

# ***VILLA MONTEREY HOMEOWNERS ASSOCIATION***

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

Date: January 13, 2010

Present: Board of Directors:  
Vice President: Steve Huddleston  
Secretary: Katrina Graupmann  
Treasurer: Terri Jackson  
Director: Patty Werdowatz  
Director: Sher Bash (arrived at 6:12 p.m.)  
Director: Dale Hill

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

Absent: President: Michael Campbell

### **I. CALL TO ORDER**

A. Vice President, Steve Huddleston, called the meeting to order at 6:00 p.m.

### **II. MINUTES**

- A. The Board Members \***MSCM** to approve the November 11, 2009 Regular Minutes as corrected.
- B. Under IVA Committees, 4th sentence, the correct spelling of committee members is: Jackie Krieslor, Ellen Lavin and Gay Weston. Under IX D, the word "spickets" was corrected to "spigots".
- C. The Board Members \***MSCM** to approve the December 9, 2009 Regular Minutes as corrected.
- D. Under IXA, Correspondence, an addition was added: A violation letter sent in error to 5249 Rim Park owner should have gone to Weststar Landscape Service.

### **III. HOMEOWNERS FORUM:**

- A. [ ] Rim Park Lane - Owner, [ ], asked about status of a satellite dish.
- B. [ ] Edge Park Way - Owner, [ ], requested lights at the Tennis Court. It was noted the COA is responsible for the Tennis Courts, not Villa Monterey.
- C. [ ] Edge Park Way - Owner, [ ], reported little doggie bags were left sitting beside the clubhouse door with an empty water bottle. She stated owners are not taking responsibility for removing dog defecation after trash containers were removed. Steve Huddleston asked if she would like to head up a committee? Sher Bash suggested pet stations be purchased for both the COA and Villa Monterey and that the Landscapers could be asked to empty them as part of their duties.
- D. [ ] Rim Park Lane - Owner, [ ], requested permission to hold off painting their windows because a bid from ProTec Paint Services had not been received. It was stated no time frame had been given for completion and bids were still being sought for the work. The owners asked for a guarantee that the area will not leak. Terri Jackson asked that the flashing be painted. The Board does not want to wait for three months to resolve this issue. Steve Huddleston said he would contact ProTec Paint Services

# ***VILLA MONTEREY***

## ***HOMEOWNERS ASSOCIATION***

regarding the bids for repair the next day. It was stated if painting is done and window is replaced after the paint work then the owner will be responsible for painting the window.

- E. [ ] Rimpark Lane - Owner, [ ], stated she had not received a response from a violation letter she sent last month.

### **IV. COMMITTEES**

- A. Parking Committee - [ ] stated there is still one area on Guinda Court where residents are still violating the parking rules.
- B. Landscape Committee - No report.
- C. Architectural Committee - Steve Huddleston reported that the selected paint colors are on the front posts of buildings for owner review. He stated the paint project will start Monday, January 18th unless there are rain delays. He stated the wood replacement is on going where termite and rot damages were found. He stated pressure washing will occur first, inspections will continue for any other wood damage and the paint cycle will begin.
- D. Clubhouse Committee - No report.
- E. Pool Committee - Steve Huddleston and Michael Campbell obtained four bids for pool and spa improvements. The Paradise Custom Pools bid was the least expensive bid with an optional upgrade of a Hydrazzo finish that the committee recommended because it will extend the life of the pool. The bid included splitting the drains and a four ft. marker that is not there now. The pool will be closed at least two weeks to obtain permits and another few weeks to complete the work of adding deck-o-seal around the pool and spa, replacing two lights, reset handrails, replace pool and spa coping  
\*MSCM to approve the Paradise Custom Pools bid of \$[ ]. Manager was requested to give the down payment check to Treasurer, Terri Jackson.

