

VILLA CAÑADA HOMEOWNERS ASSOCIATION

BOARD MINUTES

March 21, 2023 7:00 pm

Held in Person

FINAL

Board Members Present:

Tom Meikle
Shirin Nouh
Alan Mayer
Sarah Icke*
Kellie Dreyfuss
Jay Kim

*Sarah Icke was acting Secretary for this meeting.

Board Members Absent:

Carole Henning

Guests

5331 – Crosby and Shakeh

7:05 pm – Board Meeting Begins

Guest Comments

Residents of 5331 gave a summary of the fire that happened in the garage of their home. They brought a copy of the fire department's report to the meeting and gave it to Tom. Fire originated in the recycling bin within their garage. There was smoke damage within the garage, including the rafters of the roof. The fire department cut a hole in their garage door to access the garage.

Residents filed a claim with the HOA's insurance directly, and an assessor will be sent out to the property tomorrow (Wednesday, March 22). They stated that they would have liked more open communication with the board concerning the events and next steps with insurance. The Board will get back to the residents once the insurance assessor's report is received.

Minutes

It was moved, seconded and passed to approve the February 28, 2023 regular and executive session minutes as presented.

Treasurer's Report

Wall Street Management failed to supply the board book on time so there were no February financials to review.

The Board will remind Wall Street Management to only send emergency repair invoices for approval via email. All other invoices must be discussed at regular board meetings in person or via zoom.

Tom and Jay are to meet with Patsy and Wall Street's controller to discuss the layout of the financial statements since it is currently difficult to distinguish between the reserves and the current year's operating budget. Also needed to be discussed is the annual budget process and bank statements. All invoices are spent out of the operating account.

The board needs to get updated bank account signature cards with at least two board members' signatures. Tom and Jay will request a meeting with the bank representative about amending the signature blocks on the bank accounts.

Given the significant amount of expense the past couple of months on roof repairs, it is evident that many of the HOA's roofs are leaking and in need of repair. Since repairs can only be made once the rain ceases, emergency

invoices/work should only involve tarping to prevent interior water damage that roof leaks may cause. This type of invoice /work order can be approved by the board via email since it is for addressing emergency roof leaks.

Roof tarping emergency work orders should be issued with a "not-to-exceed" number whereby potential invoices are capped. Sarah mentioned that this type of work should generally not exceed \$500 dollars. It was moved, seconded and passed to procure emergency roof tarping bids from ARCE and two other contractors to determine the correct "not-to-exceed" number. Alan offered to procure bid numbers. Roof repair work orders and repairs should be discussed at general board meetings.

Invoices Approved for Payment:

A Board book was not provided for this meeting so no invoices to approve.

CC&R's

It was moved, seconded and passed to move forward with the insurance CC&R amendment voting process. Tom and Sarah will follow up with counsel to give the go ahead to start the voting process for all members. The board will organize an information session for all members concerning HOA insurance and the CC&R Amendment on Tuesday, April 25, at 6 pm. Counsel and the HOA's insurance broker should be in attendance.

HOA's Blueprints

The only hard copies are currently in Bill Koury's garage. Sarah attempted to retrieve them to get them digitally scanned; however, Bill would not release them without Sarah signing a document of his own drafting. Sarah refused to sign this pseudo-legal document. The blueprints need to be digitized as soon as possible to preserve them and to get a general contractor to verify the replacement value under the current property insurance. This verification in replacement value could significantly help lower insurance premiums, and the insurance broker concurs.

Landscaping

Weeds and maintenance – the HOA is responsible for landscaping maintenance up to 5 feet from the private road boundaries. Gerardo needs to be reminded that weed maintenance in these areas are under his current maintenance contract.

Tree trimming - Alan and Shirin will approach members about maintenance of trees on each owner's personal property as that is the individual member's responsibility, not the HOA's. This is part of overall fire safety.

Shirin presented common area tree trimming bids from 4 different landscaping companies/contractors. Shirin also presented four bids for the annual slope brush clearance. The current landscaping company presented competitive pricing for both the slope brush clearance and common area tree trimming.

It was moved, seconded and passed to approve releasing both the (i) tree trimming work and (ii) the slope brush clearance work to the current landscaping company on the following conditions: (i) that a discount be offered to the HOA in light of the amount of work the HOA awards to the current landscaping company, (ii) that the current landscaping company verify in writing that the slope brush clearance work will adhere to the "2023 LAFD – Brush clearance requirements/guidelines" and (iii) that a 1-year warranty on labor be included.

Shirin will work with Gerardo on timing and Wall Street Management on issuing work order(s). Slope brush clearance has to be done before June.

Irrigation

Because there was no Board book for this meeting, there were no past invoices to approve. This is deferred to next month's meeting.

Maintenance

Roof leak repairs - 5375 emergency work – current residents of 5375 need to remove their personal property in order for repair work to commence. Wall Street to notify the residents of 5375.

Roof replacement bids status – Wall Street to provide roof replacement bids from at least three certified roofing contractors. This is deferred to the next meeting. Roof bids are to include a timeline of staggered roof replacements throughout the complex, potentially a 3– to 5-year schedule to spread out capital costs. Including gutter grate replacements/upgrades as part of the roof replacement scope of work to lower annual gutter cleaning maintenance costs is being considered.

Gutter cleaning bid status - Shirin is working to procure two additional bids for gutter cleaning. It is recommended to perform gutter cleaning twice a year – before fire season and once again before December holidays/rainy season. Before a work order is issued, the scope of work needs to be reviewed so that downspout cleaning is part of the maintenance work. This to be discussed at next month's meeting once bids are received.

Wood Trim Painting Bid Status – this is deferred to next month's meeting.

Architectural

5310 – Solar Panel request - Residents of 5310 would like to place solar panels on the roof of their home. It was moved, seconded and passed to have legal counsel develop HOA rules concerning rules and regulations concerning solar panel installation with legal fees not-to-exceed \$400.

Board is still reviewing 5310's request, subject to the HOA rules and regulations to be developed, and subject to 5310 submitting all requested documentation. Wall Street is to follow up with 5310 and request preliminary cut sheets and installation proposal to start the review process.

Old Business

Blueprint digitization – see previous note. Tom is to procure the hard copy from Bill Koury.

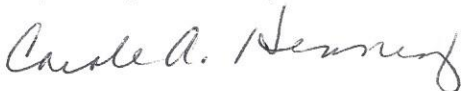
Tax return and audit - Tom and Jay will follow up with Wall Street.

WS Management Report - Not received in time for meeting. Deferred to next meeting.

With no further general business to conduct, the Board adjourn into Executive Session.

Motion made, seconded, and passed to adjourn at 8:49 pm.

Respectfully submitted,



Carole A. Henning, Secretary