

**Villa Monterey Homeowner's Association
Board of Directors Meeting**

Date: August 12, 2009

Present: Board of Directors:
President: Michael Campbell
Vice President: Steve Huddleston
Secretary: Katrina Graupmann
Treasurer: Terri Jackson
Director: Rose Smutko
Director: Patty Werdowatz

Absent: Director: Sher Bash (U)

Others Present: Curtis Management Company: Kimberly Hand, CCAM
Recording Secretary: Linda Strom, CCAM, PCAM

I. CALL TO ORDER

A. President, Michael Campbell, called the meeting to order at 6:00 p.m.

II. MINUTES

A. The Board Members *MSCM to approve the July 8, 2009 Regular Minutes as written.

III. HOMEOWNER'S FORUM

- A. Rim Park Lane – Owner asked the Board if Rim Park Lane had submitted an Architectural request for lattice work. She was invited to attend the next walk-thru to double check.
- B. Lemonwood Lane - Owner reported that within a week a tree was removed from her unit after a branch fell and broke a tile.
- C. Edgepark Way - Owner submitted an Architectural form for windows, however, they had not been approved yet. The request will be addressed later on the agenda.
- D. Oakleaf Point – Owner protested a letter received regarding an upstairs TV cable that had been in place for 20 years. He stated rotten wood was removed during the painting project and was never replaced, exposing the cable. The issue will be investigated.
- E. Edgepark Way – Owner reported that water pressure was low on Lemonwood lane. She also asked when her building will be painted. The Board explained that 10 buildings are painted each year and that they are currently reviewing bids and color selections for the next painting segment.
- F. Rim Park Lane – Owner complained that a tree damaging the sidewalk between her neighbor and her unit had been removed without notice. Sawdust came into windows and all patios in the building had debris from the removal.
- G. Lemon Wood Lane – Owner noted that a neighbor had fire damage inside the unit. Wanted to know appropriate insurance coverage for fire. Management stated that the Association has coverage for fire damage, however, the primary owner insurance pays the deductible via Ho3 or Ho6 loss assessment policies available to owners. Owner asked if there was another lawsuit against the Association. It will be discussed later on the agenda.
- H. Edgepark Way – Owner asked if Board received an Architectural request for neighbor's satellite dish stating that he had not signed the request. It was stated that the Board has the right to tell an owner where the dish can be located but cannot deny the request. Owner also asked why boulders were being

placed between buildings [], [] and [] near the electrical garage outlets. The Board stated the boulders are replacing greenery and that there is no charge for the boulders.

I. [] Parkquest Way – Owner was asking about an A/C approval that had been submitted. Will be handled under Architectural Committee.

IV.COMMITTEES

- A. CC&Rs Review Committee - Responses are still pending from Attorney, Sue McClintic and the Mahony Insurance Group. Responses to questions were received on the last portion of the CC&Rs but there has not been time to review the issues. There are several weeks before the final draft will be submitted to the Board.
- B. Clubhouse Committee - Terri Jackson reported on recommendations for improvements as follows: Products were available for membership review to remodel the entry way with engineered wood and to demo the tile. She wants to clean up the kitchen and bathroom flooring. She had a quote of \$25 per sq yard for 160 yards to replace the clubhouse carpeting. She plans to redo the bench seats, steam clean and reseal the chimney, paint all wood, replace pit hanging lights with ceiling fans, resurface the kitchen cupboards, replace counter tops, and install microwave over the stove. It was noted that Katrina Graupmann was donating a new facet. Terri estimating the cost for the total remodel would be between \$30,000 to \$40,000. Owners asked about the game room and requested new pool cue sticks. The pool requirements had not been determined, however, it will be painted and recarpeted. Discussion followed to raise the clubhouse usage fees to match the master association fees. The Board members *MSCM to approve pursuing bids for the clubhouse remodel.
- C. Landscape Committee - Rose Smutko reported that code enforcement officers were going door to door and inspecting the canyon for fire hazards. She stated Urban Care was doing work on the canyon and that Weststar Landscape Services had done brush abatement. No violations were found. It was noted the Eucalyptus trees were infested so were not trimmed. A comment was made that the fire extinguishers did not have anything attached to break the glass in case of fire. Little hammers used to be chained to fire extinguisher boxes. It was determined to identify all area locations for the extinguishers and clean out any debris that may block easy access.
- D. Parking Patrol Committee - Chair reported that Western Towing posted signs and painted fire lanes where needed. She also stated that several cars were parking illegally near [] Park Crest Lane and one was towed. Western Towing will ticket cars that park in the fire lanes.

V. JULY 2009 FINANCIAL

- A. The Board members reviewed, discussed and *MSCM to approve the July 31, 2009 subject to audit.
- B. Terri Jackson stated she noted the same amount of dues was reported every month. The financial report is an accrual based system. Page (5) showed actual dues of \$45,850.00 collected.
- C. Terri Jackson was concerned about how the bad debt recovery funds were shown. Collected funds are shown in the minus (-).
- D. Roofing expenses were questioned under common area. The board was referred to page (5) again.
- E. Terri Jackson requested a journal entry reflect wood repairs that were charged \$15,000 and \$3000 was credited for tiles.
- F. Management was asked to explain the Contingency Misc line item.
- G. Management was also asked why interest earned was not posted in the month of April.
- H. Terri Jackson stated she no longer needed copies of the checks. She wanted to save resources.
- I. Delinquency list - The Board members reviewed the current delinquencies. It was noted that an account had to be \$1800 before lien action could be initiated.

