

**VILLA CAÑADA HOMEOWNERS ASSOCIATION
REGULAR BOARD MINUTES
November 28, 2023 6:50 pm
Held in Person and on Zoom
FINAL**

Board Members Present:

Tom Meikle
Shirin Nough
Carole Henning
Kellie Dreyfuss
Alan Mayer – on Zoom
Jay Kim – on Zoom
Sarah Icke – on Zoom

Guests

None

6:46 pm – Board Meeting Begins

Guest Comments

No guests present.

Minutes

It was moved, seconded and passed to approve the October 24, 2023 Election Meeting minutes as presented.
It was moved, seconded and passed to approve the October 24, 2023 Regular Board meeting minutes as presented.

Treasurer's Report

Because of the transition from Wall Street to Beven and Brock, the receipt of November income was slow. Wall Street did provide the October month-end financials for our meeting.

Payscan is Beven and Brock's online invoice approval system. Since two approvals are needed, Jay Kim as Treasurer will be the first approver and Sarah Icke will be the second approver. After some discussion, it was determined that the Board will continue to approve invoices at our regular meetings through Payscan unless there is an unusual circumstance involved; e.g., contract deposit needed, etc.

Invoices Approved for Payment:

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

- Backflow Time - Inv #114345 AR - \$65.00 – Backflow test of irrigation valve #3

2022 Financial Review Status

Since Wall Street did not complete the 2022 financial review, we will ask Beven and Brock if they will be able to help.

CC&Rs

Because we did not have enough votes to assure passage of the amendment, the election date for the CC&R amendment is postponed to Tuesday, December 19, 2023.

It was determined that we will use proxies to secure the remaining votes we need.

Landscaping

Gerardo Rangel, our landscaper, has submitted his vendor package to Beven and Brock so that his company can be set up as a vendor.

Irrigation

When we were with Wall Street, Bill Koury, who oversees the irrigation system, had online access to Liberty Utilities to retrieve copies of our monthly water bills. Since the transition, however, that access is not available. We will work with Beven & Brock to see if Bill can have access again.

Ron Jensen, our irrigation vendor, will be notified to submit a vendor package to Beven and Brock.

Maintenance

Roofs

No work has commenced as yet.

James Schwartz with Legacy Builders sent his vendor package on November 28. There is an issue, however, with James Workers Compensation coverage. Since he has no employees, he has stated that he is not required to carry that coverage, but James has made a verbal commitment to provide evidence that each of his subcontractors has it. We are not sure if James has sent his proposal to Beven and Brock.

Matthew Perez with Legends Roofing will send his vendor package soon. Tom Meikle has signed the Legends contract.

The revised Structural Engineering report has not been received. Once the corrections to the report concerning Unit 5375 have been approved, then we can pay the structural engineer.

The renter in Unit 5343 has had problems with roof leaks, and the flashing is falling apart. He should report these issues to the Owner, who then would submit a work order to Beven and Brock through the portal to make the repairs. Shirin will email Lori to send the owner of Unit 5343 an email notifying him of the process of reporting maintenance requests through the online portal in a concise fashion.

Gutter Cleaning

Gutter cleaning and tile replacement are complete.

Tree Trimming

Unit 5312 - we will wait on this trimming this tree until the spring tree trimming is scheduled.

Unit 5375 – The City of La Canada has policies concerning the removal of healthy trees. The Owner has said that if they are responsible for the tree, they will take it out.

Unit 5405 – Owner trimmed the tree.

Unit 5427 – no response to letter.

Water Backflow Certification

Certification of Valve #3 is complete.

Architectural

No new requests.

Property Insurance for 2024

Insurance has been renewed for 2024.

Member Inquiries/Communications

No inquiries/communications from members this month.

Old Business

Covered above.

New Business

Board of Directors Election for 2024

It was moved, seconded and passed to have The HOA Election Guys handle the annual election vote for Board members for the price of \$571.85. If no one other than the three incumbents run, the cost will be \$353.00.

The call for candidates must be mailed to owners 90 days ahead of the election.

Carole will notify Kevin at The HOA Election Guys of an owner change and several address corrections.

Trash Collection – Center Units

If anyone in the center units has an issue with their trash collection being missed, they should contact **Alfred Cruz, Operation Supervisor of Republic Services – cell number is 818.974.5031**. This information will be posted on the website as well.

Wall Street Management Report

Nothing to report because of transition to Beven and Brock.

The **next regular Board meeting** will be held on **Tuesday, December 19, at 6:30 pm** at the La Cañada Country Club after the CC&R Election meeting.

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

Motion made, seconded, and passed to adjourn at 8:28 pm.

Respectfully submitted,



Carole A. Henning, Secretary