

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

**October 28, 2008**

- MEMBERS PRESENT** Susan Leverenz, President  
Simon Mayeski, Vice President  
Leslie Pembroke, Treasurer  
Ralph Kingery, Secretary
- MEMBERS ABSENT** Carol Corporales, Director
- OTHERS PRESENT** Michael Yadrick, Community Association Manager, Walters Management  
Megan K. Yavel, Recording Secretary, Walters Management
- CALL TO ORDER** The Belsera Community Association Board of Directors Meeting was called to order at 6:01 PM, by Susan Leverenz, President, at the Tierrasanta Recreation Center, 11220 Clairemont Mesa Boulevard, San Diego CA 92124.
- HOMEOWNER FORUM** The homeowner with account number 135010 was present to request Internal Dispute Resolution for the issue with her account due to the fact that the Board denied her request for a refund of assessments.
- The tenant that with account number 136010 was present to discuss the fact that rumors have been spread about her and the homeowner with account number 131620 was present to dispute the alleged violation that they abducted the cat belonging to the homeowner with account number 131630. The Board has not reviewed and renders no opinion regarding this statement.
- MINUTE APPROVAL** The Board reviewed the minutes from the September 23, 2008 meeting. Upon a motion duly made, and carried unanimously the minutes from the September 23, 2008 Board meeting were approved with amendments. (Kingery/Leverenz)
- TREASURER'S REPORT** The Board reviewed the September 2007 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).
- A motion was duly made and carried unanimously to accept the September 2007 financials as submitted pending audit. (Pembroke/Leverenz)
- Leslie Pembroke listed several account balances from the balance sheet. Be sure to list them in the minutes and double check with Mike and Leslie.

Walters has been appropriately funding the reserve account since taking over the management of the community.

**MANAGEMENT REPORT Audit for 2007/2008 and Income Taxes:** The Board reviewed a copy of the 2007/2008 Audit and income tax returns as prepared by Jose M. Mejares, CPA. The Board reviewed the series of findings and recommendations portion of the report and noted that the section indicated issues of concern and recommendations for action to be taken. Discussion ensued regarding several line items that need to be reviewed by the auditor that are will need to be corrected prior to mailing out to the membership.

A motion was duly made and carried unanimously to accept the audit with amendments and requested Management to send out the audited financial statements to the Membership prior to the end of October in compliance with California Civil Code Section 1365(b) (prior to 120 days after the close of the fiscal year). (Leverenz/Kingery)

**Roofing Proposals:** The Board reviewed three proposals from licensed roofing contractors based on the RFP package prepared by Board Member Ralph Kingery. The proposals were as follows:

- Paradise Roofing \$87,293.00 (416 pipes in items 3)
- Dills Roofing \$125,615.00 (900 pipes in item 3)
- Lehman Roofing #2188 \$85,500.00 (416 pipes in item 3)
- Lehman Roofing #2189 \$120,400.00 (900 pipes in item 3)

Discussion ensued regarding several different aspects of the proposed bids. Further discussion ensued regarding change orders and having legal counsel prepare a contract between the association and the vendor. A motion was duly made and carried unanimously to accept the proposal from Dills Roofing with an amendment in line item #3 from 900 pipes to 416 pipes and if their price is below \$90,00.00 to be paid from the reserve account. (Kingery/Mayeski)

**Asphalt Proposals:** The Board reviewed proposals from three different asphalt/paving contractors for extensive overlay, sealing, re-striping, painting, etc. to be performed throughout the community. The proposals were as follows:

- Angus Asphalt \$85,939.00
- American Asphalt \$71,950.00 \*add on costs not included
- Aztec Paving \$73,290.00 \*add on costs not included

Discussion ensued regarding the total contract prices with the additional costs for extra items. The Board requested Management to contact Angus Asphalt and Aztec Paving with the Board's questions and tabled further discussion until next month. Simon Mayeski will contact Western Towing regarding possibly repainting and stenciling of repainting of the red curbs. Management advised the Board that items that are outside the contract and will be billed at an hourly rate.

