

**VILLA ANTIGUA HOMEOWNERS ASSOCIATION
REGULAR MINUTES OF BOARD OF DIRECTORS MEETING
JANUARY 19, 2016**

The Regular Meeting of the Villa Antigua Homeowners Association Board of Directors was called to order by President, Marti Gray at 5:30 p.m., Tuesday, January 19, 2016 at the Villa Antigua office, 5844 Menorca Drive, San Diego, California.

A quorum was established with the following Directors in attendance:

Directors Present: Marti Gray, President
 Kathy Townsend, Vice-President
 Marla Fee, Treasurer
 Christina George, Secretary
 John Hodik, Member-at-Large

Also Present: Clover Ericson, General Manager

SUMMARY OF EXECUTIVE SESSION

The Board met in executive session on November 17, 2015 to discuss legal and personnel matters.

MEMBER OPEN FORUM

There were no homeowners in attendance.

MINUTES

The minutes of the Open Session Meeting held on November 17, 2015 were reviewed. *Upon a motion duly made, seconded and carried, the minutes were approved with Mr. Hodik abstaining since he was not present at that time.*

FINANCIAL

BALANCE SHEET as of November 30, 2015 and December 31, 2015 were reviewed and shows Total Current Asset Value of **\$505,708.04** as of December 31, 2015.

REVENUE AND EXPENSE STATEMENT as of November 30, 2015 and December 31, 2015, were reviewed. Net Revenue Report shows Net Income of \$3,804.98 as of December 31, 2015. Income was \$5,424.98 over anticipated budget for December 31, 2015.

ACCOUNTS RECEIVABLE: Member Balance Summary

- Unit #168 owes \$250.00. Unit was in escrow. Payment was received 01/12/16 and new owner current until March 2016.
- Unit #099 owes \$250.00. Bank error occurred during processing. Check was processed 01/12/16 and current until February 2016.
- Unit #009 owes \$260.00. Payment was received 01/04/16 and is current until February 2016.
- Unit #155 owes \$500.40. Homeowner is current on payment plan.

- A. **Accept Financial Statements:** *Upon a motion duly made, seconded and carried, the November and December 2015 financial statements were accepted, subject to year-end audit.*

ARCHITECTURAL REQUESTS

- A. Unit #080 - The Board reviewed the homeowner's application to install roof-mounted solar panels. *Upon a motion duly made, seconded and carried, the application was approved contingent upon the owner following guidelines set forth in the Policy Resolution No. 05.*
- B. Unit #063 - The Board reviewed the homeowner's application to install roof-mounted solar panels. *Upon a motion duly made, seconded and carried, the application was approved contingent upon the owner following guidelines set forth in the Policy Resolution No. 05.*
- C. Unit #006 - The Board reviewed the homeowner's application to replace vinyl windows and sliding doors. *Upon a motion duly made, seconded and carried, the application was approved contingent upon the owner following guidelines set forth in the Policy Resolution No. 05.*
- D. Unit #196 - The Board reviewed the homeowner's application to install roof-mounted solar panels. *Upon a motion duly made, seconded and carried, the application was approved contingent upon the owner following guidelines set forth in the Policy Resolution No. 05.*

ACTION ITEMS

NEW BUSINESS:

1. Board Resignation – The Board reviewed the resignation email submitted by Steve Tracy to be effective January 1, 2016. *Upon a motion duly made, seconded and carried, the Board approved the resignation as submitted.*
2. Board Appointment – *Upon a motion duly made, seconded and carried, the Board appointed John Hodik to fill the Member-at-Large seat to complete Mr. Tracy's remaining term through April 2016.*
3. Mel Development's Change Order Request – The Board reviewed the change request submitted by Mel Development totaling \$4,250.00. *Upon a motion duly made, seconded and carried, the Board approved the change request in the amount of \$4,250.00.*
4. Rekeying Clubhouse – The Board reviewed the proposal from Accurate Security Pros in the amount of \$485.53 to replace the existing deadbolt on the clubhouse entry door with a Medeco Maxum High Security deadbolt and provide six (6) copies of Medeco restricted keys. *Upon a motion duly made, seconded and carried, the Board approved the proposal in the amount of \$485.53 to replace as proposed.*
5. Legal Contract – The Board reviewed the hourly fee agreement submitted by Epsten Grinnell & Howell to provide work on an as-requested basis. *Upon a motion duly made, seconded and carried, the Board approved the hourly fee agreement as submitted.*
6. Website Revisions – *Upon a motion duly made, seconded and carried, the Board approved a not-to-exceed cost of \$360.00 for the webmaster to update the website to ensure the section titled Community / Documents is private for homeowners only and not accessible to the public.*
7. Employee Holiday Gift Cards – The Board noted that holiday gift cards, in the amount of \$100.00 each were distributed to all five (5) employees in December 2015.

OLD BUSINESS:

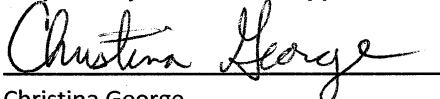
1. Employee Handbook Revision – *Upon a motion duly made, seconded and carried, the Board agreed to table this topic until additional changes were made and further reviewed by the entire Board.*

NEXT MEETING: Tuesday, February 16, 2016. Annual Meeting selected: April 26, 2016 at 7 P.M.

ADJOURNMENT

There being no further business, *a motion was made to adjourn the meeting at 7:23 p.m., which carried unanimously.*

Respectfully Submitted & Approved:



Christina George
Association Secretary