

VILLA CAÑADA HOMEOWNERS ASSOCIATION

REGULAR BOARD MINUTES

November 19, 2024 7:00 pm

In Person and On Zoom

FINAL

Board Members Present

Bill Koury

Shirin Nouh

Carole Henning – on Zoom

Jay Kim - on Zoom

Sarah Icke – on Zoom

Kellie Dreyfus – Zoom

Alan Mayer – on Zoom

Beven and Brock

Lori Lacher - on Zoom

Guests

Ron Austin

James Schwartz, Leron, Inc., Construction Management

7:16 - Board Meeting Begins

Guest Comments

None

Minutes

It was moved, seconded and passed to approve the October 23, 2024 Regular Board and the October 23, 2024 Executive minutes as presented.

Treasurer's Report

Invoices Approved for Payment:

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

- Legacy Builders - Inv #1033 – \$835.83 – Additional roofing tile replacement for 5316/5318/5381 (\$585.83) and purchase/deliver finish materials to job site (\$250.00)
- Legacy Builders – Inv #1032 – \$4,750.00 - 5381 Garage roofing including parapet inspection and sealant as needed
- Beven & Brock – Inv #530G-353529 - \$1,535.00 – November property management fee
- Rescue Roofers - Inv #3924-934 - \$3,387.00 – Unit 5347 partial payment on roof replacement
- Legacy Builders – Inv #1036 - \$2,100.00 – Additional expense – replace three rotten fascia boards, one on 5318 and two on 5381
- Beven & Brock – Inv #GOD530 - \$130.00 – October Zoom Meeting attendance
- Gale Force – Inv # 26221 - \$8,200.00 – Community-wide rain gutter & roof cleaning

At the October meeting, it was moved, seconded and passed to reject Legacy Builders' invoice #1035 for \$350.00 for a tarp cover for 5318's garage roof. Lori was asked to notify James to bill the homeowner for this cost.

The initial approved proposal for 5318 was \$11,225.00 covering the living area, garage roof and additional garage plywood. Legacy was paid \$11,400 for 5318 in September. Invoice #1031 for 5318 for \$5,250.00 was tabled until James is able to review his documents and relate to Lori what this invoice covers.

Legacy Invoice #1026-2 for Unit 5381 Living Room completion in the amount of \$4,675.00 has been presented. However, we paid \$12,675 in September for living area roof work on this unit. This invoice is on hold until James is able to review his documents and relate to Lori what this invoice covers.

If Lori is satisfied with James' explanations for 5318 and 5381, she will let Jay know, and the two invoices above will be paid.

2025 Budget

After much discussion, the 2025 budget was approved with the monthly dues remaining at \$590/unit/month.

Reserve Study

After discussion, it was moved, seconded and passed to approve the Reserve Study with the possibility of one pending change.

Proof of Insurance

Homeowners were made aware in August of the change to insurance coverage on their units due to the passing of the Bare Walls amendment. It is up to each homeowner to have the proper insurance coverage on their unit, but it is not the Association's or Management Company's responsibility to monitor this requirement.

Wooden Garage Doors and Stucco Repair

Unit 5409 was wondering if the HOA covers the sanding and painting of his wooden garage door. The HOA requires wooden garage doors on the lower units so that the uniformity of the garage doors throughout that section is maintained. The sanding and painting are the homeowner's responsibility. This unit is also requesting a roof inspection to determine what is the cause of a leak inside his garage.

Units 5316 and 5353

These units are still experiencing leaks from their rain gutters which KMT had repaired. Lori will contact Brian to come back to check on the repair.

Tree Trimming

Gerardo Rangel gave Shirin a verbal proposal to trim seven large trees in the center area in mid-December for the budgeted cost of \$2,800. This trimming is to prevent trees from falling in that location as happened earlier this year during a wind/rain storm.

Unit 5379 For Rent Sign

Lori will contact the homeowner to have their real estate agent put the "For Rent" sign on the gate instead of in the yard as it currently is.

Unit 5347

Lori will notify Rescue Roofing to be sure this unit's roof is tarped because of the rain storm expected this weekend.

Emergency Change Order Procedure

Because emergency situations arise occasionally on a project, Sarah suggested the need for an emergency Change Order procedure as follows:

If a contractor or vendor needs a Change Order because of an emergency situation on an already approved and ongoing project, the request must be submitted in writing to the Property Manager explaining the need for it and the timing of it. If the Change Order is a request for supplies, any receipts or point-of-sale information must be provided. The Property Manager will circulate the requested Change

Order to the Board by email. The Board will vote by email among themselves and forward the result of our vote to the Property Manager. The Property Manager will notify the contractor or vendor of the results.

It was moved, seconded and passed to institute this procedure.

Corporate Transparency Act

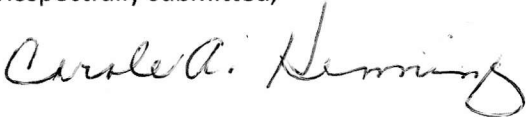
As an incorporated entity, our HOA must comply with the Federal Corporate Transparency Act. Carole volunteered to coordinate the process. She will send an email to the Board members with instructions on how to get their individual FinCen (Financial Crimes Enforcement Network) Identifier number. When the person acquires an ID number, he/she will send it to Carole. When she has numbers from the seven Board members, she will register our Association. December 31 is the deadline for complying with this regulation.

Because the Board ran out of time at the November meeting, a date for the December meeting was not set. Once decided, the Homeowners will be notified.

With no further general or executive session business to conduct, the Board adjourned.

Motion made, seconded, and passed to adjourn at 9:14 pm.

Respectfully submitted,

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

Carole A. Henning, Secretary