

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

September 27, 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 6:02 p.m., via Zoom.
- BOARD MEMBERS PRESENT** Ken Schulte, President
Simon Mayeski, Vice President (called in at 6:11 p.m.)
Carol Corporales, Treasurer
Melissa James, Secretary
- BOARD MEMBERS ABSENT:** No one.
- MANAGEMENT REPRESENTATIVES:** Robin Bacon, Community Manager, Walters Management
Peri Sword, Recording Secretary, Walters Management
- OTHERS PRESENT:** Four (4) interested homeowners
- EXECUTIVE SESSION DISCLOSURE:** The Board held an Executive Session meeting following the August 25, 2022, General Session meeting to discuss enforcement matters.
- HOMEOWNER FORUM:** —
Homeowner Forum
A time was provided for homeowners in attendance to share any questions, comments, or concerns. There were four (4) owners present.
- Topics Discussed:
- Architectural Applications
 - Architectural Procedure
 - Barbecues
 - Components in Reserve Study
 - Funding for Major Repairs
 - The possibility of holding an in-person meeting
 - Termites
 - Reimbursements
- APPROVAL OF MINUTES:** **August 25, 2022, General Session Minutes**
Management provided the Board of Directors with the draft General Session minutes of the August 25, 2022, General Session Meeting.

Upon a motion duly made, seconded, and unanimously carried, the Board approved the August 25, 2022, General Session Minutes as submitted.

**FINANCIAL
REPORTS:**

Financial Reports – August 2022

Management sent out the August 2022 financial report under separate cover. The Board Treasurer Carol Corporales summarized the August 2022 financial report at this time.

Upon a motion duly made, seconded, and unanimously carried, the Board approved the August 2022 Financial Report as submitted.

Resolution 5380 (b) (6) – August 2022

Management presented the resolution related to approved Assembly Bill 2912, allowing for the payment of bills more than \$10,000.00 (i.e., water bills, etc.) between meetings. The enclosed resolution incorporates the language recommended by the Association's attorney and will be in every board packet in the future, updated to the current month.

Upon a motion duly made, seconded, and unanimously carried, the Board approved the Resolution 5380 (b) (6) for August 2022 as presented.

Reserve Recommendation

Management advised that there is currently \$265,231.00 in Reserve funds. She presented the following Reserve recommendations from Dave Lynn of Lynn Wealth Management:

\$100,000.00 36-month CD (3.65%) after the \$100K CD matures on October 17, 2022.

\$100,000.00 36-month CD (3.65%) after the \$100K CD matures on November 4, 2022.

\$100,000.00 24-month and 36-month CDs (3.50% and 3.65%) after the \$200K matures on December 19, 2022.

\$261,231.00 plus interest and the **\$7,481.00** monthly contribution to remain in the money market.

Upon a motion duly made, seconded, and unanimously carried, the Board approved the Reserve recommendations made by Dave Lynn of Lynn Wealth Management.

MANAGEMENT

Management Report

REPORT:

Board Reorganization

Management told the Board that they needed to reorganize following last month's annual meeting. Ryan Ruikka was elected, but he has since sold his unit. James Gianelli was on the ballot but not elected.

After discussion and upon a motion duly made, seconded, and unanimously carried, the Board was organized as follows:

*Ken Schulte – President
Carol Corporales – Vice President
Melissa James – Treasurer
Simon Mayeski – Secretary*

Management will send out an email blast inviting owners to volunteer to fill the currently open position on the Board.

Ratify Repairs

Management advised that the following proposals were approved between Board meetings since the last meeting on August 25, 2022:

1. **American Home Butler: VSF Main Circulation Pump**
Management presented a previously approved proposal submitted by American Home Butler to replace the lower spa circulation pump for \$2,669.00.

Upon a motion duly made, seconded, and unanimously carried, the Board ratified the previously approved proposal from American Home Butler to replace the circulation pump at the lower spa for \$2,669.00.

2. **Martin Plumbing: Hot Water Slab leak at 11306-4 Portobelo Dr.**
Management presented a previously approved proposal submitted by Martin Plumbing for the repair of a hot water slab leak at 11306-4 Portobelo Dr. for \$6,882.09.

Upon a motion duly made, seconded, and unanimously carried, the Board ratified the previously approved proposal from Martin Plumbing for the repair of a hot water slab leak for \$6,889.09.

3. **Restoration Systems & Consulting Inc. – Interior Repairs at 11370-7 Camino Playa Cancun**

Management presented a previously approved proposal submitted by Restoration Systems & Consulting Inc. for interior repairs performed on 11370-7 Camino Playa Cancun due to a plumbing repair for \$680.00.

Upon a motion duly made, seconded, and unanimously carried, the Board ratified the previously approved proposal from Restoration Systems & Consulting Inc. for interior repairs to 11370-7 Camino Playa Cancun due to a plumbing repair for \$680.00.

Property Repairs

Management presented the following proposals for review and approval of the Board.

1. **Green Valley Landscape & Maintenance – Replace Grass with Roses at 11096 Portobelo Dr.**

Green Valley Landscape & Maintenance submitted a proposal to replace the small area of grass at 11096 Dr. with five (5) 5-gallon red roses for \$425.00.

After discussion and upon a motion duly made, seconded, and unanimously carried, the Board instructed Management to tell Green Valley Landscape & Maintenance that the Board would like them to proposal a water wise plant alternative to roses to put in the area at 11096 Portobelo Dr. within the same budget of \$425.00.

The Board also instructed Management to request that Green Valley Landscape inspect small unusable grass areas and convert them to water wise plantings and check into rebates for water wise landscaping.

