

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

**August 25, 2020**

<b>CALL TO ORDER</b>	The Board of Directors Special General Session meeting of the Belsera Community Association was called to order at 6:02 p.m. by Robin Bacon, Community Association Manager via teleconference through Go To Meeting.
<b>OARD MEMBERS PRESENT</b>	Carol Corporales, President Simon Mayeski, Vice President Ken Schulte, Treasurer Pat Dean, Secretary Melissa James, Director
<b>OARD MEMBERS ABSENT</b>	None.
<b>MANAGEMENT REPRESENTATIVES</b>	Robin Bacon, Community Association Manager, Walters Management Peri Sword, Recording Secretary, Walters Management
<b>OTHERS PRESENT</b>	Two (2) Interested Homeowners.
<b>EXECUTIVE SESSION DISCLOSURE</b>	The Board held an Executive Session Meeting following the July 25, 2020 General Session Meeting and discussed enforcement matters.
<b>HOMEOWNERS OPEN FORUM</b>	<p>At this time, homeowners wishing to address the Board of Directors were given a few minutes each to discuss any topics of concern or interest.</p> <p>One (1) homeowner wished to discuss a proposal for a balcony repair at his home. This owner was advised that the proposal was on the agenda to be discussed during the meeting.</p> <p>One (1) homeowner wished to discuss the cost of maintaining security at the upper pool during the Covid-19 pandemic. The Board advised the owner that they had moved to close the upper pool on one (1) day of the week to save costs and continue to monitor the pool usage. There will be no changes to the pool monitoring policy at this time.</p>
<b>APPROVAL OF MINUTES</b>	<p><b><u>July 20, 2020 General Session Minutes</u></b> Management provided the Board of Directors with the draft General Session minutes of the July 20, 2020 General Session Board meeting.</p>

*Upon a motion duly made, seconded, and unanimously carried, the Board moved to **approve** the July 20, 2020 General Session minutes as submitted.*

## **FINANCIAL REPORT**

### **July 25, 2020 Financial Statement**

Management provided the Board of Directors with the financial statement for July 25, 2020.

*After review and upon a motion duly made, seconded, and unanimously carried, the Board moved to approve the July 25, 2020 Financial Statement.*

### **Board Resolution AB 2919 – August 2020**

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

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

## **MANAGEMENT REPORT**

### **Reorganization of Board**

At this time, the Board discussed the reorganization of the Board's positions of President, Vice President, Treasurer, Secretary and Director at Large, since the Board held an annual election last month and a new member, Melissa James, was elected to the Board.

*After discussion and upon a motion duly made, seconded, and unanimously carried, the Board of Directors **approved** having the members serve in the following positions during the 2020-2021 term:*

- *President – Carol Corporales*
- *Vice President – Simon Mayeski*
- *Treasurer – Ken Schulte*
- *Secretary – Pat Dean*
- *Director at Large – Melissa James*

### **Ratify Items**

The following proposals came in between the July 20, 2020 meeting and the current August 25, 2020 and were approved by Management because the proposals were under the \$1,500.00 Management spending cap, or were approved during this time by the Board of Directors due to the proposal's emergency nature:

**1. Hot water slab leak at 11234 Portobelo Dr.**

This proposal from ARS Rescue Rooter was submitted on August 18, 2020 to repair a hot water slab leak at 11234 Portobelo Dr. for a cost of \$8,490.00. The Board of Directors unanimously approved this proposal via email due to the repair's emergency nature.

**2. Interior Repairs at 11224 Portobelo Dr.**

Restoration Systems and Consulting, Inc. submitted a proposal to perform the interior repairs to the hall bathroom and closet at 11224 Portobelo Dr. for a cost of \$985.00. Management approved this proposal because it was under the \$1,500.00 Management spending cap.

**3. Stucco Repairs at 11126 Portobelo Dr.**

Restoration Systems and Consulting, Inc. submitted a proposal to perform stucco repairs to 11126 Portobelo Dr. for a cost of \$610.00. Management approved this proposal because it was under the \$1,500.00 Management spending cap.

**4. Gutter Improvements at 11336 Camino Playa Cancun #1**

Restoration Systems and Consulting, Inc. submitted a proposal to perform gutter improvements at 11336 Camino Playa Cancun #1 for a cost of \$465.00. Management approved this proposal because it was under the \$1,500.00 Management spending cap.

*Upon a motion duly made, seconded and unanimously carried, the Board moved to **ratify** the proposal from ARS Rescue Rooter to repair the slab leak at 11234 Portobelo Dr. for a cost of \$8,490.00, to **ratify** the proposal from Restoration Systems to perform interior repairs at a cost of \$985.00 for 11224 Portobelo Dr., to **ratify** the proposal from Restoration Systems to perform stucco repairs 11126 Portobelo Dr. at a cost of \$610.00, and to **ratify** the proposal from Restoration Systems to perform gutter improvements at 11336 Camino Playa Cancun #1 for a cost of \$465.00.*

### **Homeowner Request**

A homeowner sent in a request to keep the pool open on Mondays.

*After discussion, and upon a motion made, seconded, and unanimously carried, the Board approved leaving the pool hours as they are for now and deny the homeowner's request. They will revisit the pool hours in September 2020.0*

### **Property Repairs**

#### **11356 Camino Playa Cancun # 1 Balcony Repair**

Management provided the Board with a proposal from Restoration Systems and Consulting to perform a balcony repair at 11356 Camino Playa Cancun #1 for a cost of \$2,735.00 and a proposal from ProTec to perform the same repair for a cost of \$3,902.00.

*Upon a motion duly made, seconded, and unanimously carried, the Board moved to **approve** the proposal from Restoration Systems and Consulting for a cost of \$2,375.00.*

#### **Gutter Cleaning of All Buildings, Garages, and Carports**

Management provided the Board with a proposal submitted by Restorations Systems and Consulting to perform the annual gutter/downspout clearing and garage debris removal for a cost of \$17,960.00.

*Upon a motion duly made, seconded, and carried, the Board **approved** the proposal submitted by Restoration Systems and Consulting to perform the annual gutter/downspout cleaning and garage debris removal for a cost of \$17,960.00, to be performed at the second week of October.*

#### **Reserve Recommendation**

Masha Efros, Financial Advisor of Morgan Stanley, submitted a recommendation to invest the Association's liquid assets of \$491,254.00 in the following manner:

- \$150,000.00 in a 12-month CD at a .10% current rate
- \$150,000.00 CD .10% after the \$100,000.00 CD matures on September 21, 2020
- \$291,254.00 plus the monthly \$16,861.00 Association contribution and interest to remain liquid in the money market.

*Upon a motion duly made, seconded, and unanimously carried, the Board **approved** that the suggested investments be for four (4) months, rather than the twelve (12) months suggested by Morgan Stanley.*

**INFORMATIONAL ITEMS**

The following reports and other items were included in the packet for the Board's information and/or discussion:

- Work Order Report (7/10/20 – 08/20/20)
- Escrow Closings Report (07/10/20 – 08/20/20)
- Property Information Sheet
- Correspondence – Discussion
- Map

**NEXT MEETING**


The next meeting will take place on September 22, 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 7:48 p.m.

Respectfully submitted,

Peri Sword, Recording Secretary

  
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date →

 9/23/20  
Board Member      Date

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