

**VILLA ANTIGUA HOMEOWNERS ASSOCIATION  
REGULAR MINUTES OF BOARD OF DIRECTORS MEETING  
NOVEMBER 29, 2017**

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., Wednesday, November 29, 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 Ruchhoeft, Secretary  
Deanne Bowman, Director at Large – left @ 7:01pm

Directors Absent: Marti Gray, President

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

**MEMBER OPEN FORUM**

The homeowners in attendance were provided the opportunity to address the Board. Paint schemes and architectural applications were discussed. One homeowner was present to discuss his reimbursement request listed on the agenda.

**SUMMARY OF EXECUTIVE SESSION**

The Board met in Executive Session on October 18, 2017 to approve meeting minutes and discuss delinquencies.

**MINUTES**

The minutes of the Regular Session Meeting held on October 18, 2017 were reviewed. *Upon a motion duly made, seconded and carried, the minutes were unanimously approved.*

**FINANCIAL**

BALANCE SHEET as of October 31, 2017 was reviewed and shows Total Current Asset Value of **\$516,275.36**

REVENUE AND EXPENSE STATEMENT as of October 31, 2017 was reviewed. Net Revenue Report shows Net income/(expense) of (\$8,228.50) as of October 31, 2017. Income was \$5,180.50 over anticipated budget.

ACCOUNTS RECEIVABLE: Member Balance Summary

- Unit #063-B owes \$594.00. This is the post-petition account. EGH confirmed this amount is covered by the lien filed on homeowners' pre-petition account #063.
- Unit #063 owes \$3,848.00. 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, October 2017 financial statements were accepted, subject to year-end audit.*

### **ARCHITECTURAL REQUESTS**

1. Unit #009 – The Board reviewed the homeowner’s application to install a 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.*
2. Unit #166 – The Board reviewed the homeowner’s application to install a motion light above 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.*
3. Unit #209 – The Board reviewed the homeowner’s application to replace a front door and install a bathroom window. *Upon a motion duly made, seconded and carried, the front door application was approved contingent upon the owner following guidelines set forth in Policy Resolution No.05. Upon a motion duly made, seconded and carried, the bathroom window application was approved contingent upon the owner following guidelines set forth in Policy Resolution No.05, obtaining written approval from neighbor, that the window be frosted and obtaining a city permit if contractor deems necessary.*

### **ACTION ITEMS**

#### **OLD BUSINESS:**

1. Community Repainting Project – The Board reviewed the scope of work for the upcoming repainting project. The Board made several changes and tabled the matter to review the updated scope of work at the January meeting.

#### **NEW BUSINESS:**

1. Concrete Replacement Proposal – The Board reviewed the proposal to repair a total of 857 sq. ft. of failed or lifted concrete on 5 driveways by MGB Construction in the amount of \$9,850. 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 Construction's proposal in the amount of \$9,850.00 with property address changes at Managers discretion.*
2. Tree Removal Proposal – *At homeowner request and upon a motion duly made, seconded and carried, the Board approved the proposal in the amount of \$550.00 for Western Tree to remove one Brazilian Pepper tree in the front yard of unit #116, based on the arborists inspection of the tree roots causing considerable damage to the unit walkway. Board concurred there would be no replacement tree at this time.*
3. Unit Wood and Stucco Repairs Proposal – The Board reviewed Brasseur’s proposal to repair 15 various wood and stucco repairs from an ongoing work order list. Each unit had a specific cost dependent on the repairs needed. The Board reviewed each item and determined what was an operating versus reserve expense. *Upon a motion duly made, seconded and carried, the Board approved Brasseur’s proposal to proceed with repairs to all components deemed an operating cost in the amount of \$854.00 plus water leak test expenses. Board authorized Manager to schedule remaining reserve expense repairs as the reserve budget allows.*
4. Pool Furniture Proposal – The Board reviewed the costs for re-slipping pool furniture versus purchasing replacement furniture via Wayfair as per the Reserve Study replacement recommendation schedule. *Upon a motion duly made, seconded and carried, the Board approved purchasing 12 new lounges at a cost not to exceed \$1,500.00.*

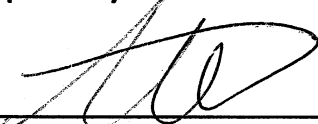
5. Unit 006 Water Leak Test Reimbursement – The Board reviewed the emailed correspondence from the homeowner of Unit 006 requesting to split the cost of a water leak test performed by Brasseur’s on 10/24/17. The property has had several repairs done by both the owner and the HOA which resulted in the homeowner requesting another water leak test to confirm the leaking issues had been resolved. The water leak test confirmed no leaks could be recreated and therefore the HOA submitted the bill to the homeowner for reimbursement. *Upon a motion duly made, seconded and carried, the Board approved paying for half of the water leak test in the amount of \$111.60 based on the timeline of events, homeowner inconvenience and communication issues.*
6. 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 2017.*

**NEXT MEETING:** January 17, 2018

**ADJOURNMENT**

There being no further business, *a motion was made to adjourn the meeting at 8:00 p.m., which carried unanimously.*

**Respectfully Submitted & Approved:**



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Maureen Ruchhoeft  
Association Secretary