2. **Western Tree Service – Tree Removal: Eucalyptus and Giant Birds of Paradise**

Western Tree Service submitted a proposal to remove one (1) Eucalyptus tree across from 11098 Portobelo Dr. and two (2) Giant Bird of Paradise clumps at the rear of 11170 Playa Baja for \$1,180.00.

After discussion and upon a motion duly made, seconded, and unanimously carried, the Board approved Western Tree Service to remove one (1) Eucalyptus tree across from 11098 Portobelo Dr. and two (2) Giant Birds of Paradise clumps in at the rear of 11170 Playa Baja for

\$1,180.00. Management to ask arborist to make recommendation for new replacement trees and location.

3. **Western Tree Service – Tree and Stump Removal: One (1) Declining Pear Tree and Stump**

Western Tree Service submitted a proposal to remove one (1) declining Pear tree and stump in front of 11386-4 Camino Playa Cancun for \$525.00.

After discussion and upon a motion duly made, seconded, and unanimously carried, the Board approved the proposal submitted by Western Tree Service to remove one (1) declining Pear tree and stump in front of 11386-4 Camino Playa Cancun for \$525.00. Management to ask arborist to make recommendation for new replacement tree and location.

4. **Restoration Systems & Consulting, Inc. – Annual Gutter Cleaning**

Restoration Systems & Consulting, Inc. submitted a proposal to perform the cleaning of the community's gutters and downspouts for \$20,318.00.

After discussion and upon a motion duly made, seconded, and unanimously carried, the Board approved the proposal submitted by Restoration Systems & Consulting Inc. to clean gutters and downspouts for \$20,318.00.

5. **Pestgon Termite – Termite Inspection and Treatment at 11360-6 Portobelo Dr.**

The owner of 11360-6 Portobelo Dr. recently passed away. His daughters inherited the unit and are planning to sell it. Pestgon Termite conducted an inspection for \$75.00 and drew up a proposal to perform local termite treatment for \$1,400.00. The daughters want the Association to pay for the treatment and reimburse them for the inspection.

After discussion and upon a motion duly made, seconded, and unanimously carried, the Board approved paying for the local treatment at 11360-6 Portobelo Dr. and reimbursing the inheritors for the \$75.00 inspection invoice.

HOMEOWNER

Homeowner Request

REQUEST:

1. Tree Sap on Owner's Vehicle

Owner parked in a guest spot and had sap from a tree drip on to her vehicle. She requested \$250.00 from the association to get the sap off her vehicle. Management confirmed with Western Tree that no tree trimming happened in the area where the owner parked, and that the trees in that area are healthy.

After a motion duly made, seconded, and unanimously carried, the Board denied the owner's request for \$250.00 to remove the tree sap off her vehicle.

INFORMATIONAL ITEMS:

Informational Items

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

- Correspondence
- 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 October 25, 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 6:59 p.m. to go directly into Executive Session.

ATTEST:

Respectfully submitted,

Peri Sword, Recording Secretary

APPROVE:



10/26/2022

Board Member

Date

Board Member

Date

SIGNATURE CERTIFICATE




REFERENCE NUMBER

24174AA3-9EAB-494E-8E53-7FBBE722E012

TRANSACTION DETAILS	DOCUMENT DETAILS
<p>Reference Number 24174AA3-9EAB-494E-8E53-7FBBE722E012</p> <p>Transaction Type Signature Request</p> <p>Sent At 10/26/2022 09:49 PDT</p> <p>Executed At 10/26/2022 10:21 PDT</p> <p>Identity Method email</p> <p>Distribution Method email</p> <p>Signed Checksum 0d79a9a7787a2f71a9b7069503dabef8af8d4acf9494efbef07d0e3ea4424144</p> <p>Signer Sequencing Disabled</p> <p>Document Passcode Disabled</p>	<p>Document Name 09_27_22_Gen</p> <p>Filename 09_27_22_gen.doc</p> <p>Pages 6 pages</p> <p>Content Type application/msword</p> <p>File Size 104 KB</p> <p>Original Checksum f6020a3f367cc83701ae85f4122d20067787655be95d763f6c67f8ef4eb0a942</p>

SIGNERS

SIGNER	E-SIGNATURE	EVENTS
<p>Name Simon Mayeski</p> <p>Email simon@mayeski.com</p> <p>Components 2</p>	<p>Status signed</p> <p>Multi-factor Digital Fingerprint Checksum 7bd1638612c1cfa1cb6bbf444747b05e62e02ccc4c5029fe3861251fd58b3bf2</p> <p>IP Address 173.205.180.69</p> <p>Device Chrome via Windows</p> <p>Drawn Signature </p> <p>Signature Reference ID 99DD6C94</p> <p>Signature Biometric Count 285</p>	<p>Viewed At 10/26/2022 10:20 PDT</p> <p>Identity Authenticated At 10/26/2022 10:21 PDT</p> <p>Signed At 10/26/2022 10:21 PDT</p>

AUDITS

TIMESTAMP	AUDIT
10/26/2022 09:49 PDT	Robin Bacon (rbacon@waltersmanagement.com) created document '09_27_22_gen.doc' on Chrome via Windows from 207.7.104.130.
10/26/2022 09:49 PDT	Simon Mayeski (simon@mayeski.com) was emailed a link to sign.
10/26/2022 10:20 PDT	Simon Mayeski (simon@mayeski.com) viewed the document on Chrome via Windows from 173.205.180.69.
10/26/2022 10:21 PDT	Simon Mayeski (simon@mayeski.com) authenticated via email on Chrome via Windows from 173.205.180.69.
10/26/2022 10:21 PDT	Simon Mayeski (simon@mayeski.com) signed the document on Chrome via Windows from 173.205.180.69.