### **V. DECEMBER 2009 FINANCIAL**

- A. The Board members reviewed, discussed and \*MSCM to table both the November 30 and December 31, 2009 financials. They decided to wait until the official 2009 audit was received.
- B. Treasurer, Terri Jackson, asked about the check date for J&S Asphalt that required two signatures. The check #[ ] for \$[ ] was written on December 11, 2009 from the [ ] reserve account.
- C. Dale Hill asked why interest was shown as a negative. Ms. Jackson explained how unrealized interest was listed.
- D. The Board requested that Pool Monitor not be used. They want the person locking up the pool to be referred to as the pool lock up person on checks written to them.
- E. Dale Hill asked about liability insurance based on "no employees". All contractors should have their own insurance coverage. The Board had asked Curtis Management to take on the liability of hiring employees for the Association and had not received an affirmative response.
- F. Manager, Kim Hand, stated a W9 and proof of insurance is required of any contractor that earns over \$600. in a year.

### **VI. LANDSCAPE:**

- A. Landscape Walkthrough - The next walkthrough is scheduled for Wednesday, January 27, 2010 at 8:00 a.m. The manager was asked to define what a walkthrough represented. It includes looking at violations to see if they were remedied, writing up new violations, inspecting maintenance items, landscaping issues and meeting vendors for required work orders.
- B. Property Inspection - Terri Jackson asked Dale Hill if he had noted if the bedroom window over the patio

# ***VILLA MONTEREY***

## ***HOMEOWNERS ASSOCIATION***

of [] Rimpark Lane still had grey electrical tape on it. He said it had been removed. Steve Huddleston verified that a drip pan had been placed under a pot at [] Rimpark Lane.

- C. Property Inspection - Attached for Board review was the December 16, 2009 report.
- D. Landscape Proposals - \*MSCM to approve Weststar Landscape proposals for \$[] for items A, B & C. (Reworking landscape at []8 Edgepark and west of [] Apple Tree and re-level concrete sidewalk at [] Edgepark).
- E. Weststar Bid - Bid tabled from last month was tabled again because two other sites had the same problem of water going into the garages due to existing drains not working. Additional estimates need to be obtained before drainage at [] Oak Leaf can be completed. The Board determined cement work of any kind would not be paid from Landscaping. Should be paid out of Maintenance.
- F. Weststar Bio Barrier Bid - \*MSCM to approve \$[] to install a barrier at [] Pine Knoll for a large Pine tree.
- G. Weststar Garage Cut Outs - Discussion followed that landscaping the garage cut outs was too expensive at this time costing \$[] for four areas on Lemon Wood. It was decided to do the work in the future when turf is reduced. Steve Huddleston suggested he would like to dress up the cut out areas with river rock and Lavendar plants. He suggested people get together to plan what will be planted so that the issue can be resumed after the canyon work is completed. He also suggested that as the homes are painted that the metal posts be painted as well.
- H. Canyon Rim and (3) triangle areas - \*MSCM to approve \$[] to finish the Canyon Rim and (3) triangle areas noted on the hand out. Discussion followed on when the best time would be, spring or fall, to complete the work. It was decided to ask Weststar for a recommendation.
- I. Three Year Tree Care Plan - Urban Tree Care submitted the plan for Board review. \*MSCM to approve \$[] from Urban Tree Care as recommended by the tree company and give permission to begin work in 2010 noting the tree work was split into six sections depending on the size of the trees. It was decided to do the first year tree work before beginning the canyon work. Rose Smutko stated the Arborist will attend after the next walk through at 10:00 a.m. to review all trees. Treasurer, Terri Jackson, was concerned about spending so much money at the beginning of the year. Rose suggested having the critical trees done now and hold off on the rest.
- J. \*MSCM to approve \$[] to remove trees from the canyon slope by Urban Tree Care. The Board requested the Landscape Chair walk and triple check trees on the removal list, per the spread sheet referenced in the Board package, were actually removed.

