

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

**April 22, 2008**

- MEMBERS PRESENT** Susan Leverenz, President  
Simon Mayeski, Vice President  
Leslie Pembroke, Treasurer  
Carol Corporales, Director
- MEMBERS ABSENT** Anne Hoffman, Secretary
- OTHERS PRESENT** Michael Yadrick, Community Association Manager, Walters Management  
Megan K. Yavel, Recording Secretary, Walters Management  
Interested Homeowners
- CALL TO ORDER** The Belsera Community Association Board of Directors Meeting was called to order at 7:05 PM, by Susan Leverenz, President, at the Tierrasanta Recreation Center, 11220 Clairemont Mesa Boulevard, San Diego CA 92124.
- EXECUTIVE SESSION DISCLOSURE** Susan Leverenz, President, provided a summary of the Executive Session meeting held on April 22, 2008 at 6:00 PM:
- Minute Approval
  - IDR Request Discussion
  - Hearings
- HOMEOWNER FORUM** The homeowner with account number 131010 was present to discuss the tarps on the roofs which need to be removed or their presence may cause new leaks. The tarps have been on the roofs for some time now.
- The homeowner with account number 131620 was present to discuss the water pressure testing. The homeowner also wanted to know whose responsibility it is to replace the pressure regulators. Michael Yadrick noted that a letter was sent to the homeowners in the past indicating the fact that homeowners need to monitor their pressure regulators since this is a homeowner item to maintain.
- The homeowner was also present to discuss how pressure regulators affect slab leaks. The Board discussed how they will handle slab leaks on a case by case basis and be sure to follow the CC&R's.
- The homeowners with account number 135020 submitted a package of proposed June ballot items prepared by the homeowners with account numbers 036820 and 131620 for next month's agenda via Carol Corporales.

**MINUTE APPROVAL** The Board reviewed the minutes from the March 25, 2008 meeting. Upon a motion duly made, and carried unanimously the minutes from the March 25, 2008 Board meeting were approved as amended.  
(Leverenz/Corporales)

**TREASURER'S REPORT** A motion was duly made and carried unanimously to table review of the March financials until the next meeting due to the fact that Castle Breckenridge Management had not yet provided them to Walters Management.

Leslie Pembroke discussed the aging report information she received from Anderson and Krieger and noted that this information is in a format that is difficult to review. She also noted that two more accounts have been collected upon and that there are some items that require attention. Leslie Pembroke reminded all that some ledger adjustments were recommended by Sonnenberg and associates still need to be reviewed regarding the stairwell work paid from Reserve account and not reimbursed by the Special Assessment account.

**MANAGEMENT REPORT Pool Service Proposals:** The Board reviewed two proposals from the following vendors. The proposals were as follows:

- Community Pool Service: \$600.00 + Chemicals
- Aqua Pool Service: \$975.00 (includes chemicals)
- Clear as Day Pool Service: Proposal not received.

Discussion ensued regarding the cost of chemicals, whether or not the vendors all viewed the pools, and detail of the proposals. The board requested an additional bid for future review. A motion was duly made and carried to table pool service proposals until a third bid is received.  
(Corporales/Leverenz)

**Reserve Study Update Proposals:** The Board reviewed three proposals submitted by reserve study specialists for preparation of the reserve study update for 2008. The proposals were as follows:

- Sonnenberg & Co.: \$450.00
- SCT Reserve Consultants: \$650.00
- Jose Mejares, CPA: \$400.00

Discussion ensued regarding the proposals and the vendor who previously performed the reserve study. A motion was duly made and carried unanimously to approve Jose M. Mejares for the reserve study for a cost of \$400.00. (Corporales/Leverenz)

**2007/2008 Audit & Income Tax Proposals:** The Board reviewed the proposals submitted from CPA's to prepare the Association's 2007/2008 Annual Audit & Income Tax returns. The proposals were as follows:

- Michael J. Ferrara, CPA: \$1,480.00
- Daniel J. Leonard, CPA: \$1,000.00
- Jose Mejares, CPA: \$900.00

Discussion ensued regarding the time constraint on the Board for performing and mailing out the audit and income taxes to the membership. A motion was duly made and carried unanimously to approve Jose Mejares to perform the audit and income taxes for a cost of \$900.00. (Pembroke/Leverenz)

**Ratification of Actions Taken Outside of a Meeting:**

- 1. Replacement of Spa Heater:** A motion was duly made and carried unanimously to ratify the decision made outside of a meeting via unanimous written consent to approve Community Pool Service's bid for spa heater replacement for a cost of \$3,181.59. (Leverenz/Mayeski)
- 2. Light Post Replacements:** A motion was duly made and carried unanimously to ratify the decision made outside of a meeting via unanimous written consent to approve Top Notch's 2 bids for light post replacements for a cumulative cost of \$1,610.00. (Leverenz/Mayeski)
- 3. Pool Area Sewer Line Repairs:** A motion was duly made and carried unanimously to ratify the decision made outside of a meeting via unanimous written consent to approve ARS's bid for pool area sewer line repairs for a cost of \$6,967.00. (Leverenz/Mayeski)

