

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

March 22, 2022

CALL TO ORDER Community Association Manager Robin Bacon, CCAM, CMCA called 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
Simon Mayeski, Vice President (called in at 6:04 p.m.)
Carol Corporales, Treasurer
Melissa James, Secretary

BOARD MEMBERS ABSENT: James Gianelli, Director-at-Large

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

OTHERS PRESENT: Two (2) interested homeowners. One (1) owner dropped off the call shortly after the meeting was called to order and did not call back in, leaving only one (1) owner in attendance during the meeting.

EXECUTIVE SESSION DISCLOSURE: The Board held an Executive Session meeting following the February 23, 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 was one (1) owner present during the forum. She said she only called in to thank the Board for the paving project. The Board President expressed the Board's gratitude for the owner's kind words.

APPROVAL OF MINUTES: **February 23, 2022, General Session Minutes**
Management provided the Board of Directors with the draft General Session minutes of the February 23, 2022, Board meeting.

*After review and discussion of the information provided, a motion was made, seconded, and unanimously carried to **approve** the February 23, 2022, General Session minutes as submitted.*

**FINANCIAL
REPORTS:**

Financial Reports – February 2022

Management presented the February 2022 financial report for the Board's review.

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

Resolution 5380 (b)(6)– February 2022

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

Reserve Recommendation

Management presented reserve recommendations submitted by David Lynn of Lynn Wealth Management. David Lynn recommended that the Board place \$100,000.00 in a 36-month CD once the \$100,000.00 CD matures on April 29. \$196,643.00 plus interest and the money contribution will remain in the money market.

After discussion and upon a motion duly made, seconded, and unanimously carried, the Board approved putting the \$100,000.00 monies from the CD maturing on April 29, 2022, into a new 6-month CD, rather than a 36-month CD, to take advantage of the anticipated increase in interest rates in the future.

Budget Discussion

Management advised the Board she had attended a legal symposium the prior week. Management explained that there will be California state legislation that requires all condominium associations to have a certified architect inspect all cantilevers, stairs, and decks throughout the association by 2025. She spoke with a vendor who performs such work and got an approximate price of \$1000 per inspection of one (1) deck.

Management also discussed several other items that she is considering as she prepares the July 1, 2022- June 30, 2023, association budget, including insurance premiums, plumbing and utilities.

Management advised the Board that she would like to begin saving for these anticipated expenses.

No Board action was required.

MANAGEMENT REPORT:

Management Report

Homeowner Request

The owners of 11326-5 Camino Playa Cancun have a dispute with a neighbor at 11326-4 Camino Playa Cancun. The owners of Unit 5 allege that the planter from Unit 4 causes moisture intrusion into the unit. The owner of Unit 4 alleges that the developer installed the planter when the association was originally constructed. The owner of 11326-5 Camino Playa Cancun wants the Board to pay for the damages to her unit but does not believe the work was done by the developer.

After discussion and upon a motion duly made, seconded, and unanimously carried, the Board approved having Management write letters to both owners advising them that this is not a problem for the association to solve, and that the owners are responsible for any work to correct the moisture intrusion damage to 11326-5 Camino Playa Cancun.

Sealing Schedule

Management presented the final sealing schedule for paving at the association for the Board to review.

After review and discussion, and a motion duly made, seconded, and unanimously carried, the Board directed Management to revise the sealing schedule notice, editing out excessive verbiage and creating an executive summary with bullet points. Management will then send the schedule out via email blast, post copies of it on the garages, carports, mailbox kiosks and front doors of units affected.

Ratify Repairs

Management presented the following proposals that had been approved between meetings, for ratification:

1. 11086 Portobelo Dr. – Exterior repairs to living room in the amount of \$740.00.

2. 11182 1/2 Portobelo Dr. – Interior repairs due to a plumbing leak in the amount of \$1,390.00.
3. 11184 Portobelo Dr. - Interior repairs due to a plumbing leak in the amount of \$685.00.
4. 11306-7 Camino Playa Cancun – Interior repairs due to a plumbing leak in the amount of \$1,380.00.

Upon a motion duly made, seconded, and unanimously carried, the Board ratified the previously approved proposals for 11086 Portobelo Dr. in the amount of \$740.00, 11182 1/2 Portobelo Dr. in the amount of \$1,390.00. 11184 Portobelo Dr. in the amount of \$685.00, and 11306-7 Camino Playa Cancun in the amount of \$1,380.00.

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 April 26, 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 7:13 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>05/02/2022</u>	_____	_____
Board Member	Date	Board Member	Date

SIGNATURE CERTIFICATE




REFERENCE NUMBER

DFB06417-BAD6-4761-80C9-28840D796C55

TRANSACTION DETAILS	DOCUMENT DETAILS
<p>Reference Number DFB06417-BAD6-4761-80C9-28840D796C55</p> <p>Transaction Type Signature Request</p> <p>Sent At 04/29/2022 14:05 PDT</p> <p>Executed At 05/02/2022 08:38 PDT</p> <p>Identity Method email</p> <p>Distribution Method email</p> <p>Signed Checksum 70e9f283a9499194088fe3bc435fc3c328c633bb37f6c5b1084a6591d3bb95ac</p> <p>Signer Sequencing Disabled</p> <p>Document Passcode Disabled</p>	<p>Document Name 4-03 22 22 Draft General Session Minutes</p> <p>Filename 4-03_22_22_draft_general_session_minutes.pdf</p> <p>Pages 4 pages</p> <p>Content Type application/pdf</p> <p>File Size 62 KB</p> <p>Original Checksum 02c277b6a0c7497bf57dbb24b9e93458755e782432bfce43031b34c4fc7eeaba</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 7d86b3b43be3c39bda8e1b5277e9af271ec8b6df123ca5783af55d1576134284</p> <p>IP Address 207.7.118.21</p> <p>Device Chrome via Windows</p> <p>Typed Signature </p> <p>Signature Reference ID 99693E1C</p>	<p>Viewed At 05/02/2022 08:38 PDT</p> <p>Identity Authenticated At 05/02/2022 08:38 PDT</p> <p>Signed At 05/02/2022 08:38 PDT</p>

AUDITS

TIMESTAMP	AUDIT
04/29/2022 14:05 PDT	Robin Bacon (rbacon@waltersmanagement.com) created document '4-03_22_22_draft_general_session_minutes.pdf' on Chrome via Windows from 207.7.104.130.
04/29/2022 14:05 PDT	melissa James (shortylatte619@gmail.com) was emailed a link to sign.
05/02/2022 08:38 PDT	melissa James (shortylatte619@gmail.com) viewed the document on Chrome via Windows from 207.7.118.21.
05/02/2022 08:38 PDT	melissa James (shortylatte619@gmail.com) authenticated via email on Chrome via Windows from 207.7.118.21.
05/02/2022 08:38 PDT	melissa James (shortylatte619@gmail.com) signed the document on Chrome via Windows from 207.7.118.21.