

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

**May 28, 2019**

- CALL TO ORDER**      The Board of Directors meeting of the Belsera Community Association was called to order at 6:00 p.m. by Carol Corporales, President, at the Tierrasanta Recreation Center, 11220 Clairemont Mesa Boulevard, San Diego CA 92124
- BOARD MEMBERS PRESENT**      Simon Mayeski, Vice President  
Nancy Burke, Treasurer  
Pat Dean, Secretary  
Gregory Sobko, Director
- BOARD MEMBERS ABSENT**      Carol Corporales, President
- MANAGEMENT REPRESENTATIVES**      Robin Bacon, Community Manager, Walters Management  
Ruth Vaughn, Recording Secretary, Walters Management
- OTHERS PRESENT**      Interested Homeowners
- EXECUTIVE SESSION DISCLOSURE**      **There was no** Executive Session meeting following the March 26, 2019 General Session.
- HOMEOWNER FORUM**      A time was provided for homeowners in attendance to share any questions, comments or concerns.
- APPROVAL OF MINUTES**      **April 23, 2019 General Session Minutes**  
Management provided the Board of Directors with the draft General Session minutes of the April 23, 2019 Board meeting.  
  
*After review and discussion of the information provided, a motion was made, seconded and unanimously carried to **approve** the April 23, 2019 General Session minutes as submitted.*
- FINANCIAL REPORT**      **April 2019 Financial Statements**  
Management provided the Board of Directors with the March 2019 financial statements. In accordance with California Civil Code Section §5500(a-e), the Board of Directors reviewed the financial statement for the month ended April 2019. Based on this review, the Association is in compliance with Civil Code requirements.  
  
*After review & discussion of the information provided, a was motion made, seconded and unanimously carried to **accept** the*

*April 2019 financial statements pending the annual financial review by the Association CPA as required by California Civil Code Section §5500.*

**AB 2919 Resolution – June 2019**

Management provided the Board with the AB 2919 Resolution for the monthly expenses for June 2019.

*After review & discussion of the information provided, a motion was made, seconded and unanimously carried to **approve** the resolution for the month of June 2019.*

**MANAGEMENT  
REPORT**

**Property Repairs**

**Fire Extinguisher Proposal**

Management informed the Board that the insurance for the Association's master policy has advised that all the buildings, (54) should have a fire extinguisher in the common area of each building. Management has already installed one at each of the pools. Management provided the Board with 2 proposals from Miramar Fire Equipment as follows: One proposal is with a plastic case fire extinguisher and installation in the amount of \$9,905.35. The other proposal is with an aluminum case, which is the one they highly recommend, and the cost is \$11,803.00. Management also provided the Board with a proposal from ProTec Building Services for the plastic case fire extinguishers in the amount of \$11,574.00.

*After review & discussion of the information provided, a motion was made, seconded and unanimously carried to **approve** the proposal from Miramar Fire Equipment for the fire extinguishers with the aluminum cases at a cost of \$11,803.00.*

**Termite Treatment Proposal – 11082 Portobelo**

Management provided the Board with a proposal from Pestgon Termite Services for the termite fumigation services needed at 11082 Portobelo, at a cost of \$1,160.00.

*After review and discussion of the information provided, a motion was made, seconded and unanimously carried to **approve** the proposal from Pestgon Termite Services at a cost of \$1,160.00.*

**Balcony Repairs Proposal – 11320 Portobelo Unit 1**

Management provided the Board with a proposal from Carson with Restoration Systems for the balcony repairs needed at 11320 Portobelo Unit 1, due to dry rot, at a cost of \$2,485.00.

*After review and discussion of the information provided, a motion was made, seconded and unanimously carried to **approve** the proposal from Restoration Systems at a cost of \$2,485.00.*

**ProTec Building Services Maintenance Contract Increase**

Management informed the Board that ProTec Building Services is asking for an increase of \$2.00 an hour for maintenance hours at Belsera. This is due to the minimum wage increase. The hourly rate will go from \$43.00 to \$45.00 an hour.

