

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

February 23, 2022

CALL TO ORDER The Board of Directors meeting of the Belsera Community Association was called to order at 6:03 p.m. by Community Manager Robin Bacon, via Zoom.

BOARD MEMBERS PRESENT Ken Schulte, President (called in at 6:08 p.m.)
Simon Mayeski, Vice President
Carol Corporales, Treasurer
Melissa James, Secretary
James Gianelli, Director-at-Large

BOARD MEMBERS ABSENT: None

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

OTHERS PRESENT: Five (5) interested homeowners (Two owners called in at 6:17 p.m.)
One (1) Individual Unit Property Manager

EXECUTIVE SESSION DISCLOSURE: The Board held an Executive Session meeting following the January 25, 2022, General Session meeting to discuss enforcement matters.

HOMEOWNER FORUM: **Homeowner Forum**
A time was provided for homeowners in attendance to share any questions, comments, or concerns. There were three (3) owners and one (1) property manager for an individual unit present. (The other two [2] owners present at the meeting did not call in until 6:17 p.m., after the Homeowner forum had closed.) The following topic was discussed:

- **Neighbor-to-Neighbor Dispute Regarding Water Damage from a Planter on a Patio:**

One (1) owner and his unit's property manager called in regarding an issue with a neighbor, whose planter bed was built in such a way that it prevents water drainage from the patio. Some water on the neighbor's patio penetrated the owner's unit.

Management advised the owner and his property manager that his concern was on the agenda to be discussed later

and invited them to wait for that portion of the meeting.

The other owners present during the Homeowner Forum said they were only there to listen to the meeting and had nothing to discuss with the Board. Management welcomed the owners to the meeting and thanked them for attending.

**APPROVAL OF
MINUTES:**

January 25, 2022, General Session Minutes

Management provided the Board of Directors with the draft General Session minutes of the January 25, 2022, Board meeting.

*After review and discussion of the information provided, a motion was made, seconded, and unanimously carried to **approve** the January 25, 2022, General Session minutes as submitted.*

**FINANCIAL
REPORTS:**

Financial Reports – December 2021 and January 2022

Management presented the Financial Reports for December 2021 and January 2022.

After review and discussion of the information provided, the Board approved the December 2021 and January 2022 Financial Reports as submitted, pending the year-end financial review by the Association CPA as required by Civil Code 5500.

Resolution 5380 (b)(6)– December 2021 and January 2022

Management presented the December 2021 and January 2022 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 and January 2022, pending the year-end financial review by the Association CPA as required by California Civil Code 5500.

**MANAGEMENT
REPORT:**

Management Report

Homeowner Requests

11326 Camino Playa Cancun Unit # 5 Neighbor-to-Neighbor Issue

The owner of 11326 Camino Playa Cancun Unit #5 has an issue

with their neighbor in Unit #4. The neighbor's planter causes moisture intrusion into this unit. The neighbor in Unit #4 who has the planter has failed to respond to the owner of Unit #5. The owner of Unit #5 would like the association to get involved in this matter to get it resolved.

Management advised the owner and the property manager of Unit #5 that she would reach out to the owner of Unit #4 as a courtesy to Unit #5 to help move things along.

No Board action was required.

11360 Camino Playa Cancun Unit #7 – Request for Towing Reimbursement

Management presented a written request from the owner of 11360 Camino Playa Cancun Unit #7. The owner requested a reimbursement of \$349.00 for getting her vehicle out of the impound lot after it was towed for parking over seven (7) days in guest parking. The owner alleged in her letter that she did not move the vehicle because she was recuperating from the side effects of the Covid-19 booster shot. She did not see the Final Notice warning that her vehicle was subject to tow, because she was homebound that day.

*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 the \$349.00 towing fee.*

Ratify Repairs

Management presented the Board with proposals for ratification that had been approved since the meeting held on January 25, 2022:

- 1) Restoration Systems & Consulting, Inc. – Proposal to perform interior repairs at 11320 Camino Playa Cancun Unit #2 due to a plumbing leak in the amount of \$1,475.00.
- 2) Pestgon Termite – Proposal to perform local termite treatment at 11346 Portobelo Dr. Unit #8 in the amount of \$1,290.00.
- 3) Restoration Systems & Consulting, Inc. – Proposal to perform interior repairs at 11340 Camino Playa Cancun Unit #7 due to a plumbing leak in the amount of \$1,480.00.
- 4) Restoration Systems & Consulting Inc. – Proposal to perform interior repairs at 11320 Camino Playa Cancun Unit # 2 due to a plumbing leak in the amount of \$1,475.00.

- 5) Restoration Systems & Consulting, Inc. – Proposal to perform interior and ceiling repairs at 11156 Portobelo Dr. due to a plumbing leak in the amount of \$480.00.
- 6) Restoration Systems & Consulting, Inc. – Proposal to perform interior repairs to the kitchen in 11156 Portobelo Dr. due to a plumbing leak in the amount of \$1,135.00.
- 7) Restoration Systems & Consulting, Inc. – Proposal to perform interior repairs to the living room and kitchen in 11320 Camino Playa Cancun Unit #2 due to a plumbing leak in the amount of \$1,475.00.
- 8) Restoration Systems & Consulting, Inc. – Proposal to perform interior repairs to the garage at 11294 Portobelo Dr. due to a plumbing leak in the amount of \$1,360.00.
- 9) Restoration Systems & Consulting, Inc. – Interior repairs to the dining room in 11306 Camino Playa Cancun Unit # 1 due to a plumbing leak in the amount of \$765.00.
- 10) Restoration Systems & Consulting, Inc. – Proposal to repair the balcony gutter above the patio of 11326 Camino Playa Cancun Unit # 2 in the amount of \$1,050.00.
- 11) Restoration Systems & Consulting, Inc. – Proposal for interior repair of the walk-in closet at 11340 Camino Playa Cancun Unit # 7 due to a plumbing leak in the amount of \$625.00.

