

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

**May 25, 2021**

**CALL TO ORDER**           The Board of Directors meeting of the Belsera Community Association was called to order at 6:01 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:**       Six (6) Interested Homeowners

**EXECUTIVE SESSION DISCLOSURE:**       The Board held an Executive Session meeting following the April 27, 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:

- Opening date for all community pools and spas. Owner was advised that the Boards plans to open both pools and spas on June 15, 2021, which is the date when Governor Newsom will lift the tier system from the State of California.
- Parking spaces: Parking spaces were repainted approximately five (5) years ago, and some of the parking numbers numbered incorrectly. Owner was advised the Board plans to repave and repaint the parking lot and the vendor will correct any numbering at that time.
- Owner was concerned about dog feces in Entrance # 3 not being picked up by residents walking their dogs in the area. The Board will place a sign on the doggy bag station in the aera telling pet owners to pick up any waste from their pets.
- Owner and her tenant are concerned about a dip in front of the owner's parking space which they say can damage lower-built vehicles when parking. Owner was advised that

the dip is required for drainage and cannot be filled. Board members explained that all parking spaces have the dip and drivers can avoid any undercarriage damage if they park slowly and at the correct angle. Owner was told if she wants to use a removable ramp, she may, as long as it is removed as soon as the vehicle is parked. It cannot be left on the property between parking space use.

- Owner discussed how to keep her unit safe from water damage while she is away for a few weeks. Board advised having someone check her unit from time to time, and to turn off water to her sinks and toilets before going on vacation.

## **APPROVAL OF MINUTES:**

### **April 27, 2021, General Session Minutes**

Management provided the Board of Directors with the draft General Session minutes of the April 27, 2021, Board meeting.

*After review and discussion of the information provided, a motion was made, seconded, and unanimously carried to **approve** the April 27, 2021, General Session minutes as submitted.*

## **FINANCIAL REPORT:**

### **Financial Report – April 2021**

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

### **Resolution 5380 (b)(6)– April 2021**

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

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

## **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. Restoration Systems & Consulting, Inc. submitted a proposal to perform interior repairs due a plumbing leak at 11208 ½ Portobelo Dr. for a cost of \$805.00.
2. Restoration Systems & Consulting, Inc., submitted a proposal to perform interior repairs due a plumbing leak at 11210 Portobelo Dr. for a cost of \$1,095.00.

*Upon a motion duly made, seconded, and unanimously carried, the Board **ratified** the previously approved proposals submitted by Restoration Systems & Consulting, Inc. to perform interior repairs due to a plumbing leak at 11208 ½ Portobelo Dr. for a cost of \$805.00, and to perform interior repairs due to a plumbing leak at 11210 Portobelo Dr. at a cost of \$1,095.00.*

### **Repair Items**

#### **Paving Proposals**

Management presented a paving bid submitted by Black Diamond Paving. Management and Board Treasurer walked the property with Black Diamond to understand their proposal. Black Diamond Paving revised their proposal to remove the red curb paving. Black Diamond's revised proposal was submitted for a cost of \$181,400.00.

Management also requested Quikel to submit a proposal using the same scope of work as the Black Diamond proposal. Quikel's proposal came in at \$158,590.00. Management also requested a proposal from National Paving but had not received as of the date of the meeting.

*Upon a motion duly made, seconded, and unanimously carried, the Board **tabled** this matter. They requested Management to go back to Black Diamond Paving, who uses recycled materials in their paving, to negotiate a lower price for their work, and if their proposal includes stenciling. They also requested that Management go to both Quikel and National Paving if their paving materials include the recycled additives, and if having recycled additives in their paving materials make any difference in California. Management is to ask all paving vendors whether their paving materials will withstand the*

*pressure from garbage trucks.*

### **Annual Tree Trimming**

Management presented the proposal for annual tree trimming submitted by Western Tree for a cost of \$58,330.00.

*Upon a motion duly made, seconded, and unanimously carried, the Board passed the proposal submitted by Western Tree for a cost of \$58,330.00. This work will be postponed until August 15, 2021, due to the State of California's bird nesting season regulations.*

### **Balcony Repair – 11332 Portobelo Dr. #8**

Restoration Systems & Consulting, Inc., submitted a proposal to perform balcony repairs due to a compromised substrate for a cost of \$2,945.00. The Owner submitted a proposal from Life Deck to perform the same work for approximately \$300.00 less.

*Upon a motion duly made, seconded, and unanimously carried, the Board approved , to the proposal submitted by Restoration Systems & Consulting, Inc. to repair the balcony at 11332 Portobelo for a cost of \$2,945.00.*

### **Discussion – Carports**

Management advised the Board that she sent proposal requests to ProTec Building Services and reached out to painting coordinators but is having a difficult time obtaining them because the vendors are having a very difficult time retaining employees. Management hopes to receive will discuss the carport issues in June.

### **Discussion – Bollard Lights at 11306 Camino Playa Cancun**

Board member Carol Corporales advised Management that ever since the new bollard light has been installed, the rest of the lights have been out around 11306 Camino Playa Cancun. Management will contact Benesh Electric to correct this problem.

### **Ratify Architectural Application - 11204 Portobelo Dr. Window Replacement**

Management presented an architectural application submitted by the owner of 11204 Portobelo Dr. to replace windows. The Board had previously approved this application between meetings.