**Fence Repair Proposals:** The Board reviewed proposals from three contractors to repair and repaint 285' sections of fencing behind 11346 and 11352 Portobelo Dr. The proposals were as follows:

- Top Notch Construction      \$20,700.00
- Paul Davis Restoration      \$19,562.00
- Apex Contracting              \$20,404.29

Discussion ensued regarding the maps put together by Ralph Kingery and which areas need fencing repaired first. A motion was duly made and carried unanimously to approve Top Notch to paint and scrape areas A and B of Ralph's Maps as part of the maintenance contract.

**Termite Proposals:** The Board reviewed three proposals for termite work to be completed on three units on Portobelo Drive. Discussion ensued regarding tenting versus spot treatments.

The Board requesting Management to obtain a proposal for tenting and termite work for the 8 units that share with unit 11010 Portobelo Drive.

Discussion ensued regarding spot treatment versus tenting the buildings. A motion was duly made and carried unanimously to approve spot treatments for 11206 and 11210 Portobelo Drive. (Leverenz/Pembroke)

**Ratification of Insurance Approval:** A motion was duly made and carried unanimously to ratify the decision made outside of a meeting to approve the proposal for earthquake and flood insurance renewal for a total cost of \$39,350.00. (Pembroke/Mayeski)

**Roof & Rain Gutter Cleaning Proposal:** The Board reviewed a proposal from Gale Force Pressure Washing to remove debris from the roofs and gutters throughout the community for a cost of \$8,995.00. Discussion ensued regarding prior contractors work. A motion was duly made and carried unanimously to approve the idea of power-washing for a cost not to exceed \$8,995.00. (Pembroke/Kingery) The Board requested Management to submit additional proposals at the next meeting.

**Pool Drain Proposal:** The Board reviewed a proposal from Aqua Pool Service for the installation of required anti-entrapment covers for the pool and spa drain covers. A new Federal mandatory law will go into effect on 12/20/08 requiring commercial pools to be equipped with anti-entrapment drain covers. The proposal for installation of such devices at both pool areas will cost \$1,375.00. Discussion ensued regarding . A motion was duly made and carried unanimously to approve as submitted.  
(Leverenz/Pembroke)

**Waste Management Contract:** Management received a letter from Dawn Cox of Waste Management requesting the Association enter into a new one year contract with no price increase. The agreement offers a 50% discount on one month of service should the agreement be signed. Discussion ensued regarding effective date of February 1, 2009, noted fuel surcharge and environmental fees, and 12 month contract. Further discussions were tabled.

**Aging Report:** The Board reviewed the aging report summary and the resolutions to record liens. The resolutions are required to be approved at an open meeting of the Board.

A motion was duly made and carried unanimously to approve the resolution to record a lien on the homeowner with account number 032041. (Pembroke/Leverenz)

Discussion ensued regarding non-judicial foreclosure against the homeowner with account number 026850. (Pembroke/

The Board reviewed the recommendations from Anderson and Krieger that require the Board's action at this time:

A motion was duly made and carried unanimously to authorize Anderson and Krieger to proceed with non-judicial foreclosure against the homeowner with parcel number 373-521-31-02. (Pembroke/Leverenz)

## **INFORMATIONAL ITEMS**

Michael Yadrick presented the Board with the following documents for informational purposes. No action is required.

- Action Item List of 09/23/08
- Maintenance Log of 09/17/08 – 10/22/08
- Drive Through Notes of 09/04/08
- Top Notch Notes from 09/04/08
- Unit Listing – by address (08/01/08 – 10/22/08)
- Property Information and Map

**NEW/OLD BUSINESS**    **Satellite Dish Unapproved Installations:** Tabled

**Correspondence:** Michael Yadrick reviewed the correspondence submitted by homeowners and tenants. No action was needed at this time.

**Maintenance Priorities:** Tabled

**NEXT MEETING DATE**    The next Board of Directors meeting will be held on Tuesday, November 25, 2008, at the Tierrasanta Recreation Center 11220 Clairemont Mesa Boulevard, San Diego, CA 92124 at 6:00 PM.

**ADJOURNMENT**    There being no further business before the Board of Directors, the meeting was adjourned at 7:36 PM.

Respectfully Submitted,

Megan K. Yavel  
Recording Secretary, Walters Management

**APPROVED:**

*Susan Leverenz*    11-26-08  
Susan Leverenz, President    Date

*Ralph Kingery*    11/26/08  
Ralph Kingery, Secretary    Date