*Upon a motion duly made, seconded, and unanimously carried, the Board **ratified** the previously approved proposals from Restoration Systems for repairs to 11320 Camino Playa Cancun Unit #2, 11340 Camino Playa Cancun Unit #7, 11156 Portobelo Dr., 11294 Portobelo Dr., 11306 Camino Playa Cancun Unit #1, 11326 Camino Playa Cancun Unit #2, and 11340 Camino Playa Cancun Unit #7, and the Pestgon Termite proposal for 11346 Portobelo Dr. Unit #8.*

Property Repairs

Ongoing Community Repaving Project

Management presented the proposed map from National Paving regarding the next phase of the paving project through the community. This next phase is scheduled for March 1-3, 2022 and will be email blasted to the membership. Homeowners and residents will have to be out of the paving areas by 7:00 a.m. and will not be able to return until after 5:00 p.m. during the paving.

Management will put the flyers regarding this project on mailboxes, vehicles, and doors to remind the membership that way as well.

No Board action was required.

Heater for Lower Pool

Management advised the Board that the heater for the lower pool needed to be replaced. American Home Butler has located a replacement heater in the amount of \$5,010.00.

One of the owners who called in late advised the Board that the temperature of the lower pool was currently 75 degrees.

*After extensive discussion and upon a motion duly made, seconded, and unanimously carried, the Board **approved** American Home Butler's purchase of a replacement pool heater for the lower pool in the amount of \$5,010.00.*

Deferred Maintenance

Management advised that they begin to be challenged by owners wishing to refinance, as well as new owners trying to purchase a home within the condominium community. The Board needs to provide Management's escrow department with a legal opinion completed by the association's legal counsel and will deliver it to the Board for review and approval once it is received.

No Board action was taken at this time.

INFORMATIONAL ITEMS:

Informational Items

Management presented homeowner correspondence for Board review. No action was required.

NEXT MEETING:

Next Meeting

The next meeting is scheduled for March 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 7:19 p.m., the General Meeting adjourned to go directly into Executive Session.

ATTEST:

Respectfully submitted,

Peri Sword, Recording Secretary

APPROVE:

<u>Melissa James</u>	<u>03/23/2022</u>	_____	_____
Board Member	Date	Board Member	Date

SIGNATURE CERTIFICATE




REFERENCE NUMBER

4D84749D-5EC5-4A94-8115-27FFE99C8FDD

TRANSACTION DETAILS	DOCUMENT DETAILS
<p>Reference Number 4D84749D-5EC5-4A94-8115-27FFE99C8FDD</p> <p>Transaction Type Signature Request</p> <p>Sent At 03/23/2022 09:29 PDT</p> <p>Executed At 03/23/2022 09:34 PDT</p> <p>Identity Method email</p> <p>Distribution Method email</p> <p>Signed Checksum ad057fba6e7b7d8d1fb30e6935d7dcb526288eb6c15f0be702378aee570a6e31</p> <p>Signer Sequencing Disabled</p> <p>Document Passcode Disabled</p>	<p>Document Name 4-02_23_22_Draft_General_Session_Minutes</p> <p>Filename 4-02_23_22_draft_general_session_minutes.pdf</p> <p>Pages 6 pages</p> <p>Content Type application/pdf</p> <p>File Size 83.7 KB</p> <p>Original Checksum a762a6fe7e88d5d2503c050e1ace7669af71c3cab448991a3d6b43729fcd0aae</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 05d970a5d6eee1ed6eb79490f7085b061e30583731f9c2fcb748640e4a3b8ebd</p> <p>IP Address 207.7.118.21</p> <p>Device Chrome via Windows</p> <p>Typed Signature </p> <p>Signature Reference ID 001BB983</p>	<p>Viewed At 03/23/2022 09:34 PDT</p> <p>Identity Authenticated At 03/23/2022 09:34 PDT</p> <p>Signed At 03/23/2022 09:34 PDT</p>

AUDITS

TIMESTAMP	AUDIT
03/23/2022 09:29 PDT	melissa James (shortylatte619@gmail.com) was emailed a link to sign.
03/23/2022 09:29 PDT	Robin Bacon (rbacon@waltersmanagement.com) created document '4-02_23_22_draft_general_session_minutes.pdf' on Chrome via Windows from 207.7.104.130.
03/23/2022 09:34 PDT	melissa James (shortylatte619@gmail.com) viewed the document on Chrome via Windows from 207.7.118.21.
03/23/2022 09:34 PDT	melissa James (shortylatte619@gmail.com) authenticated via email on Chrome via Windows from 207.7.118.21.
03/23/2022 09:34 PDT	melissa James (shortylatte619@gmail.com) signed the document on Chrome via Windows from 207.7.118.21.