

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

April 27, 2021

CALL TO ORDER The Board of Directors meeting of the Belsera Community Association was called to order at 6:08 p.m. by Community Manager Robin Bacon via Zoom.

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: Seven (7) Interested Homeowners

EXECUTIVE SESSION DISCLOSURE: The Board held an Executive Session meeting following the March 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 landscape between buildings. An elderly owner with a walker has difficulties getting in and out of his vehicle due to the decorative rocks placed near his driveway. Some of his neighbors called in to discuss this with the Board to help him. After discussion with the Board, the Owners will come up with their ideas on a replacement for the rocks and submit an architectural application of those plans for the Board's review.
- Misplaced rain gutter.
- Request for a joint-use agreement for a nearby tennis court. Owner was advised that regretfully, that is not possible.
- Architectural application. This application was listed on the agenda and owner was advised it would be discussed at that time.

APPROVAL OF MINUTES

March 23, 2021 General Session Minutes

Management provided the Board of Directors with the draft General Session minutes of the March 23, 2021 Board meeting.

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

FINANCIAL REPORT:

Financial Report - March 2021

Management provided the Board of Directors with the March 2021 financial statements. Board Treasurer Ken Schulte 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 March 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 March 2021 financial statement pending the annual financial review by the Association CPA as required by California Civil Code Section §5500.*

Resolution 5380 (b)(6)– March 2021

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

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

Aging Report

Management presented the Board the Aging Report dated March 25, 2021. No action was required.

MANAGEMENT REPORT:

Ratify Property Repairs

Management presented the following proposals approved by between meetings. One (1) proposal was an emergency approved by the Board of Directors via email. The other proposal's cost came under the Management spending cap:

1. American Home Butler, Inc. - They submitted a proposal to replace a broken pool heater at the Upper pool with a new pool heater at a cost of \$4,674.00. This was previously approved by the Board of Directors via email.
2. Restoration Systems & Consulting, Inc. – They submitted a proposal to perform interior repairs at 11262 Portobelo due to a plumbing leak for a cost of \$1,780.00. This was previously approved by Management for being below the Management spending cap.

*Upon a motion duly made, seconded, and unanimously carried, the Board **ratified** the previously approved proposal from American Home Butler to replace the broken pool heater at the Upper pool for cost of \$4,674.00, and the proposal from Restoration Systems & Consulting, Inc., to perform interior repairs to 11262 Portobelo for a cost of \$1,780.00.*

Repair Items

Paving Scope

Management advised that before the outbreak of Covid-19, she had begun obtaining proposals for repaving the community. Now that the vaccines become more and more available to the general populace and there is talk in Sacramento of lifting restrictions on June 15, 2021, management will get the proposals updated. She asked Board Schulte if he would be willing to help her formulate a paving scope and approach the vendors. Ken Schulte agreed to help. The Board would like a proposal from at least one (1) vendor who will use recycled materials in their paving work. No Board further Board action was required at this time.

Brush Management

Management presented a proposal from Green Valley Landscape to perform the annual brush management for a cost of \$12,583.00. Last year's brush management work cost \$11,760.00.

Upon a motion duly made, seconded, and unanimously carried, the Board approved the proposal for brush management submitted by Green Valley Landscape for a cost of \$12,583.00.

Carpports

Management advised that when she performs property inspections, she noted several carpports that have dry rot and split beams. She requested Restoration Systems & Consulting to inspect all carpports. Some of the carpports need roof repair, and repainting is needed. Restoration Services has submitted a proposal to repair the beams and dry rot. Management will also need a proposal to repair the roofs and a separate proposal for painting. She would plan the carpport project to have structural repairs done first, then the roofs secondly, and lastly, painting.

*After review & discussion of the information provided, a motion was duly made, seconded, and unanimously carried by the Board of Directors to **table** this proposal. Management is to obtain further proposals.*

Architectural Application

Architectural Application – 11310 Calle Playa Cancun Unit #3

The Owner of 11310 Calle Playa Cancun Unit #3 submitted an architectural application to install new windows. She does not want to install any windows with grids, although this is currently a requirement. The Board was willing to compromise and only request one public-facing window to have grids, but Owner would not agree. The Board advised they would discuss this matter and get back to her. No action was taken at this time.

Draft Budget 2021-2022

Management presented a draft budget for the next fiscal year. She does not yet have a Reserve Study, which she needs to be able to plan for funding the reserves.

*After discussion and upon a motion duly made, seconded, and unanimously carried, the Board **tabled** the draft budget until the next meeting.*

Taxes and Year-End Review

Management presented a proposal submitted by Jose Mejares, CPA to perform the year-end review and taxes for a cost of \$885.00.

Upon a motion duly made, seconded, and unanimously carried, the Board approved the proposal submitted by Jose Mejares, CPA to perform the year-end review and taxes for a cost of \$885.00.

DISCUSSION

Discussion: Signage Committee

There was a brief discussion regarding signage. Signage Committee Chair Ken Schulte will send information and proposals regarding signage between meetings to all the Board members for approval.

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 (03/15/2021 – 04/19/2021)
- Escrow Closings Report (03/15/2021 – 04/19/2021)
- Property Information Sheet
- Correspondence – Discussion
- Community Map

NEXT MEETING

The next Board of Directors meeting is scheduled for May 25, 2021.

ADJOURNMENT


There being no further general business to come before the Board at this time, the Board adjourned into Executive Session at 8:03 p.m.

ATTEST

Respectfully submitted,

Peri Sword, Recording Secretary

APPROVE

	06/10/2021		
_____	_____	_____	_____
Board Member	Date	Board Member	Date