

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

June 22, 2021

CALL TO ORDER The Board of Directors meeting of the Belsera Community Association was called to order at 6:0 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: Two (2) Interested Homeowners
Dave Lynn, Lynn Wealth Management

EXECUTIVE SESSION DISCLOSURE: The Board held an Executive Session meeting following the May 25, 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:

- One Owner wished to discuss the number of his parking space. When the spaces were repainted approximately five (5) years ago, he says his parking space number was put in the wrong spot. Would like to know when there will be a resolution. Board members and management advised that they are working on a repaving project, and the parking space numbers will be repainted at that time.
- One Owner just called in to listen to the meeting.

APPROVAL OF MINUTES: **May 25, 2021, General Session Minutes**
Management provided the Board of Directors with the draft General Session minutes of the May 25, 2021, Board meeting.

*After review and discussion of the information provided, a motion was made, seconded, and unanimously carried to **approve** the May 25, 2021 General Session minutes as submitted.*

**FINANCIAL
REPORT:**

May 2021 Financial Report

Board Treasurer Ken Schulte summarized the financials for May 2021.

*After review and discussion of the information provided, a motion was made, seconded, and unanimously carried to **approve** the May 2021 Financials as submitted, pending the year-end financial review.*

Resolution 5380 (b)(6)– May 2021

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

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

Presentation by Dave Lynn of Lynn Wealth Management

Dave Lynn of Lynn Wealth Management addressed the Board at this time to offer his services handling the association's reserve accounts. He was the Board's broker for several years through Morgan Stanley prior to going out on his own.

*After discussion and upon a motion duly made, seconded, and carried, the Board **approved** moving their reserve accounts from Morgan Stanley to Dave Lynn of Lynn Wealth Management.*

**MANAGEMENT
REPORT:**

Management Report

Ratify Property Repairs

Management presented the following items that were approved between the meeting on May 25, 2021, and today, June 22, 2021:

1. Restoration Systems & Consulting, Inc. provided a proposal to repair stucco at 11392 Portobelo Dr. for a cost of \$785.00.
2. Restoration Systems & Consulting, Inc. provided a proposal to perform interior repairs due to a plumbing leak inside a garage at 11196 Portobelo Dr. for a cost of \$915.00.
3. Restoration Systems & Consulting, Inc. provided a proposal to perform interior repairs at 11190 Portobelo Dr. due to a plumbing leak for a cost of \$810.00.

4. ARS Plumbing submitted a proposal to repair and reroute piping due to a hot water slab leak at 11352 Portobelo Units 2 and 3 for a cost of \$9,240.00 which was approved by the Board on an emergency basis.

*Upon a motion duly made, seconded, and unanimously carried, the Board **ratified** the proposals submitted by Restoration Systems & Consulting, Inc. and ARS Plumbing as approved prior to the June 22, 2021 meeting.*

Repair Items

The Board reviewed e mentioned that the delinq

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:

5. 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.
6. 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:

<u>Peri Sword</u>	<u>8/2/21</u>	_____	_____
Board Member	Date	Board Member	Date

SIGNATURE CERTIFICATE



REFERENCE NUMBER

EAC95F0D-6702-4DBA-AF62-00F898669BE3

TRANSACTION DETAILS

Reference Number

EAC95F0D-6702-4DBA-AF62-00F898669BE3

Transaction Type

Signature Request

Sent At

08/02/2021 17:05 PDT

Executed At

08/02/2021 19:55 PDT

Identity Method

email

Distribution Method

email

Signed Checksum

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Signer Sequencing

Disabled

Document Passcode

Disabled

DOCUMENT DETAILS

Document Name

4-06 22 21 Belsera General Minutes

Filename

4-06_22_21_belsera_general_minutes.pdf

Pages

7 pages

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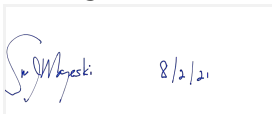
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Original Checksum

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SIGNERS

SIGNER	E-SIGNATURE	EVENTS
Name Simon Mayeski Email simon@mayeski.com Components 1	Status signed Multi-factor Digital Fingerprint Checksum 624bcba5a51e15a74b9dda098290139d4055f578170217aa97ceb118d9ea49d5 IP Address 70.95.102.219 Device Chrome via Windows Drawn Signature  Signature Reference ID BA7D5627 Signature Biometric Count 472	Viewed At 08/02/2021 19:54 PDT Identity Authenticated At 08/02/2021 19:55 PDT Signed At 08/02/2021 19:55 PDT

AUDITS

TIMESTAMP	AUDIT
08/02/2021 17:05 PDT	Robin Bacon (rbacon@waltersmanagement.com) created document '4-06_22_21_belsera_general_minutes.pdf' on Chrome via Windows from 207.7.104.130.
08/02/2021 17:05 PDT	Simon Mayeski (simon@mayeski.com) was emailed a link to sign.
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