

**VILLA ANTIGUA HOMEOWNERS ASSOCIATION
REGULAR MINUTES OF BOARD OF DIRECTORS MEETING
NOVEMBER 13, 2019**

The Regular Meeting of the Villa Antigua Homeowners Association Board of Directors was called to order by President Jan Whitacre at 4:32 p.m., Wednesday, October 23, 2019 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
 Maureen Ruchhoeft, Secretary
 Marla Fee, Treasurer
 Joseph Lindsay, Director at Large

Directors Absent: Caryn Maroni, Vice-President

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 October 23, 2019 to discuss member discipline matters.

MINUTES

The minutes of the Regular and Executive Session Meeting held on October 23, 2019 were reviewed. *Upon a motion duly made, seconded and unanimously carried, the minutes were approved as submitted.*

CONSENT CALENDAR

Funds Transfer Resolution was adopted by general consent.

FINANCIAL

BALANCE SHEET as of October 31, 2019 was reviewed and shows Total Current Asset Value of **\$356,516.56**.

REVENUE AND EXPENSE STATEMENT as of October 31, 2019 was reviewed. Net Revenue Report shows Net income/(expense) of \$3,214.97. Income was \$11,912.05 over anticipated budget.

ACCOUNTS RECEIVABLE: Member Balance Summary

- Unit #121 owes \$10.00. Management has been in contact with owner and will monitor.
- Unit #147 owes \$20.00. Payment will be made with owner's November dues payment.
- Unit #017 owes \$120.00. Pending payment. Management will monitor to ensure collection policy is adhered to.
- Unit #152 owes \$660.00. Payment received on 11/01/19 and is current.

1. **Accept Financial Statements:** *Upon a motion duly made, seconded and carried, October 2019 financial statements were accepted, subject to year-end audit & contingent upon Morgan Stanley CDs amount being clarified.*

2. **Investment Recommendation:** *Upon a motion duly made, seconded and carried, the Board unanimously accepted to continue with the current maturity rate of the Ohio Valley CD of 01/19/21 with a current interest of 1.75% combat as a better rate could not be obtained for a 1-yr CD.*

ACTION ITEMS

NEW BUSINESS:

1. Board Member Resignation – The Board reviewed the resignation letter submitted by Marla Fee to be effective November 30, 2019. *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 Caryn Maroni as the Vice President/Treasurer to fill the Treasurer's seat until such time as an appointee is found to complete Ms. Fee's remaining term through April 2021.*
3. Pesticide Use Discussion – Board to perform more research and discuss at the January meeting.
4. Concrete Replacement Proposal - *Upon a motion duly made, seconded and carried, the Board approved MGB Constructions' concrete proposal to remove and replace 944 square feet of failed concrete in five (5) areas in the amount of \$9,774.00. Board to revisit this topic in March to determine if more failed concrete repairs can be performed.*
5. Legal Rates for Election Rules – *Upon a motion duly made, seconded and carried, the Board approved Epstein, ARC's proposal in the amount of \$275.00 to provide a current, updated Election Rules for the Association that is in compliance with the new laws of SB 323 enacted January 1, 2020. Upon a motion duly made, seconded and carried, the Board approved updating Policy Resolution No. 36 – the Retention of Documents and Records, to be updated in compliance of SB 323, to remove the one-year records retention of the annual election ballots and place them in the seven-year retention list. Rule Change will commence following the 28-day comment period for the membership.*
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) full time employees and a \$50.00 gift card to one (1) part-time employee in December 2019.*

NEXT MEETING: January 15, 2020 at 3:00pm. Annual Meeting date selected for April 22, 2020 at 7pm.

ADJOURNMENT

There being no further business, *a motion was made to adjourn the meeting at 6:03 p.m., which carried unanimously.*

Respectfully Submitted & Approved:



Maureen Ruchhoeft, Association Secretary