

**BELSERA COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
GENERAL SESSION MINUTES**

January 25, 2022

CALL TO ORDER The Board of Directors meeting of the Belsera Community Association was called to order at 6:00 p.m. by Community Manager Robin Bacon, via Zoom.

BOARD MEMBERS PRESENT Ken Schulte, President
Simon Mayeski, Vice President
Carol Corporales, Treasurer
James Gianelli, Director-at-Large

BOARD MEMBERS ABSENT: Melissa James, Secretary

MANAGEMENT REPRESENTATIVES: Robin Bacon, Community Manager, Walters Management
Peri Sword, Recording Secretary, Walters Management

OTHERS PRESENT: Two (2) interested homeowners
Dave Lynn of Lynn Wealth Management

EXECUTIVE SESSION DISCLOSURE: The Board held an Executive Session meeting following the November 23, 2021, General Session meeting to discuss enforcement matters.

RESERVE RECOMMENDATIONS: **Reserve Recommendations**
Dave Lynn of Lynn Wealth Management addressed the Board regarding his Reserve recommendations. He explained the Association is limited by California Civil Code as to where to invest. He told the Board that there is \$786,636.00 in Reserve funds in FDIC insured money markets. He recommended that the Board reduce this amount by continuing to ladder the Association's portfolio by purchasing six (6) CDs with varying maturity dates:

- \$100,000 – 6-month CD (0.25%) from the current money market balance
- \$100,000 - 12-month CD (0.35%) from the current money market balance
- \$100,000 - 8-month CD (0.50%) from the current money market balance
- \$100,000 - 24-month CD (0.75%) from the current money market balance
- \$100,000 - 30-month CD (0.85%) from the current money market balance
- \$ 245,719 - plus interest and the monthly contribution to remain in the money market.

After discussion and a motion duly made, seconded, and unanimously carried, the Board approved Dave Lynn's recommendations to continue to ladder the Association's portfolio by purchasing six (6) \$100,000.00 CDs with varying maturity dates.

Dave Lynn left the meeting at 6:17 p.m.

**HOMEOWNER
FORUM:**

Homeowner Forum

A time was provided for homeowners in attendance to share any questions, comments, or concerns. There were two (2) owners present. The following topic was discussed:

- **Mail and Parcels Delivered to Incorrect Addresses:**

Owner said that the United States Postal Service and other carriers often deliver mail and parcels to incorrect addresses. She asked if the Association could set up a receptacle where owners could place misdelivered mail and parcels rather than send them back as Return to Sender.

Members of the Board acknowledged her frustration but told her that the Association could not install something where owners and residents could place incorrectly delivered mail and packages because the Association cannot take on that responsibility.

There were no further homeowner questions, so at this time the Homeowners' Forum was closed.

**APPROVAL OF
MINUTES:**

November 23, 2021, General Session Minutes

Management provided the Board of Directors with the draft General Session minutes of the November 23, 2021, Board meeting.

*After review and discussion of the information provided, a motion was made, seconded, and unanimously carried to **approve** the November 23, 2021, General Session minutes as submitted.*

**FINANCIAL
REPORTS:**

Financial Reports – October and November 2021

Management presented the Financial Reports for October and November 2021. She reminded the Board that Walters Management recently switched to a new operating system for their financials, and therefore, there was a delay in receiving the reports. As of the time of the meeting, the December 2021 Financial Report was not yet available.

The Board Treasurer Carol Corporales summarized the reports for October and November 2021.

After review and discussion of the information provided, the Board approved the October and November 2021 Financial Reports as submitted.

Resolution 5380 (b)(6)– December 2021

Management presented the December Resolution AB2912 as required by Civil Code 5380 (b) (6): RESOLVED, that pursuant to the requirement of Civil Code 5380 (b) (6), the Board of Directors authorizes Walters Management, as the managing agent, to make the transfers (payments) to and from the Association’s Reserve Accounts.

Upon a motion duly made, seconded, and unanimously carried, the Board approved of the Board Resolution AB2912 as Civil Code 5380 (b) (6) for December 2021.

MANAGEMENT REPORT:

Management Report

Homeowner Requests

11350 Camino Playa Cancun Unit # 3

The owner of 11350 Camino Playa Cancun Unit #3 reported a leak going downstairs to Unit #2 from their shower valve. ARS confirmed that this was a homeowner issue. Homeowner does not agree and requested that the Board review and confirm. The cost for repair is \$4,022.00 and the owner wants the Association to assume the responsibility and the cost for the repair.

*After discussion and upon a motion duly made, seconded, and unanimously carried, the Board of Directors **denied** the owner’s request to have the association reimburse either all or half the \$4,022.00 it cost to repair the leak from the shower valve.*

Ratify Repairs

Management presented the Board with proposals for ratification that had been approved since the meeting held on November 23, 2021:

- 1) Restoration Systems & Consulting, Inc. – Proposal to replace stucco flashing at 11254 Portobelo for a cost of \$1,975.00.
- 2) Restoration Systems & Consulting, Inc. – Proposal for slab leak related drywall repairs at 11306 Portobelo Unit #1 for a cost of \$3,180.00.

