

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

May 24, 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 6:03 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: One (1) interested homeowner.

EXECUTIVE SESSION DISCLOSURE: The Board held an Executive Session meeting following the April 26, 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.

The Owner of 11340-2 Camino Playa Cancun was present to discuss interior repair due to a slab leak that was repaired by JC Plumbing by performing a re-route that was approved unanimously by the Board on May 13, 2022.

Once the repair was completed, Restoration Systems & Consulting, Inc. inspected the unit on May 17, 2022, for needed dry out and drywall repairs. Restoration Systems and Consulting, Inc. submitted a proposal for interior drywall repairs on May 20, 2022, in the amount of \$3,140.00, that requires board approval.

After discussion and upon a motion duly made, seconded, and unanimously carried, the Board approved the proposal submitted by Restoration & Consulting, Inc, to replace and texture drywall on the interior of 11340-2 Camino Playa Cancun for \$3,140.00.

**APPROVAL OF
MINUTES:**

April 26, 2022, General Session Minutes

Management provided the Board of Directors with the draft General Session minutes of the April 26, 2022, Board meeting.

*After review and discussion of the information provided, a motion was made, seconded, and unanimously carried to **approve** the April 26, 2022, General Session minutes as submitted.*

**FINANCIAL
REPORTS:**

Financial Reports – April 2022

Management presented the April 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 April 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)– May 2022

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

Reserve Recommendation

Management presented the following reserve recommendation from David Lynn of Lynn Wealth Management:

- \$100,000 36-month CD (3.10%) after the \$100k CD matures on June 13
- \$100,000 36-month CD (3.10%) after the \$100k CD matures on July 5
- \$100,000 18, 30, and 36-month CDs (2.2%, 2.8%, and 3.1%) after the \$300k in CDs mature in August
- \$128,914 plus interest and the monthly contribution to remain in the money market

After discussion, and upon a motion duly made, seconded, and unanimously carried, the Board approved putting \$100, 000.00 in a thirty-six (36)-month CD with an interest rate of 3.10%, after the CD matures on June 13.

Due to the volatility of interest rates, they approved tabling the rest of the David Lynn's recommendations and would like to review their Reserve investments monthly while the market is remains dynamic to ensure the best interest rates on their CDs.

MANAGEMENT REPORT:

Management Report

Homeowner Requests

11276 Portobelo Dr.– Concerns Regarding Communication via Email between Management and Owners

The owners of 11276 Portobelo Dr. sent an email requesting that they be allowed to address the Board regarding the communication between Management and themselves, because they feel it is not satisfactory. This time was set on the agenda to allow the owner to address the Boards, but the owner was not present. In the owner's absence, no action was required or taken.

11086 Portobelo Dr. – Request for Reimbursement

The owner of 11086 Portobelo suffered a water loss to her ceiling and living room because of a defective exterior rain gutter, which has since been repaired. The Owner filed a claim on her own insurance to cover some of the loss, and the owner had to pay a \$500.00 deductible. She requested that the Board reimburse her for this deductible because the association is responsible for the maintenance and repair of exterior rain gutters.

After discussion and upon a motion duly made, seconded, and unanimously carried, the Board denied the owner's request for reimbursement.

Ratify Repairs

The following proposals were approved after the April 26, 2022, meeting and prior to current meeting and needed to be ratified by the Board of Directors:

- 1. Martin Plumbing & HVAC – Repair Slab Leak at 11330 Camino Playa Cancun Unit #4**

Martin Plumbing repaired a slab leak at 11330 Camino Playa Cancun Unit #4 for \$6,480.22, which was unanimously approved via email by the Board.

2. Green Valley Landscape and Maintenance, Inc. – Install Tree in Empty Area in Front of 11370 Camino Playa Cancun

Green Valley Landscape and Maintenance, Inc. provided a proposal to install one (1) Tecoma Stans patio tree at an empty area in front of 11370 Camino Playa Cancun for \$500.00.

3. Restoration Systems & Consulting, Inc. – Concrete Slab Repairs at 11068 Portobelo Dr. Due to a Slab Leak

Restoration Systems & Consulting, Inc, submitted a proposal to perform two (2) concrete slab repairs due to a slab leak in the kitchen and living room of 11068 Portobelo Dr. for \$1,340.00.

4. Restoration Systems & Consulting, Inc. – Concrete Slab Repairs at 11330 Camino Playa Cancun Due to a Slab Leak

Restoration Systems & Consulting, Inc, submitted a proposal to perform a concrete slab repair due to a slab leak in the living room of 11330 Camino Playa Cancun for \$760.00.

5. Restoration Systems & Consulting, Inc. – Interior Repairs at 11330 Camino Playa Cancun Due to a Slab Leak

Restoration Systems & Consulting, Inc, submitted a proposal to perform interior repairs in the living room repair due to a slab leak in the living room of 11330 Camino Playa Cancun for \$680.00.