**Top Notch BBQ Proposal:** The Board reviewed a proposal from Top Notch Construction and Maintenance for replacement of the BBQ's next to the upper pool area. The proposal was as follows:

- Remove & Replace 1 BBQ: \$750.00
- Remove & Replace 2 BBQ's: \$1,400.00

Discussion ensued regarding the BBQ's and noted that one BBQ is in working condition and the other was not. A motion was duly made and carried unanimously to approve/deny the proposal for 1 BBQ replacement

at the upper pool for a cost of \$750.00 to be paid from reserves.  
(Leverenz/Pembroke)

**D&S Termite Proposals:** The Board reviewed the outstanding termite proposals submitted by D&S Termite and Pest. The proposals were as follows:

- 11018 Portobelo: Treatment for drywood termites located in the garage for a cost of \$720.00.
- 11098 Portobelo: Termite work has already been completed at this location.
- 11320-2 Camino Playa Cancun: Treatment for drywood termites located in the garage for a cost of \$295.00.
- 11364-4 Camino Playa Cancun: Treatment for subterranean Termites located in the garage for a cost of \$525.00.

Discussion ensued regarding the type of termites affecting the unit and noted that subterranean termites need to be addressed quickly. A motion was duly made and carried unanimously to approve all four proposals for termites, get a proposal for next month for account numbers 002300 and 132020. (Leverenz/Mayeski)

**Owners Request for Late Fee Waiver:** The Board reviewed a letter from the homeowner with account number 130640 requesting reimbursement of \$86.50 in late fees. Discussion ensued regarding the correspondence received by the homeowner. A motion was duly made and carried unanimously to deny the request if the address listed on the Walters Management statement matches correctly with the address received on the letter. (Leverenz/Pembroke)

**Merrill Lynch's Investment Recommendations:** The Board review David Lynn's account recommendations for the Association's investment accounts. The recommendations were as follows:

- Special Assessment Account:
  - \$80,000.00 in a 6 month CD
  - \$80,000.00 in a 12 month CD
  - \$80,000.00 in a 18 month CD
  - \$41,093.00 liquid in a money market account
- Reserve Account:
  - \$95,000.00 in a 3 month CD
  - \$95,000.00 in a 6 month CD

- \$95,000.00 in a 9 month CD
- \$95,000.00 in a 12 month CD
- \$95,000.00 in a 18 month CD
- \$95,000.00 in a 24 month CD
- \$95,000.00 in a 30 month CD
- \$122,653.00 liquid in a money market account

Discussion ensued regarding the laddering of the money. Further discussions were tabled.

**Lighting Contract Proposals:** The Board reviewed lighting contract proposals from three vendors. The proposals were for 2 monthly walkthroughs including all common area lighting, entry lighting, 2 pool areas, park and walkway lights, carports, common area and building lights mailboxes and street lights as follows:

- Walters Maintenance: \$368.00
- Three Phase Electric: \$225.00
- Rowan Electric: \$688.50

Discussion ensued regarding the type of service to be provided. A motion was duly made and carried unanimously to approve Three Phase Electric for twice a month light services for \$225.00 per month.  
(Leverenz/Mayeski)

## **INFORMATIONAL ITEMS**

Michael Yadrick presented the Board with the following documents for informational purposes. No action is required.

- Maintenance Log of 03/01/08 – 04/14/08
- Drive Through Notes of 03/06/08 from Castle Breckenridge
- Property Information and Map

All other items were tabled until the next meeting for further discussion.

## **CORRESPONDENCE**

The Board discussed the correspondence received from the homeowner with account number 002400 and directed Management to send a letter denying the request for stucco repairs as a previous decision was made by the Board not to pay for the stucco damage due to it being damaged by criminal negligence of the homeowner's guest.

The owner's installation of bricks in patio area are not allowing weeping of moisture away from stucco could have also caused damage.

Discussion ensued regarding the correspondence received from the homeowner with account number 130650. Further discussion ensued

regarding the need to establish a policy based on owner versus association maintenance responsibilities outlined in the CC&R's for repair responsibilities of future items. A motion was duly made and carried to rectify the drywall/ceiling patching and painting only.

(In Favor: Simon, Leverenz, Pembroke) (Opposed: Corporales)

The Board discussed the formation of a maintenance matrix and how to best disperse the information to the homeowners.

**NEXT MEETING DATE** The next Board of Directors meeting will be held on Tuesday, May 27, 2008, at the Tierrasanta Recreation Center 11220 Clairemont Mesa Boulevard, San Diego, CA 92124 at 6:00 PM.

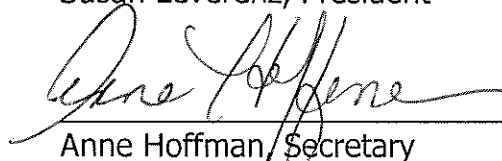
**ADJOURNMENT** There being no further business before the Board of Directors, the meeting was adjourned at 8:29 PM. (Leverenz/Mayeski)

Respectfully Submitted,

Megan K. Yavel  
Recording Secretary, Walters Management

**APPROVED:**

 6.24.08  
Susan Leverenz, President Date

 6/24/08  
Anne Hoffman, Secretary Date