

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

June 23, 2020

CALL TO ORDER The Board of Directors Special General Session meeting of the Belsera Community Association was called to order at 6:14 p.m. by Robin Bacon, Community Association Manager via teleconference through Go To Meeting at phone number 872-240-3212, access code 791-953-221.

BOARD MEMBERS PRESENT Carol Corporales, President
Simon Mayeski, Vice President
Nancy Burke, Treasurer
Pat Dean, Secretary
Ken Schulte, Director

BOARD MEMBERS ABSENT None.

MANAGEMENT REPRESENTATIVES Robin Bacon, Community Association Manager, Walters Management
Peri Sword, Recording Secretary, Walters Management

OTHERS PRESENT Two Interested Homeowners

2020 ANNUAL MEETING ANNOUNCEMENT Management announced that the Association did not have enough ballots turned in to reach Quorum at the Annual Meeting, which was to be held just prior to the General Session tonight, June 23, 2020. There are enough ballots turned in achieve the 25% requirement for the reconvened Annual Meeting, which will be held prior to the General Session Meeting to be held on July 21, 2020

HOMEOWNER OPEN FORUM There were two interested owners at the meeting. Items discussed included parking and towing procedures for handicapped parking spaces.

APPROVAL OF MINUTES **May 26, 2020 General Session Minutes**
Management provided the Board of Directors with the draft General Session minutes of the May 26, 2020 Board meeting.

*After review and discussion of the information provided, a motion was made, seconded, and unanimously carried, to **approve** the May 26, 2020 General Session minutes as submitted.*

FINANCIAL REPORT

May 2020 Financial Statement

Management provided the Board of Directors with the May 2020 financial statement and aging reports. In accordance with California Civil Code Section §5500(a-e), the Board of Directors reviewed the financial statement for the month ended May 2020, pending year-end annual financial review.

*After review, and upon a motion duly made, seconded, and unanimously carried, the Board **tabled** the May 2020 Financial Statement and requested that Management look into common area maintenance expenditures and coding.*

Board Resolution AB 2919 – June 2020

Management provided the Board of Directors with the AB 2919 resolution for the monthly expenses for June 2020.

*Upon a motion duly made, seconded, and carried, the Board of Directors **approved** the AB 2919 resolution for the monthly expenses for June 2020.*

May 25, 2020 Aging Report

Management presented the Board with the Aging Report for May 25, 2020 for review.

Upon a motion duly made, seconded, and carried, the Board of Directors moved to direct Management to follow up with the Attorney for Account # 131432.

MANAGEMENT REPORT

Ratify Actions

11346-2 Camino Playa Cancun - Install Shrubs

Management presented the Board with a proposal from Green Valley Landscape to replace shrubs in a bare planter in front of 11346-2 Camino Playa Cancun for a cost of \$450.00, which Management approved because it cost less than the Management spending cap of \$1,500.00 without obtaining Board approval.

11366-5 Camino Playa Cancun – Local Termite Treatment

Management presented the Board with a proposal from Pestgon Termite to perform local treatment for a termite infestation at 11366-5 Camino Playa Cancun at accost of \$1,200.00, which was approved by Management because it was under the \$1,500.00 spending cap.

11286 Portobelo Dr. – Interior repairs

Management presented the Board of Directors with a proposal from Restoration Systems and Consulting to repair the interior of 11286

Portobelo Drive due to a plumbing leak for a cost of \$880.00. This was approved by Management because it was under the \$1,500.00 spending cap.

11320-4 Portobelo Dr. – Interior Repairs

Management presented the Board of Directors with a proposal from Restoration Systems and Consulting to repair the interior of 11320-4 Portobelo Drive for a cost of \$905.00, which was approved by Management by being under the \$1,500.00 spending cap.

11274 Portobelo Dr. – Stairwell Repairs

Management presented a proposal from Restoration Systems and Consulting to repair the defective stair tread between the first and second landing at 11274 Portobelo Dr. for a cost of \$325.00, which was approved by Management because it was under the \$1,500.00 spending cap.

