

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

September 28, 2021

CALL TO ORDER The Board of Directors meeting of the Belsera Community Association was called to order at 6:06 p.m. by Community Manager Robin Bacon via Zoom.

BOARD MEMBERS PRESENT Carol Corporales, President
Simon Mayeski, Vice President
Ken Schulte, Treasurer
Melissa James, Director

BOARD MEMBERS ABSENT: No-one.

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 July 27, 2021, General Session meeting to discuss enforcement matters.

HOMEOWNER FORUM: A time was provided for homeowners in attendance to share any questions, comments, or concerns. The following topics were discussed:

- **FHA Approval:** Two (2) owners requested that the Board to obtain FHA approval for the community so they could refinance their reverse mortgages. Management and the Board explained that obtaining FHA approval for the community is costly and that not many people had requested this before. The Board also advised the owners that no action on this matter would be taken during this meeting, but Management will place this on the agenda for next month's meeting for discussion.
- **Windows:** An owner had questions regarding how to change out windows. She had questions regarding windows with grids. The Board advised her that two (2) windows on her home must have grids.

- **Welfare Checks and Barking Dogs:**

An owner brought up a recent incident in which a neighbor living in his cul-de-sac left town for a week. The tenant's dog was left alone while the tenant was gone. The owner and other residents of the cul-de-sac were not aware the tenant was out of town and were concerned about her well-being. The owner sent an email to Management over the weekend and request the association conduct a welfare check. By the time Management received the emails on Monday morning the tenant with the barking dog had returned home, and the request for a welfare check was moot.

The owner wanted to know what he should do if such an event happens in the future. Management advised him that only the police department may conduct welfare checks, and if a dog is barking all night, Animal Control should be called. If the owner has an address, he may also email Management and they can send a Friendly Reminder to that address, reminding residents of the rules.

- **Waiver of Subrogation Clause in CC&Rs:**

An owner discussed the waiver of subrogation clause in the CC&Rs (Section 9.9). Owner has recently sustained a loss caused by a no-fault water leak from the upstairs unit. His insurance company has paid for restoration, minus the \$2,000.00 deductible he has on his policy. He would like his insurance company to subrogate against the unit from which the loss originated but his insurance company will not do that because of the association's CC&Rs Section 9.9 with the waiver of subrogation clause. The owner was told he could file a claim directly on the upstairs owner's insurance.

- **Rowdy Children in Community**

An owner discussed children in the neighborhood who have pulled out plants in the common area and climb on top of electrical boxes. She was concerned for their safety. She spoke with the mother of the children, and the mother seemed embarrassed.

Management advised owner that if the children in question perform any kind of vandalism, to please send an email with the children's address so a letter can be sent.

Signage Committee

Signage Committee Chair Ken Schulte gave those present an update on the work of the Signage Committee. Due to shipping and labor problems resulting from Covid-19, the signs have not been delivered yet and this project is temporarily stalled.

There were no further homeowner questions, so at this time the Homeowners' Forum was closed.

APPROVAL OF MINUTES:

July 27, 2021, General Session Minutes

Management provided the Board of Directors with the draft General Session minutes of the July 27, 2021, Board meeting.

*After review and discussion of the information provided, a motion was made, seconded, and unanimously carried to **approve** the July 27, 2021, General Session minutes as submitted.*

FINANCIAL REPORT:

July and August 2021 Financial Reports

Due to clerical errors on the Financial Report summaries, July and August's Financial Reports were **tabled** until next month so the summaries may be corrected.

Resolution 5380 (b)(6)– July 2021

Management provided the Board with Resolution 5380(b) (6) for the monthly expenses for July 2021.

*Upon a motion duly made, seconded, and unanimously carried, the Board of Directors **approved** Resolution 5380 (b)(6) for July 2021.*

Resolution 5830 (b)(6) – August 2021

Management advised the Board that there are some late checks over \$10,000.00 that need to be added to this resolution. The 5830 (b) (6) has been **tabled** until next month.

Reserve Recommendation

Management recommended that the Board transfer their entire Morgan Stanley account into an account with Lynn Wealth Management (custodied at Bank of New York) and laddering their portfolio by making the following investments:

- Purchase CDs in \$100K increments, to mature in months where currently no CDs mature (maximum 36-month maturity).
- Keep between \$200K and \$250K liquid in the money market.

