dated April 21, 2020.
- DELINQUENCY:** * Most recent delinquency analysis report and correlating correspondence for Board review and consideration.
- MEMBER DISCIPLINE:** * Board to review the violation report and related correspondence.
- ADJOURNMENT:** * Meeting Adjourned at _____.

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Community Manager's Report**

**Board of Directors Meeting
Tuesday, May 19, 2020**

Location: Curtis Management 5050 Avenida Encinas, Ste. 160, Carlsbad

***Requires Board Action**

**TO JOIN THE GENERAL SESSION MEETING TELPHONICALLY
DIAL 760-579-7178 Conference Code 321498#**

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|------------------------------------|---|---|
| CALL TO ORDER: | * | Call to order at 6:00pm. |
| BOARD ORGANIZATION: | * | Board to vote on 2020 Board Positions. |
| HOMEOWNER OPEN FORUM: | * | Open discussion for comments, suggestions, or questions from any Homeowners that may be in attendance. A three (3) minute discussion period should be allocated for each Homeowner. |
| MEETING MINUTES: | * | Board to review / approve April 21, 2020 General Session Meeting Minutes |
| EXECUTIVE DISCLOSURE: | - | Board to generally state topics of previous Executive Session. |
| FINANCIAL REPORTS: | * | Attached for the Board's review and acceptance, subject to independent year-end audit is the Financial Statements for the period ending April 30, 2020. |
| | * | Board to review / approve April 2020 Bank Statements and Reconciliations. |
| | * | Board to approve Board Resolution per Civil Code section 5380(b)(6). |
| DELINQUENT ACCOUNTS: | * | Board to review delinquency report and take any necessary action. |
| MANAGEMENT REPORTS | * | Landscape report, Action Item List, Work Order report. |
| | * | Next Landscape walkthrough TBD. |
| HOMEOWNER CORRESPONDENCE: | - | Board to review correspondence since last meeting and any requests submitted by Homeowners for the Board to review. |
| ARCHITECTURAL APPLICATIONS: | - | Board to review Architectural Log. |
| OLD BUSINESS: | * | Parking Space Relocation – Board to Discuss. |
| | * | <u>Tax Returns and Year End Review</u> – Board to ratify approval. |
| NEW BUSINESS: | * | Annual Meeting Date – Board to approved meeting date. |
| | * | <u>Inspector of Election</u> – Board to approve proposals for Inspector of Election. |
| | * | 721-190 Buena Tierra Way – Board to approve Balcony Repair bid. |

- * 737-307 Vista Grande – Board to approve Skylight Replacement Proposal.
- * 735-355 Buena Tierra Way – Board to approve Skylight Replacement Proposal.
- * 4251 Arroyo Vista Way – Board to approve Roof Repair Proposal.
- * Emergency Items

ADMINISTRATIVE TOOLS:

- * Annual Calendar, Budget and Owner List for Review.

NEXT MEETING:

- The next Board of Directors meeting will be held on June 16, 2020 Telephonically at 6:00 pm.

ADJOURNMENT:

- * Meeting adjourned at _____.