

VILLA CAÑADA HOMEOWNERS ASSOCIATION
REGULAR BOARD MINUTES
March 25, 2025 6:30 pm
In Person and On Zoom
FINAL

Board Members Present

Bill Koury
Alan Mayer – on Zoom
Carole Henning
Shirin Nouh
Kellie Dreyfuss
Bill Huston - on Zoom

Absent

Jay Kim

Beven and Brock

Lori Lacher

Guests

Sarah Icke

6:43 pm - Board Meeting Begins

Guest Comments

See below.

Missing Parapet Caps: 5381, 5427, 5329, 5391, 5383, 5349 (Gutter Repairs)

Unit 5381 (Bill H) – Prestigious proposal included clearing a gutter in the front area of home, but the it does not address the broken gutter in the rear of the unit which needs to be replaced. Proposal needed for this part of the work.

Unit 5335 – Sarah spoke to Prestigious in person concerning her proposal. Her problem is two holes in different parts of her gutter. Vendor will repair and water test afterward.

Unit 5383 (Shirin) has a huge overflow above the front door; a proposal is needed for this work.

Unit 5349 (Kellie) – has a similar issue as Sarah.

It was moved, seconded and passed that when Prestigious comes to do the work in the front area at 5381 and the work for 5335, that they do the repairs at the rear of 5381, at 5383 and 5349 provided the cost is no more than \$500 per unit. Sarah will coordinate the work with Prestigious so that it can be done on a Friday or Monday when she is at home.

Invoice Approval

Jay Kim is the only one who can approve invoices in PayScan.

Insurance

Everything for our claim is still in process. We are awaiting the insurance company's response.

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 was revisited, but questions remain. Bevin and Brock are diligently pursuing Republic to send us a copy of our current contract. We need to know specifically what the termination clause is and review their scope of work. Bill K will ask NASA to send us their basic contract terms. It was moved, seconded and passed to table this discussion until the April meeting.

Property Manager or Consultant

Bevin and Brock's contract allows for a 3% Cost of Living increase in their fee annually. The Board would like to speak with Dave Brock about this on Zoom. Bill K will work with Dave Brock to set up a day and time to have the meeting.

Minutes

It was moved, seconded and passed to approve the February 25, 2025 Regular Board minutes as presented.

Landscape and Architectural

No Architectural Requests at this time. Shirin will work with Kellie, head of the Design Control Committee, whenever an Architectural Request may be needed.

Shirin talked with Gerardo, our landscaper, concerning some bare places in the Common Areas. He will install some plants where needed.

It is time to schedule the slope clearance for 2025. Shirin will ask Gerardo to provide a proposal and walk the areas with him so that the section on the southern side of the property is included this year.

Treasurer's Report

Invoices Approved for Payment:

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

- Leron, Inc – Inv #251035-inv - \$600.00 – 5369 Roof tarping (not related to wind storm)
- Leron, Inc – Inv #1043-5391-RT - \$600.00 – 5391 Roof tarping (not related to wind storm)
- Jensen Landscape – Inv #1/12/2025 - \$1,825.00 – Broken valve/damaged pipe/sprinkler head repair in triangle, fertilizer to all grass areas and plants (emergency repair to mitigate water loss)
- Leron, Inc. – Inv #1043-5407-RT - \$600.00 – 5407 Roof tarping (not related to wind storm)
- The HOA Election Guys – Inv #5339 - \$810.14 – 2024 Complete Election Pkg for Governing Doc Vote
- Leron, Inc. – Inv #1043-5481-RT - \$600.00 – 5381 Roof Tarping (not related to storm damage)
- Bradley & Beams, LLP – Inv #20VIL CAN - \$1,000.00 – Tax preparation fee for 2024 Financial Stmts Review
- Leron, Inc. – 1043-5385-RT - \$15,537.50 – Inspect 51 homes/remove all debris from damaged roofs/add'l clean-up for high damaged roof/dump container & fees/roof tarping
- Leron, Inc. – Inv #1043-5392-CH - \$600.00 – 5381/5369 Roof Re-Tarping (for insurance inspection)

Unit 5391 has roofing and stucco damage. Leron's price to do the work is \$14,950. For now, the roof has been tarped to prevent any further damage. If the homeowner called someone to do this work, they will need to pay. If the HOA is to pay, Arce needs to submit a proposal ahead of time. Discussion has been tabled to the April meeting.

Unit 5441 – Arce located leak in the kitchen due to clogged rain gutters and down spouts, cleaned same and sealed possible leaking areas for \$645.00. No proposal was submitted to Board for prior approval. Tabled to April meeting.

Design Control Committee

Issue at 5375 has been resolved.

Issue at 5421 has been resolved.

Management Company Report

Rules/Regulations and Violation Letters

Our current Rules and Regulations do not cover some of the violations that are occurring recently. In order to notify an owner of a violation, our Rules and Regs need to be revised, and a fine schedule created. Lori will send us a sample document that we can use as a guideline for our revision. The board should hold a special board meeting to work on the Rules and Regs revision.

Once the Board agrees on the Draft, Lori will send it to all Homeowners for their review and comment. Homeowners have 30 days to comment. Homeowners can also come to a Board meeting and express their concerns. The Board can then decide if the Draft should be revised. Once the document is finalized by the Board, it is approved.

In addition, when a letter is sent to a Homeowner about a violation, it should have Board approval and represent the entire Board's wishes. "The President may represent the Association or Board to third parties. In those cases, the President should always seek to speak for the majority of the Board, not just his own thoughts on an issue. The President may not unilaterally speak for the Board, but must always be the voice of the Board."

If something is an emergency situation, Lori will be notified of it, and a violation letter will be sent. Decision can be ratified at the next Board meeting.

Depletion of Reserves and Reserve Account Balance

Reviewed in Jay's email of March 25.

Submittal of Recommendations from Beven and Brock

Lori must be present at meetings in order to offer recommendations on items discussed. If she is not present, she will have not idea what was discussed and will no be able to offer any recommendations.

Reduction in Expenses

Insurance has been negotiated; Pest Service has been eliminated. Landscaping, Irrigation and Trash are under discussion now.

Final Annual Financial Review

Once our accountant submits his review, it was agreed that Lori should upload the Final Annual Financial Review to the website for Homeowners to review rather than mail it out.

Upcoming Calendar Items

April - Lori will notify Courtesy Plumbing to schedule the semi-annual sewer cleaning.

May – Gutter cleaning – Prestigious will be contacted for a proposal. In addition, Leron, Inc. proposed to clean the gutters 4 – 5 times a year at the same price we are currently paying.

Missing Parapet Caps/Stucco Repair: 5381, 5427, 5329, 5391, 5383, 5349

Caps can be replaced, but this is only a fix. However, more is involved. The stucco is cracked in a lot of places which is causing leaks. Stucco should be removed, paper underneath replaced, and new stucco applied. This most likely will become an inherited issue which will begin to occur at various other units over the coming years.

Lori will check with James about these particular units to determine if any of them have been included in the insurance claim.

The next **Board meeting** will be held on **Tuesday, April 22, at 6:30 pm** in person at the Country Club and on Zoom.

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

Moved, seconded, and passed to adjourn at 8:43 pm.

Respectfully submitted,

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

Carole A. Henning, Secretary