

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

September 25, 2012

- CALL TO ORDER** The Board of Directors meeting of the Belsera Community Association was called to order at 6:13 p.m. by Vice President, Simon Mayeski, at the Tierrasanta Recreation Center, 11220 Clairemont Mesa Boulevard, San Diego CA 92124
- MEMBERS PRESENT** Simon Mayeski, Vice President
Leslie Pembroke, Treasurer
Patricia Dean, Secretary
Lisa Lehr, Director
- ABSENT** Ralph Kingery, President
- OTHERS PRESENT** Robin Fennell, Community Association Manager, Walters Management.
Karoline Whitaker, Recording Secretary, Walters Management
Interested Homeowners
- HOMEOWNER FORUM** The meeting was opened for homeowner comments. Topics brought before the Board for discussion were:
- Spa water level too high
 - Noise in common area
 - Fence repair
 - Tree trimming
 - Tenant registration forms
- EXECUTIVE SESSION DISCLOSURE** At the August 13, 2012 Executive Session meeting, the Board conducted a violation hearing.
- ELECTION RESULTS** As required by Civil Code 1363.03, notice of the Annual Election results held on 8/13/12 is as follows:
- Ralph Kingery 126 votes elected
 - Leslie Pembroke 99 votes elected
 - Lisa Lehr 77 votes elected
 - Carol Corporales 71 votes not elected
- Each elected member will serve a 2-year term.
- APPROVAL OF MINUTES** The Board reviewed the minutes of the August 13, 2012 Board meeting.
- Upon a motion duly made and seconded; the Board of Directors approved the Regular Session minutes of the August 13, 2012 Board meeting as submitted. The motion passed. (Dean/Pembroke)
- TREASURER'S REPORT** The Board reviewed the August 2012 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).
- Upon a motion duly made and seconded; the Board of Directors approved the July 2012 financials as submitted, pending audit. The motion passed. (Pembroke/Dean)

AGING REPORT

The Board reviewed the Aging Report as of 9/25/12.
No action was taken.

RESERVE RECOMMENDATIONS

The Board reviewed recommendations from David Lynn of Morgan Stanley Smith Barney to continue to ladder the Reserve & Special Assessment accounts by making the following investments:

Reserve Account

\$100,000 24-month CD (0.95%)

\$100,000 30-month CD (1.05%) after \$100,000 CD matures on 9/10/12

\$174,837 plus interest and \$29,053 monthly contribution to remain liquid in the money market account

Special Assessment Account

\$30,000 1-year CD (0.45%) after \$30,000 CD matures on 10/11/12

\$16k,466 plus interest to remain liquid in the money market account

Upon a motion duly made and seconded; the Board voted to accept the recommendations from Morgan Stanley Smith Barney. The motion passed (Pembroke/Mayeski)

NEW POOL RULES

The Board reviewed the latest version of the proposed pool rules.

Upon a motion duly made, seconded, and unanimously carried; the Board voted to approve the pool rules as submitted by the Board to be sent to the membership. (Pembroke/Dean)

CLEANING SERVICE PROPOSALS

Management noticed an increase in the janitorial invoices being submitted by Roberta's Janitorial Service and as a result, obtained a second bid for the Board to review.

The Board reviewed the following janitorial proposals for cleaning of the pool facilities.

- San Carlos Cleaning Service - \$572/mo winter service (2 visits per wk) and \$858/mo summer service (3 visits per wk)
- Roberta's Janitorial Service - \$800/mo winter service (2 visits per wk) and \$925/mo summer service (3 visits per wk)

Upon a motion duly made and seconded, the Board voted to approve the proposal submitted by San Carlos Cleaning Service. The motion passed. (Dean/Pembroke)

PAINT PROPOSALS

The Board reviewed the following painting proposals submitted by Varsity Painting:

- Cost for painting 18 garages that were not included in the original scope \$5,268.00

Upon a motion duly made and seconded, the Board voted to approve the

proposal in the amount of \$5,268.00 to paint an additional 18 garages. The motion passed. (Dean/Mayeski)

- Cost to paint the white cement window trim on buildings is \$35,678.00.
Cost to paint the building stucco without the trim is \$31,628.00.

