

**VILLA ANTIGUA HOMEOWNERS ASSOCIATION
REGULAR MINUTES OF BOARD OF DIRECTORS MEETING
MARCH 22, 2017**

The Regular Meeting of the Villa Antigua Homeowners Association Board of Directors was called to order by Vice President, Kathy Townsend at 5:33 p.m., Wednesday, March 22, 2017 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
Maureen Hochhoeft, Secretary
Marti Gray, President – via telephone conference

Also Present: Clover Ericson, General Manager and one interested homeowner

SUMMARY OF EXECUTIVE SESSION

The Board met in executive session on February 21, 2017 to approve meeting minutes, discuss delinquencies and legal matters.

MEMBER OPEN FORUM

The homeowner in attendance was provided the opportunity to address concerns with the Board. The homeowner expressed concern for the deterioration to her foundation due to her neighbors' inadequate backyard drainage.

MINUTES

The minutes of the Open Session Meeting held on February 21, 2017 were reviewed. *Upon a motion duly made, seconded and carried, the minutes were unanimously approved with minor corrections.*

FINANCIAL

BALANCE SHEET as of February 28, 2017 was reviewed and shows Total Current Asset Value of **\$462,093.52**.

REVENUE AND EXPENSE STATEMENT as of February 28, 2017 was reviewed. Net Revenue Report shows Net income/(expense) of (\$340.29) as of February 28, 2017. Income was \$8,784.29 under anticipated budget.

ACCOUNTS RECEIVABLE: Member Balance Summary

- Unit #072 owes \$229.00. Homeowner agreed to pay minimum monthly payments in the amount of \$350.00 until account is brought current.
- Unit #020 owes \$286.00. Homeowner paid in full on 03/07/17 and is current.
- Unit #187 owes \$1,144.00. Lien filed 03/06/17. Further account discussion in executive session.
- Unit #063 owes \$2,136.00. Lien filed 02/13/17. Further account discussion in executive session.

1. **Accept Financial Statements:** *Upon a motion duly made, seconded and carried, February 2017 financial statements were accepted, subject to year-end audit.*
2. **Investment Recommendation:** *Upon a motion duly made, seconded and unanimously carried, the Board accepted the proposal to continue laddering the investment portfolio at Morgan-Stanley by disbursing the*

\$130,000.00 CD that will mature on April 28, 2017 into one CD in the amount of \$60,000.00 to mature October 2018; one CD in the amount of \$60,000.00 to mature April 2019; and to liquefy the remaining assets in the amount of \$14,018 plus interest into the Money Market account.

3. **Reserve Study Draft:** *Upon a motion duly made, seconded and carried, the draft 2017 Reserve Study prepared by Association Reserves was unanimously approved as submitted.*
4. **2017-2018 Proposed Budget:** *Upon a motion duly made, seconded and carried, the 2017-2018 proposed budget to increase assessments to \$270.00 was unanimously approved effective July 1, 2017. Based on the collection policy, the late fee will also increase to \$27.00.*

ARCHITECTURAL REQUESTS

1. Unit #022 - The Board reviewed the homeowner's application to replace the garden pop-out window. *Upon a motion duly made, seconded and carried, the application was approved contingent upon the owner following guidelines set forth in Policy Resolution No.05.*
2. Unit #066 - The Board reviewed the homeowner's application to replace rear perimeter fence. *Upon a motion duly made, seconded and carried, the application was approved contingent upon the owner following guidelines set forth in Policy Resolution No.05.*
3. Unit #186 - The Board reviewed the homeowner's application to install gutters. *Upon a motion duly made, seconded and carried, the application was approved contingent upon the owner following guidelines set forth in Policy Resolution No.05.*
4. Unit #032 - The Board reviewed the homeowner's application to install a backyard aluminum patio cover. *Upon a motion duly made, seconded and carried, the application was approved contingent upon the owner following guidelines set forth in Policy Resolution No.05.*

ACTION ITEMS

NEW BUSINESS:

1. Board Member Resignation – The Board reviewed the resignation letter submitted by Stephen Uveges to be effective March 1, 2017. *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 Maureen Ruchhoeft to fill the Secretary seat to complete Mr. Uveges' remaining term through April 2018.*
3. Unit 186 Foundation concerns – The Board reviewed the homeowners emailed complaint regarding the deterioration of her properties foundation due to her neighbors unauthorized planter construction. The Board directed Management to issue a Friendly Reminder letter to the offending homeowner regarding CC&Rs & Policy Resolutions violation.
4. Window Trim Replacement Proposal – The Board reviewed the proposal submitted by Mel Development to replace the window trim with Hardie on the remaining seven units for a total cost of \$6,300.00. *Upon a motion duly made, seconded and carried, the Board approved the proposal in the amount of \$6,300.00 to replace the window trim with Hardie Board completing the Hardie project.*
5. Tree Removal Proposal – *Upon a motion duly made, seconded and carried, the Board declined the proposal in the amount of \$450.00 to remove a tree in the front yard of unit #104, based on the arborists inspection of the tree as being no more damaging that similarly sized trees throughout the community.*
6. Waste Provider Proposals – The Board reviewed two proposals from Republic Services and EDCO regarding the current waste removal of the two bins at the landscape shed. *Upon a motion duly made, seconded and carried, the Board approved Republic Services proposal to reduce one trash pickup per week bringing the total monthly cost to \$251.14. Republic also guaranteed a 5% cap increase on year 2 & 3.*

7. Janitorial Contract Increase – The Board reviewed the emailed notice from Ecology regarding the monthly rate increase due to minimum wage increases. *Upon a motion duly made, seconded and carried, the Board approved the \$100.00 per month contract increase for a total annual charge of \$6,090.00.* Management will continue to investigate other options and additional bids.
8. Pool Contract Increase – The Board reviewed the email from Savin Pools regarding the need to increase their monthly rates by 5% for the first rate increase since obtaining the contract in October 2014. *Upon a motion duly made, seconded and carried, the Board approved the contract increase for a total annual cost of \$4,200.00.*
9. Building Maintenance Proposals – The Board reviewed the three bids submitted for monthly building maintenance contracts. The Board elected to table this matter until March 2018.
10. Empire Works – Ratify change order requests - The Board reviewed a negative change order request totaling \$2,845.00 previously approved by the manager based on the homeowner's decision to enclose the balcony. *Upon a motion duly made, seconded and carried, the Board ratified the change order in the amount of \$2,845.00.*

NEXT MEETING: April 11, 2017 at 6pm. Annual Meeting: April 11, 2017 at 7 P.M.

ADJOURNMENT

There being no further business, *a motion was made to adjourn the meeting at 7:39 p.m., which carried unanimously.*

Respectfully Submitted & Approved:



Maureen Ruchhoeft
Association Secretary