

**VILLA ANTIGUA HOMEOWNERS ASSOCIATION  
REGULAR MINUTES OF BOARD OF DIRECTORS MEETING  
MAY 17, 2017**

The Regular Meeting of the Villa Antigua Homeowners Association Board of Directors was called to order by President, Marti Gray at 5:34 p.m., Wednesday, May 17, 2017 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  
Maureen Ruchhoeft, Secretary  
Deanne Bowman, Director at Large

Also Present: Clover Ericson, General Manager and three interested homeowners

**SUMMARY OF EXECUTIVE SESSION**

The Board met in executive session on March 22, 2017 to approve meeting minutes, discuss delinquencies and legal matters.

**MEMBER OPEN FORUM**

The homeowners in attendance were provided the opportunity to address concerns with the Board. Two homeowners were in attendance to answer any questions from the Board regarding their ARC application. One homeowner discussed her concerns regarding the lack of repair action on her neighbors' behalf regarding deterioration to her foundation due to her neighbors' inadequate backyard drainage.

**MINUTES**

The minutes of the Regular Session, Organizational and Annual Meeting held on April 11, 2017 were reviewed. *Upon a motion duly made, seconded and carried, the minutes were unanimously approved.*

**FINANCIAL**

BALANCE SHEET as of April 30, 2017 was reviewed and shows Total Current Asset Value of **\$474,580.97**

REVENUE AND EXPENSE STATEMENT as of April 30, 2017 was reviewed. Net Revenue Report shows Net income/(expense) of \$12,584.39 as of April 30, 2017. Income was \$10,481.39 over anticipated budget.

ACCOUNTS RECEIVABLE: Member Balance Summary

- Unit #152 owes \$286.00. Homeowner paid in full on 05/01/17 and is current.
- Unit #187 owes \$2,053.50. Lien filed 03/06/17. Further account discussion in executive session.
- Unit #063 owes \$2,708.00. Lien filed 02/13/17. Further account discussion in executive session.

1. **Accept Financial Statements:** *Upon a motion duly made, seconded and carried, April 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 \$60,000.00 CD that will mature on June 22, 2017 into one CD in the amount of \$60,000.00 to mature December 2019 and to liquefy the remaining assets in the amount of \$15,267 plus interest into the Money Market account.*

### **ARCHITECTURAL REQUESTS**

1. Unit #140 - The Board reviewed the homeowner's application to replace the garage door. *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 installing the carriage panels with heritage windows in the color brown along with the deco hardware option #A.*

### **ACTION ITEMS**

#### **OLD BUSINESS:**

1. Unit 174 – Balcony Deck Repair Proposals – The Board reviewed two proposals for the balcony deck replacement needed. *Upon a motion duly made, seconded and carried, the Board approved EmpireWorks proposal in the amount of \$9,127.00.*
2. Janitorial Proposals – The Board reviewed the proposal from Stratus Building Services. *Upon a motion duly made, seconded and carried, the Board approved the proposal in the amount of \$290 for fall/winter months and \$395 for spring/summer months and to cancel the current contract with Ecology effective July 1, 2017.*
3. Unit 186 – Foundation Concerns – The Board reviewed the emailed letter submitted by the owner of Unit 186. The Board directed the homeowner to submit an email request to Manager. Manager is to provide homeowner with the updated information of the violation process of the offending homeowner.

#### **NEW BUSINESS:**

1. Unit 186/187 – Stucco Wall Repair Proposals – The Board reviewed four proposals to repair 100 square feet of a damaged stucco wing wall. *Upon a motion duly made, seconded and carried, the Board approved Brasseurs proposal in the amount of \$1,465.00.*
2. Employee Basic Life Insurance Renewal Proposals - *Upon a motion duly made, seconded and carried, the Board approved Principal's proposal in the amount of \$49.90 per month, contingent upon the HOA not receiving any lower bids in conjunction with the health care renewal plans.*
3. Concrete Driveway Replacement Proposals – The Board reviewed the proposal to repair a total of 1,001 sq. ft. of failed or lifted concrete on 5 driveways by MGB Construction. Based on the proposals received last year, this was the contractor selected to be used for these repairs going forward as he provides a discounted rate anticipating doing all driveways over a period of time. *Upon a motion duly made, seconded and carried, the Board approved MGB Constructions proposal in the amount of \$9,725.00.*
4. Web-site Hosting Proposal – The Board reviewed the proposal submitted by our current web-site developer, Modern Labyrinth in the amount of \$360.00 to provide web-site hosting services for 12 months. *Upon a motion duly made, seconded and carried, the Board approved the proposed amount contingent upon Modern Labyrinth accepting payment for 14 months in the amount of \$420.00 since this was not budgeted for in the 2017-18 budget and funds are available in the current years' operating expense.*
5. Tree Removal Proposal – *Upon a motion duly made, seconded and carried, the Board approved the proposal in the amount of \$1,100.00 for Western Tree to remove two Melaleuca trees in the front yards of units #157 & #158, based on the arborists inspection of the tree roots causing considerable damage to the driveway of unit #157.*

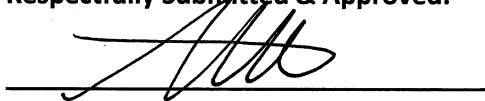
6. Mutual of Omaha Bank Recommendation – The Board reviewed Unit 20's emailed request to consider changing banks. *Upon a motion duly made, seconded and carried, the Board chose to remain with Mutual of Omaha for the operating account.*
7. Code of Ethics Agreement – Newly elected Board members, Maureen Ruchhoeft and Deanne Bowman, 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 Ms. Ruchhoeft and Mrs. Bowman to be placed on file in the corporate records.*

**NEXT MEETING:** June 21, 2017 at 5:30pm.

**ADJOURNMENT**

There being no further business, *a motion was made to adjourn the meeting at 7:58 p.m., which carried unanimously.*

**Respectfully Submitted & Approved:**



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Maureen Ruchhoeft  
Association Secretary