

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

**April 26, 2022**

**CALL TO ORDER** Community Association Manager Robin Bacon, CCAM, CMCA called the Board of Directors meeting of the Belsera Community Association to order at 6:07 p.m., via Zoom.

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

**BOARD MEMBERS ABSENT:** No one.

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

**OTHERS PRESENT:** No one.

**EXECUTIVE SESSION DISCLOSURE:** The Board held an Executive Session meeting following the March 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 were no owners present so the forum was closed.

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

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

**FINANCIAL REPORTS:** **Financial Reports – February 2022**  
Management presented the March 2022 financial report for the Board's review.

*After review and discussion of the information provided, and upon a motion duly made, seconded, and unanimously carried, the Board approved the March 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)– April 2022**

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

**MANAGEMENT  
REPORT:**

**Management Report**

**Homeowner Requests**

**11220 Portobelo - Question on Solar Panel Installation**

The owners of 11220 Portobelo are interested in installing solar panels. Management has reached out to Legal Counsel to begin ARC documentation, as well as feasibility, for this matter and future anticipated requests by members to install solar panels.

After discussion, the Board proposed two (2) questions regarding this matter they would like Management to ask the attorney:

1. While each unit has a 1/352 share in the community’s structures, who owns the roofs?
2. What is the law that permits solar panel installation by condominium owners, and what does it require?

Management will reach out to Legal Counsel for these answers and will report back to the Board next month. No action was required.

**11176 Portobelo – Request for Towing Reimbursement**

The owners of 11176 Portobelo requested a reimbursement of \$380.00 for a towing fee. They were towed for parking in a red zone while they were moving mattresses.

*Upon a motion duly made, seconded, and unanimously carried, the Board denied the request from the owner of 11176 Portobelo to be reimbursed for a \$380.00 towing fee.*

**11292 Portobelo – Request for Reimbursement of Dry-out Work Following a Plumbing Leak**

The owners of 11292 Portobelo requested reimbursement of \$3,548.80 for dry-out work done to their unit following a plumbing leak on or around January 10, 2022. They did not come to Management during the leak event and made the repair on their own. 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 carried by a majority vote of four (4) members to one (1), the Board approved reimbursing the owner \$3,548.80 for the dry-out work done to their unit.*

**Ratify Repairs**

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

1. 11352-4 Portobelo Dr. – Asbestos test for a cost of \$375.00.
2. 11068 Portobelo Dr. – Repair of slab leak for a cost of \$7,843.87.
3. Removal of dead eucalyptus tree at fourth entrance for a cost of \$400.00.
4. Installation of two (2) jacaranda trees in the large grass area at the third entrance for a cost of \$1000.00.
5. 11362-4 Portobelo Dr. – Repair of slab leak for a cost of \$6,481.89.
6. 11122 Portobelo Dr. – Termite treatment for a cost of \$1,390.00.
7. 11024 Portobelo Dr. – Termite treatment for a cost of \$1,430.00.
8. 11162 Portobelo – Restoration service due to a plumbing leak for a cost of \$665.00.
9. 11086 Portobelo Dr. – Restoration service due to a plumbing leak for a cost of \$945.00.
10. 11222 Portobelo Dr. – Restoration service due to a plumbing leak for a cost of \$690.00.
11. 11354-4 Portobelo Dr. 1024 Portobelo Dr. – Concrete slab repairs for a cost of \$770.00.
12. 11188 Portobelo Dr. – Plumbing repairs for a cost of \$660.00.

13. 11120 Portobelo – Exterior door remediation requested per the structural engineer for a cost of \$765.00.
14. 11120 Portobelo Dr. – Interior remediations requested per the structural engineer for a cost of \$1,490.00.

*Upon a motion duly made, seconded, and unanimously carried, the Board ratified all fourteen (14) previously approved proposals listed above.*

### **Ratify Architectural Approvals**

Management presented the following architectural applications that had been approved by the board between meetings, for ratification:

1. 11136-5 Portobelo Dr. – Installation of new windows and screen door.
2. 11180 Portobelo Dr. – Installation of new A/C condenser.
3. 11340 Portobelo Dr. – Replacement of kitchen window.
4. 11036 Portobelo Dr. – Replacement of windows.

