

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

July 26, 2022

CALL TO ORDER Community Association Manager Robin Bacon, CCAM, CMCA called the Board of Directors meeting of the Belsera Community Association to order at 6:05 p.m., via Zoom.

BOARD MEMBERS PRESENT Ken Schulte, President
Simon Mayeski, Vice President
Carol Corporales, Treasurer
James Gianelli, Director-at-Large

BOARD MEMBERS ABSENT: Melissa James, Secretary

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

OTHERS PRESENT: Seven (7) interested homeowners.

EXECUTIVE SESSION DISCLOSURE: The Board held an Executive Session meeting following the June 28, 2022, General Session meeting to discuss enforcement matters.

ANNOUNCEMENT: **ANNOUNCEMENT – ANNUAL MEETING**
Management announced that the association did not reach quorum for the annual meeting. The annual meeting will be reconvened on August 23, 2022, via Zoom.

HOMEOWNER FORUM: – **Homeowner Forum**
A time was provided for homeowners in attendance to share any questions, comments, or concerns.

Topics Discussed:

- Community Insurance
- Fireplaces

APPROVAL OF MINUTES: **June 28, 2022, General Session Minutes**
Management provided the Board of Directors with the draft General Session minutes of the June 28, 2022, Board meeting.

*After review and discussion of the information provided, a motion was made, seconded, and unanimously carried to **approve** the June 28, 2022, General Session minutes as submitted.*

**FINANCIAL
REPORTS:**

Financial Reports – June 2022

Management presented the June 2022 financial report for the Board's review. Board Treasurer Carol Corporales summarized the report for the Board.

After review and discussion of the information provided, and upon a motion duly made, seconded, and unanimously carried, the Board approved the June 2022 Financial Report as submitted, pending the year-end financial review by the Association CPA as required by Civil Code 5500.

**MANAGEMENT
REPORT:**

Management Report

Homeowner Requests

11340-2 Camino Playa Cancun – Request for Association to Clean Patio

The resident at 11340-2 Camino Playa Cancun was very vocal about Management not immediately approving Restoration Systems & Consulting proposal for the interior repairs due to a slab leak and previous mold remediation in the amount of \$3,045.00. Management then presented the proposal to the Board for review and approval.

Upon a motion duly made, seconded, and unanimously carried, the Board approved the proposal from Restoration Systems to provide interior repairs and mold remediation for 11340-2 Camino Playa Cancun in the amount of \$3,045.00.

11340-4 Camino Playa Cancun - Plumbing Issue

The owner of 11340-4 Camino Playa Cancun called regarding a plumbing issue she was experiencing. Management informed them that while the association could send out their plumber, if the plumbing issue turned out to from an item that is homeowner responsibility, the owner would be requested to reimburse the association for the plumber's invoice. The cause of the leak was a faulty ring seal on the owner's toilet, which is owner responsibility. Management sent a letter requesting reimbursement of \$508.50 for Martin Plumbing Invoice #3123. The owner sent in the reimbursement check but thought that she was overcharged and requested the Board to review the matter and share the cost of the plumbing repair.

After discussion and upon a motion duly made, seconded, and unanimously carried, the Board denied the owner's request to share the cost of the plumbing repair.

Ratify Repair

The following proposal was approved between the July and August 2022 meetings, and needs to be ratified by the Board of Directors:

1. **Restoration Systems & Consulting, Inc. – 11340-2 Camino Playa Cancun**

Restoration Systems & Consulting, Inc. submitted a proposal to conduct drywall repairs due to drain line replacement and mold remediation at 11340-2 Camino Playa Cancun for a cost of \$1,320.00. This was approved by Management between meetings because it was lower than the Management spending cap.

The owners of 11325-3 Portobelo Dr. submitted an architectural application to change out their windows and flooring. This was previously approved by the Board of Directors.

