

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

**April 28, 2020**

**CALL TO ORDER** The Board of Directors meeting of the Belsera Community Association was called to order at 6:04 p.m. by Robin Bacon, Community Manager, via teleconference through Go to Meeting.

**BOARD MEMBERS PRESENT** Carol Corporales, President  
Simon Mayeski, Vice President  
Nancy Burke, Treasurer  
Pat Dean, Secretary

**BOARD MEMBERS ABSENT** None.

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

**OTHERS PRESENT** Three (3) interested homeowners. One Owner was late to the meeting.

**EXECUTIVE SESSION DISCLOSURE** The Board held an Executive Session following the March 24, 2020, where they discussed enforcement matters.

**HOMEOWNER FORUM** There were two (2) interested homeowners present at the time of the Homeowner Forum. Matters discussed were:

- Reimbursement for repairs at 11246 Portobelo Dr.
- Assessments and Reserves

**APPROVAL OF MINUTES** **March 24, 2020 General Session Minutes**  
Management presented the Board with the Draft General Session Minutes of the March 24, 2020 General Session Meeting.

*After review and discussion of the information provided, a motion was duly made, seconded, and unanimously carried to **approve** the March 24, 2020 General Session minutes as submitted.*

**FINANCIAL REPORT** **February and March Financial Statements**  
Management provided the Board of Directors with the February and March 2020 financial statements and aging reports. In accordance with California Civil Code Section §5500(a-e), the Board of Directors reviewed the financial statement for the months ended February and March 2020, pending year-end annual financial review.

*After review & discussion of the information provided, a was motion made, seconded, and unanimously carried to **accept** the February and March 2020 statements pending the annual financial review by the Association CPA as required by California Civil Code Section §5500.*

**MANAGEMENT  
REPORT**

**Ratify Actions**

Management presented the Board with the proposals approved and signed by Management during the time in between the Board meeting held on March 24, 2020 and the current Board meeting. All signed proposals were under the \$1.5 K limit granted by the Board for Management to spend without seeking Board authorization:

- **11070 Portobelo Dr.** – Interior repairs in the amount of \$645.00 due to moisture caused by recent rainstorms.
- **11346-2 Camino Playa Cancun** – Exterior stucco repairs in the amount of \$930.00 for the replacement of weep screed and stucco due to deteriorated building paper that would allow moisture inside the home if not repaired.
- **11346-2 Camino Playa Cancun** – Interior repairs in the amount of \$885.00 due to moisture intrusion during recent rainstorms.
- **11340-6 Portobelo Dr.** – Interior repairs in the amount of \$670.00 due to a roof leak during recent rainstorms.
- **11346-2 Camino Playa Cancun** – Removal of tree stump and roots causing grade of water to go towards building in the amount of \$560.00.
- **11182 ½ Portobelo Dr.** – Interior repairs in the amount of \$1,475.00 for interior repairs due to plumbing.

*Upon a motion duly made, seconded, and unanimously carried, the Board approved the ratification of the actions taken by Management for 11070 Portobelo Dr., 11346-2 Camino Playa Cancun, 11340-6 Portobelo Dr., and 11182 ½ Portobelo Dr.*

**Stucco Repair and Gutter Improvement - 11070 Portobelo Dr.**

Management presented a proposal from Restoration Systems, Inc. for stucco repair and gutter improvement due to moisture intrusion from the exterior 2<sup>nd</sup> story window location for a cost of \$1,810.00.

*After review & discussion of the information provided, a motion was duly made, seconded, and unanimously carried to **approve** the proposal submitted by Restoration Systems, Inc. for stucco repair and gutter improvement due to moisture intrusion from the exterior 2<sup>nd</sup> story window location for a cost of \$1,810.00.*

**Backflow Replacement at 11244 Portobelo Dr.**

Management provided a proposal from Pacific Backflow to replace a backflow device at 11244 Portobelo Drive for a cost of \$3,740.00.

*After review & discussion of the information provided, a motion was duly made, seconded, and unanimously carried to **approve** the proposal from Pacific Backflow to replace the backflow device at 11244 Portobelo for a cost of \$3,740.00.*

**Annual Tree Trimming**

Management presented a proposal from Western Tree Service, whose proposal for the annual tree trimming and tree removal cost \$66,535.00. Trimming would, as usual, work around the bird season.

*After review and discussion of the information provided, a motion was duly made, seconded, and unanimously carried to **approve** the proposal from Western Tree Service to perform the annual tree trimming and removal for a cost of \$66,535.00*

**Termite Treatment – 11208 Portobelo Dr.**

Management presented a proposal from Pestgon Termite to perform local treatment for termites at 11208 Portobelo for a cost of \$3,105.00, plus an option for repairs at a cost of \$110.00.

