

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

**July 22, 2008**

- MEMBERS PRESENT** Simon Mayeski, Vice President  
Leslie Pembroke, Treasurer  
Anne Hoffman, Secretary  
Carol Corporales, Director
- MEMBERS ABSENT** Susan Leverenz, President
- OTHERS PRESENT** Michael Yadrick, Community Association Manager, Walters Management  
Megan K. Yavel, Recording Secretary, Walters Management  
Cheri Lucas, Vice President of Client Accounting, Walters Management  
Richard Salpietra, Legal Counsel and Inspectors of Election  
Cheryl Moulton, Legal Counsel and Inspectors of Election  
Interested Homeowners  
Ralph Kingery
- CALL TO ORDER** The Belsera Community Association Board of Directors Meeting was called to order at 6:21 PM, by Simon Mayeski, Vice President, at the Tierrasanta Recreation Center, 11220 Clairemont Mesa Boulevard, San Diego CA 92124.
- HOMEOWNER FORUM** The tenant with account number 136010 was present to request the trimming of shrubs. Management will review all shrubs with the landscaper on the next drive-through.
- The homeowner with account number 131620 was present to discuss the payoff of the loan and when it took place. Further discussion ensued regarding who was to complete the Reserve Study. Management noted that Jose Mejares is the CPA performing the Reserve Study.
- The homeowner with account number 000160 requested an update on his neighbors unit with account number 000120. The unit is currently vacant. The Board and Management noted that individual financial status of this unit cannot be specifically disclosed but this information is of public record and can be reviewed at the county recorders office.
- The same homeowner also discussed a palm tree that is causing a safety hazard. Management noted that the Board is going to review a proposal for tree trimming throughout the community and this will be addressed at that time.
- The homeowner with account number 133630 was present to discuss thank you letters and meeting minutes. Management explained to the

Board that homeowners are sent a courtesy thank you letter for attending the meeting. The Board directed management to discontinue sending thank you letters to homeowners.

The same homeowner also asked about meeting minutes and the charges involved. Michael Yadrick explained that it is a company policy to charge for minutes.

The homeowner with account number 131010 was present to discuss the January 16, 2007 open forum minutes. In the May the minutes were finally properly amended. The homeowner requested that Management review the minutes on file to ensure that the corrected version is in the files. Management will ensure the proper minutes are filed.

#### **MINUTE APPROVAL**

The Board reviewed the minutes from the June 24, 2008 meeting. Upon a motion duly made, and carried unanimously the minutes from the June 24, 2008 Board meeting were approved as submitted.  
(Hoffman/Pembroke)

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

The Board reviewed the June 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 suggested that the Board discuss a few items off the financial cover letter and budget each month for homeowner information at future meetings.

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

#### **MANAGEMENT REPORT**

**Deck Repair at 11306-6 Portobelo Dr.:** The Board requested Management to obtain additional proposals at the last meeting. The Board reviewed the following proposals:

- Paul Davis Restoration      \$8,086.70
- Apex Construction            \$5,651.99
- Top Notch Construction      \$1,725.00

Discussion ensued regarding the proposals and the noted square footage. A motion was duly made and carried unanimously to approve Apex for \$5,651.99 to be paid from reserves. (Pembroke/Hoffman) Discussion ensued regarding the terms of the contract to ensure all the work to be completed. The motion passed with all in favor.

**Garage Leak at 11352-2 Portobelo Dr.:** This particular issue has been on-going for close to a year. There has been a leak into the garage for quite some time which could not be diagnosed until recently. Top Notch submitted the following proposal to repair the problem, following review by a leak specialist:

- Water Intrusion Repairs \$4,100.00

Discussion ensued regarding the leak detection service that reviewed the garage leak. A motion was duly made and carried unanimously to approve the proposal from Top Notch Construction for \$4,100.00 as submitted to be paid from reserves. (Mayeski/Pembroke)

**Asphalt Repair:** The Board requested Management to obtain proposals to repair the asphalt near 11310-3 Camino Playa Cancun due to the concern for damage. The proposals were as follows:

- Angus Asphalt \$2,700.00
- Aztec Paving \$1,584.00
- Sealright Paving \$5,887.00

Discussion ensued regarding the proposals and the work to be completed. A motion was duly made and carried unanimously to approve Aztec Paving's proposal for \$1,584.00 to be paid from reserves. (Hoffman/Mayeski) Discussion ensued regarding the proof of insurance. The motion carried with all members in favor.