*Upon a motion duly made, seconded, and unanimously carried, the Board **ratified** their prior approval submitted by the owner of 11204 Portobelo Dr. to install new windows.*

### **Draft Budget**

Management submitted the draft budget for 2021-2022, with no increase. Since the Association is funded at 168.65%, this budget included some funds assuming needs due to Covid-19. All funds not spent by the end of the fiscal year will be rolled into Reserves. Management did not recommend an increase in monthly assessments.

*Upon a motion duly made, seconded, and unanimously carried, the Board **approved** the draft budget for the 2021-2022 fiscal year as submitted.*

### **Reserve Study**

Management presented the April 27, 2021, Reserve Study prepared by Jose Mejares. The Reserve Study shows that the association is 165.65% funded. Management reminded the Board that the Reserve Study is a projection of expenditures, and not all repairs are made on the year they are allocated.

*Upon a motion duly made, seconded, and unanimously carried, the Board **approved** the Reserve Study prepared by Jose Mejares as submitted. draft budget for the 2021-2022 fiscal year as submitted.*

### **Homeowner Request**

This was on the agenda for the owner of 11282 Portobelo Dr. who wanted the Board to accommodate their concerns with the drainage dip in front of their parking space. This concern was discussed during the Homeowner Forum earlier in this meeting. No Board action was necessary at this time.

### **New Signage**

Board Treasurer and Signage Committee Chair Ken Schulte gave the Board an update on the new community signage project. The aluminum signs to be installed on the light poles can be created and installed at the community for under \$9,000.00.

*Upon a motion duly made, seconded, and unanimously carried, the Board **approved** moving ahead with the creation and installation of the signs for under \$9,000.00.*

**INFORMATIONAL  
ITEMS:**

**Informational Items**

The following reports and other items were provided for the Board's information and /or discussion:

- Work Order Report (04/09/21-05/17/21)
- Escrow Closings Report
- Property Information Sheet
- Correspondence – Discussion
- Map

**NEXT MEETING:**

**Next Meeting**

The next meeting is scheduled for June 22, 2021, at 6:00 p.m. via Zoom.

**ADJOURNMENT:**


The meeting was adjourned into Executive Session at 7:41 p.m.

**ATTEST:**

Respectfully submitted, \_\_\_\_\_,

Peri Sword, Recording Secretary

**APPROVE:**

	08/04/2021		
_____	_____	_____	_____
Board Member	Date	Board Member	Date

**SIGNATURE CERTIFICATE**




**REFERENCE NUMBER**

B3412C8E-0986-45FB-AC28-565FC5335D4A

TRANSACTION DETAILS	DOCUMENT DETAILS
<p><b>Reference Number</b> B3412C8E-0986-45FB-AC28-565FC5335D4A</p> <p><b>Transaction Type</b> Signature Request</p> <p><b>Sent At</b> 08/04/2021 09:33 PDT</p> <p><b>Executed At</b> 08/04/2021 09:36 PDT</p> <p><b>Identity Method</b> email</p> <p><b>Distribution Method</b> email</p> <p><b>Signed Checksum</b> 3e6b787543f25d7cc8132b24b09b8c19fdf05e972ad6ea683a7d6bb584a4435c</p> <p><b>Signer Sequencing</b> Disabled</p> <p><b>Document Passcode</b> Disabled</p>	<p><b>Document Name</b> 05_25_21_Belsera General Minutes</p> <p><b>Filename</b> 05_25_21_belsera_general_minutes.pdf</p> <p><b>Pages</b> 6 pages</p> <p><b>Content Type</b> application/pdf</p> <p><b>File Size</b> 82.5 KB</p> <p><b>Original Checksum</b> dc4d5e3593ebf6c65e9f57390f2e769c3364196cf655f379ceae9e6be05bf1e6</p>

**SIGNERS**

SIGNER	E-SIGNATURE	EVENTS
<p><b>Name</b> Simon Mayeski</p> <p><b>Email</b> simon@mayeski.com</p> <p><b>Components</b> 2</p>	<p><b>Status</b> signed</p> <p><b>Multi-factor Digital Fingerprint Checksum</b> 93e628c79e32ef34e162abdfc2dda56d6603f5c2da54a24310d53c836216a076</p> <p><b>IP Address</b> 70.95.102.219</p> <p><b>Device</b> Chrome via Windows</p> <p><b>Drawn Signature</b></p>  <p><b>Signature Reference ID</b> 797B04BF</p> <p><b>Signature Biometric Count</b> 288</p>	<p><b>Viewed At</b> 08/04/2021 09:35 PDT</p> <p><b>Identity Authenticated At</b> 08/04/2021 09:36 PDT</p> <p><b>Signed At</b> 08/04/2021 09:36 PDT</p>

**AUDITS**

TIMESTAMP	AUDIT
08/04/2021 09:33 PDT	Robin Bacon (rbacon@waltersmanagement.com) created document '05_25_21_belsera_general_minutes.pdf' on Chrome via Windows from 207.7.104.130.
08/04/2021 09:33 PDT	Simon Mayeski (simon@mayeski.com) was emailed a link to sign.
08/04/2021 09:35 PDT	Simon Mayeski (simon@mayeski.com) viewed the document on Chrome via Windows from 70.95.102.219.
08/04/2021 09:36 PDT	Simon Mayeski (simon@mayeski.com) authenticated via email on Chrome via Windows from 70.95.102.219.
08/04/2021 09:36 PDT	Simon Mayeski (simon@mayeski.com) signed the document on Chrome via Windows from 70.95.102.219.