Upon a motion duly made, seconded, and unanimously carried, the Board ratified the proposal submitted by Martin Plumbing and HVAC to repair a slab leak in 11330 Camino Playa Cancun for \$6,480.22; the proposal submitted by Green Valley Landscape to replace a tree in an empty area near 11370 Camino Playa Cancun for \$500.00; the proposal submitted to Restoration Systems & Consulting to perform concrete slab repairs at 11068 Portobelo Dr. for \$1,340.00; the proposal submitted by Restoration Systems & Consulting, Inc. for concrete repairs to 11330 Camino Playa Cancun for \$760.00, and the proposal submitted by Restoration Systems & Consulting for interior repairs to 11330 Camino Playa Cancun for \$680.00.

Property Repairs

Management presented the following proposals for property repairs for review and approval or denial by the Board of Directors:

1. Green Valley Estates Landscape and Maintenance, Inc. – Annual Brush Management

Management presented a proposal submitted by Green Valley Landscape and Maintenance, Inc. to provide the annual weed abatement to the open perimeter area surrounding the property to create a defensible space between buildings for \$13,841.50.

Upon a motion duly made, seconded, and unanimously carried, the Board approved the proposal submitted by Green Valley Landscape and Maintenance, Inc. to perform the annual weed abatement to the open perimeter area surrounding the property to create a defensible space between buildings for \$13,841.50.

2. Insurance Policy Extension and Renewal Discussion

Management updated the Board on the search for insurance. The property renewal quotes have been difficult. State Farm and Farmers could not submit proposals for the property. The current proposal is \$150,000.00 for \$2.5 Million in coverage. Management is also working with the Mahoney Group as well as the association's current agent in hopes that different eyes looking at this property might find a better proposal. In the meantime, the current insurer has extended coverage from March 31, 2022, through June 30, 2022, for \$7,235.00 to give the current agent more time to find a better proposal.

Upon a motion duly made, seconded, and unanimously carried, the Board approved the extension of insurance coverage from the current insurance carrier through June 30, 2022.

DISCUSSION:

Discussion

The Board and Management discussed the following matters before adjourning the meeting. Topics discussed included insurance and Management's slab leak procedure.

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 June 28, 2022, at 6:00 p.m. via Zoom.

ADJOURN:

Adjourn Into Executive Session Meeting


Management adjourned the meeting at 7:10 p.m. to go directly into Executive Session. Director James Gianelli advised the Board that he had to leave the meeting at this time due to a prior commitment and would not be able to attend the Executive Session.

ATTEST:

Respectfully submitted,

Peri Sword, Recording Secretary

APPROVE:

	07/10/2022		
_____	_____	_____	_____
Board Member	Date	Board Member	Date

SIGNATURE CERTIFICATE




REFERENCE NUMBER

D1A7EA92-3D5E-49F2-9C93-201293AFD1C1

TRANSACTION DETAILS	DOCUMENT DETAILS
<p>Reference Number D1A7EA92-3D5E-49F2-9C93-201293AFD1C1</p> <p>Transaction Type Signature Request</p> <p>Sent At 07/10/2022 14:17 PDT</p> <p>Executed At 07/10/2022 15:36 PDT</p> <p>Identity Method email</p> <p>Distribution Method email</p> <p>Signed Checksum 06ae9f4ac6733c783354a6836ac7804f7bf05d8929de5b3fbde91ca0b997dd94b</p> <p>Signer Sequencing Disabled</p> <p>Document Passcode Disabled</p>	<p>Document Name 4-05_24_22_Gen</p> <p>Filename 4-05_24_22_gen.pdf</p> <p>Pages 6 pages</p> <p>Content Type application/pdf</p> <p>File Size 84.4 KB</p> <p>Original Checksum 450f6134b2468102bbb96c55c3c495fee0fe0977f077cb5403e33d52ae04a97a</p>

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
<p>Name Simon Mayeski</p> <p>Email simon@mayeski.com</p> <p>Components 3</p>	<p>Status signed</p> <p>Multi-factor Digital Fingerprint Checksum 86025c835efeb0161c448cd2edaac2bcef66b67aa9f9030961875d6fa426963d</p> <p>IP Address 173.205.176.152</p> <p>Device Chrome via Windows</p> <p>Drawn Signature </p> <p>Signature Reference ID 1734674B</p> <p>Signature Biometric Count 224</p>	<p>Viewed At 07/10/2022 15:32 PDT</p> <p>Identity Authenticated At 07/10/2022 15:36 PDT</p> <p>Signed At 07/10/2022 15:36 PDT</p>

AUDITS

TIMESTAMP	AUDIT
07/10/2022 14:17 PDT	Robin Bacon (rbacon@waltersmanagement.com) created document '4-05_24_22_gen.pdf' on Chrome via Windows from 207.7.104.130.
07/10/2022 14:17 PDT	Simon Mayeski (simon@mayeski.com) was emailed a link to sign.
07/10/2022 15:31 PDT	Simon Mayeski (simon@mayeski.com) viewed the document on Chrome via Windows from 173.205.176.152.
07/10/2022 15:32 PDT	Simon Mayeski (simon@mayeski.com) viewed the document on Chrome via Windows from 173.205.176.152.
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