



costa del sol

Costa del Sol Association, Inc.

Executive Committee Meeting Minutes

Date: May 8, 2025

Time: 3:00 PM

Location: Clubhouse Conference Room

Call to Order @ 3:02 PM by Lesley Ulloa

Approval of Minutes - April 15, 2025, (Motion to approve by Lesley Ulloa, 2nd by Susan Glass, passed unanimously)

Discussion and Vote on Board Priorities 2025 (Motion to approve by Lesley Ulloa, 2nd by Georgina Gonzalez, passed unanimously)

Open Forum - No owners present

Overview

This document summarizes the Executive Committee meeting held on May 8, 2025. Topics covered include staff hiring and transition, operations improvements, safety concerns, structural inspections, legal matters, community projects, and scheduling of upcoming priorities.

Attendees

Lesley Ulloa, Raul de Reguero, Georgina Gonzalez, Susan Glass, Derek Carroll, Wanda Ojeda

Key Areas Discussed

Staff Hiring and Office Support

- Admin Assistant and Remote Staff Member starting May 13 and May 12, respectively.
- Budget savings identified: Admin Assistant annual salary of \$39,520 vs. budgeted \$43,000.
- Transparent staffing structure, remote support focused on work orders and vendor coordination.

Process Improvement and Software Integration

- Work order process under review.
- New accounting/management software needs to be reviewed and implemented by July 1st.
- Reserve study and sink management systems to be tied in.

Safety Concerns and Structural Projects

- Frost beams: removal requests under review; engineer consultation required.



costa del sol

- Trellis safety: emergency removals needed; documentation protocol established.
- Two vendors identified: cautious due to past reliability issues.

Water Leaks, Plumbing, and Maintenance Scheduling

- Sewer and grease buildup issues being evaluated. WASD to be contacted for routine maintenance.
- Community notice to be sent regarding disposal practices.
-

Committee Updates and Board Approvals

- Committee roster and appointments to be finalized for board approval.

Pool Reopening and Facility Improvements

- Pool projected to reopen by Memorial Day; Health Department inspection pending.
- Furniture is been repaired; reserve funds are allocated for deck sealing.

30-Year Milestone Inspections

- Bi-weekly inspections underway, 3-4 units per day.
- Structural and electrical walkthroughs are ongoing.
- Final reports to be submitted for city approval.

Project Prioritization

- Time management emphasized prioritizing critical projects.

Hurricane Preparedness

- Plan in development, due before June 1st.
- Tree trimming coordination ongoing.
- Drainage vendor proposals under review.

Scheduling Meetings

- Ex-Com Meeting on May 20th at 6:15 PM.
- Architectural committee applications to be reviewed.

Architectural Modifications and Violations

- Enforcement and backlog acknowledged.
- Violations committee to be established.

Livvie System and Community Access

- Legal and technical issues under review.



costa del sol

- Phones and infrastructure purchase pending.
- Implementation pushed to August 1st.
- Workshops and training to follow.

Governance and Board Coordination

- Emphasis on board unity, professionalism, and communication.

Resident Disputes and Legal Issues

- Disputes involving parking and camera installations were discussed.
- Legal guidance sought to resolve enforcement gaps.

Landscaping, Irrigation, and Maintenance

- Maintenance prioritization underway.
- Resident communication and curb appeal projects to follow.

Action Items

- Train new hires and ensure proper transition.
- Confirm engineer consultation for beam safety.
- Finalize committee roster for board review.
- Complete pool inspection and deck sealing.
- Review and sign off on new accounting system integration.
- Implement camera registration and enforcement protocol.
- Coordinate hurricane readiness plans.
- Proceed with drainage, irrigation, and trellis safety measures.

Meeting Adjourned: 5:06 PM

Next Steps: Wanda Ojeda will continue to oversee the execution of key action items and provide updates in the upcoming board meeting scheduled for May 13, 2025.

Respectfully Submitted,

Wanda Ojeda, LCAM

General Manager, Costa del Sol Association, Inc.

Date: May 9, 2025