

VILLA CAÑADA HOMEOWNERS ASSOCIATION

REGULAR BOARD MINUTES

September 25, 2024 7:00 pm

In Person and On Zoom

FINAL

Board Members Present

Shirin Nouh

Carole Henning

Jay Kim - on Zoom

Sarah Icke

Alan Mayer - on Zoom

Members Absent

Bill Koury

Kellie Dreyfus

Beven and Brock

Lori Lacher - on Zoom

Guests

None

7:05 - Board Meeting Begins

Guest Comments

None.

Minutes

It was moved, seconded and passed to approve the August 28, 2024 Regular Board minutes as presented.

Treasurer's Report

Our reserves are low because of the excessively high 2024 property insurance premium and the many required roof replacements. We continue to transfer \$1,730.00 each month from the Operating Fund to the Reserve Fund as was budgeted. Reserve Balance as of 08.31.2024 - \$251,080.

Invoices Approved for Payment:

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

- Beven & Brock – Inv #GOD530-082924 - \$162.05 – August Zoom meeting attendance
- Beven and Brock – 530g344795 - \$1,535.00 – September property management fee
- Gerardo Rangel – Inv #2580 - \$3,000.00 – September gardening service
- Association Reserves – Inv #52568-OFP - \$680.00 – 2024 reserve study

Clark Pest Control recently took over NexGen Exterminating. Because of that transition, we did not receive invoices for the last three months. Clark Pest sent a statement for the balance due of \$225.00. Lori will ask the vendor to submit separate invoices so they can be paid.

Invoice #1031 from Legacy Building for Unit 5318 living space roof work in the amount of \$5,250 was not approved. This invoice does not show the total amount of the project less the prior deposit paid. That information is critical so we can determine what is the balance remaining to be paid.

Architectural

Unit 5308 and Unit 5443 were notified of the Board's approval of their pergola and air conditioning unit, respectively.

No other Architectural Requests have been submitted.

Insurance

The renewal information for our property insurance policy is expected in early October.

The insurance refund check for \$17,992 is still outstanding. Lori will follow up with Gabe at Wigmore concerning this.

Roof Work

Lori will follow up with Unit 5375 concerning a copy of the building permit for their garage structural work. The roof replacement cannot begin until we have received a copy of the permit. It is critical to have it as soon as possible because the garage roof will leak if it rains.

The homeowner of Unit 5318 is working with Leron, Inc, to secure a building permit from the City to complete the structural repairs needed to their garage roof.

A proposal for \$6,375 to replace the living area roof for Unit 5347 was received from Rescue Roofing Construction. It was moved, seconded and passed to approve that work.

Landscaping

Shirin will meet with Gerardo Rangel on Friday, September 27, to determine if any trees will need to be trimmed this fall. He will also check the dying grass at the bottom of the common area on the west side of the parking lot.

Slope Clearance

The slope clearance behind Units 5349 and 5355 is on hold until Kellie can speak with Randy at the Club about it.

Beven & Brock Management Report

Lori mentioned that The HOA Election Guys need to submit the new vendor packet that has been sent to them so they can be paid.

After reviewing the bids for the semi-annual gutter cleaning, it was moved, seconded and passed to pre-approve Gale Force for \$8,200. Lori will work with them to reduce their initial bid of \$8,495 to \$8,200.

Semi-Annual Storm Drain Cleaning

Lori needs information on the vendor we use (Courtesy Plumbing) to do the semi-annual storm drain cleaning. Carole will provide that to her.

Corporate Transparency Act

As an incorporated homeowner association, we are required under Federal law to file a report online with the Financial Crimes Enforcement Network (FinCEN) by 12/31/2024. We have two options for filing – 1) outsource to a third party for \$200-\$300/year, OR 2) file directly with FinCEN and update as required.

Filing directly seems to be the easiest approach. This should be put on the agenda for the October meeting.

2025 Budget

Tabled until October meeting.

Property Manager Visit

Lori agreed to come to our Annual Meeting in January so she can visit the property and meet everyone in person.

Correct Billing Procedure for Vendors

When a vendor submits a proposal/contract for review, the required deposit, if any, must be stipulated in the proposal/contract, NTE 50%.

Because the Board only meets once a month and approves invoices at each monthly meeting, invoices for payment must be presented to Beven and Brock by the middle of each month so that they can be approved timely at the Board's meeting and paid by the end of the month.

Contract/Invoice Procedure

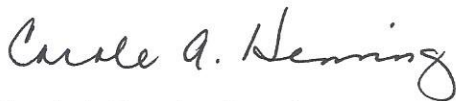
- 1-Beven and Brock reviews each proposal submitted.
 - 2-Beven and Brock confirms the deposit required, if any, – NTE 50%
 - 3-Beven and Brock present proposals that incorporate the information obtained in steps #1 and #2 for the Board's Review and approval during a regular Board meeting.
 - 4-Beven and Brock is to verify insurance requirements before a vendor can proceed with work.
 - 5-Beven and Brock is to notify the applicable home owner of the vendor performing the work and scheduled date and time of the work.
 - 6-Since the deposit amount will have been approved when the contract was signed, the deposit amount can be automatically paid without any additional approval from the Board.
 - 7-When the contractor notifies Beven and Brock that work is completed, Lori will notify the Board.
 - 8-A Board member can volunteer to see the completed work or the home owner can be asked to verify work completion. This can be decided via email between Board members at the time the contractor notifies construction work has been completed.
 - 9-Contractor's final invoice is to reflect remaining balance due less 10% retention and any interim payment remitted (including any deposits if applicable).
 - 10-The Association has 30 days to make each payment.
 - 11-Once the completed work is approved, the 10% retention amount can be paid.
 - 12-If an invoice is not received in proper format, then a day-to-day extension on the 30-days will apply.
- It was moved, seconded, and passed to approve the above procedure.

The next regular Board Meeting will be held on **Wednesday, October 23, at 7 pm on Zoom only.**

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

Motion made, seconded, and passed to adjourn at 8:36 pm.

Respectfully submitted,



Carole A. Henning, Secretary