

VILLA MONTEREY

HOMEOWNERS ASSOCIATION

Villa Monterey Homeowner's Association Board of Directors Meeting

Date: November 11, 2009

Present: Board of Directors:
President: Michael Campbell
Vice President: Steve Huddleston
Secretary: Katrina Graupmann
Treasurer: Terri Jackson
Director: Patty Werdowatz
Director: Sher Bash
Director: Dale Hill

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

I. CALL TO ORDER

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

II. HOMEOWNERS FORUM:

- A. □ Rim Park Lane - Owner stated she had traffic concerns on Antiqua and requested traffic calming progress. She also reported black widow spiders were seen on metal electric boxes when she walked her dog. She thought the information should be in the newsletter to warn other pet owners.
- B. □ Edge Park Way - Owner reported that residents are putting doggie defecation in bags and dumping the bags into the canyon at the end of Oak Leaf. The problem has gotten worse since the containers were removed. In addition people are throwing doggie bags against the pool fence. It was stated the Board planned to meet with the COA next Tuesday to discuss the problem.
- C. □ Edge Park Way - Owner had two requests. First, she asked Mr. Huddleston if the colors were chosen for her building. He replied that the colors were selected and that sample colors will be painted on portions of the garages so residents may see what the color scheme looks like. He stated wood replacement began last Thursday and colors will be added after the wood work is completed. He also stated that there is a walk-through planned with ProTec Paint Company next week and that they plan to begin painting in January, 2010. Second, she asked about the recent Curtis mailing that had incorrect information in it. The president apologized for the errors and stated that the information was being re-mailed at no expense to the Association.

III. MINUTES

- A. The Board Members *MSCM to approve the October 14, 2009 Regular Minutes as corrected.
- B. Under VIC, Financial, add Item VID, that Ms. Jackson noted the May 2009 reserve allocation was missing.

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IV. COMMITTEES

- A. CC&Rs Review Committee - [*Committee Chair*] gave the report stating that the final draft was completed and gave it to the Board. She thanked the committee members for their hard work that began 15 months ago on August 11, 2008. She stated the Association owed gratitude for the labor intensive service provided by [*Committee members*]. She also quoted Abraham Lincoln regarding revisions and the process in creating the 2010 amended and restated documents for Villa Monterey. Discussion followed on where to store all the back up emails, revisions and hard copy of the documents. President, Campbell, suggested using a binder to store the information for future reference. The draft of the documents will be sent to the attorney for final review to insure there are not changes pertaining to 2010 laws. Director, Hill, noticed there were no notations in the margins of the By-laws and asked if they could be added for easy reference on changes.
- B. Parking Committee - [*Committee Chair*] stated "No news is good news". She reported the parking stops will be painted and renumbered next week and that violators will be notified that they will be on the tow list. President Campbell stated next Monday J&S Concrete will put up delineator signs that there will be no parking in visitor spots on Tuesday, November 17, 2009. The owner of [] Rim View asked if her parking stop could be moved back a few inches because when large trucks park the sidewalk is blocked.

V. OCTOBER 2009 FINANCIAL

- A. The Board members reviewed, discussed and *MSCM to approve the October 31, 2009 financials subject to audit.
- B. Treasurer, Terri Jackson, noted the May 2009 reserve allocation for May was unpaid and that it would be paid with the November reserve allocation.
- C. Ms. Jackson requested an explanation for Sundry income of \$[] shown on the report.
- D. Ms. Jackson requested the income statement report the actual income received.
- E. A general ledger was requested from January 2009 to the current date for both the reserve allocations and cash flow in a PDF form so the pages could be printed.
- F. The Board requested all of Andy's wood work (maintenance man) be separated from reserves and regular maintenance. His work is different than the paint contractor wood repairs and painting of the common area.
- G. *MSCM to delete winter hours for pool usage.
- H. Ms. Jackson requested the President review all legal bills prior to payment and any bills from reserves. It was noted all reserve payments require two Board signatures for payment.
- I. Management was asked to check why there are different amounts for the pool listed on page 11.
- J. Michael Campbell asked if there were any written guidelines for the pool lock up. It was decided to hold all payments until invoices could be checked and clarified.
- K. Delinquencies were tabled until the Executive Session.