- 3) Miramar Fire Equipment - Proposal to recharge, inspect, and certify the ninety-one (91) fire extinguishers throughout the property for their annual maintenance at a cost of \$591.50.
- 4) Pestgon Termite – Proposal to inspect for termite damage at 11326 Camino Playa Cancun #5. The neighboring unit had termites and this unit did not, resulting in No Charge.
- 5) Restoration Systems & Consulting, Inc. – Proposal to perform interior repairs at 11188 Portobelo Dr. in the hall bathroom due to a plumbing repair for a cost of \$530.00.
- 6) Restoration Systems & Consulting, Inc. – Proposal to perform interior repairs at 11254 Portobelo Dr. due to a moisture intrusion impacting the bedroom for a cost of \$1,310.00.
- 7) Restoration Systems & Consulting, Inc. – Proposal to perform interior repairs to the kitchen and dining room at 11306 Camino Playa Cancun Unit # 1 due to a plumbing leak for a cost of \$1,465.00.
- 8) Restoration Systems & Consulting, Inc. – Proposal for the interior repairs to a garage at 11320 Portobelo Dr. Unit #4 due to a plumbing leak for a cost of \$1,310.00.
- 9) Restoration Systems & Consulting, Inc. – Proposal to perform interior repairs in the upstairs bathroom and the garage at 11350 Portobelo Unit # 4 for a cost of \$1,410.00.

*Upon a motion duly made, seconded, and unanimously carried, the Board **ratified** the previously approved proposals from Restoration Systems for repairs to 11254 Portobelo Dr, 11306 Portobelo Dr. Unit #1, 11188 Portobelo Dr., 11254 Portobelo Dr., 11306 Camino Playa Cancun Unit # 1, 11320 Portobelo Unit # 4, and 11350 Portobelo Dr. Unit # 4, the proposal from Pestgon Termite for 11326 Camino Playa Cancun Unit # 5, and the proposal from Miramar Fire Equipment to perform the annual inspection and recharge of ninety-one (91) fire extinguishers throughout the Association.*

Property Repairs

Management presented the following proposals for various property repairs throughout the community.

- 1) Pestgon Termite – Management presented the paperwork for the fumigation project to take place at 11376 Portobelo.

This presentation was for information only and no Board action was required.

- 2) Green Valley Landscape – Management presented proposal #615-2021-04 to remove grass at the edge of the grass to

- prevent water runoff to the street between Units 11332 Portobelo Dr. Unit # 6 and 11340 Portobelo Dr. Unit # 1 for a cost of \$1,275.00.
- 3) Green Valley Landscape – Management presented proposal # 615-2021-05 to remove grass at the end of grass by street to prevent water runoff to the street between units 11346 Portobelo Dr. Unit #4 and 11346 Portobelo Dr. Unit #5 for a cost of \$555.00.
 - 4) Green Valley Landscape – Management presented proposal # 615-2021-06 to remove the grass at the edge of the grass by the street to prevent water runoff between units 11352 Portobelo Dr. Unit # 4 and 11352 Portobelo Dr. Unit #5 for a cost of \$555.00
 - 5) Green Valley Landscape – Management presented proposal #615-2021-07 to remove the grass at the edge of grass by the street to prevent water runoff between units 11360 Portobelo Dr. Unit #1 and 11360 Portobelo Dr. Unit #6 for a cost of \$555.00.
 - 6) Green Valley Landscape - Management presented proposal # 615-2021-08 to remove the grass at the edge of grass by the street to prevent water runoff between units 11360 Portobelo Dr. Unit #4 and 11360 Portobelo Dr. Unit #5 for a cost of \$555.00.
 - 7) Green Valley Landscape – Management presented proposal #615-2021-09 to remove the grass at the edge of grass by the street to prevent water runoff by unit 11368 Portobelo Dr. Unit #6 for a cost of \$790.00.

*After extensive discussion and upon a motion duly made, seconded, and unanimously carried, the Board **tabled** Green Valley Landscape proposals #615-2021-04, # 615-2021-05, # 615-2021-06, #615-2021-07, # 615-2021-08 and #615-2021-09 until the Board next month.*

- 8) Western Tree Service – Management presented proposal # PR20110 to remove nine (9) Bradford Pear trees from the Association due to root decay, trunk defects or decay, weak root development or tree death for a cost of \$3,485.00.

Upon a motion duly made, seconded, and unanimously carried, the Board approved of proposal #PR20110 submitted by Western Tree Service to remove nine (9) Bradford Pear Trees from the Association due to ill health or tree death for a cost of \$3,485.00.

AT&T Fiber Installation

Management presented a proposal from AT&T to integrate their service into the Association. This will allow for faster internet service to the residents, and residents will still have the option to use Spectrum or AT&T. If the Association allows for the integration, AT&T will pay the Association \$25.00 per condominium equaling \$9,100.00, meaning the wires are already there.

Upon a motion duly made, seconded, and unanimously carried, the Board approved of AT&T's proposal to integrate their service into the Association.

