

**VILLA ANTIGUA HOMEOWNERS ASSOCIATION**  
**REGULAR MINUTES OF BOARD OF DIRECTORS MEETING**  
**FEBRUARY 16, 2016**

The Regular Meeting of the Villa Antigua Homeowners Association Board of Directors was called to order by Vice President, Kathy Townsend at 5:30 p.m., Tuesday, February 16, 2016 at the Villa Antigua office, 5844 Menorca Drive, San Diego, California.

A quorum was established with the following Directors in attendance:

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

Directors Absent:           Marti Gray, President

Also Present:               Clover Ericson, General Manager

**SUMMARY OF EXECUTIVE SESSION**

The Board met in executive session on January 19, 2015 to discuss personnel matters.

**MEMBER OPEN FORUM**

There were no homeowners in attendance.

**MINUTES**

The minutes of the Open Session Meeting held on January 19, 2015 were reviewed. *Upon a motion duly made, seconded and carried, the minutes were unanimously approved.*

**FINANCIAL**

BALANCE SHEET as of January 31, 2016 was reviewed and shows Total Current Asset Value of **\$509,503.94**.

REVENUE AND EXPENSE STATEMENT as of January 31, 2016, was reviewed. Net Revenue Report shows Net Income of \$10,960.04. Income was \$4,623.04 over anticipated budget.

ACCOUNTS RECEIVABLE: Member Balance Summary

- Unit #170 owes \$250.00. January's check was mailed & never received by bank. Property Management company was cancelling and reissuing the check.
- Unit #099 owes \$250.00. Management attempted contact with both owner and owner's attorney on three separate dates. January's assessment payment was received at lockbox on February 1, 2016.
- Unit #108 owes \$275.00 for January assessment and a late fee. Owner submitted full payment on February 1, 2016 and is current.
- Unit #155 owes \$350.40. Homeowner is current on payment plan.

- A. **Accept Financial Statements:** *Upon a motion duly made, seconded and carried, the January 2016 financial statements were accepted, subject to year-end audit.*

### **ARCHITECTURAL REQUESTS**

- A. Unit #176 - The Board reviewed the homeowner's application for landscape renovations. *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, no changes are made to any component maintained by the HOA, gas lines for BBQ and fire pit are approved, and all drains are installed from the house to the street sloping away from the structure.*

### **ACTION ITEMS**

#### **NEW BUSINESS:**

1. Board Email Addresses – The Board reviewed the costs to purchase additional email addresses specifically used for HOA business. *Upon a motion duly made, seconded and carried, the Board denied the additional cost. Mr. Hodik will review alternate free options for the Board to consider.*
2. Pool and Spa Leak Detection – The Board reviewed three proposals for the cost of a full leak detection for both the pool and spa. *Upon a motion duly made, seconded and carried, the Board approved All Pro Pool Services cost in the amount of \$295.00 for a full leak detection, including pressure test, of both the pool and spa to determine any possible water leaks.*
3. Driveway Proposals – The Board reviewed six proposals for driveway replacements and grinding options. *Upon a motion duly made, seconded and carried, the Board approved MGB Construction's proposal in the amount of \$8,790.00 to replace four driveways and grind one driveway as proposed. The cost will be paid from Reserves using funds from a maturing CD on March 10, 2016.*

#### **OLD BUSINESS:**

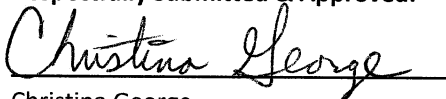
1. Employee Handbook Revision – *Upon a motion duly made, seconded and carried, the Board agreed to designate Board Treasurer, Marla Fee, for the final review approval of the handbook. Once authorized, the cancellation of HR Solutions can be initiated.*

**NEXT MEETING:** Tuesday, March 15, 2016.

### **ADJOURNMENT**

There being no further business, *a motion was made to adjourn the meeting at 7:13 p.m., which carried unanimously.*

**Respectfully Submitted & Approved:**



Christina George  
Association Secretary