

**VILLA CAÑADA HOMEOWNERS ASSOCIATION**  
**REGULAR BOARD MINUTES**  
**August 22, 2023 7:05 pm**  
**Held in Person**  
**FINAL**

**Board Members Present:**

Shirin Nough  
Carole Henning  
Kellie Dreyfuss  
Alan Mayer  
Sarah Icke

**Board Members Absent**

Tom Meikle  
Jay Adams

**Guest**

Bill Koury

**7:05 pm – Board Meeting Begins**

**Guest Comments**

No comments.

**Minutes**

- It was moved, seconded and passed to approve the July 25, 2023 Election Board meeting minutes as presented.
- It was moved, seconded and passed to approve the July 25, 2023 Regular Board meeting minutes as presented.
- It was moved, seconded and passed to approve the July 26, 2023 Election Board meeting minutes as presented.
- It was moved, seconded and passed to approve the July 26, 2023 Special Board meeting minutes as presented.

**Treasurer's Report**

No report as the Treasurer was absent.

**Invoices Approved for Payment:**

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

- Backflow Time – Inv #114149 AR - \$130.00 – Inspection/certification of two irrigation backflow valves
- Adams | Stirling – Inv #141458 - \$248.00 – Solar covenant for Parks (\$31.00 to be charged back to homeowner); matrix & liability issues; amendment election not passing and options
- Arce Construction – Inv #4509 - \$870.00 – Unit 5318 – two leaks in middle roof – patched
- Arce Construction – Inv #4510 - \$3,500.00 – Unit 5369 – replace 16'x16' of roof
- Arce Construction – Inv #4511 - \$13,646.00 - Unit 5391 – Back section of roof – 64 SF area – replaced; water test balcony deck/stucco walls for leak in downstairs bedroom; repaired leak

**2022 Financial Review Status**

Wall Street still has not provided an Independent Accountant's Review Report for 2021-2022.

**CC&Rs**

The Voter address verification email was sent to homeowners on 08.22.2023.

Discussion ensued on whether the verification process will push out the date of September 18 when ballots are scheduled to be mailed and also push out date for the October 3 vote. Adams | Stirling and/or The HOA Election Guys will be contacted about this

It was also discussed as to whether we should hold on mailing the ballots until we hear from Gabe Sanchez concerning the amount of the insurance premium for 2023-2024. This would allow for more solid information to be passed to the Homeowners and help ensure passage of the amendment.

#### **Landscaping**

- The common areas next to Unit 5421 and 5353 have piles of pine needles that need to be removed.
- The tree trimming at Unit 5417 is complete.
- Unit 5367's tree was trimmed; half of the cost will be charged to the Owner since the tree is half in the common area and half on the owner's property.
- Mulching will be completed by the end of the month.

#### **Irrigation**

- Courtesy Plumbing will do the sewage line cleanout on August 24.
- The two irrigation backflow valves have been certified as Liberty Utilities required.

#### **Maintenance**

##### **Roofs**

It was moved, seconded and passed that RM1 Construction be authorized to install a new section of roof on the south end of Unit 5421 for \$5,000.

For Unit 5353, RM1 Construction was authorized to open the interior and determine what was causing the leak, possibly an HVAC unit, for a cost of \$1,500. If it was not a roof leak, the cost to repair would be the owner's responsibility. If it was determined to be a roof leak, it was moved, seconded and passed that RM1 replace that section of the roof for \$5,200.

There are eight units that experienced leaks over the winter season that have not been repaired. RM1 Construction will inspect each of these units and provide photos, state the reasons for the determination of the severity of each home including structures, and give their assessment with respect to the order of severity from highest to lowest.

After much discussion, it was moved, seconded and passed that RM1 Construction and Legends Roofing would be authorized to each replace four of the eight roofs. RM1 is required to match the ten-year Labor and Workmanship Warranty that Legends Roofing is quoting. Legends is required to match the NTE price of \$15,000 per roof (before permit fees) that RM1 is quoting. It is understood that the pricing by both vendors does NOT include structural engineering, permit fees and inspection costs.

#### **Gutter Cleaning**

The gutter, roof and downspout cleaning has been moved to August 28. Arce will repair a broken gutter on Unit 5381 at the same time.

#### **Tree Trimming**

See comment under Landscaping.

#### **Architectural**

No new requests.

#### **Property Insurance for 2024**

Alan Mayer will contact Gabe Sanchez to check on the status of our renewal policy.

**Member Inquiries/Communications**

There was no Board book this month so no inquiries/communications from members.

**Old Business**

Covered above.

**New Business**

**Property Management Contract**

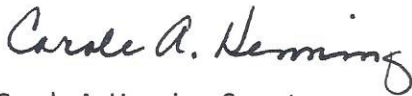
The contract with Beven and Brock has been fully executed. Carole will forward a copy to the Board members.

The **next regular Board meeting** will be held on **Tuesday, September 26, at 7 pm** 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 8:33 pm.**

Respectfully submitted,

A handwritten signature in cursive script that reads "Carole A. Henning".

Carole A. Henning, Secretary