

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

October 26, 2021

CALL TO ORDER The Board of Directors meeting of the Belsera Community Association was called to order at 6:02 p.m. by Community Manager Robin Bacon, via Zoom.

BOARD MEMBERS PRESENT Ken Schulte, President
Simon Mayeski, Vice President
James Gianelli, Director-at-Large

BOARD MEMBERS ABSENT: Carol Corporales, Treasurer
Melissa James, Secretary

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

OTHERS PRESENT: One (1) interested homeowner

EXECUTIVE SESSION DISCLOSURE: The Board held an Executive Session meeting following the September 28, 2021, General Session meeting to discuss enforcement matters. There was no quorum for the August 2021 meeting.

HOMEOWNER FORUM: A time was provided for homeowners in attendance to share any questions, comments, or concerns. There was one (1) owner present. The following topics were discussed:

- **Theft of Auto Part from Parking Lot:**
Owner reported someone had recently broken into her vehicle which was parked in the parking lot and stolen its catalytic converter. She asked if the HOA had any surveillance tape to check for suspicious activity. The Board told her they did not but suggested that she check with her neighbors whose entries face the parking lot area to see if they have cameras on their front doors that might have picked up such activity. The Board offered their sympathy for her plight.
- **Pool Matters During the Winter Season:**
Owner asked whether a community pool will be open for use during the winter season and whether the pool will be heated. Management advised that both pools will remain open throughout the winter, but only one (1) pool will be

heated during this time. She will check with the pool vendor to find out which pool has the strongest heater and parts and then keep that pool heated during the winter.

Winter heating will begin the weekend of the time change and an email blast will go out to the membership to tell them which pool will remain heated throughout the winter.

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

**APPROVAL OF
MINUTES:**

September 28, 2021, General Session Minutes

Management provided the Board of Directors with the draft General Session minutes of the September 28, 2021, Board meeting.

*After review and discussion of the information provided, a motion was made, seconded, and unanimously carried to **approve** the September 28, 2021, General Session minutes as submitted.*

**FINANCIAL
REPORT:**

July, August and September 2021 Financial Reports

In the Treasurer's absence, the Board President reviewed the July, August, and September 2021 Financials.

*After review and discussion, and upon a motion duly made, seconded, and unanimously carried, the Board **approved** the acceptance of the financial report statements from July, August, and September 2021, pending the annual financial review by the Association CPA as required by California Civil Code 5500.*

Resolution 5380 (b)(6)– October 2021

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

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

**MANAGEMENT
REPORT:**

Management Report

Homeowner Request

Management presented a request from the owner of 11270 ½ Portobelo Dr. regarding a leak from her air conditioning ducts that the owner is responsible to pay. The owner believes that the invoice submitted by ARS Rescue Rooter in the amount of \$575.00. is too expensive and she also believes the HOA should pay for any duct

repairs. She requested that the HOA pay for one-half of the invoice and that she would pay the other half.

After discussion and upon a motion duly made, seconded, and carried, the Board denied the request because air conditioners service one (1) unit exclusively and the owner is responsible for their maintenance.

Ratify Repairs

Management presented the Board with proposals that were approved between Board meetings by Management because they all came under Management's spending cap:

- **Pestgon Termite – Local Termite Treatment 11352 Portobelo Dr., Unit 8**
Pestgon submitted a proposal to perform local termite treatment at 11352 Portobelo Dr., Unit 8 for a cost of \$694.00
- **Restoration Systems & Consulting, Inc. – Interior Living Room Repairs at 11370 Camino Playa Cancun Unit #5**
Restoration Systems & Consulting, Inc. submitted a proposal to perform interior repairs to the living room in 11370 Camino Playa Cancun Unit #5, due to water damage from a plumbing leak, for a cost of \$1,020.00.
- **Restoration Systems & Consulting, Inc. – Interior Bedroom at 11370 Camino Playa Cancun Unit #7**
Restoration Systems & Consulting, Inc. submitted a proposal to perform interior repairs to a bedroom at 11370 Camino Playa Cancun Unit #7 due to a plumbing leak for a cost of \$940.00.

