

VILLA CAÑADA HOMEOWNERS ASSOCIATION

BOARD MINUTES

May 23, 2023 7:00 pm

Held in Person

FINAL

Board Members Present:

Tom Meikle
Shirin Nouh
Carole Henning
Jay Kim
Alan Mayer
Kellie Dreyfuss

Board Member Absent:

Sarah Icke

Guests

James Schwartz, RM1 Construction
Alfred Shaheen, Unit 5304
Christine Street, Unit 5341

7:00 pm – Board Meeting Begins

Guest Comments

James Schwartz with RM1 Construction made a presentation concerning the Association's upcoming Roofing Project.

Tom introduced Alfred Shaheen who is interested in acting as Project Manager on behalf of the Association for the Roofing Project.

Christine Street, Unit 5341, came to update the Board on their exterior landscape upgrade project. After her presentation, it was determined that she and the Board will review the Common Area License Agreement to determine if it should be amended in any way to reflect the changes in the landscape work in the common area next to her unit.

Minutes

It was moved, seconded and passed to approve the April 25, 2023 regular and executive session minutes as presented.

Treasurer's Report

Invoices Approved for Payment:

It was moved, seconded and passed to approve the following invoices for payment:

- Arce – Inv #4205 - \$930.00 – Unit 5304 - roof repair around chimney
- Arce – Inv #4481 - \$2,070.00 – Unit 5341 – patch section of back roof, seal flashing
- Arce – Inv #4482 - \$1,370.00 – Unit 5312 – seal around exhaust vent pipes in middle roof
- Arce – Inv #4483 - \$2,735.00 – Unit 5314 – patch cracks/hole at stucco wall
- Arce – Inv #4501 - \$510.00 – Unit 5322 – Install larger screw on garage parapet wall top cap
- Courtesy Plumbers – Inv #131018 - \$3,565.00 – Repair 2" irrigation valve to lower portion of property in irrigation valve box that had rotted away
- Bill Koury – \$604.58 – to be reimbursed for digitizing building blueprints/plans through FedEx Office
- Adams|Stirling – Inv #139009 - \$1,774.34 – Amendment election, solar policy, Haffner fire

CC&R's

As of this meeting and with just two weeks before the ballots for the insurance amendment are due, only 12 votes have been submitted.

Landscaping

Shirin presented bids for fertilizing and mulching. It was moved, seconded and passed to award Gerado Rangel the bid for mulching and Ron Jensen the bid for fertilizing.

Irrigation

Courtesy Plumbing's invoice was approved for payment (see Invoices Approved for Payment section above). It was determined that Shirin would issue a work order to engage Courtesy Plumbing to complete the semi-annual sewage cleanout.

Maintenance

Roofs

Because of the urgency of the reroofing project, Tom Meikle will pull together a draft Request for Proposal for the Board's review through email. His goal is to send it to 10-15 local roofing contractors on Friday, May 26.

Gutter Cleaning

Two proposals were submitted:

Arce - \$170/unit = \$8,670

RM1 Construction - \$525/unit with an option for leaf guard at \$525/unit)

Gerado Rangel, our landscaper, will be asked to submit a third bid using the details from Arce's bid as a scope of work. This item is tabled until the June meeting.

Slope Clearance

Gerardo has almost completed the slope clearance project. During his work, he noticed two trees (a sequoia pine and a pepper) that are very close to homeowners' units. Because they are a fire hazard, he is recommending that they be removed. This item is tabled until the June meeting in order to determine if the trees belong to the Association or homeowners.

Tree Trimming

Gerardo Rangel's bid was accepted for this work. This project will begin after the slope clearance is completed.

Wood Trim Painting

Because no action on this item has occurred from Wall Street, Alan and Shirin will seek bids from three vendors.

Workers Compensation Coverage

Gerado Rangel incurred an additional cost of \$4,000 to procure Workers Compensation coverage to do our work. Because his bids for the tree trimming and slope clearance were much lower than the other vendors, it was moved, seconded and passed that he should add \$1,000 to his tree trimming invoice and \$1,000 to his slope clearance invoice to help cover this additional cost.

Architectural

It was moved, seconded and passed that the Solar Energy Systems Policy be adopted as it was presented at the April meeting.

It was moved, seconded and passed the Mr. Park's (5312) submittal for solar panels on his unit be approved. He must comply with all the stipulations in the newly adopted Solar Energy Systems Policy. It is also the owner's responsibility to pay all costs associated with the preparation and recording of the Covenant on their Title.

Property Insurance for 2024

If the insurance amendment passes, it is possible that our current property insurance policy could be reduced for the last 6 months of its current term.

Old Business

Tax return and audit

Wall Street has advised that this work is in process.

The **next regular Board meeting** will be held on **Tuesday, June 27**, at the La Cañada Country Club.

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

Motion made, seconded, and passed to adjourn at 9:00 pm.

Respectfully submitted,

A handwritten signature in cursive script, reading "Carole A. Henning". The signature is written in dark ink and is positioned above the printed name of the signatory.

Carole A. Henning, Secretary