Upon a motion duly made and seconded, the Board voted to approve the proposal in the amount of \$35,678.00 to paint the building stucco with the window trim. The motion passed. (Dean/Pembroke)

LANDSCAPE PROPOSAL

The Board reviewed a proposal submitted by Green Valley Landscape in the amount of \$1,000.00 to remove 2 Oleander trees and replace with the Board's choice of 2 new trees.

The Board instructed Management to not remove the Oleander trees and instead have landscaping trim them.

PEST CONTROL PROPOSALS

The Board reviewed the following proposals submitted by Pestgon, Inc:

- Proposal in the amount of \$905.00 to locally treat for termites found in the attic rafter and sill areas of 11352 Portobelo #6.

Upon a motion duly made and seconded, the Board voted to approve the proposal in the amount of \$905.00. The motion did not pass. (Dean/Pembroke)

- Proposal in the amount of \$2,135.00 to block various access points where rodents are entering the attic of 11010 Portobelo.

Upon a motion duly made, seconded and carried unanimously, the Board voted to approve the proposal submitted in the amount of \$2,135.00. (Dean/Lehr)

ARCHITECTURAL APPLICATION

The Board reviewed an architectural application submitted by the owners of 11086 Portobelo for the installation of replacement windows and sliding glass door.

Upon a motion duly made and seconded, the Board voted to approve the application with the condition that the Belsera standard gridlines are installed. The motion passed. (Mayeski/Dean)

BALCONY REPAIR PROPOSAL

The Board reviewed a proposal in the amount of \$1,465.00 submitted by Restoration Systems for the repair of a "soft" balcony at 11178 Portobelo.

Upon a motion duly made, seconded and carried unanimously, the Board voted to approve the proposal in the amount of \$1,465.00. (Mayeski/Pembroke)

KEY REPLACEMENT

The Board reviewed a proposal in the amount of \$5,568.44 submitted by Accurate Security Pros for the re-keying of 4 pool gates and 4 restroom doors.

Upon a motion duly made, seconded and carried unanimously, the Board voted to approve the proposal in the amount of \$5,568.44. (Pembroke/Dean)

There was discussion regarding the need to continue nightly security at the pools. Hearing no need for security at this time, the Board instructed Management to cancel the nightly pool security.

**MAILBOX
REPLACEMENT PARTS
PROPOSAL**

The Board reviewed a proposal in the amount of \$949.14 submitted by Refined Signs and Mailboxes for mailbox replacement parts.

Upon a motion duly made, seconded and carried unanimously, the Board voted to approve the proposal in the amount of \$949.14. (Pembroke/Dean)

PAVING PROPOSAL

This item was tabled to the next meeting.

**REQUEST FOR
REIMBURSEMENT**

The Board reviewed a reimbursement request in the amount of \$145.43 from the owner of 11340 Portobelo Dr #5 for expenses incurred after a power surge damaged the circuit board of her garage door opener.

The Board determined that the Association is not responsible for power surges. A motion was not made for reimbursement, therefore the request is respectfully denied.

**PROPOSAL TO
RESLOPE**

The resident of 11340 Portobelo #4 reports that during heavy rains, water enters her garage.

The Board reviewed a proposal in the amount of \$828.00 submitted by Jon Wayne Construction to reslope the soil behind the building.

Upon a motion duly made, seconded and carried unanimously, the Board voted to approve the proposal in the amount of \$828.00. (Pembroke/Mayeski)

SOLAR LIGHTING

This item was tabled to the next meeting.

YEAR END AUDIT

The Board reviewed the June 30, 2012 year end review submitted by Jose M. Mejares, CPA who found no material modifications that need to be made to the financial statements.

Upon a motion duly made, seconded and carried unanimously, the Board voted to approve the year end review as submitted. (Pembroke/Mayeski)

**INFORMATIONAL
ITEMS**

The Board reviewed the following informational items:

- Action list
- Work order log
- Unit Escrow List
- Correspondence
- Calendar/Map

ADJOURNMENT

There being no further matters to come before the Belsera Board of Directors, the Regular Session meeting was adjourned at 7:34 p.m and the Board entered Executive Session.

Respectfully submitted,

Karoline Whitaker, Recording Secretary

APPROVED:


Ralph Kingery, President 10/23/12
Date


Patricia Dean, Secretary 10/23/12
Date