

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

**September 22, 2020**

**CALL TO ORDER** 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.

**BOARD MEMBERS PRESENT** Carol Corporales, President  
Simon Mayeski, Vice President  
Ken Schulte, Treasurer  
Pat Dean, Secretary (Joined call at 6:24 p.m.)  
Melissa James, Director

**BOARD MEMBERS ABSENT** None.

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

**OTHERS PRESENT** Three (3) Interested Homeowners.

**EXECUTIVE SESSION DISCLOSURE** The Board held an Executive Session Meeting following the July 25, 2020 General Session Meeting and discussed enforcement matters.

**HOMEOWNERS OPEN FORUM** 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.

**11320 Camino Playa Cancun # 6– Screen Door Application**

One (1) homeowner from 11320 Camino Playa Cancun #6 wished to discuss her previously submitted architectural application to install a screen door. She was approved for a screen door two (2) years ago but never installed it. She re-applied recently and wishes to install a screen door just like a neighbor's screen door that was previously approved. She explained her screen door would not be seen by neighbors and faces the road.

*Upon a motion duly made, seconded, and carried, the Board **approved** the application for screen door installation as submitted.*

One (1) homeowner wanted to know how to apply to install a screen door. After discussion, the Community Administrator took the Owner's email address and advised him that she would email the architectural guidelines and an architectural application.

One (1) homeowner wished to discuss her application to install windows. She was advised that her application was scheduled to be discussed later during the meeting.

## **APPROVAL OF MINUTES**

### **August 25, 2020 General Session Minutes**

Management provided the Board of Directors with the draft General Session minutes of the August 25, 2020 General Session Board meeting.

*Upon a motion duly made, seconded, and unanimously carried, the Board moved to **approve** the August 25, 2020 General Session minutes as submitted.*

## **FINANCIAL REPORT**

### **August 25, 2020 Financial Statement**

Management provided the Board of Directors with the financial statement for July 25, 2020. Board Treasurer went over the report summary.

*After review and upon a motion duly made, seconded, and unanimously carried, the Board moved to approve the August 25, 2020 Financial Statement, pending the annual financial review by the Association's CPA as required by California Civil Code 5500.*

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

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

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

## **MANAGEMENT REPORT**

### **Ratify Property Repairs**

At this time, Management presented the Board discussed proposals that had been approved since the last meeting for ratification, They were approved by Management because they 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. 11384-3 Portobelo – Termite Treatment**

This proposal from Pestgon Termite was for the treatment of drywood termites at 11384-3 Portobelo in the attic framing near the vents and wall for a price of \$,305.00 which was under the \$1,500.00 spending cap.

2. **11320-6 Architectural Approval for Patio Screen Door**  
The Board of Directors approved the Architectural application during the Homeowners Forum.
3. **11012-11014 Portobelo Drive – Hot Water Slab Leak**  
ARS Rescue Rooter's proposal was submitted on August 18, 2020 to repair a hot water slab leak at 11012-11014 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.
4. **Hot Water Heater Replacement – Upper Pool**  
ARS Rescue Rooter submitted a proposal to replace a failed water heater at the upper pool in the pool equipment room for a cost of \$2,975.00. The Board of Directors unanimously approved this due the repair's emergency nature.
5. **11192 Portobelo Dr. – Bee Removal**  
Pestgon submitted a proposal to remove a beehive from the top of a melaluca tree for \$750.00. This proposal was approved by Management because it was under the \$1,500.00 Management spending cap. Removing the bees was also necessary for the tree trimmers to trim the tree.
6. **11050 Portobelo Dr. – Interior Repairs**  
Restoration Systems and Consulting, Inc. submitted a proposal to conduct interior repairs at 11050 Portobelo Dr. due to possible moisture intrusion from the roof at a cost of \$325.00. This was approved by Management because it was under the \$1,500.00 Management spending cap.
7. **11352 Portobelo Dr. – Termite Repair at Garage**  
Restoration Systems and Consulting, Inc. submitted a proposal to perform termite repairs at the garage door jamb and trim due to termite infestation at a cost of \$665.00. This was approved by Management because it was under the \$1,500.00 spending cap.

*Upon a motion duly made, seconded, and unanimously carried, the Board **ratified** the termite treatment by Pestgon at 11384-3 Portobelo for a cost \$1,305.00, the approval of the screen door architectural application at 11320-6 Camino Playa Cancun, the ARS Rescue Rooter proposal to repair the hot water slab leak at 11012-11014 Portobelo Dr. at a cost of \$8,490.00, the ARS Rescue Rooter proposal to replace the hot water heater at the upper pool at a cost of \$2,975.00, the Pestgon proposal to remove the beehive from the top of a melaluca tree at a cost of*

*\$750.00, the Restoration Systems & Consulting proposal to conduct interior repairs due to a roof leak at 11050 Portobelo for a cost of \$325.00, and Restoration Systems & Consulting proposal to conduct termite repair at the garage jamb at 11352-4 Portobelo Dr. at a cost of \$665.00.*

### **Repair Items**

#### **Carport Beam Replacement**

Management presented a proposal from Restoration Systems & Consulting to replace two (2) 6" x 14" carport main support beams at parking spaces 83, 85, 86 and 88 due to rot and termite damage for a cost of \$6,450.00.