VI. ADMINISTRATIVE

- A. Proposed budget - A proposed 2010 budget was submitted for Board review. Treasurer, Terri

Jackson reported there would not be a dues increase and that the dues would remain at \$240 per unit.

- B. Reserve Study - The reserve study was received and needs to be reviewed before the budget is approved. It was noted that the budget is not due until October.
- C. Sher Bash vs. Villa Monterey- The Board announced that a lawsuit was filed against them on July 8, 2009 for \$5000. The issue will be discussed in Executive Session.

VII. ARCHITECTURAL

- A. Edge Park Way - The Board members *MSCM to approve a window installation using the same windows and materials as the neighbors.
- B. Pine Knoll Lane - The Board members *MSCM to approve an air conditioner that was already installed. Steve Huddleston verified that the installation was done as required. Katrina Graupmann suggested a letter be sent to the owner that they were in violation by installing an A/C requiring an approval after the fact. The Board discussed adding a fine to the rules and regulations for residents who failed to follow the Architectural Control Procedures.

VIII. MAINTENANCE

- A. Action List - The action list from July 8, 2009 was provided for Board review.
- B. Work Order Report - The report was reviewed by the Board. Discussion followed regarding an owner who installed windows without approval. It was noted management sent a second Arch form to the owner in question. The owner is given 30 days to install and 30 days for approval. The Board decided to look at the windows on the next walk-through. It was also noted that the owner said the windows would be installed before the tenant moved in at the May 13th Board meeting. Kitrina Graupmann asked if the Action List and violation log could be combined. Management stated that two different people initiated the logs. The Board then asked if an additional "follow up" column could be added to both lists.
- C. Painting - The Board members *MSCM to table the paint bid discussion until all bids were received.
- D. Wood Replacement - PrimeCo Painting submitted a bid for wood replacement on the 2010 buildings. President, Michael Campbell, is inspecting patios per maps received.
- C. Termites - Payne Pest Management submitted bids for Pine Knoll Lane and Lemonwood Lane. The Board members *MSCM to approve the bids, however, defer them until the work is scheduled. It was noted that on pg 67 of the termite proposal that \$700.00 was posted in error when in fact the amount should be only \$375.00.

IX. LANDSCAPE

- A. Landscape Walkthrough Report - The report was attached for Board review. The next walkthrough is scheduled for Wednesday, August 22, 2009 at 8:00 a.m. in front of the Association clubhouse.
- B. Weststar Landscape - The Board members *MSCM to table a bid from Weststar of \$3,450.00 to move irrigation heads away from building 10 to reduce overspray until next Spring.
- C. Urban Tree Care - The code Compliance proposal of \$3,919.00 from Urban Tree Care had been completed.
- D. Smart Landscape Application - The letter of denial for the grant from Smart Landscape Program was available for Board review.
- E. Fire Generator - The Board members *MSCM to approve the \$1,395 bid from Fire Etc and that \$150 was needed for a 50 foot hose. It was determined to place the Fire Generator at the pool pump area. If additional hoses are needed the amount was not to exceed \$2000.00.

X. CORRESPONDENCE

- A. The violation log - The log was attached for Board review.
- B. #[] - Send a letter to owner regarding aggressive dog that should be on leash at all times.
- C. #[] - Send a show cause letter to owner to remove patio cover.

- D. #[] -The Board will look at the cable in question on the next walkthrough.
 - E. #[] - Send letter to owner who continues to leave trash can out until following Wednesday.
 - F. #[] - Send a show cause letter regarding illegal parking in guest areas.
 - G. #[] - Check missing garage panel on next walkthrough.
 - H. #[] - Send letter regarding window installation without approval.
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- A. Homeowner Correspondence - Both June and July correspondence was reviewed.
 - B. The Board members *MSCM to deny the reimbursement request from [] Quemado Court owner of \$1855.00 for plumbing work caused by tree root damage. It was noted the tree was cut down 20 years ago.
 - C. Management was asked to e-mail all correspondence received from owners to the Secretary.
 - D. A complaint was filed against a group that rented the clubhouse and failed to keep the party inside. They also parked in the handicap parking and camped out in the common areas. Discussion followed on who coordinates the events, collects the deposit and verifies the clean up after an event. Management was asked to contact the clubhouse coordinator, and find out where the rental check is and obtain a copy of the rental agreement. A letter was requested to be sent to the offending party.
 - E. A complaint was filed regarding a group of 8 to 10 boys that take over the pool with only one adult in attendance. The owner requested the Board determine how to curtail the activity.
 - F. The Board members *MSCM to reimburse \$75.00 for a pool key deposit to owner of [] Oakleaf Pt.
 - G. A complaint was filed regarding a dog left in a car trunk without a leash. A letter was requested to be sent to the offending owner but no address was provided.
 - H. A letter was received listing parking violations. The problems have since been resolved.

XI. BOARD DISCUSSION'S

- A. The Association Insurance is up for renewal. Farmers has submitted a bid of \$30,000. Other bids are needed. The Board members *MSCM to hold a special meeting to discuss insurance issues.

XI. UNFINISHED BUSINESS

- A. Katrina Graupmann distributed a Matrix form for board review.

XII. ADJOURNMENT

- A. The Board members *MSCM to adjourn the Regular session at 8:40 p.m.

BOARD MEMBER _____

DATE APPROVED BY THE BOARD _____

*MSCM – (Moved, seconded, and carried by majority)