

VILLA CAÑADA HOMEOWNERS ASSOCIATION
REGULAR BOARD MINUTES
February 25, 2025 6:00 pm
In Person and On Zoom
FINAL

Board Members Present

Bill Koury
Shirin Nouh
Carole Henning
Jay Kim - on Zoom
Kellie Dreyfuss
Bill Huston - on Zoom

Absent

Alan Mayer
Lori Lacher, Beven and Brock

Guests

None

6:30 pm - Board Meeting Begins

Guest Comments

None

Missing Parapet Caps: 5381, 5427, 5329, 5391, 5383, 5349

The units listed either have loose parapet caps, existing caps have come off, or there is no parapet cap at all. Discussion concerning the vendor to do the stucco/gutter/parapet repairs included James at Leron Inc., but he is bombarded with roof repair work for our Association and other clients. Prestigious provided two bids for gutter repair for 5383 and 5381 for \$425 each, but their description of the work to be done was not complete, and the prices seems low.

It was discussed about asking Alex Arce to submit a bid for this gutter/parapet work. Some of the work also will include stucco repairs which entails replacing paper underneath and sealing the cracks where leaks have been found. As the units age, this could become an on-going repair and could be costly. A general solution is needed. It was agreed that Alex Arce be contacted to provide an estimate **only** for the gutter/stucco/parapet repairs. There is to be no charge to the Association for him to come to the property to inspect parapets/gutters/stucco in order to prepare the estimate.

Insurance

Everything for our claim is still in process.

Electrical Box Replacement at 5304

When the fire insurance inspector was here, he noticed overhanging branches at Unit 5304 which led to his inspecting the electrical box for the unit. He found that it was outdated. Ron Austen then had an electrician inspect the box for approximately \$450 which is the Association's cost. He made recommendations to replace the electrical box for about \$6,000 which is the homeowner's responsibility. The inspector is apprised that the homeowner will have her electrician do the work. None of the other units are required to replace their electrical boxes (breakers/box only, no wiring) unless told to do so by an official authority.

Cutting Costs

Landscape/Irrigation

Can we save some money if the landscape and irrigation are done by one vendor? It was agreed to get pricing from several vendors. We will check Gerardo's existing contract to see what the scope of work is before proceeding and will review the 2024 slope clearance invoice to see if it details a scope of work.

Trash Hauler

NASA's proposal has some open-ended items which must be clarified. We will seek bids from Athens and Republic as well. Carole will contact Lori to request a copy of our current contract with Republic so Bill Huston can draw up a scope of work for bidding purposes.

Property Manager or Consultant

Under the contract with Beven & Brock, the scope of work that they provide is consulting.

It was moved and seconded to have Lori be present at our Board meetings via Zoom. After discussion, the motion was approved. We agreed to re-visit her participation after 3 months.

Minutes

It was moved, seconded and passed to approve the January 28, 2025 Regular Board minutes as presented.

Treasurer's Report

Invoices Approved for Payment:

It was moved, seconded and passed to move the following invoices to the Recurring Payment List:

- Beven & Brock – monthly management fee - \$1,648
- Gerardo Rangel – monthly landscape service invoice - \$3,000
- Reserves - monthly transfers to the Reserve account

To improve the efficiency of paying invoices, it was moved, seconded and passed for Kellie to review invoices in PayScan on Mondays. She will then send Jay an email with the authorization to approve those invoices for payment that she has researched. If Kellie has any questions on a particular invoice, she will contact the person she believes may have the answer to her question. If she does not get the answer in time for Jay to pay the invoice, it can be processed the following week. We will try this procedure for one month to see how it works.

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

- Bradley & Beams, LLP – Inv #20VILCAN – Prepare 2024 California taxes for payment
- Gerardo Rangel – Inv #2937 - \$2,800 – Trim trees
- Beven & Brock – Inv #122624-god530 – \$345.00 - Delinquent fees collection due Beven and Brock for 2024
- The HOA Election Guys – Inv #975 - \$622.85 – 2024 Complete Election Package for Board of Directors Election
- The HOA Election Guys – Inv #1494 - \$785.08 – 2025 Complete Election Package

Leron, Inc. Inv #251035-Inv - \$600 for 5369 temporary tarping, Inv #1043-5391-RT - \$600 for 5391 temporary tarping, and Inv #1043-5407-RT \$600 for 5407 temporary tarping are on hold until James provides details on how the \$10,000 advance payment was disbursed.

Jensen Irrigation Inv 01/21/2025A for \$670 for replacement of Valve 1 and 2 for middle timer and Inv 02/08/2025 \$715 to repair broken sprinkler head and pipe + battery-operated timer were approved for payment once liability insurance certificate has been received by Beven and Brock.

Jensen Proposal #01/21/2025 for \$1,825 for sprinkler evaluation and fertilizer to all grass areas and palms was approved.

Financial Condition

In looking at the January through mid-February financials, it was discovered that one of the water meter invoices for February was about \$1,000 higher than it was in January. Bill K will look into what caused this.

Design Control Committee

It was proposed that this committee be established with Kellie Dreyfuss as the Chairperson. Her duties will entail keeping an eye out for unusual architectural changes, landscaping issues, and for anything else that looks out of place. In investigating items, she will approach homeowners with respect while also being firm in addressing any violations that go uncorrected. She will report any findings at the monthly Board meeting. If the majority of the board concurs that a violation has occurred, Lori should be directed to promptly issue a violation notice to the homeowner. Furthermore, the board should implement a fine structure for various types of violations and establish criteria for when our attorney should impose a lien on a property if violations persist.

Visitor Parking

Discussion continues about this situation. It was suggested that the CC&Rs and Bylaws be reviewed to see if the parking sections need to be revised or if items need to be added.

Approving Invoices

The Board determined that only one approver is needed for invoices – Jay Kim as Treasurer.

It was also decided that each Board member, in addition to Jay, should have access to PayScan **only** to review invoices and/or financials.

Board Meeting Time

The Board will continue to meet on the fourth Tuesday of the month. The Club has various other events held on the fourth Tuesday which would preclude our Board always meeting in the same room. If everyone is present at the March meeting, we will discuss if a different date in the month works better. The new start time for meetings is **6:30 pm**.

The next **Board meeting** will be held on **Tuesday, March 25, at 6:30 pm** in person at the Country Club and on Zoom.

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

Moved, seconded, and passed to adjourn at 8:34 pm.

Respectfully submitted,



Carole A. Henning, Secretary