

VILLA CAÑADA HOMEOWNERS ASSOCIATION
REGULAR BOARD MINUTES
October 28 2025 6:30 pm
In Person and On Zoom
FINAL

Board Members Present

Alan Mayer – on Zoom
Carole Henning
Jay Kim – on Zoom
Bill Huston – on Zoom
Shirin Nouh – on Zoom/in person

Absent

Bill Koury
Kellie Dreyfuss

Beven and Brock

Lori Lacher - on Zoom

Guests

Ron Austin
Bill Anderson - 5407
James Schwartz, LeRon Construction

6:40 pm - Board Meeting Begins

Guest Comments

Bill Anderson, 5407 – Roof was leaking before the wind damage and continues to leak. The roof tiles are pulling away from the stucco.

Repair work was delayed because insurance proceeds were not in hand until the week of October 20. The most difficult roof (5409) was done first because it required an entire roof replacement. That roof is scheduled to be completed this week.

The Board's plan is to have all roofs completely re-done over a span of five years. Hopefully this will avoid the need for large assessments and/or dues increases. Unit 5407 will be inspected, and all issues (rain gutters, cracks in stucco, parapet wall cracks) will be addressed for leaks. Underlayment and flashing are the most important items as they prevent the water from leaking through to the interior.

Roof Repair Update

Recap on Unit Repair

- 36 Units – initial damage – 8 units required only debris removal (branches, broken tiles, metal pieces, etc.)
- 28 units – tile damage repair
- 16 units – sections or complete roof repair (currently covered with tarps)
- 1 unit – 5409 complete roof replacement - finished
- 15 units remaining – comprising 22 roof sections – to be completed Nov/Dec/mid-Jan.

Parapet Stucco Cracks

James has a list of the units that have stucco cracks (major and minor) that need repair. This work was not eligible to be included in the wind damage insurance claim.

Mold Damage

Mold was discovered in 5409 that apparently had been there for some time.

Upcoming Work on 15 Units

Permits – the City of La Canada requires that each unit has its own permit because each unit is a separate parcel. Each permit is \$600 times 15 units = \$9,000 for entire project. This cost was listed in the insurance claim and has been funded by the carrier. Each unit is allotted 2 sheets of plywood.

Payment Plan with Contractor

Establishing a payment plan that will meet both the needs of the contractor and the Association were discussed. The HOA needs to be a good paymaster to LeRon. However, LeRon's invoices show a Net 10 days which the Association is unable to meet. Fifty-fifty payment schedule is not workable for LeRon and is not fair to him either. The plan needs to be fair for LeRon and achievable for the Association.

Jay confirmed that funds are now available for timely payments, and invoices can be paid more than once a month with Board approval.

There are 22 roof sections that need repair. LeRon's plan is to open up two sections per day with 2 crews working 5 days per week to get as much done as quickly as possible and working around unfavorable weather conditions. James anticipates whole project to take 45 working days or possibly less.

It was moved, seconded and passed that for this project LeRon Construction will be paid 50% down and the balance in three installments of 15%, 15% and 20%.

Unit 5369

Unit has 6 roof sections – five over the living area, one over the garage, all of which need to be replaced. Four of the sections were covered under the insurance claim; two sections in the back of the roof were not. James states that the ceiling area for the two back sections show water stains, and he has moisture readings for that area as well. The owner is not allowing a water test to be done until he has written approval that the Board has authorized the roof repair, and that his unit has been transferred to the contractor's schedule.

The Board approved that no water test was needed for 5369, and that all 6 sections will be replaced.

All six sections (which includes the 2 rear sections for \$7,800) will be done simultaneously for efficiency purposes and paid from the 50% down payment for the roof project.

This home will be the first one on the list to be done and it will be done completely. Then the contractor will move on to the other 14 units. Expected completion of all units is mid-January barring any unforeseen occurrences. All coordination will be handled by Shirin, Ron Austin and James. If there is an emergency and neither Shirin or Ron are not available, James is to be contacted. In addition, when sections are completed, James will notify Ron and Shirin to inspect the work, either physically or through drone video, and they will sign off on the work.