*Upon a motion duly made, seconded, and unanimously carried, the Board **approved** Management's recommendation to transfer their account from Morgan Stanley to Lynn Wealth Management, and laddering their portfolio by purchasing CDs in \$100K increments, to mature in months where currently no CD matures (maximum 36-month maturity,) and keep between \$200K - \$250K liquid in the money market.*

MANAGEMENT REPORT:

Management Report

Board Reorganization

Management announced that the Board's reconvened annual election was held in August 2021 and the Board needed to be reorganized.

- **Appoint Member to the Board:** Carol Corporales and Simon Mayeski were re-elected to the Board in the 2021 reconvened annual election. There was still a vacancy on the Board, which was sadly left open by the untimely death of Pat Dean. James Gianelli ran for the Board in the 2021 reconvened annual election and came in third. Management asked the Board if they wished to appoint James Gianelli to the Board to serve out the remainder of Pat Dean's term.

*After discussion, and upon a motion duly made, seconded, and carried, the Board **agreed** to appoint James Gianelli to the Board of Directors to serve out the remainder of Pat Dean's term.*

- **Board Reorganization:** After discussion, the 2021-2022 was organized as follows:
 1. Board President – Ken Schulte
 2. Board Vice President – Simon Mayeski
 3. Board Treasurer – Carol Corporales
 4. Board Secretary – Melissa James
 5. Board Member at Large – James Gianelli

Repair Items

Green Valley Landscape – 11380-2 Camino Playa Cancun

Management advised that the grass is struggling in front of 11380-2 Camino Playa Cancun, and that people's dogs use it a lot to relieve themselves. Management recommends that the Board replaces the current grass with San Augustine sod to alleviate this problem. Green Valley Landscape submitted a proposal in the amount of \$1,613.75 to replace the current grass in the area with San Augustine sod.

Upon a motion duly made, seconded, and unanimously carried, the Board approved the Green Valley Landscape's proposal to replace the current grass with San Augustine sod in the amount of \$1,613.75 as submitted.

Restoration Systems & Consulting, Inc. – 11184 ½ Portobelo Dr.

Management advised that a vehicle hit and ran a precast column in front of 11184 ½ Portobelo Dr. Restoration Systems & Consulting, Inc. submitted a proposal to replace this column for \$1,750.00.

Upon a motion duly made, seconded, and unanimously carried, the Board approved the Restoration Systems & Consulting, Inc.'s proposal to replace the precast column in front of 1184 ½ Portobelo Dr. for \$1,750.00.

National Paving - Change Order

Management advised the Board that National Paving submitted a change order between \$2,600.00 - \$2,800.00 on an area around a concrete gutter, which was pointed out by a resident.

Upon a motion duly made, seconded, and unanimously carried, the Board approved National Paving's change order of \$2,600.00-\$2,800.00 for an area around a concrete gutter.

Green Valley Landscaping – Large Lawn Area

Green Valley Landscaping submitted a proposal to dethatch and overseed the large lawn area for \$5,728.00, advising that dethatching saves water as it allows it to get to the roots easier. The cost to overseed the lawn is \$1,720.00. The cost for both dethatching and overseeding the large lawn area is \$7,448.00.

*After discussion and upon a motion duly made, seconded, and unanimously carried, the Board **approved** Green Valley's proposal to overseed the lawn only, for a cost of \$1,720.00.*

Restoration Systems & Consulting: Gutters, Downspouts, and Carport Debris Cleaning

Restoration Systems & Consulting, Inc. submitted a proposal to clean and flush out gutters and downspouts throughout the community, including the garage structures and remove the debris from all 45 common area carports for \$18,900.00.

Upon a motion duly made, seconded, and unanimously carried, the Board approved the Restoration Systems & Consulting, Inc's proposal

to clean and flush out gutters and downspouts and remove the debris from all 45 common area carports for \$18, 900.00.

**ADJOURN INTO
EXECUTIVE
SESSION:**

Adjourn Into Executive Session Meeting

At 7:07 p.m., the General Meeting adjourned to go directly into Executive Session because an owner called to a hearing was on the line. Carol Corporales announced she was unable to attend the Executive Session or the reconvened est of the meetings.

**RECONVENE
GENERAL SESSION
MEETING:**

Reconvene General Session Meeting

Following the adjournment of the Executive Session Meeting, Vice President Simon Mayeski reconvened the General Session at 7:30 p.m.