VI. LANDSCAPE:

- A. Landscape Walkthrough - The next walkthrough is scheduled for Wednesday, November 18, 2009 at 8:00a.m.
- B. Landscape Punch List - Attached for Board review is the October 28, 2009 punch list.
- C. Property Inspection - Attached for Board review was the October 28 and September 23, Landscape reports.
- D. Landscape Proposals - *MSCM to approve the Weststar Landscape bid of \$[] to rework landscape at [] Rim Park due to tree removal.
- E. Weststar Landscape bids - Bids for landscape and irrigation for the old fountain area and a bid for

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installing Bougainvilleas along canyon by Oak Leaf were tabled.

- F. Steve Huddleston stated 3 Elder trees had fallen and that an arborist has been hired to investigate the problem. It is a County wide problem.
- G. *MSCM to approve planting Bougainvilleas along the canyon by Oak Leaf at a cost of \$[].

VII. ARCHITECTURAL

- A. Architectural Report - The Board was provided the October modifications log report for review.

VIII. MAINTENANCE

- A. Work Order Report - The October report was provided for Board review.
- B. Roofing- The Board members *MSCM to approve a bid of \$[] to \$[] from Urbach Roofing to repair a roof at [] Rim Park Lane upon a positive recommendation by Andy.
- C. Lighting- Ms. Jackson suggested instead of spending extra money on additional lighting just request owners leave their porch lights on for additional lighting.
- D. Gutter Cleaning -*MSCM to deny the \$[] per building bid from Urbach Roofing to clean gutters.

IX. CORRESPONDENCE

- A. The violation log - The October Violation log was available for Board review.
- B. [] Pine Knoll Lane - Owner was invited to a show cause hearing in Executive Session.
- C. Violation responses - The Board was provided with letters from owners to review.
- D. [] Oakleaf Point- Owner complained that the landscapers were using his water.
A letter will be drafted by Curtis Management that vendors need water sources to do their jobs. It was noted spickets are available along the canyon. It was decided to meet with Weststar and identify areas where they can hook up to water sources.
- E. [] Park Crest Lane - President Campbell met with the owner regarding a request for reimbursement of \$[] for camera work to investigate a leak problem over the years. A video had been provided. The last problem happened the same time the County was working on the sewer lines. It was noted all sewer lines are the owners responsibility. The issue was tabled again.

X. UNFINISHED BUSINESS

- A. Rules & Regulations - The next Board project will be to incorporate requested rule changes.
- B. Pool Security/Pool Monitor - President Campbell is checking cameras. Ms. Jackson suggested cages are put around the cameras or a huge flood light be installed.
- C. Storage Facility - President Campbell e-mailed the COA asking for a quote for long term rental.
- D. Garage Sales - President Campbell stated he met with the COA. Two garage sales are planned on the second Saturday of the Columbus holiday in October and the third Saturday of April. A truck will be rented to take all unsold donations to the local church.
- E. Matrix and Termites - were deleted from the list.
- F. Lot Files - Discussion followed regarding where the files could be stored. President, Campbell said the wood and benches could be removed from the sauna and the space could become storage space. The Board could also clear out the junk, boxes and equipment stored in the office area.
- G. Fire Extinguishers - Management was asked to find out how many, where they are located, see if they had hammers or not, and to verify when they were charged last.
- H. Revised Budget - The package was reviewed to insure the corrections were made. Management was asked to change the order of the pages as follows: pages 15, 16, 11, 12, 13 & 14. Pages 17 & 18 were

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OK. The Architectural and insurance information had to be replaced with current information.

I. Three Year Tree Plan - *MSCM to table the Urban Tree plan until 2010.

J. □ Park Crest Lane - The owner requested removal of oleander shrub from the side of the garage.

The Board decided to turn over the issue to Rose and Weststar for recommendations.

K. Handicap Sign - Andy will be replacing the wood for the sign.

XI.ADJOURNMENT

A. The Board members *MSCM to adjourn the Regular session at 7:45 p.m.

BOARD MEMBER _____

DATE APPROVED BY THE BOARD _____

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