*Upon a motion duly made, seconded, and unanimously carried, the Board ratified all four (4) previously approved architectural applications listed above.*

### **Property Proposals**

Management presented the following property proposals for Board review:

#### **1. 11266 ½ Portobelo Dr. - Balcony Repairs**

Restoration Systems & Consulting, Inc. submitted a proposal for balcony repairs at 11266 ½ Portobelo Dr. due to deteriorated plywood substrate caused by dry rot for a cost of \$2,945.00.

*Upon a motion duly made, seconded, and unanimously carried, the Board approved the proposal submitted by Restoration Systems & Consulting, Inc. to repair the balcony at 11266 ½ Portobelo Dr. due to deteriorated plywood substrate caused by dry rot for a cost of \$2,945.00.*

#### **2. 11376-4 Camino Playa Cancun – Interior Repairs Due to Plumbing Leak**

Restoration Systems & Consulting, Inc., submitted a proposal to conduct interior repairs to 11376-4 Camino Playa Cancun due to a plumbing leak for a cost of \$1,875.00.

*Upon a motion duly made, seconded, and unanimously carried, the Board approved the proposal submitted by Restoration Systems & Consulting, Inc. to conduct interior repairs to 11376-4 Camino Playa Cancun for a cost of \$1,875.00.*

**3. Lower Pool Autofill Line Repair**

American Home Butler advised that there is an underground leak in the fill line to the spa as well as the irrigation-type fill valves being a continued issue. They submitted a proposal to install a spa-side autofill device for a cost of \$3,250.00.

*Upon a motion duly made, seconded, and unanimously carried, the Board ...*

**4. Annual Tree Trimming**

Western Tree Service submitted a proposal to conduct the annual tree trimming for 2022 in the amount of \$72,675.00. Management advised the Board that \$71,000.00 was budgeted for this item last year and that she had increased this item for the 2022-2023 budget.

*Upon a motion duly made, seconded, and unanimously carried, the Board approved Western Tree's proposal to conduct the annual tree trimming for the cost of \$72,675.00.*

**Structural Engineer's Report on 11120 Portobelo Dr.**

Management advised the Board that the owner reported cracks in the drywall, the door not shutting correctly and issues with the rain gutter at 11120 Portobelo Dr. Management sent out a structural engineering firm SDC&A Structural Design and Associates to inspect. The structural engineer determined that there is some slippage due to the slope with no ability to correct; the impact may only be mitigated. Other repairs met the Management threshold amount for repair.

Management presented the report from the structural engineer to the Board for review, and included a proposal submitted by Restoration Systems & Consulting, Inc., to repair the downspout drainage in the amount of \$2,060.00.

*Upon a motion duly made, seconded, and unanimously carried, the Board approved the report submitted by proposal submitted by Restoration Systems & Consulting to repair the downspout drainage for a cost of \$2,060.00.*

### **Reserve Study**

Management presented the reserve study for 2022. She explained that a new reserve analyst, McCaffery, performed the review. He found Belsera reserves at 107%.

Management reminded the Board that the association made a lot of property improvements during the 2021-2022 fiscal year to include paving, carports, and the painting of carports, and that if the association had several reserve reports completed by different reserve analysts, they would all come in at a different amount in funding.

*Upon a motion duly made, seconded, and unanimously carried, the Board approved the 2022 reserve study prepared by McCaffery as presented.*

### **Draft Budget**

Management presented the proposed budget for 2022-2023, which has been revised from the first draft she emailed to them prior to the meeting. She requested that the Board discuss several items in it, beginning with the increases in the insurance premium and reserve funding. The association is funded \$388,038.68 in the operating account. The association can use of to \$280,000.00 to be placed in the reserves as part of the reserve funding.

There have also been several reductions to the budget based on the past year's projection for Covid expenses. Management requested that the Board and Management need to collectively go through the budget to see where the increases to the bottom line are impacted. The draft budget raises the monthly assessment from \$294.00 to \$312.13. Per California Civil Code, the Board may raise assessments up to 20% without member approval.

