

**VILLA ANTIGUA HOMEOWNERS ASSOCIATION  
REGULAR MINUTES OF BOARD OF DIRECTORS MEETING  
JUNE 18, 2020**

The Regular Meeting of the Villa Antigua Homeowners Association Board of Directors was called to order by President Jan Whitacre at 5:06 p.m., Thursday, June 18, 2020 via a zoom video conference call due to the current Covid-19 pandemic and City orders restricting any gatherings at this time.

A quorum was established with the following Directors in attendance:

Directors Present:     Jan Whitacre, President  
                              Caryn Maroni, Vice-President/Treasurer  
                              Maureen Ruchhoeft, Secretary  
                              Joseph Lindsay, Director at Large

Also Present:            Clover Ericson, General Manager

**MEMBER OPEN FORUM**

There were no homeowners in attendance.

**SUMMARY OF EXECUTIVE SESSION**

There was no executive session held in May.

**MINUTES**

The minutes of the Regular Session Meeting held on May 21, 2020 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 May 31, 2020 was reviewed and shows Total Current Asset Value of **\$462,472.30** as of May 31, 2020.

REVENUE AND EXPENSE STATEMENT as of May 31, 2020 was reviewed. Net Revenue Report shows Net income/(expense) of \$13,017.44. Income was \$26,702.62 over anticipated budget.

ACCOUNTS RECEIVABLE: Member Balance Summary

- Unit #043 owes \$365.00. Payment was received on 06/01/2020.

1. **Accept Financial Statements:** *Upon a motion duly made, seconded, and carried, May 2020 financial statements were accepted, subject to year-end audit.*
2. **Proposal for the 2020 Fiscal year End Taxes/Annual Financial Review:** *Upon a motion duly made, seconded and carried, the Board approved Greg Villard's proposal to complete the 2020 fiscal year end taxes in the amount of \$1,525.00 to prepare the annual State Board of Equalization use tax return.*

## **ARCHITECTURAL REQUESTS**

1. Unit #131 – The Board reviewed the homeowner’s application to install rain 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 and that all drains are positioned to drain to the street and not into any neighboring units property. .*
2. Unit #132 – The Board reviewed the homeowner’s application to install replacement window and slider in the exterior color Almond. *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 #053 – The Board reviewed the homeowner’s application to install a backyard patio structure 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 and that the roofing material of the structure not be corrugated plastic.*

## **ACTION ITEMS**

### **NEW BUSINESS:**

1. Workers Compensation Renewal – *Upon a motion duly made, seconded and carried, the Board approved Hanover’s renewal offer in the annual amount of \$9,825.00 to be effective from July 1, 2020-July 1, 2021.*
2. Annual Tree Trimming Proposal - *Upon a motion duly made, seconded and carried, the Board approved Western Tree’s 3-year cycle tree trimming proposal and authorize entering into a one-year contract in the amount of \$34,100.00 for tree trimming to be performed in the 2020-2021 fiscal year as outlined.*
3. Code of Ethics Agreement - Newly elected Board member, John Croff, 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. Croff to be placed on file in the corporate records.*
4. Electronic Transmission Preauthorization Consent Form - *Upon a motion duly made, seconded and carried, the Board approved, and all signed the electronic transmission consent form to be placed on file in the corporate records.*
5. Pool Re-Opening – Guideline and Restrictions Review - *Upon a motion duly made, seconded and carried, the Board approved of the temporary Pool Rules during the Covid-19 pandemic.*
6. Common Area Disinfecting Proposals - *Upon a motion duly made, seconded and carried, the Board approved ProTec’s proposal in the amount of \$855.67 to perform a level 1 disinfectant fogging of the clubhouse and bathrooms and a sanitation wipe down of the entire pool/spa area.*
7. Camping/Trailer Rule Storage Review – The Board tabled this matter to be discussed further in the July meeting.

**NEXT MEETING:** July 16, 2020 at 5:00pm via Zoom video conference due to the current City imposed restrictions of no gatherings at this time.

## **ADJOURNMENT**

There being no further business, *a motion was made to adjourn the meeting at 6:43 p.m., which carried unanimously.*

**Respectfully Submitted & Approved:**

  
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John Croff, Association Secretary