### **VII. ARCHITECTURAL**

- A. Architectural Report - The Board was provided the January 2010 modifications log report for review.
- B. [] at [] Oakleaf Pt. - \*MSCM to approve installation of new windows a[] & [], lots [] & [].
- C. [] at [] Oakleaf Pt. - \*MSCM to decline request to leave hose bib reel attached to back of garage. It was noted for 30 years that hose bibs were not allowed to be attached to units. Lot numbers [] & [].
- D. [] at [] Rimpark Lane - \*MSCM to approve A/C under window provided it is sound mounted. Lot [].
- E. [] at [] Edgepark Way - \*MSCM to approve provided satellite dish is repositioned on the apex of roof and wiring is run inside the vent through the attic. Verbal approvals are not valid and any questions need to be run through the Board of Directors. Manager was asked to send the Architectural

# ***VILLA MONTEREY***

## ***HOMEOWNERS ASSOCIATION***

request back for completion of the second page giving the owner a 30 day deadline to complete the paper work and move the satellite dish. It was noted ProTect will patch the hole left in the stucco if work is completed in 30 days. No lot number was available.

- F. [] at [] Rim Park Lane - \*MSCM to approve gutter installation on edge of garage to prevent water damage to the wood. No lot number available.
- G. [] at [] Rim View Way - \*MSCM to approve a request to fill in gaps in their walkway with slate to prevent a trip hazard. Lot number [.
- H. [] at [] Guinda Ct - Owner requested permission to remove a tree in her yard. No vote was needed. Owners are allowed to remove trees from their patio areas.

### **VIII. MAINTENANCE**

- A. Work Order Report - The December 2009 report was provided for Board review.
- B. Gutter Repairs - \*MSCM to approve charging back \$[] to the owner whose tree bent the gutter owned by neighbor, []. Renter at [] Oak Leaf Point reported flooding in his back yard, however, the owner's tree bent the gutter. Tree should be removed from the gutter for it to drain properly.
- C. Termites - \*MSCM to approve Payne Pest Management for local treatment at [] Pine Knoll Lane at a cost of \$[] to treat both subterranean and drywood termites. Discussion followed regarding sawdust left by termites. Steve Huddleston suggested calling maintenance man, Andy of ProTec, to check out any sawdust found. He can drill a hole and apply a chemical solution saving the cost of using the termite company.

### **IX. CORRESPONDENCE**

- A. The violation log - The January violation log was available for Board review.
- B. Violation responses - The Board was provided with letters from owners to review.
- C. [] Rim Park Lane - The owner removed the roof above the e-model upstairs patio. The exposed cross beams are all rotting. Owner did work without permission from the Board. The upper decks leaked on e-models so the Board had them all covered. Andy from ProTec Building Services provided a bid two months ago to repair the wood and replace the roof. Management was asked to send a letter regarding owner responsibility for the roof repairs.
- D. [] Guinda Court - The owners have to move their satellite dish to the apex of the roof, run the wiring through the attic vents. Painting the cables will not suffice. An appropriate Architectural request should be filled out. It was noted the home was non owner occupied.
- E. Corrected Violations - Dale Hill reported that numbers 23, 28, 31, 40, 45, 46, 47, 49 & 50 on the list had been corrected.

### **X. ADJOURNMENT**

- A. The Board members \*MSCM to adjourn the Regular session at 8:22 p.m. to go into Executive Session.
- B. The Board Meeting was reconvened at 8:50 p.m.

### **XI. UNFINISHED BUSINESS**

- A. [] Park Crest Lane Oleander Removal - Dale Hill reported that the owner has complained that a bush that was supposed to be removed is growing back. The issue will be addressed at the next Landscape walkthrough.

# ***VILLA MONTEREY HOMEOWNERS ASSOCIATION***

## **XII. ADJOURNMENT**

A. The Board members \*MSCM to adjourn the Regular session at 9:00 p.m.

BOARD MEMBER \_\_\_\_\_

DATE APPROVED BY THE BOARD \_\_\_\_\_

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