ARCHITECTURAL APPLICATIONS:

Architectural Applications:

1) **Ratification: 11214 Portobelo Dr. – Window Replacement**

Owner submitted an architectural application to install new windows. This was approved by the Board via email in December 2021.

*Upon a motion duly made, seconded, and unanimously carried, the Board **ratified** the prior approval of the window replacement application submitted by the owner of 11214 Portobelo Dr.*

2) **11336 Camino Playa Cancun Unit #3 – Installation of Hard Flooring in Second Story Unit**

New owners of 11336 Camino Playa Cancun Unit # 3 submitted an application to install hard flooring in their second story unit. Management sent this application to a structural engineer to confirm that their submission would not meet the Association's hard flooring standards for second story units. The structural engineer confirmed their submission did not meet the standards. Management told the Board that a discussion on this matter needs to be held.

This was informational and no action or discussion took place at this time.

3) **11336 Camino Playa Cancun Unit #6 – Installation of New Garage Door**

Management presented an application submitted in late January 2022 by the owner of 11336 Camino Playa Cancun Unit #6 to install a new garage door.

After discussion and upon a motion duly made, seconded, and unanimously carried, the Board declined the application due to the lack of information. Management will reach out to the owner of 113366 Camino Playa Cancun to request a photo of the garage door the owner intends to install.

YEAR END AUDIT:

Year End Audit

Management advised that the June 30, 2021, year-end audit had been completed by Jose M. Mejares, CPA, MSSM. It was noted with a sufficient deficiency this year due to two (2) months of not meeting, and the Board not reviewing the financials, and the late issuance of the fiscal year-end review to the auditor. The review did not find any deficiencies in internal control that are material weaknesses.

After discussion and upon a motion duly made, seconded, and unanimously carried, the Board approved the June 30, 2021, year-end audit submitted by Jose M. Mejares, CPA, MSSM.

NEXT MEETING:

Next Meeting

The next meeting is scheduled for February 22, 2022, at 6:00 p.m. via Zoom

ADJOURN :

Adjourn Into Executive Session Meeting

Management thanked the homeowners in attendance for attending the General Session. At 7:44 p.m., the General Meeting adjourned to go directly into Executive Session.

ATTEST:

Respectfully submitted,

Peri Sword, Recording Secretary

APPROVE:

Melissa James 03/23/2022

Board Member

Date

Board Member

Date

SIGNATURE CERTIFICATE




REFERENCE NUMBER

557DEB1F-9510-4701-AEAB-457A00CFFC69

TRANSACTION DETAILS	DOCUMENT DETAILS
<p>Reference Number 557DEB1F-9510-4701-AEAB-457A00CFFC69</p> <p>Transaction Type Signature Request</p> <p>Sent At 03/23/2022 09:38 PDT</p> <p>Executed At 03/23/2022 09:46 PDT</p> <p>Identity Method email</p> <p>Distribution Method email</p> <p>Signed Checksum b900626fca58ec098b786c7a8ed3d46d61d6f9929322a03ada3cba1737ccd634</p> <p>Signer Sequencing Disabled</p> <p>Document Passcode Disabled</p>	<p>Document Name 4-01 25 22 Draft General Session Minutes</p> <p>Filename 4-01_25_22_draft_general_session_minutes.pdf</p> <p>Pages 7 pages</p> <p>Content Type application/pdf</p> <p>File Size 94.5 KB</p> <p>Original Checksum 629f46e7fa34594ef0f176b9897df092a4674c5046df33ff7cf418ba8108c5ab</p>

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
<p>Name melissa James</p> <p>Email shortylatte619@gmail.com</p> <p>Components 2</p>	<p>Status signed</p> <p>Multi-factor Digital Fingerprint Checksum faab56e0e2093e346418febde50f0fc4a7fdcffd19f6ef1d824b2e0e794871f2</p> <p>IP Address 207.7.118.21</p> <p>Device Chrome via Windows</p> <p>Typed Signature </p> <p>Signature Reference ID C1297A8B</p>	<p>Viewed At 03/23/2022 09:46 PDT</p> <p>Identity Authenticated At 03/23/2022 09:46 PDT</p> <p>Signed At 03/23/2022 09:46 PDT</p>

AUDITS

TIMESTAMP	AUDIT
03/23/2022 09:38 PDT	Robin Bacon (rbacon@waltersmanagement.com) created document '4-01_25_22_draft_general_session_minutes.pdf' on Chrome via Windows from 207.7.104.130.
03/23/2022 09:38 PDT	melissa James (shortylatte619@gmail.com) was emailed a link to sign.
03/23/2022 09:46 PDT	melissa James (shortylatte619@gmail.com) viewed the document on Chrome via Windows from 207.7.118.21.
03/23/2022 09:46 PDT	melissa James (shortylatte619@gmail.com) authenticated via email on Chrome via Windows from 207.7.118.21.
03/23/2022 09:46 PDT	melissa James (shortylatte619@gmail.com) signed the document on Chrome via Windows from 207.7.118.21.