

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

**May 27, 2008**

**MEMBERS PRESENT**

Susan Leverenz, President  
Simon Mayeski, Vice President  
Leslie Pembroke, Treasurer  
Anne Hoffman, Secretary  
Carol Corporales, Director

**OTHERS PRESENT**

Michael Yadrick, Community Association Manager, Walters Management  
Megan K. Yavel, Recording Secretary, Walters Management  
Interested Homeowners

**CALL TO ORDER**

The Belsera Community Association Board of Directors Meeting was called to order at 7:01 PM, by Susan Leverenz, President, at the Tierrasanta Recreation Center, 11220 Clairemont Mesa Boulevard, San Diego CA 92124.

**EXECUTIVE SESSION  
DISCLOSURE**

Susan Leverenz, President, provided a summary of the Executive Session meeting held on May 27, 2008 at 6:00 PM:

- Hearings
- The use of the unmarked parking area in upper Belsera

**HOMEOWNER FORUM**

The homeowner with account number 138360 was present to discuss with the Board all the pool problems he has witnessed and presented possible solutions to the witnessed problems. The homeowner requested that the power be turned off when the pool is closed, changing the locks and have the homeowner pay for new keys.

The homeowner with account number 000160 was present to discuss the furniture behind the mailbox. Management had already processed a work order to have the desk removed. Other homeowner suggested that the items be donated or taken to the landfill for a fee.

The homeowner with account number 131620 was present to discuss the website. The Board requested a webmaster volunteer from the homeowners; however, no members have come forward. Discussion ensued regarding the ownership of the website.

The same homeowner had questions pertaining to the contract with Waste Management. The homeowner requested a copy of the original contract that was signed.

The homeowner with account number 036010 was present to discuss the column cracking that is taking place in front of the front door of this unit. The homeowner presented photos which Management included in the Board packet.

The homeowner with account number 138620 also noted that her column is cracking. Management requested written correspondence and photos if possible be sent via email.

#### **MINUTE APPROVAL**

The Board reviewed the minutes from the April 22, 2008 meeting. Upon a motion duly made, and carried unanimously the minutes from the April 22, 2008 Board meeting were approved with amendments.  
(Leverenz/Mayeski)

#### **TREASURER'S REPORT**

The Board reviewed the March and April 2008 financials as submitted by Walters Management and indicated that the Board of Directors' review was in compliance with California Civil Code Section 1365.5(a)(1) through (5).

Leslie Pembroke made several requests pertaining to accounting issues including:

- The Reserve, Operating and Special Assessment accounts be kept separate.
- Ensure the Reserve account is properly refunded from the special assessment account for any funds paid out of reserves for reconstruction related items.
- Check on the interest rate for the loan, as it was supposed to come down in April.
- Since the loan was to help the Association get a jump start on the stairwell project can the balance in special assessment account be used to pay off the loan?
- A judgment against a prior contractor was made in the past and very little has been collected on the judgment – check with Epstein, Grinnell, & Howell regarding status.
- Bills are still being received from Wasserman and Kornheiser for past collection accounts. It was requested that one company be used to go through and collect the debts. Management recommended that the Board find a company that could provide all these collection accounts.
- Leslie requested that Management find out the foreclosure status on account numbers 137620 and 026850.

Discussion ensued regarding revocation of common area privileges and voting privileges for homeowners who are delinquent.

A motion was duly made and carried unanimously to approve the March and April 2008 financials as submitted pending audit.  
(Pembroke/Mayeski)

**MANAGEMENT REPORT Pool Service Proposals:** The Board reviewed the proposals from two (2) vendors to provide pool service at Belsera. The proposals were as follows:

- Community Pool Service \$600.00 + Chemicals
- Aqua Pool Service \$975.00 (Includes Chemicals)

Management was unable to obtain a third bid after soliciting three other pool service companies (Aquarius, Pool PHD, and Clear as Day). Discussion ensued regarding the budgeted amount for pool services and repair and maintenance. A motion was duly made and carried unanimously to approve Aqua Pool Services for a cost of \$975 per month which is to include the cost of all chemicals. (Hoffman/Pembroke)

**Brush Management Proposals:** The Board reviewed proposals submitted by contractors to perform brush management on the perimeter of the property. The proposals were as follows:

- Treebeard Landscape \$8,800.00
- Benchmark Landscape \$11,740.00
- Greenbrier Lawn & Tree \$10,500.00