*After discussion and upon a motion duly made, seconded, and unanimously carried, and due to the increases in the insurance premium, utilities, the Board approved of the 2022 budget and to raise the monthly assessment from \$294.00 to \$337.00 beginning July 1, 2022.*

**Slab Leaks Discussion**

Management told the Board that ARS Rescue Rooter has increased their slab rerouting to \$15,000.00 when they respond. Recently, the association has been using Martin Plumbing to go directly into the slab and make the repair, which averages \$7,500.00, but requires a concrete slab repair, which costs approximately \$700.00 and has a greater impact on owners.

*After discussion, and upon a motion duly made, seconded, and unanimously carried, the Board directed that at the next report of a suspected slab leak, Management sends out Martin Plumbing, and a second vendor send out Martin Plumbing and then send second plumber to inspect and provide a proposal for a plumbing re-route.*

**INFORMATIONAL ITEMS:**

**Informational Items**

Management presented a site map for Board reference. No action was required.

**NEXT MEETING:**

**Next Meeting**

The next meeting is scheduled for May 24, 2022, at 6:00 p.m. via Zoom.

**ADJOURN:**

**Adjourn Into Executive Session Meeting**

The meeting was adjourned at Management thanked the homeowners in attendance for attending the General Session. At 7:06 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>05/25/2022</u>	_____	_____
Board Member	Date	Board Member	Date

**SIGNATURE CERTIFICATE**




**REFERENCE NUMBER**

A74BF701-34CA-4391-A953-A134EBAAF614

TRANSACTION DETAILS	DOCUMENT DETAILS
<p><b>Reference Number</b> A74BF701-34CA-4391-A953-A134EBAAF614</p> <p><b>Transaction Type</b> Signature Request</p> <p><b>Sent At</b> 05/25/2022 13:40 PDT</p> <p><b>Executed At</b> 05/25/2022 15:34 PDT</p> <p><b>Identity Method</b> email</p> <p><b>Distribution Method</b> email</p> <p><b>Signed Checksum</b> 24d6f77c47e11024bef0cbdb2d19edc1d8d55071d49bd87263e3dfcb0a163d8</p> <p><b>Signer Sequencing</b> Disabled</p> <p><b>Document Passcode</b> Disabled</p>	<p><b>Document Name</b> 4-04 26 22 Draft General Session Minutes</p> <p><b>Filename</b> 4-04_26_22_draft_general_session_minutes.pdf</p> <p><b>Pages</b> 7 pages</p> <p><b>Content Type</b> application/pdf</p> <p><b>File Size</b> 317 KB</p> <p><b>Original Checksum</b> 797b1b522fe6a85f8e9ec815159032ea3954d189be377fd6fb7a8ebf85527c66</p>

**SIGNERS**

SIGNER	E-SIGNATURE	EVENTS
<p><b>Name</b> melissa James</p> <p><b>Email</b> shortylatte619@gmail.com</p> <p><b>Components</b> 2</p>	<p><b>Status</b> signed</p> <p><b>Multi-factor Digital Fingerprint Checksum</b> 2161d73737a0e58b2dc86f0af649d6864ee0cdd712c735ed5cc2f8148ea3c117</p> <p><b>IP Address</b> 207.7.118.21</p> <p><b>Device</b> Chrome via Windows</p> <p><b>Typed Signature</b> </p> <p><b>Signature Reference ID</b> FDFC027E</p>	<p><b>Viewed At</b> 05/25/2022 15:34 PDT</p> <p><b>Identity Authenticated At</b> 05/25/2022 15:34 PDT</p> <p><b>Signed At</b> 05/25/2022 15:34 PDT</p>

**AUDITS**

TIMESTAMP	AUDIT
05/25/2022 13:40 PDT	Robin Bacon (rbacon@waltersmanagement.com) created document '4-04_26_22_draft_general_session_minutes.pdf' on Chrome via Windows from 207.7.104.130.
05/25/2022 13:40 PDT	melissa James (shortylatte619@gmail.com) was emailed a link to sign.
05/25/2022 15:34 PDT	melissa James (shortylatte619@gmail.com) viewed the document on Chrome via Windows from 207.7.118.21.
05/25/2022 15:34 PDT	melissa James (shortylatte619@gmail.com) authenticated via email on Chrome via Windows from 207.7.118.21.
05/25/2022 15:34 PDT	melissa James (shortylatte619@gmail.com) signed the document on Chrome via Windows from 207.7.118.21.