Other Sections Needing Repair

There are 10-12 additional sections requiring immediate repair which are not windstorm related. While the project is on-going, James and his team will be on site to inspect units to prevent any leakage due to wind and rain.

Parapet Caps

Parapet caps have been installed on all 51 units. One was missed on 5308 and will be installed on Wednesday, October 29.

Remaining Tiles

The remaining old tiles and the leftover new tiles (about ½ pallet) as well as the 10 remaining new parapet caps will be moved to a secluded place on the east side of Unit 5341 and will be covered with camouflage netting.

Unit 5425

Years ago, Trimark was recommended to this homeowner as a contractor for a flooring project on the interior of the unit. The flooring was not properly installed and is now buckling from water collecting underneath it. The Association has no liability for this issue since we did not recommend the vendor to the homeowner. Most likely, the homeowner will end up filing an insurance claim.

Minutes

It was moved, seconded and passed to approve the September 23 Regular and Executive Session minutes and the Executive Session minutes for September 2 (August meeting) as presented.

Insurance Update

Through Ron Austin's efforts, we were able to change our insurance carrier to LaBarre/Oksnee which deals exclusively with HOAs and their insurance coverage.

Our new policy includes property, general liability and earthquake/flood and will be effective November 14. Premium is a \$30,000 increase over 2025, but the deductible remains \$25,000 per incident. Given today's market, this is good news.

It was moved, seconded and passed that we accept the proposal from LaBarre/Oksnee for 2026 insurance coverage of \$169,825. The down payment will be around 25% with the balance to be paid over the next 10 months. Interest rates are unknown at this time.

Ron Austin To Oversee Roof Repairs

Ron agreed to oversee the roof repair project, will work with Shirin and James and will report updates to the Board.

Unit 5403

The Board authorized James to look at a roof leak at this unit. Legends had initially done the work. Depending on when the work was completed, this roof may still be under warranty.

Treasurer's Report

Invoices Approved for Payment:

- LeRon Construction – Inv #1052-2025 - \$4,840 – 5409 Roof Tile
- LeRon Construction – Inv #1053-2025 - \$2,400 – 5409 emergency roof tile loading – 6 workers plus one day's productivity loss
- LeRon Construction - Inv# 2785-93 - \$325 – Unit 5369 – temporary roof tarping to protect property from further damage due to leaks
- LeRon Construction – Inv# 2785-88 - \$51,412.50 - 50% deposit required for windstorm roofing damage repairs (insurance claim)

Two reserve transfers were approved to reimburse the operating account for windstorm payments made to LeRon and the 50% down payment for the 15-unit roof project which will be paid to LeRon on Wednesday, October 29.

2026 Budget

Because of the increase in the insurance premium, the 2026 budget will need to be adjusted. Lori will make the change and send the revised document to Jay for review.

Slurry Seal Project

The Board agreed that this project has a low priority at this point in time.

Amendment to Current Contract

Lori will send the latest version to Alan for review and signature.

Gutter Cleaning

This work is scheduled for November, but because of the current roof work and tree trimming, it was determined to do it after these projects were completed. Lori will send Prestigious' bid to us for review. She will schedule the work, and we can ratify it at the November meeting. It is critical that the gutters and downspouts be cleaned as soon as possible.

Landscaping

Tree Trimming

Toribio submitted a proposal for trimming the urgent trees in the common areas that need thinned to prevent falling and provide for air movement. Some others are a fire hazard because of their proximity to a home and are on a homeowner's property. According to the homeowner, the Association has trimmed these trees in the past, and they declined to pay to have them trimmed (\$3,640).

Villa Cañada Homeowners Association
Board Minutes
October 28, 2025

Shirin recommended that we review the tree trimming bid and vote our approval by email on Wednesday, October 29, since the current Board meeting is running very long.

The next **Board meeting** will be held on **Tuesday, November 28, at 6:30 pm** in person at the Country Club and on Zoom.

With no further general business to conduct, the meeting was adjourned.

Future Board meetings – December 23 (?), January 13, 2026 at 6 pm – Annual Meeting

Moved, seconded, and passed to adjourn at 9:15 pm.

Respectfully submitted,



Carole A. Henning, Secretary