

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

March 23, 2021

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 Go To Meeting.

BOARD MEMBERS PRESENT Carol Corporales, President
Simon Mayeski, Vice President
Ken Schulte, Treasurer
Melissa James, Director

BOARD MEMBERS ABSENT No-one

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

OTHERS PRESENT Five (5) Interested Homeowners

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

HOMEOWNER FORUM A time was provided for homeowners in attendance to share any questions, comments, or concerns. The following topics were discussed:

- Safety of having decorative rocks as landscaping between buildings
- End of a dead-end street being used as playground
- Gutter cleaning
- Manhole near mailbox kiosk
- Stripes on stairs
- Wood chip placement around air conditioner

APPROVAL OF MINUTES **February 23, 2021 General Session Minutes**
Management provided the Board of Directors with the draft General Session minutes of the February 23, 2021 Board meeting.

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

FINANCIAL REPORT

Financial Report - February 2021

Management provided the Board of Directors with the February 2021 financial statements. Board Treasurer gave a summary report of the financial statement. In accordance with California Civil Code Section §5500(a-e), the Board of Directors reviewed the financial statement for the month ended February 2021. Based on this review, the Association is in compliance with Civil Code requirements.

*After review & discussion of the information provided, a motion was motion made, seconded, and unanimously carried to **accept** the February 2021 financial statement pending the annual financial review by the Association CPA as required by California Civil Code Section §5500.*

Resolution 5380 (b)(6)– February 2021

Management provided the Board with Resolution 5380(b) (6) for the monthly expenses for February 2021.

*Upon a motion duly made, seconded, and unanimously carried, the Board of Directors **approved** Resolution 5380 (b)(6) for February 2021.*

Collections – Account #69394

Management advised the Board that Account #69394 has a lien on the account and owes the Association \$9,112.20. There were no payments made in 2020. She recommends turning the account over to collections.

*Upon a motion duly made, seconded, and unanimously carried, the Board of Directors **approved** turning over Account #69394 to collections.*

MANAGEMENT REPORT

Ratify Property Repairs

Management presented the following proposals approved by Management between meetings because the costs to perform the work came under the Management spending cap. She requested that the Board ratify the following approved proposals:

1. Restoration Systems & Consulting, Inc.: Repairs to Common Area Carport Fascia Replacement for a cost of \$610.00
2. Restoration Systems & Consulting, Inc. – Gutter improvements at 11114 Portobelo Rd. for a cost of \$715.00.
3. Restoration Systems & Consulting, Inc. – Gutter Diverter Extension at 11320 Camino Playa Cancun #6 for a cost of \$475.00.
4. Restoration Systems & Consulting, Inc. – Interior Repairs to 11346 Portobelo Dr. #2 for a cost of \$1,115.00.
5. Restoration Systems & Consulting, Inc. – Common Area Carport Trim Replacement for a cost of \$425.00.

*After review & discussion of the information provided, a motion was motion made, seconded, and unanimously carried to **ratify** the five (5) proposals submitted by Restoration Systems & Consulting previously approved by Management in between meetings.*

Repair Items - Common Area Carport Beam Replacement

Management presented a proposal submitted by Restoration Systems & Consulting, Inc. for the replacement of one 6" x 14" carport man support beam at parking spaces 68/64 due to dry rot and termite damage for a cost of \$3,125.00.

*After review & discussion of the information provided, a motion was motion made, seconded, and unanimously carried, the Board **approved** the proposal from Restoration Systems & Consulting to replace the support beam at parking spaces 68/64 for a cost of \$3,125.00. They also directed Management to ask the vendor if he knows of any long-lasting alternative reconstruction materials that he can use for future construction projects.*

Insurance Renewal

Management presented the proposal submitted by insurance agent David L. Walker of Wateridge Insurance Services for the March 31, 2021 - March 31, 2022 insurance year. The annual insurance premium increased \$13.00 from last year.

After review and discussion of the information provided, and upon a

motion duly made, seconded, and unanimously carried, the Board approved Board Member Melissa James to contact insurance agents with whom she works to obtain insurance coverage that permits residents of the Belsera Community Association to keep barbecues on their patios and balconies. If Ms. James cannot find insurance coverage offering comparable protection and premiums to the coverage proposed by David L. Walker of Wateridge Insurance Services by March 31, 2021, the Board approves renewing the insurance coverage through David L. Walker of Wateridge Insurance Services.

Inspector of Elections

The annual election is in June and the requirements for an annual election is far more labor intensive. Management obtained two (2) new companies with which she has had success: Cheryl Moulton (former assistant of Richard Saltpietra) submitted a proposal to be the Inspector of Elections and perform all the mailings for a cost of \$2,905.00, which includes return postage on the ballot envelopes. Jennifer Figgers of HOA Election Professionals submitted a proposal to be the Inspector of Elections for a cost of \$2,777.00.

Upon a motion duly made, seconded, and carried, the Board approved the proposal submitted by Cheryl Moulton to be the Inspector of Elections for a cost of \$2,905.00.

Signage Committee Report

Signage Committee Chair and Board Treasurer Ken Schulte gave the Board an update on the findings of the Signage Committee. There was discussion on financing the project, breaking the project into phases, and prioritizing those phases. Mr. Schulte will obtain quotes on the production of Section Map signage and bring his findings to the Board next month for approval. No Board action was taken at this time.

Homeowners Requests

Dog Park

The Board discussed the feasibility of installing a dog park within the community, its possible value to the community, methods of doing so, and possible locations for such a park. Discussion was also held on sending out an email blast using Survey Monkey to the membership to find out the level of interest in such a project. No Board action was taken at this time.

Additional Common Area Barbecues

Discussion was held on adding more common area barbecue areas to the community. They also discussed the possible locations for the proposed barbecues and possible playground installation. No Board action was taken at this time.

INFORMATIONAL ITEMS

Informational Items

The following reports and other items were provided by Management for the Board's information and/or discussion:

- Work Order Report (02/14/2021 – 03/16/2021)
- Escrow Closings Report (02/14/2021 – 03/16/2021)
- Property Information Sheet
- Correspondence – Discussion
- Community Map

NEXT MEETING

The next Board of Directors meeting is scheduled for April 27, 2021.

ADJOURNMENT

There being no further general business to come before the Board at this time, the Board adjourned into Executive Session at 8:00 p.m.


ATTEST

Respectfully submitted,

Peri Sword, Recording Secretary

APPROVE

04/28/2021

 _____	Date	 _____	Date
Board Member		Board Member	