Upon a motion duly made, seconded, and unanimously carried, the Board ratified the previously approved the proposal from Restoration Systems & Consulting Inc. for conducting drywall repairs at 11340-2 Camino Playa Cancun for \$1,320.00.

Property Repairs

1. **Property Repair – 11386-1 Camino Playa Cancun**

Management advised that the owner of 11386-1 Camino Playa Cancun reported rats in his attic, and we requested Pestgon to identify paths of the rats' entrance. After inspection, Pestgon submitted a proposal for \$4,175.00 to address the paths of entry into the building and the impact to the unit. Their proposal includes replacing and removing insulation in the attic that has been damaged by rodent waste and seal any additional holes that make the unit accessible to rats.

After discussion and upon a motion duly made, seconded, and unanimously carried, the Board directed Management ask Protec to submit a proposal for the scope of work proposed by Pestgon for 11386-1 Camino Playa Cancun.

**ARCHITECTURAL
APPLICATION:**

ARCHITECTURAL APPLICATION

11206 Portobelo Dr. – Install Windows

Management presented an architectural application submitted by the owner of 11206 Portobelo to install new windows.

After discussion and upon a motion duly made, seconded, and unanimously carried, the Board approved the application to install windows as submitted by the owner of 11206 Portobelo Dr.

INFORMATIONAL ITEMS:

Informational Items

Management the following items to the Board for informational purposes only.

- Correspondence
- Water Use Chart
- Site Map presented a site map for Board reference.

No Board action was required.

NEXT MEETING:

Next Meeting

The next Regular Meeting is scheduled for August 23, 2022, at 6:00 p.m. via Zoom.

ADJOURN:

Adjourn

There being no further business to come before the Board, the meeting was adjourned at 6:38 p.m.

ATTEST:

Respectfully submitted,

Peri Sword, Recording Secretary

APPROVE:



08/25/2022

Board Member

Date


Board Member

Date



TRANSACTION DETAILS	DOCUMENT DETAILS
Reference Number A7A4170D-6049-4B3A-8C20-94144573131D	Document Name 07_26_22_Gen
Transaction Type Signature Request	Filename 07_26_22_gen.doc
Sent At 08/25/2022 19:08 PDT	Pages 4 pages
Executed At 08/25/2022 19:20 PDT	Content Type application/msword
Identity Method email	File Size 86.5 KB
Distribution Method email	Original Checksum 8de1d03492be66e265477184eb136d0818fef99ea5cc893c3111ec3024d9b65f
Signed Checksum 5b7942cf68f8c592acc4f012704cbc797a4585974ae7b415c87e724ad8917fa9	
Signer Sequencing Disabled	
Document Passcode Disabled	

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
Name Simon Mayeski	Status signed	Viewed At 08/25/2022 19:19 PDT
Email simon@mayeski.com	Multi-factor Digital Fingerprint Checksum f11291ba69eeddaedd91152d039f6b54cb285509949ee75315b012633244962d	Identity Authenticated At 08/25/2022 19:20 PDT
Components 2	IP Address 173.205.180.73	Signed At 08/25/2022 19:20 PDT
	Device Chrome via Windows	
	Drawn Signature 	
	Signature Reference ID 22EF026C	
	Signature Biometric Count 243	

AUDITS

TIMESTAMP	AUDIT
08/25/2022 19:08 PDT	Robin Bacon (rbacon@waltersmanagement.com) created document '07_26_22_gen.doc' on Chrome via Windows from 207.7.104.130.
08/25/2022 19:08 PDT	Simon Mayeski (simon@mayeski.com) was emailed a link to sign.
08/25/2022 19:19 PDT	Simon Mayeski (simon@mayeski.com) viewed the document on Chrome via Windows from 173.205.180.73.
08/25/2022 19:20 PDT	Simon Mayeski (simon@mayeski.com) authenticated via email on Chrome via Windows from 173.205.180.73.
08/25/2022 19:20 PDT	Simon Mayeski (simon@mayeski.com) signed the document on Chrome via Windows from 173.205.180.73.