Ratify Approvals

Management requested that the Board ratify the following proposals that were either under the \$1,500.00 Management spending cap or approved by the Board via email between meetings:

1. **Pestgon** performed local treatment for termites at 11346-1 Camino Playa Cancun for \$550.00.
2. **ARS Rescue Rooter** removed and replaced a 3" vertical cast iron pipe between 11306-2 Camino Playa Cancun and 1130-4 Camino Playa Cancun and replaced a leaking fitting above the vanity in Unit #2 for \$3,865.00. This was approved by the Board via email.
3. **Restoration Systems & Consulting Inc.** performed drywall repairs at 11336-7 Camino Playa Cancun for \$1,480.00.
4. **Architectural application, 11346-4 Camino Playa Cancun** was submitted to repaint the front door and was approved by the Board via email.
5. **Pestgon** performed local termite treatment at 11386-5 Camino Playa Cancun for \$620.00.
6. **Restoration Systems & Consulting, Inc.** performed interior repairs at 11320-2 Portobelo Dr. to damage caused by a plumbing leak for \$1,485.00.

Upon a motion duly made, seconded, and unanimously carried, the Board ratified the prior approval of the following proposals:

1. ***Pestgon's proposal for local treatment for termites at 11346-1 Camino Playa Cancun for \$550.00.***
2. ***ARS Rescue Rooter's proposal to remove and***

replace a 3" vertical cast iron pipe between 11306-2 Camino Playa Cancun and 1130-4 Camino Playa Cancun and replace a leaking fitting above the vanity in Unit #2 for \$3,865.00.

3. **Restoration Systems & Consulting Inc.'s proposal to perform drywall repairs at 11336-7 Camino Playa Cancun for \$1,480.00.**
4. **Architectural application from 11346-4 Camino Playa Cancun to repaint the front door.**
5. **Pestgon's proposal to perform local termite treatment at 11386-5 Camino Playa Cancun for \$620.00; and,**
6. **Restoration Systems & Consulting, Inc.'s proposal to perform interior repairs at 11320-2 Portobelo Dr. to damage caused by a plumbing leak for \$1,485.00.**

Homeowner Requests

11186 ½ Portobelo Dr. - Payment for Leak Detection

The owner of 11186 ½ Portobelo had a water leak, and the association's plumber, ARS Rescue Rooter, came out and did a leak detection and found that the leak was from the owner's condensate line. The cost for the leak detection was \$525.00 and the owner has been requested to reimburse the association in full. Owner objected to the charge and requested that she only pay half the amount of the plumber's invoice.

*After discussion and upon a motion duly made, seconded, and unanimously carried, the board **denied** the owner's request to reimburse the association for half of the cost of the leak detection, and the owner needs to reimburse the association in full.*

Request for Reimbursement – 11336-7 Camino Playa Cancun

A resident at 11336-7 Camino Playa Cancun had a slab leak and believes her water bill is higher than normal. She requested reimbursement in the amount of \$87.77 for her water bill increase during the slab leak, which has since been repaired.

*Upon a motion duly made, seconded, and unanimously carried, the board **approved** the resident's request to be reimbursed \$87.77.*

11376 Portobelo Dr. – Building Termite Tenting

Management advised that in early 2020, Pestgon had arranged a termite tenting at 11376 Portobelo Dr. but due to the Covid-19 lockdown, the project was put on hold.

Owners in the 11376 Portobelo building are reporting termites again. Management contacted Pestgon to revise their original tenting proposal. Pestgon advised that the cost to perform the tenting did not change and is the same price as originally quoted.

Management asked the Board if they approved this new proposal and if Management may move forward with the termite tenting project at 11376 Portobelo Dr.

*Upon a motion duly made, seconded, and unanimously carried, the board **approved** Management moving forward with the 11376 Portobelo termite tenting project.*

NEXT MEETING:

Next Meeting

The next meeting is scheduled for October 26, 2021, at 6:00 p.m. via Zoom.

ADJOURMENT:

There being no further business to come before the Board, the General Session Meeting adjourned at 7:38 p.m.

ATTEST:

Respectfully submitted,

Peri Sword, Recording Secretary

APPROVE:

Melissa James

Board Member Date

Board Member Date