Discussion ensued regarding the prior years brush management vendor, Treebeard. A motion was duly made and carried unanimously to approve Treebeard Landscape to complete the brush management for a cost of \$8,800.00 to be paid from (Operating/Reserves). (Leverenz/Corporales)

**Backflow Installation Proposals:** The Board reviewed the proposals submitted from contractors to install a backflow device as ordered by the City of San Diego Water Department. The proposals were as follows:

- Pacific Backflow \$1,950.00
- Pacific Properties Service \$1,189.18
- Ahlee Backflow Service \$2,008.00

Discussion ensued regarding this required installation from the City of San Diego. A motion was duly made and carried unanimously to approve Pacific Properties Service to install the backflows for a cost of \$1,189.18 to be paid from the reserve account. (Leverenz/Pembroke)

**Concrete Curb Repair Proposals:** The Board reviewed the proposals to repair the curb at the main entrance center island. The proposals were as follows:

- Top Notch Construction \$1,375.00
- Paul Davis Restoration \$1,115.40

Discussion ensued regarding whether or not the work needs to be completed and requested the proposal be tabled. A motion was duly made and carried unanimously to table the proposal for repairs on the curb at the main entrance center island. (Leverenz/Pembroke)

**Driveway #5 Repair Proposals:** The Board reviewed proposals to repair driveway #5. The proposals were as follows:

- Top Notch Construction \$1,900.00
- Paul Davis Restoration \$1,458.60
- ProTec Building Services \$2,849.00

**Concrete Sidewalk Repair on Portobelo Proposal:** The Board reviewed the proposal to replace a section of sidewalk in front of 11174 Portobelo Drive. The proposals are as follows:

- Paul Davis Restoration \$2,114.60
- ProTec Building Service \$2,816.00
- Rescom \$2,580.00

A motion was duly made and carried unanimously to approve Paul Davis Restoration for the driveway #5 repair proposals for \$1,458.60 and the concrete sidewalk repair at 11174 Portobelo for a cost of \$2,114.60 both items be paid from the reserve account. (Pembroke/Leverenz)

**Ratification of Actions Taken Outside a Meeting:** Prior to this meeting, the Board approved the appointment of an Inspector of Election for the annual meeting. A motion was duly made and carried unanimously to ratify the decision made outside a meeting via unanimous written consent to appoint Richard Salpietra, Esq. as the Inspector of Elections for a cost of \$2,652.88. (Leverenz/Hoffman)

**Termite Proposals:** The Board reviewed proposals for termite treatments throughout Belsera. The proposals were as follows:

- Payne Pest Management 11204 Portobelo \$375.00
- D&S Termite & Pest 11230 Portobelo \$325.00

Discussion ensued regarding the proposals submitted. A motion was duly made and carried unanimously to approve both proposals for 11204 Portobelo for \$375 and D&S for 11230 Portobelo for \$325.00. (Hoffman/Leverenz)

**Owners Request for Ballot Initiative:** The Board reviewed a letter from the homeowner with account number 036820 for a ballot initiative for the upcoming June election. Discussion ensued regarding the fact that the ballots have already been mailed. Further discussion ensued regarding the ballot initiatives and whether or not this information would be useful to the association.

Susan Leverenz suggested that these items be reviewed as a poll that is mailed with the statements to the membership. Further, it was suggested that these items be handled as individual requests. A motion was duly made and carried unanimously to table the homeowner proposed ballot initiative. (Leverenz/Mayeski).

**Architectural Applications:** The Board reviewed the applications from two (2) homeowners seeking approval to make changes to their homes.

- Account number 136010 – Tank less Water Heater Installation. The homeowner was present to discuss the application. Discussion ensued regarding the exhaust vents and the current venting access. Further discussion ensued regarding the architectural committee and the status of the committee. A motion was duly made and carried unanimously to approve. (Hoffman/Pembroke)
- Account number 036850 – Installation of screen door and installation of vinyl windows. The homeowner wasn't present to discuss the application. Discussion ensued regarding the types of approved security and screen doors. A motion was duly made and carried unanimously to approve the application for the windows and conditionally approve the security door and provide the homeowner with the appropriate doors. (Hoffman/Leverenz)

**Request for Fine Reversal:** The homeowner with account number 002120 submitted a letter requesting the reversal of the fine levied following the last Board meeting for parking violations. Discussion ensued regarding the correspondence received from the homeowner. A motion was duly made and carried unanimously to deny the request. (Leverenz/Corporales)

**Request for Carpet Replacement:** The homeowner with account number 036050 submitted a letter requesting the to have the carpet

replaced in the living room following a slab leak that occurred in March in his neighbors unit. Discussion ensued regarding who cut into the floor for the damage. A motion was duly made and carried unanimously to deny the request. (Pembroke/Hoffman)

**Aging Report and Lien Resolutions:** The Board reviewed the aging report summary and the resolutions to record liens. The resolutions are required to be approved at an open meeting of the Board.