*After review & discussion of the proposals provided, a motion was duly made, seconded, and carried to **ratify** the approved proposal from Green Valley Landscape to install shrubbery in the landscape box in front of 11346-2 Camino Playa Cancun for a cost of \$450.00, to **ratify** the approved proposal from Pestgon Termite to perform local termite treatment at 11366-5 Camino Playa Cancun for a cost of \$1,200.00, to **ratify** the approved proposal from Restoration Systems for interior repairs due to a plumbing leak at 11286 Portobelo for a cost of \$880.00, to **ratify** the approved proposal from Restoration Systems to repair the interior of 11320-4 Portobelo due to a plumbing leak for a cost of \$905.00, and to **ratify** the approved proposal from Restoration Systems to repair a stair tread and landing at 11274 Portobelo for a cost of \$325.00.*

Property Repairs

11366-8 Camino Playa Cancun – Balcony Repair

Management provided the Board with a proposal from Restoration Systems to repair the balcony at 11366-8 Camino Playa Cancun due to dry rot and ponding for a cost of \$2,125.00.

*Upon a motion made, seconded, and unanimously carried, the Board of Directors **approved** the proposal to repair the balcony at 11366-8 Camino Playa Cancun submitted by Restoration Services for a cost of \$2,125.00.*

11366-8 Camino Playa Cancun – Upper Stairwell and Lower Landing Repairs

Management presented a proposal from Restoration Systems to repair the upper stairwell and lower landings at 11366-8 Camino Playa Cancun for a cost of \$625.00.

*Upon a motion duly made, seconded, and unanimously carried, the proposal from Restoration Systems to repair the upper stairwell and Lower Landing at 11366-8 Camino Playa Cancun was **approved** by the Board of Directors, for a cost of \$625.00.*

11376-1 Camino Playa Cancun – Partial Replacement of Balcony Surface

Management presented the Board with a proposal from Restoration Services to partially replace the balcony surface of 11376-1 Camino Playa Cancun due to a low spot for a cost of \$2,050.00.

*Upon a motion duly made, seconded, and unanimously carried, the Board of Directors **approved** the proposal submitted by Restoration Systems to partially replace the balcony surface at 11376-1 Camino Playa Cancun for a cost of \$2,050.00.*

11246 Portobelo Dr. – Shave Palm Tree Bark

Management presented a proposal from Western Tree Service to shave palm tree bark from the two (2) fan palms closest to 11246 Portobelo because the palm bark is shedding onto member's balconies. The cost to perform this service is \$910.00.

Upon a motion duly made, seconded, and carried, the Board of Directors approved the proposal submitted by Western Tree Service to shave the bark from two (2) fan palms for a cost of \$910.00.

Reserve Recommendation

Management presented the Reserve Recommendation from Morgan Stanley:

- \$150,000.00 12-month CD (.20 current rate) from current money market balance.
- \$150,000.00 12-month CD (.20 current rate) after the Association's \$100K CD matures on July 6.
- \$281,791.00 plus the Association's \$16,861.00 monthly contribution and interest to remain liquid in the money market.

*After discussion, and upon a motion duly made, seconded and carried, the Board **approved** to request that the proposed terms of the \$150,000.00 CDs be reduced from twelve (12) months to six (6) months, and to leave the \$241,791.00 plus the Association's*

\$16,861.00 monthly contribution and interest to remain liquid in the money market.

Pool Opening Discussion

The Upper pool has been open for eight (8) days m 8:00 a.m. to 10:00 p.m. seven days a week with a guard monitoring pool for a cost of the \$35.00 per hours and Janitorial cleaning at \$2.366.00 per month. The Board discussed whether the pool hours should remain as they are, based on observed usage since the pool reopened.

*After discussion, and upon a motion duly made, the Board **approved** changing the pool hours from 8:00 a.m. to 10:00 p.m. to 12 Noon to 8:00 p.m., seven days a week, based on observation of pool usage, as long as the Covid-19 mandates remain in place and the virus remains a health threat.*

NEXT MEETING

The next meeting will take place on July 28, 2020, at 6:00 p.m. at Go To Meeting. The phone number to call into the next meeting will be provided at a date closer to the meeting.

ADJOURNEMENT

There being no further business to come before the Board, the meeting was adjourned at 8:02 p.m.

ATTEST

Respectfully submitted,

Peri Sword, Recording Secretary

APPROVED

_____	_____
Board Member	Board Member
Date	Date