Further discussion ensued regarding the irrigation runoff causing this damage. Management will review the irrigation with the new landscape supervisor to ensure the systems are working properly.

**Tree Trimming Proposals:** Management contacted three contractors to provide tree trimming services based on the 3-year plan devised by TruGreen in 2007. The 2008 proposals are being based on the 2008 budget recommendations that were included in the Board packets. The proposals were as follows:

- New Way \$56,215.00
- Greenbrier \$57,182.00
- Atlas/Benchmark \$59,462.00

Discussion ensued regarding the tree count and the removal of the trees from the proposals that were trimmed by the pool area. A motion was duly made and carried unanimously to approve New Way Landscape and

Tree Services Incorporated for a price not to exceed \$50,000.00 and lower the tree count for the pool area. (Pembroke/Mayeski)

**Rain Gutter Installation at 11108 Portobelo Dr.:** The Board reviewed the proposal submitted by Ralph Kingery in February to install rain gutters at needed locations. The total cost for the installation will be \$4,466.00.

A motion was duly made and carried unanimously to approve the proposal as submitted. (Pembroke/Corporales)

**Collection Attorney:** The Board requested that Management obtain a proposal for collection services with the possibility of moving all collection accounts with current providers to one attorney.

Discussion ensued regarding the proposal and schedule of fees and the way the current collection attorneys collect and charge fees. Management will discuss the terms of collections and report back to the Board.

*Ralph Kingery joined the Board of Directors and Anne Hoffman left the meeting at the close of the annual meeting at 6:48 PM.*

*The Board adjourned to Executive Session at 6:55 PM to discuss ADR/Possible Litigation with Richard Salpietra, Attorney.*

*The Board re-opened Regular Session at 7:16 PM.*

**Aging Report:** The Board reviewed the aging report summary as of June 25, 2008 and lien resolutions.

A motion was duly made and carried unanimously to approve the resolution to record a lien on the homeowner with account number 000880. (Pembroke/Mayeski)

A motion was duly made and carried unanimously to approve the resolution to record a lien on the homeowner with account number 002940. (Pembroke/Mayeski)

The Board also reviewed collection correspondence received from Association Lien Service.

Cheri Lucas, Vice President of Client Accounting was present to discuss the credit issues from Mauzy Management. Cheri Lucas noted there are some problems with the special assessment accounts for each homeowner when Castle Breckenridge started their accounting from Mauzy. Further

Cheri Lucas, Vice President of Client Accounting was present to discuss the credit issues from Mauzy Management. Cheri Lucas noted there are some problems with the special assessment accounts for each homeowner when Castle Breckenridge started their accounting from Mauzy. Further discussion ensued regarding the responsibility of the accounting. The Board directed Management to provide a report of all accounts with accounting issues.

**INFORMATIONAL  
ITEMS**

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

- Action Item List of 06/22/08
- Maintenance Log of 06/20/08 – 07/10/08
- Top Notch Notes for 05/05/08 – 05/15/08 and 05/22/08 – 05/31/08
- Unit Listing – by address (06/20/08)
- Property Information and Map

**NEW/OLD BUSINESS**

Due to time constraints Correspondence and New Business was tabled until the next meeting.

**NEXT MEETING DATE**

The next Board of Directors meeting will be held on Tuesday, August 26, 2008, at the Tierrasanta Recreation Center 11220 Clairemont Mesa Boulevard, San Diego, CA 92124 at 6:00 PM.



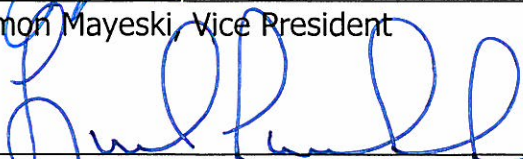
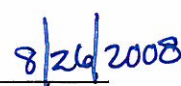
**ADJOURNMENT**

There being no further business before the Board of Directors, the meeting was adjourned at 7:33 PM.

Respectfully Submitted,

Megan K. Yavel  
Recording Secretary, Walters Management

**APPROVED:**

	
Simon Mayeski, Vice President	Date
	
Leslie Pembroke, Treasurer	Date