- A motion was duly made and carried unanimously to approve the resolution to record a lien on the homeowner with account number 000120. (Pembroke/Hoffman)
- A motion was duly made and carried unanimously to approve the resolution to record a lien on the homeowner with account number 002360. (Pembroke/Leverenz)
- A motion was duly made and carried unanimously to approve the resolution to record a lien on the homeowner with account number 030660. (Pembroke/Corporales)
- A motion was duly made and carried unanimously to approve the resolution to record a lien on the homeowner with account number 032650. (Pembroke/Leverenz)

**2008/2009 Budget:** The Board discussed the budget for the next fiscal year (July 1, 2008 – June 30, 2009). A motion was made, seconded, and carried to keep the assessment rate the same with minor adjustment to specific expenditure line items based on new contractual rates. (Leverenz/Pembroke) Leslie Pembroke and Carol Corporales agreed to work together to make changes as necessary and provide to management for distribution to the membership.

## **INFORMATIONAL ITEMS**

Michael Yadrick presented the Board with the following documents for informational purposes. No action is required.

- Action Item List of 04/22/08
- Maintenance Log of 04/12/08 – 05/12/08
- Drive Through Notes of 04/15/08
- Top Notch Notes from March and April 2008
- Unit Listing – by address (04/12/08 – 05/12/08)
- Property Information and Map

## **NEW/OLD BUSINESS**

**Committee Discussion:** Committees are no longer in operating status, as they are all in hiatus and will be reviewed after the annual meeting.

**Vendors Discussion:** Pertaining to vendors that were recently changed.

**Maintenance Protocols & Priorities:** Dealt with Top Notch and their ability to prioritize work to be completed throughout the property. A list of maintenance items has not yet been prioritized. Management is now handling the work orders and verification of completed work.

**Maintenance Matrix:** Still under review and discussion.

**Correspondence:**

**Letters not attended to at last 2 meetings:**

- **Item 2** – Letter from the homeowner with account number 135040 requesting due date for assessments to be on the 17<sup>th</sup> vs. the 15<sup>th</sup> of the month. A motion was duly made and carried unanimously to deny the request. (Pembroke/Leverenz)
- **Item 7** – Email from the homeowner with account number 134010 requesting reimbursement of \$80.00 for electricity usage following a slab leak. A motion was duly made and carried unanimously to deny the request. (Pembroke/Leverenz)

**Correspondence received since April 22, 2008 Meeting**

- **Item 2** – Email from the homeowner with account number 132040 demanding repairs to stucco around front entry. Discussion ensued regarding the inspection by Dills which noted that the patio was built up so the weep screed was blocked. Further discussion ensued regarding the fact that the damage was due to the alterations by the prior owners and therefore, this is a homeowner responsibility to repair. The Board requested Management to contact Legal Counsel for an opinion of this matter.
- A motion was duly made and carried unanimously to approve Leslie Pembroke and Carol Corporales to work with Management on specific line items and note there is no change in monthly assessments for July 1, 2008. (Mayeski/Leverenz)
- **Item 24** – Email from the homeowner with account number 001460 responding to fine hearing decision letter and requesting fines to be waived. Discussion ensued regarding the history of this violation. A motion was duly made and carried unanimously to deny the request for reimbursement. (Leverenz/Pembroke)

**NEXT MEETING DATE** The next Board of Directors meeting will be held on Tuesday, June 24, 2008, at the Tierrasanta Recreation Center 11220 Clairemont Mesa Boulevard, San Diego, CA 92124 at 6:00 PM.

**ADJOURNMENT** There being no further business before the Board of Directors, the meeting was adjourned at 8:42 PM.

Respectfully Submitted,

Megan K. Yavel  
Recording Secretary, Walters Management

**APPROVED:**

Susan K. Leverenz 6.24.08  
Susan Leverenz, President Date

Anne Hoffman 6/24/08  
Anne Hoffman, Secretary Date