*After review and discussion of the information provided, a motion was made, seconded and unanimously carried to **approve** the \$2.00 increase for the maintenance hours provided by ProTec Building Services.*

**Landscape Proposals**

**11158 Portobelo – Tree Replacement**

Management provided the Board with a proposal from Green Valley Landscape for the replacement of the Hong Kong Orchid tree by 11158 Portobelo at a cost of \$400.00

*After review and discussion of the information provided, a motion was made, seconded and unanimously carried to **approve** the proposal submitted by Green Valley Landscape for the replacement of the Hong Kong Orchid tree at a cost of \$400.00.*

**11294 ½ Portobelo – Tree Removal**

Management provided the Board with a proposal from Green Valley Landscape for the removal of a large Eucalyptus tree by 11294 ½ Portobelo at a cost of \$900.00. No replacement tree is required in this area.

*After review and discussion of the information provided, a motion was made, seconded and unanimously carried to **approve** the proposal submitted by Green Valley Landscape for the removal of the Eucalyptus tree next to 11294 ½ Portobelo at a cost of \$900.00.*

**2019 Tree Trimming Proposal**

Management provided the Board with the proposal submitted by Western Tree Services for the 2019 tree trimming service at a cost of \$55,195.00, which is scheduled to begin in late July 2019.

*After review and discussion of the information provided, a motion was made, seconded and unanimously carried to **approve** the 2019 tree trimming proposal submitted by Western Tree Services*

at a cost \$55,195.00.

## **NEW BUSINESS**

### **Architectural Applications**

#### **11178 ½ Portobelo – Patio Pavers**

Management provided the Board with an architectural application submitted by the owner of 11178 ½ Portobelo for the installation of pavers in their patio.

*After review and discussion of the information provided, a motion was made, seconded and unanimously carried to **approve the architectural application with the condition that the proper drainage being installed to direct the water away from the building.***

#### **11260 Portobelo – Window Replacement**

Management provided the Board with an architectural application submitted by the owner of 11260 Portobelo for the installation of new windows in the unit.

*After review and discussion of the information provided, a motion was made, seconded and unanimously carried to **approve the architectural application with the condition that at least 2 windows will have the grids.***

#### **11352 Portobelo #3 – Front Door Screen Installation**

Management provided the Board with an architectural application submitted by the owner of 11352 Portobelo #3 for the installation of new front door security screen.

*After review and discussion of the information provided, a motion was made, seconded and unanimously carried to **approve the architectural application with the condition that they install the arcadia security screen door.***

### **Investment Recommendations**

Management provided the Board with the investment recommendations submitted by David Lynn from Morgan Stanley for the laddering of the reserves accounts as follows:

\$200,000 36-month CD at 2.6%

\$100,000 36-month CD at 2.6%

\$149,403 plus \$16,694 monthly contribution to remain liquid.

*After review and discussion of the information provided, a motion was made, seconded and unanimously carried to **approve the***

*investment recommendations submitted by David Lynn with Morgan Stanley.*

**Draft Budget**

Management provided the Board with 2 different draft budgets for the 2019/2020 year. Management informed the Board it has included all of the roof maintenance in the operating budget and anticipates having to increase the dues from \$294.00 to \$299.79 for next year, which is an increase of \$5.79 monthly. The other budget has the roofs going to the reserves, therefore having no increase to the assessments for the next fiscal year.

*After review and discussion of the information provided, a motion was made, seconded and unanimously carried to **approve** the budget with the dues increasing to \$299.00 as of July 1<sup>st</sup>.*

**Homeowner Request**

Management provided the Board with the letter submitted by the owner of 11026 Portobelo asking for a guarantee that her roof will not leak again.

*After review and discussion of the information provided, the Board directed Management to inform the owner that the roofs throughout the community will be inspected in August 2019.*

**INFORMATIONAL ITEMS**

Management provided the Board of Directors with the correspondence received since the last meeting, updated action item list, work order report, escrow closings report, property information sheet and community map for review purposes. No Board action was necessary at this time.

**NEXT MEETING**

The next Board of Directors Meeting is scheduled for June 25, 2019.


**ADJOURNMENT**


There being no further business to come before the Belsera Board of Directors, the General Session meeting was adjourned at 8:00 p.m.

**APPROVED**

Respectfully submitted,

Ruth Vaughn, Recording Secretary

  
Board Member      6/24/19  
Date

  
Board Member      6/24/19  
Date