*After review and discussion of the information provided, a motion was duly made, seconded, and unanimously carried to **approve** Pestgon Termite's proposal to perform local treatment for termites at 11208 Portobelo Dr. for a cost of \$3,105.00, plus an option for repairs at a cost of \$110.00.*

**Annual Brush Management**

Management presented a proposal from Green Valley Landscape to perform the annual brush management to begin in early June 2020 for a cost of \$11,760.00.

*After review and discussion of the information provided, a motion was duly made, seconded, and unanimously carried to **approve** Green Valley Landscape's proposal to perform the annual brush management for the Association for a cost of \$11,760.00.*

### **Board Resignation and Board Appointment**

Director-at-Large Gregory Sobko submitted his resignation from the Belsera Homeowners Board of Directors, effective April 8, 2020. The Board President suggested appointing homeowner Ken Schulte to serve the remainder of Gregory Sobko's term.

*After discussion and upon a motion duly made, seconded, and unanimously carried, the Board **ratified** Gregory Sobko's resignation from the Board of Directors and the appointment of Ken Schulte to serve the remainder of Gregory Sobko's term.*

### **Playground Ideas**

Management presented the Board with playground ideas that will fit in the area designated for the playground. Several playground pieces were presented.

*After discussion and upon a motion duly made, seconded, and unanimously carried, the Board **tabled** the playground ideas presented by Management.*

### **Homeowner Parking**

A homeowner joined the call an hour late to request an extended parking permit from the Board for her significant other. The Board advised her to have her significant other park in spots marked Residential, where there is no time limit for parking if the vehicle displays the guest permit and is moved every 72 hours. The homeowner thanked the Board and left the teleconference.

### **Assessment/Collection Policy**

Due to the Covid-19 pandemic, Management made some recommendations on how to handle the delinquencies going forward:

- Continue to charge assessments moving forward in order to ensure sound financial operations and meet legal requirements.
- Forego the application of all late charges for a period of thirty to sixty days commencing with April assessments.

- Grant the management team with the authority to negotiate one-time agreements with individual owners allowing up to ninety days for any past due assessment to become current. These agreements would only apply to those assessments which may become past due with the April assessments. As the “shelter in place” recommendation from the Governor did not occur until March 19, 2020, owners should have no reason for failing to pay the March assessment. During this 90-day grace period, late charges would be held in abeyance.
- Delay any decisions regarding reduced, waived, or mitigated assessments at this time. With the recent efforts by the Federal Government, the financial impact of Covid-19 is not clearly known. Board members should reassess financial operations after a period of ninety days or longer as the situations unfold.

Management disclosed that one (1) member of the association has already reached out to Management for help due to loss of income because of the Covid-19 crisis.

*After a long discussion and upon a motion duly made, seconded, and carried, the Board approved the motion that Management is not to charge late fees to Owners who reach out to them on a case-by-case basis, and this matter will be revisited within six (6) months.*

*After a long discussion and upon a motion made, seconded, and carried with three (3) members voting to approve the motion and one (1) member voting to deny the motion, the Board approved waiving one (1) month's assessments to the entire membership, due to the fact that the Association's Reserves are funded at 144%. The month of June was chosen as the month's assessments to waive. Management is to disseminate this information via an e-mail blast and postings at the mailbox.*

#### **Draft Budget**

Management presented the Board with a draft budget July 1, 2020-June 30, 2021. There will be no increase in assessments for the July 1, 2020-June 30, 2021 Fiscal Year.

*Upon a motion duly made, seconded, and unanimously carried, the Board **approved** the draft budget for the July 1, 2020-June 30, 2021 Fiscal Year.*

Upon a motion duly made, seconded, and unanimously carried, the Board **approved** the draft budget for the July 1, 2020-June 30, 2021 Fiscal Year.

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**NEW BUSINESS**

**Reopening of Recreational Areas**

Management discussed the reopening the Association's pools and recreational facilities since the San Diego City government opened the local beaches on a limited basis as of April 27, 2020.

*After discussion and upon a motion duly made, seconded, and unanimously carried, the Board **tabled** the discussion of the reopening date for the pools and recreational facilities until Management obtains guidelines from the CDC and the San Diego County Health Department.*

**INFORMATIONAL**

**ITEMS**

Management provided the Board with the following informational items.

No action was required:

- Work Order Report – 03/17/20-04/18/20
- Escrow Closings Report – 03/17/20-04/18/20
- Property Information Sheet
- Correspondence/Discussion
- Community Map

**ADJOURNMENT**  
meeting

There being no further business to come before the Board, the

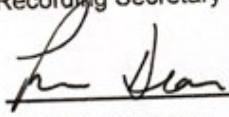
adjourned at 8:03 p.m.

**ATTEST**

Respectfully submitted,

Peri Sword, Recording Secretary

**APPROVAL**

 7/25/20  
Board Member Sign and Date

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Board Member Sign and Date