

**VILLA ANTIGUA HOMEOWNERS ASSOCIATION
REGULAR MINUTES OF BOARD OF DIRECTORS MEETING
NOVEMBER 15, 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, November 15, 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
Stephen Uveges, Secretary
Marti Gray, President – via telephone conference

Also Present: Clover Ericson, General Manager, two (2) representatives from Empire Works and three (3) interested homeowners

SUMMARY OF EXECUTIVE SESSION

The Board met in executive session on October 11, 2016 to discuss legal matters.

MEMBER OPEN FORUM

The homeowners in attendance were provided the opportunity to address the Board. Two Homeowners attended to provide explanation of their Architectural requests and answer any questions the Board may have. One homeowner addressed the Board regarding the patio slab crack action item and her concern to not remove the Ficus tree which may be causing the cracks.

MINUTES

The minutes of the Open Session Meeting held on October 11, 2016 were reviewed. *Upon a motion duly made, seconded and carried, the minutes were unanimously approved.*

FINANCIAL

BALANCE SHEET as of October 31, 2016 was reviewed and shows Total Current Asset Value of **\$491,531.11**.

REVENUE AND EXPENSE STATEMENT as of October 31, 2016 was reviewed. Net Revenue Report shows Net Income of \$6,031.01. Income was \$2,404.01 over anticipated budget.

ACCOUNTS RECEIVABLE: Member Balance Summary

- Unit #099 owes \$260.00. Payment received on 11/03/16 and currently owes for November.
- Unit #072 owes \$286.00. Manager has contacted homeowner and recommends sending a pre-lien letter in accordance with the collection policy.
- Unit #020 owes \$286.00. Payment received in full on 11/04/16 and currently owes for November.
- Unit #110 owes \$286.00. Payment received in full on 11/01/16 and is current through December.
- Unit #063 owes \$582.00. Homeowners ACH was returned for insufficient funds on 09/12/16. Manager emailed and called both listed owners. A demand letter was issued on 09/29/16. Management

recommends sending a pre-lien letter and to follow up with legal counsel to file a lien if no response is received after 30 days.

1. **Discussion of Delinquent Accounts:** *Upon a motion duly made, seconded and carried the Board approved to proceed with management's recommendation to send the following accounts a pre-lien letter;*

- Unit #072
- Unit #063

Upon a motion duly made, seconded and carried the Board approved to proceed with sending the following accounts to Epstein Grinnell & Howell for filing a lien after thirty days if no response is received after the pre-lien letter;

- Unit #063

2. **Money Market Transfer:** *Upon a motion duly made, seconded and carried, the Board approved transferring \$20,000.00 from the Morgan Stanley money market reserve account into the operating account to cover reserve expenditures.*

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

ARCHITECTURAL REQUESTS

1. Unit #174 - The Board reviewed the homeowner's application to install rain gutters. *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.*

2. Unit #203 - The Board reviewed the homeowner's application to install a satellite dish. *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.*

3. Unit #148 - The Board reviewed the homeowner's application to install a front security door. *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.*

4. Unit #032 - The Board reviewed the homeowner's application to install a privacy gate and build up the surrounding privacy wall. *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.*

5. Unit #010 - The Board reviewed the homeowner's application to enclose the second-floor entry way. *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.*

6. Unit #205 - The Board reviewed the homeowner's application to install a garage security light and replace a wooden patio cover. *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 and that the owner ensures the security light is as least obtrusive as possible to surrounding neighbors and not aimed directly into any homes or oncoming traffic.*

ACTION ITEMS

OLD BUSINESS:

1. Unit Deck Repair Proposals - *Upon a motion duly made, seconded and carried, the Board approved Empire Works' proposal in the amount of \$13,179.00 to repair three balcony decks contingent upon the manufacturer's warranty against defects of the waterproofing materials be increased to five years.*

2. Pool Spike Proposals - *Upon a motion duly made, seconded and carried, the Board approved Lemon Grove Ornamental Iron's proposal in the amount of \$1,563.00 to weld 119 spears to the front pool fence painted to match.*

NEW BUSINESS:


1. Eucalyptus Tree Removal Proposal – *Upon a motion duly made, seconded and carried, the Board approved Western Tree's proposal in the amount of \$750.00 to remove one Eucalyptus tree to a low stump located behind 5772 Menorca Dr. along Santo Rd.*
2. Unit 098 – Patio Slab Crack Repair – *Upon a motion duly made, seconded and carried, the Board denied the owners request to repair her backyard patio slab as the cause of the crack cannot be confirmed. The Board informed the owner to resubmit her request to include an arborists professional statement as to what caused the crack, and/or pictures of the previously removed roots that were claimed to have been the culprit.*
3. Employee Holiday Gift Cards – *Upon a motion duly made, seconded and carried, the Board approved distributing holiday gift cards, in the amount of \$100.00 each, to all five (5) employees in December 2016.*

NEXT MEETING: Tuesday, January 17, 2017.

ADJOURNMENT

There being no further business, *a motion was made to adjourn the meeting at 7:56 p.m., which carried unanimously.*

Respectfully Submitted & Approved:



Stephen Uveges
Association Secretary