

VILLA CAÑADA HOMEOWNERS ASSOCIATION
REGULAR BOARD MINUTES
December 2, 2025 6:30 pm
In Person and On Zoom
FINAL

Board Members Present

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

Beven and Brock

Lori Lacher - on Zoom

6:37 pm - Board Meeting Begins

Guest Comments

No guests present

Minutes

It was moved, seconded and passed to approve the October 28, 2025 regular minutes as presented.

Board Opportunity to air what is viewed as disharmony...

Kellie is concerned that decisions are being made by others without getting approval from the board. This item was on the agenda because Bill K felt that the contractor for the roof project was given too much power concerning the placement of the Porta Potty and the tiles.

Status of Roof Repairs

5383 and 5391 passed inspection today (12/02) by the City of La Cañada with the stipulation that 5 sheets of plywood are replaced on one unit and three sheets on the other unit. The inspector will come back tomorrow to see that the work has been done.

5369 had a car parked too close to the work site so work stopped until the car could be moved. This unit is expected to be completed by Tuesday/Wednesday of the coming week. As each home is completed, tarps will be removed.

5375 has asked when the roof on the garage will be replaced since the structural work is complete. There are also a few leaks which may be coming from the windows. James will inspect tomorrow to see what the issue might be and report back to Alan.

5307 – downspout and gutters were cleaned and flushed, and a tarp was placed over a section that has been leaking.

A letter was sent to the 12 homeowners whose work has not yet been done. Each homeowner is to determine if they are assuming responsibility for having smoke detectors and a carbon monoxide detector in the unit. If they are assuming that responsibility, they are to sign the City's form, have it notarized and give the copy to James so that he can submit it to the City showing who is accountable. If the homeowner goes to the City offices and completes the form there, no notarization is required.

All forms must be signed by December 7 so that James can proceed with the work.

Kellie will notify each homeowner when their work will begin and give them instructions on where **not** park while the work is in process.

In the adjustor's inspection, he found a small area on 5381 that needs to be repaired.

Insurance Update

No update available because Ron Austin was not present.

However, the final claim will be filed with the adjustor/carrier when all work is done to seek reimbursement for permit fees, tarps, and other items that are part of the wind damage but were not included on the original claim because they were unknown at the time.

Architectural

No requests have been received.

Stucco Cracks

This issue is on the board's radar to address. When there is a lot of rain, the water eventually makes its way down the vertical face of the walls and enters the cracks in the stucco. In some units, the cracks are ¼" wide. Assessment is needed on how significant the issue is across the community and how we are going to address it. We will know a lot more after the rainy season is past. We may want to accrue/reserve some funds for this project.

James has photos and a list of the units that have stucco cracks (major and minor) that need repair. James can update his prior list while working on the current roof project and send it to Bill Huston for review. We can invite him to our next meeting to discuss which ones are most vulnerable and what he estimates the cost to repair them will be.

Landscape

Tree Trimming

Toribio submitted a proposal for trimming the trees in the common areas that were in urgent need of thinning in order to prevent them from falling and provide for air movement. Some others represent a fire hazard because of their proximity to a home and are on a homeowner's property.

The original invoice for 2025 tree trimming was \$13,240 less a discount of \$240 = \$13,000.

Three **hazardous** trees in the front area of 5375 were removed separately (without Board approval) for \$3,600 less a discount of \$600 = \$16,000 total.

It was moved, seconded and passed to approve the invoice for \$16,000. Toribio will be instructed that in the future **NO** additional work can be done without Board approval.

Toribio submitted an additional invoice for "Removal of bark from island planter and adding rocks and weeds barrier" for \$1,840. This work was not approved. It has been tabled until Shirin can speak to Jose.

Irrigation

We have approximately 40 valves, and about 15 have been replaced so far.

Management Report

Management agreement addendum still is not signed. Bill K will review, sign and send to Lori.

Gutter cleaning began on Tuesday, 12/2, and will go until Friday 12/5 or Monday of the following week. Vendor has been reminded to clean up debris after each unit is completed.

Lori will contact the vendor to see if they can provide photos of completed work and also provide a report of any repairs that were done.

Street/slurry seal tabled/postponed for a few years out.

Treasurer's Report

Financial Review

Jay states that each month we are better off at the end of the month than we were at the beginning of the month; we are staying within budget and slowly improving our situation.

As of 11/30, reserves are \$271,593; the insurance portion of that amount is \$66,255. We anticipate approximately an additional \$25,000 from the insurance carrier for known and reflected in our original claim.

2026 Budget

After much discussion, it was agreed to add an additional line item for stucco repairs and to adjust the amount for tree trimming. With these corrections, it was moved, seconded and passed to approve the 2026 budget.

Invoices Approved for Payment:

- LeRon Construction – Inv 1053-2055 - \$6,441.97 – permit fees for roof work on 12 units (5393-5405-5367-5407-5361-5314-5381-5329-5417-5328-5363-5365)
- Lori Lacher – Inv # 10/29/25 - \$178.75 – 10/28 Zoom HOA meeting attendance 6:30-9:15
- LeRon Construction – Inv #1053-2027 - \$375.70 -Camo Net to cover remaining tile in Common Area
- LeRon Construction – Inv #1053-2028 - \$1,447.53 – Tarp for 5381 + 5360 for rain storm prep (LeRon will issue a \$200 credit for this invoice on an upcoming invoice)
- LaBarre Oksnee – Inv # 97712 - \$26,554.02 – Interest free Insurance premium for 11/14/2025
- LeRon Construction – Inv# 1053-2032 – \$404.59 – Zoning clearance for 5383-5391-5369
- LeRon Construction – Inv #1053-2033 - \$800.00 – Portable Toilet Removal – In discussion with James Schwartz, this invoice was voided.
- LeRon Construction – Inv #1053-2035 - \$400.00 – 5407 comprehensive gutter cleaning - in discussion with James Schwartz at LeRon, this invoice was voided.
- LeRon Construction – Inv #1053-2036 - \$600.00 – 5407 emergency covering for 3 roof sections
- LeRon Construction – Inv #1053-2042 - \$682.88 – 5407 gutter cleaning/open downspout & repair/roof tarp
- LeRon Construction – Inv #1125-911 - \$2,242.69 – Permit fees 5383\5391/5369
- LeRon Construction – Inv #1053-2041 - \$500.00 – 5441 emergency tarp

The **Annual Meeting** will be held on **Tuesday, January 13, at 6 pm** in person at the Country Club and on Zoom.

The January **Board meeting** will commence at the close of the Annual Meeting.

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

Future Board meetings – February 24, 2026 at 6:30 pm

Moved, seconded, and passed to adjourn at 8:24 pm.

Respectfully submitted,



Carole A. Henning, Secretary