*After discussion, and upon a motion duly made, seconded, and carried, the Board **ratified** the previously approved proposals submitted by Pestgon Termite to perform a local termite treatment at 11352 Portobelo Dr. #8 for \$694.00, by Restoration Systems & Consulting, Inc. to perform interior repairs to the living room at 11370 Camino Playa Cancun #5 for \$1,020.00, and for performing repairs to a bedroom at 11370 Camino Playa Cancun #7 for \$940.00.*

New Signage - Update

Board President and Signage Committee Chair Ken Schulte addressed the Board to give them an update on the status of the signage project. He advised that the signage vendor is ready to begin with the first stage – to produce new signage for the buildings. A down payment of approximately \$2,500.00 is needed for them to proceed. Management will send Walters Management’s New Vendor packet to Ken Schulte for the signage vendor can complete it and get onto Walters Management’s approved vendor list.

Paving and Concrete Projects

DISCUSSION:

Management advised the Board that National Concrete said they wish to begin the paving and concrete project next week. Management feels that while the concrete project may safely begin next week, the weather for the next few months is too questionable to move forward. She suggests postponing the paving until spring.

After discussion, and upon a motion duly made, seconded, and unanimously carried, the Board agreed with Management’s recommendation to move forward with the concrete project and postpone the paving project until after winter.

NEXT MEETING:

Next Meeting

The next meeting is scheduled for Tuesday, November 23, 2021, at 6:00 p.m. via Zoom. Management and the Board discussed the possibilities of meeting in person at the beginning of 2022 and possible locations for these meetings.

ADJOURN :

Adjourn Into Executive Session Meeting


Management thanked the homeowner in attendance for attending the General Session. At 6:42 p.m., the General Meeting adjourned to go directly into Executive Session.

ATTEST:

Respectfully submitted,

Peri Sword, Recording Secretary

APPROVE:

	01/26/2022		
Board Member	Date	Board Member	Date

SIGNATURE CERTIFICATE

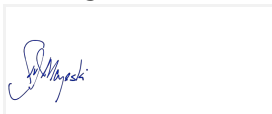


REFERENCE NUMBER

036D6DDF-C853-40F6-91DF-8DCD3C4C29AA

TRANSACTION DETAILS	DOCUMENT DETAILS
<p>Reference Number 036D6DDF-C853-40F6-91DF-8DCD3C4C29AA</p> <p>Transaction Type Signature Request</p> <p>Sent At 01/26/2022 11:58 PST</p> <p>Executed At 01/26/2022 12:35 PST</p> <p>Identity Method email</p> <p>Distribution Method email</p> <p>Signed Checksum 795b066a12d5537cf5c8dc35e4e081c4f9874b1156e9a46c63f3a853d93f2fe0</p> <p>Signer Sequencing Disabled</p> <p>Document Passcode Disabled</p>	<p>Document Name 4-10 26 21 General Session Minutes</p> <p>Filename 4-10_26_21_general_session_minutes.pdf</p> <p>Pages 4 pages</p> <p>Content Type application/pdf</p> <p>File Size 75.4 KB</p> <p>Original Checksum d51ffe32be26fe6d6e4cdd24fd34714cd44a72f4a6cd7fd060a3a69f0b7cd50e</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 bb3f6a75de4450d2e84d2562d1931f9f04d84ef2e3b8c836ea3a623cb2c6a103</p> <p>IP Address 173.205.180.168</p> <p>Device Chrome via Windows</p> <p>Drawn Signature </p> <p>Signature Reference ID 01C6B468</p> <p>Signature Biometric Count 248</p>	<p>Viewed At 01/26/2022 12:35 PST</p> <p>Identity Authenticated At 01/26/2022 12:35 PST</p> <p>Signed At 01/26/2022 12:35 PST</p>

AUDITS

TIMESTAMP	AUDIT
01/26/2022 11:58 PST	Robin Bacon (rbacon@waltersmanagement.com) created document '4-10_26_21_general_session_minutes.pdf' on Chrome via Windows from 207.7.104.130.
01/26/2022 11:58 PST	Simon Mayeski (simon@mayeski.com) was emailed a link to sign.
01/26/2022 12:35 PST	Simon Mayeski (simon@mayeski.com) viewed the document on Chrome via Windows from 173.205.180.168.
01/26/2022 12:35 PST	Simon Mayeski (simon@mayeski.com) authenticated via email on Chrome via Windows from 173.205.180.168.
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