*Upon a motion duly made, seconded, and unanimously carried, the Board approved the proposal from Restoration Systems & Consulting to replace two (2) 6" x 14" carport main support beams at parking spaces 83, 85, 86 and 88.*

#### **11356 Camino Playa Cancun #8 – Balcony Repair**

Management presented a proposal from Restoration Systems & Consulting to conduct repairs to the balcony surface and re-sealing of the balcony at 11356 Camino Playa Cancun #8 for a cost of \$1,710.00.

*Upon a motion duly made, seconded, and unanimously carried, the Board approved the proposal from Restoration Systems & Consulting to conduct repairs the balcony surface and re-sealing of the balcony at 11356 Camino Playa Cancun #8 for a cost of \$1,710.00.*

#### **New Signage for the Community**

Management spent a few hours with OmniGraphics, and they stayed and examined the property and offered a lot of good improvements to the current signage. 20,925.80 to replace the current signage.

Management strongly urged that one of the Board Members to take on this project and appoint some owners to a Signage Advisory Committee. Board Treasurer Ken Schulte volunteered to head up this committee. A discussion was held on which owners he could approach to join the Signage Advisory Committee.

*Upon a motion duly made, seconded, and unanimously carried, the Board approved of Ken Schulte heading and forming a Signage Advisory Committee and to appoint interested*

*homeowners to this committee. The Board also tabled the current proposal from OmniGraphics until the Signage Advisory Committee could be formed, meet and research options to come before the Board.*

#### **Upper Pool Security**

Management explained that AT&T provided internet to one of the building closets closest to the provided a proposal from Knight Security to install a camera, a hard drive to record, an exterior speaker to communicate with violators, and two (2) point to point beams for a cost of \$8,099.00, plus a monitoring fee of \$44.00 per month.

*Upon a motion duly made, seconded, and unanimously carried, the Board approved the proposal from Knight Security to install a camera, a hard drive to record, an exterior speaker to communicate with violators, and two (2) point to point beams at a cost of \$8,099.00 plus a \$44.00 monitoring fee per month to come out of Operating funds.*

#### **Homeowners Requests**

##### **11264 Portobelo Dr.**

Homeowners at 11264 Portobelo Dr. requested the removal of a tree behind their home. The tree is causing sap and debris to fall onto their deck and bring ants to their unit. The arborist looked at the tree and found it healthy. The tree will be trimmed during the tree trimming work in the late summer/early fall.

*Upon a motion duly made, seconded, and carried, the Board **denied** the homeowners' request to have the tree removed, because it is healthy.*

#### **ARCHITECTURAL APPLICATIONS**

##### **11264 Portobelo Dr. - Windows**

Owner submitted an architectural application to replace the French door to a sliding door.

*Upon a motion duly made, seconded, and unanimously carried, the Board denied this application due to lack of neighbor's signatures.*

##### **11066 Portobelo Dr. - Windows**

Owner was present. The Board discussed the application with the owner and requested that she obtain a window proposal whose rim size matches her current windows.

**POOL OPENING**

**Pool Open Days and Hours**

The Upper pool is open from noon-8:00 p.m., Thursday through Sunday. Now that school has started and it is getting darker earlier, Management recommended opening the pool on Wednesdays, Saturdays, and Sundays from 10 a.m. to 6 p.m.

*After discussion and upon a motion duly made, seconded, and carried, the Board approved changing the days and hours the pool is open to Fridays, Saturdays, and Sundays from 10:00 a.m. to 6:00 p.m.*

**INFORMATIONAL ITEMS**

Management provided the Board with the following reports and other items for the Board's information and/or discussion:

- Work Order Report (8/10/20-9/20/20)
- Escrow Closings Report (8/10/20-9/20/20)
- Property Information
- Correspondence-Discussion
- Map

**ADJOURNMENT**

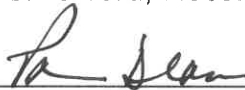
There being no further business to bring before the Board in the General Session, the meeting was adjourned at 7:28 p.m.

**ATTEST**

Respectfully submitted,

Peri Sword, Recording Secretary

**APPROVED**

  
\_\_\_\_\_  
Board Member

10/23/20  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Board Member

10/25/20  
\_\_\_\_\_  
Date