

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

May 28, 2013

- CALL TO ORDER** The Board of Directors meeting of the Belsera Community Association was called to order at 6:00 p.m. by President, Ralph Kingery, at the Tierrasanta Recreation Center, 11220 Clairemont Mesa Boulevard, San Diego CA 92124
- MEMBERS PRESENT** Ralph Kingery, President
Simon Mayeski, Vice President
Patricia Dean, Secretary
Leslie Pembroke, Treasurer
Lisa Lehr, Director
- ABSENT** None
- OTHERS PRESENT** Robin Fennell, Community Association Manager, Walters Management
Karoline Whitaker, Recording Secretary, Walters Management
Interested Homeowners
- HOMEOWNER FORUM** The meeting was opened for homeowner comments. Topics brought before the Board for discussion were:
- Property repairs
 - Security contact information
 - Off leash dogs
 - Parking rules status
- EXECUTIVE SESSION DISCLOSURE** At the April 23, 2013 Executive Session meeting, the Board discussed the security contract and collections .
- APPROVAL OF MINUTES** The Board reviewed the minutes of the April 23, 2013 Board meeting.
- Upon a motion duly made, seconded and unanimously carried; the Board of Directors approved the Regular Session minutes of the April, 2013 Board meeting as amended. (Kingery/Lehr)
- TREASURER'S REPORT** The Board reviewed the April 2013 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).
- Upon a motion duly made, seconded and carried unanimously; the Board of Directors approved the April 2013 financials as submitted, pending audit. (Pembroke/Kingery)
- AGING REPORT** There were no updates to the previous aging report. No action was taken.
- LANDSCAPE PROPOSALS & PLAN** The Board reviewed the Green Valley Landscape proposal in the amount of \$60,480.00 for 80 under the stairwell improvements.
- Upon a motion duly made, seconded, and carried unanimously; the Board of Directors voted to approve the Green Valley Landscape proposal in the amount of \$60,480.00. (Kingery/Lehr)

RESERVE REPORT

The Board reviewed the Reserve Study dated April 22, 2013 submitted by Jose M. Mejares, CPA.

Upon a motion duly made, seconded and carried unanimously; the Board voted to approve the 04/22/13 Reserve Study as submitted, to be sent to the membership. (Pembroke/Dean)

PARKING RULE REVIEW

The Board discussed the current parking rules and suggestions that have been submitted to the Board for consideration. Ralph Kingery submitted a plan for Board consideration that would allow specific areas of guest parking to be designated first come-first served parking.

resident

Management will seek the approval of the Association attorney and report back the findings.

ROOFING PROJECTIONS

The Board reviewed a roofing plan submitted by Paradise Roofing Company that identified the remaining buildings that have not had roof replacement. Paradise roofing submitted a proposal to repair the remaining 27 buildings at a cost of \$458,774.00

Ralph Kingery noted that of the 27 buildings that have not been completed, 16 buildings have had multiple roof leaks and the Board should consider approving those buildings for repair at a cost of \$305,004.00.

The Board instructed Management to request a best and final proposal for all buildings.

FENCE PROPOPOSAL

The Board reviewed a proposal submitted by Alpine Fence in the amount of \$8,400.00 to replace 40' of panels with aluminum fencing. This proposal is in addition to the \$25,250.00 proposal approved at the last Board meeting.

The Board requested Management to obtain a proposal for wrought iron fencing.

2013-2014 DRAFT BUDGET

The Board reviewed the latest 2013/2014 draft budget. Increases were made to the line items for 'landscaping extras' and 'tree service'.

Upon a motion duly made, seconded and carried unanimously; the Board voted to approve the 2013/2014 Budget as amended, to be sent to the membership. (Pembroke/Mayeski)

REPAIR PROPOSALS

The Board reviewed the following property repair proposals:

Restoration Systems proposals for 11340 Portobelo Dr #1:

- \$2,685.00 for the installation of an attic firewall between the adjoining

units.

- \$1,645.00 for balcony repairs.

Upon a motion duly made, seconded and carried unanimously; the Board voted to approve the Restorations Systems proposals in the amount of \$2,685.00 and \$1,645.00. (Mayeski/Pembroke)

Pestgon proposal in the amount of \$645.00 for treatment of termites in the attic & garage door frame at 11048 Portobelo.

Upon a motion duly made, seconded and carried unanimously; the Board voted to approve the Pestgon proposal in the amount of \$645.00. (Dean/Kingery)

Pestgon proposal in the amount of \$1,290.00 for treatment of termites in the attic & sliding door frame at 11186 Portobelo.

Upon a motion duly made, seconded and carried unanimously; the Board voted to approve the Pestgon proposal in the amount of \$1,290.00. (Lehr/Pembroke)

RESERVE RECOMMENDATION

The Board reviewed a recommendation from David Lynn of Morgan Stanley Smith Barney to continue to ladder the Reserve account by making the following investments:

\$100,000 18-month CD (.50%)

\$100,000 30-month CD (.65%) after the \$95,000 CD matures on 5/6/13

\$100,000 36-month CD (.75%) after the \$95,000 CD matures on 6/17/13

\$77,623 plus interest and \$28,807 monthly contribution to remain liquid in the money market account.

Upon a motion duly made, seconded and unanimously carried; the Board voted to accept the recommendation from Morgan Stanley Smith Barney as submitted. (Kingery/Pembroke)

ACTION BY WRITTEN CONSENT

The Board voted unanimously via email to approve an ARS Plumbing proposal in the amount of \$4,490.00 for an emergency repair of a slab leak at 11270/11270.5 Portobelo.

Upon a motion duly made, seconded and unanimously carried; the Board voted to ratify the action taken outside of a meeting for the approval of the ARS Plumbing proposal in the amount of \$4,490.00. (Kingery/Pembroke)

INFORMATIONAL ITEMS

The Board reviewed the following informational items:

- Action list
- Work order log
- Unit Escrow List
- Correspondence
- Calendar/Map

ADJOURNMENT

There being no further matters to come before the Belsera Board of Directors, the Regular Session meeting was adjourned at 8:40 p.m. and the Board entered Executive Session.

Respectfully submitted,

Karoline Whitaker, Recording Secretary

APPROVED:

	<u>June 18, 2013</u>		<u>6/18/13</u>
Ralph Kingery, President	Date	Patricia Dean, Secretary	Date