

**VILLA ANTIGUA HOMEOWNERS ASSOCIATION  
REGULAR MINUTES OF BOARD OF DIRECTORS MEETING  
MAY 17, 2018**

The Regular Meeting of the Villa Antigua Homeowners Association Board of Directors was called to order by President, Jan Whitacre at 5:30 p.m., Thursday, May 17, 2018 at the Villa Antigua office, 5844 Menorca Drive, San Diego, California.

A quorum was established with the following Directors in attendance:

Directors Present:     Jan Whitacre, President  
                              Kathy Townsend, Vice-President  
                              Maureen Ruchhoeft, Secretary  
                              Marla Fee, Treasurer

Directors Absent:     Deanne Bowman, Director at Large

Also Present:         Clover Ericson, General Manager

**MEMBER OPEN FORUM**

No homeowners were in attendance.

**SUMMARY OF EXECUTIVE SESSION**

The Board met in Executive Session on March 21, 2018 to approve meeting minutes and discuss third party contracts, legal matters and delinquencies.

**MINUTES**

The minutes of the Regular Session, Organizational and Annual Meeting held on April 25, 2018 were reviewed. *Upon a motion duly made, seconded and carried, the minutes were unanimously approved. Director Whitacre abstained.*

**FINANCIAL**

BALANCE SHEET as of April 30, 2018 was reviewed and shows Total Current Asset Value of **\$538,811.85**.

REVENUE AND EXPENSE STATEMENT as of April 30, 2018 was reviewed. Net Revenue Report shows Net income/(expense) of \$17,223.60 as of April 30, 2018. Income was \$14,168.10 over anticipated budget.

**ACCOUNTS RECEIVABLE: Member Balance Summary**

- Unit #108 owes \$10.00. Payment received in full on 05/01/18 and is current through 6/1/18.
- Unit #099 owes \$270.00. Property is in escrow. Management will monitor & handle in accordance with the collection policy.
- Unit #017 owes \$297.00. Management will monitor & handle in accordance with the collection policy.
- Unit #063 & #063-B owes a combined \$7,042.10. Lien filed 02/13/17. Account will be discussed further in executive session.

**1. Accept Financial Statements:** *Upon a motion duly made, seconded and carried, April 2018 financial statements were accepted, subject to year-end audit.*

**2. Investment Recommendations:** *Upon a motion duly made, seconded and unanimously carried, the Board declined the proposal to continue laddering the investment portfolio at Morgan-Stanley and requests the*

*\$60,000.00 CD plus interest, that will mature on June 18, 2018 be deposited into the Mutual of Omaha Bank operating account to be used to pay for the painting project.*

### **ARCHITECTURAL REQUESTS**

1. Unit #187 – The Board reviewed the homeowner’s application to install window and slider replacements. *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 and submit a beige color sample of the vinyl trim to management.*
2. Unit #173 – The Board reviewed the homeowner’s application to install a sunroom and pergola. *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, submit copies of any city permits obtained and for the exterior color to be Sandstone as stated on the application.*
3. Unit #159 – The Board reviewed the homeowner’s application to install window shutters on the window of the front facing wall above the garage. *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 and that the shutters are an exact color match to the garage door or a color within the unit’s scheme 3 color options.*
4. Unit #050 – The Board reviewed the homeowner’s application to install a rear glass privacy fence. *Upon a motion duly made, seconded and carried, the application was denied based on the following additional information needed; clarification of the stucco wall being built into an existing stucco wall -which is not allowed, pictures of the plot line to clarify that the side gates are not going into a neighbor’s property, provided a signed neighbor awareness form if going from a wood fence to a glass due to the significant change in privacy that will affect both neighbors.*
5. Unit #090 – The Board reviewed the homeowner’s application to replace windows and slider. *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. Director Fee recused herself from discussion/voting.*

### **ACTION ITEMS**

#### **NEW BUSINESS:**

1. Proposed Rule Change for Policy Resolution No. 5 - The Board tabled this matter to be discussed in a separate meeting solely for reviewing the resolution in its entirety.
2. Employee Basic Life Insurance Renewal - *Upon a motion duly made, seconded and carried, the Board approved continuing with Principal’s employee life insurance policy for the periods of 07/01/18-07/01/19 in the monthly amount of \$47.70.*
3. Employee Healthcare Renewal - *Upon a motion duly made, seconded and carried, the Board approved continuing with Sharp’s employee health care policy for the periods of 07/01/18-06/30/19 in the monthly amount of \$2,324.19.*
4. Code of Ethics Agreement - Newly elected Board member, Jan Whitacre, signed the Board Members’ Code of Ethics agreement. *Upon a motion duly made, seconded and carried, the Board approved the Code of Ethics agreement as signed by Mr. Whitacre to be placed on file in the corporate records.*
5. Ratify Unit 022 Balcony Deck Repair - *Upon a motion duly made, seconded and carried, the Board approved Mel Development’s proposal in the amount of \$4,900.00 to repair Unit 022’s balcony Deck with a 10-year warranty.*
6. Ratify Empire Works Phase 1 and 2 Change Order - *Upon a motion duly made, seconded and carried, the Board approved Empire Works Phase 1 & 2 change order in the amount of \$13,425.00 to perform garage trim wood repairs on 25 units and 106 square feet of stucco repairs and wall caps to the Santo Road perimeter wall.*
7. Unit 071 Balcony Deck Repair Proposal - The Board reviewed Empire Works proposals to repair Unit 071’s balcony deck and Mel Development’s request to perform destructive testing on the deck. The Board tabled this matter until September 2018.

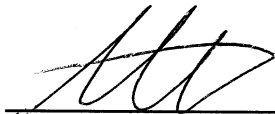
8. Unit 185 stucco repair change order - The Board reviewed Brasseur's revised proposal to repair 140 square feet of stucco on the zero-lot line wall of this unit. *Upon a motion duly made, seconded and carried, the Board approved proposal in the amount of \$2,980.00 and requested that a thorough water leak test be done to confirm there are no interior or homeowner component leaks attributing to the extensive stucco damage. The Board requested a letter be drafted & signed by the homeowners that states they will be responsible for any repairs should the water leak test determine the source of damage was due to water intrusion by one of the homeowner-maintained components.*

**NEXT MEETING:** June 27, 2018

**ADJOURNMENT**

There being no further business, *a motion was made to adjourn the meeting at 8:01 p.m., which carried unanimously.*

**Respectfully Submitted & Approved:**



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Maureen Ruchhoeft  
Association Secretary