

**VILLA ANTIGUA HOMEOWNERS ASSOCIATION**  
**REGULAR MINUTES OF BOARD OF DIRECTORS MEETING**  
**FEBRUARY 24, 2025**

The Regular Meeting of the Villa Antigua Homeowners Association Board of Directors was called to order by President Jan Whitacre at 6:00 p.m., Monday, February 24, 2025, at the Villa Antigua office, 5844 Menorca Drive, San Diego, California and via Zoom.

A quorum was established with the following Directors in attendance:

Directors Present:      Jan Whitacre, President  
                                 Robert Bergman Vice-President  
                                 Maureen Ruchhoeft, Treasurer  
                                 John Croff, Secretary  
                                 Dave Wozniak, Director at Large

Also Present:              Clover Ericson, General Manager and 3 interested homeowners

**MEMBER OPEN FORUM**

Three homeowners were in attendance. Homeowners were given the opportunity to address the Board regarding their topics.

**SUMMARY OF EXECUTIVE SESSION**

The Board met in executive session on January 21, 2025, to discuss member discipline matters.

**MINUTES**

The minutes of the Regular Session Meeting held on January 21, 2025, were reviewed. *Upon a motion duly made, seconded and carried, the minutes were approved as submitted. Director Ruchhoeft abstained as she was absent.*

**CONSENT CALENDAR**

Funds Transfer Resolution was adopted by general consent.

**FINANCIAL**

BALANCE SHEET as of January 31, 2025, was reviewed and shows Total Current Asset Value of **\$451,122.66** as of January 31, 2025.

BUDGET VS. ACTUALS STATEMENT as of January 31, 2025, was reviewed. As of January 31, 2025, monthly income was \$24,019.55 under the anticipated budget.

ACCOUNTS RECEIVABLE: \$849.00 total amount of delinquencies. Delinquent accounts over 60 days were brought current so no action needed.

1. **Accept Financial Statements:** *Upon a motion duly made, seconded and carried, January 2025's financial statements were accepted, subject to year-end audit.*
2. **Income Investment Discussion:** *Upon a motion duly made, seconded and carried, the Board authorized to liquify the Alliance CD in the amount of \$109,551.06 to be placed in the money market account to cover reserve expenses.*

## **ARCHITECTURAL REQUESTS**

1. Unit #136 – The Board reviewed the homeowner’s application to install an exterior light. *Upon a motion duly made, seconded and carried, the application was unanimously approved as submitted, contingent upon the owner following guidelines set forth in Policy Resolution No.05.*

## **ACTION ITEMS**

### **UNFINISHED BUSINESS:**

1. Tree Replacement Moratorium – officially lifted as of this meeting.
  - a. *Upon a motion duly made, seconded and carried, the Board approved Gothic Landscape’s proposal to install 3 Cherry Carolina Trees and irrigation along Santo Rd behind 5680 Menorca Drive in the amount of \$3,450.00 contingent upon Gothic including a one-year tree replacement guarantee. Director Ruchhoeft opposed.*
  - b. *Upon a motion duly made, seconded and carried, the Board unanimously approved Gothic Landscape’s proposal to install 1 24” box Podocarpus tree in the front yard of 10776 Portobelo Drive in the amount of \$850.00 contingent upon Gothic including a one-year tree replacement guarantee.*
2. Empire Works Ratify Change Order #4 – *Upon a motion duly made, seconded and carried, the Board unanimously approved to ratify the approval of Empire Works’ change order #4 in the amount of \$14,635 approved by Director Whitacre on 12/30/2024.*

### **NEW BUSINESS:**


1. Empire Works Change Order #5 – *Upon a motion duly made, seconded and carried, the Board unanimously approved the Empire Works’ change order #5 in the amount of \$10,670.00 to perform additional work to 5924 Portobelo Ct & 5789 Menorca Dr.*
2. Gothic Landscape Tennis Court Repairs Proposal – *Upon a motion duly made, seconded and carried, the Board unanimously approved Gothic’s proposal in the amount of \$2,240.00 to perform repairs/replacements to 4 stations at the tennis court area.*
3. Landscape Area Junk Removal Proposal – *Upon a motion duly made, seconded and carried, the Board unanimously approved SoCal Junk Removal’s proposal in the amount of \$2,800 to perform the junk removal in the landscape area as directed by Director Croff.*
4. Unit 079 – Sod Replacement Request – The Board discussed Gothic’s proposal with the homeowner in attendance and the homeowner requested that she place some seed down first & attempt to regrow grass in the zone that she requested a tree removal. The Board agreed to allow her to proceed.
5. Election Rules Amendment Review – The Board reviewed Epstens draft election rule changes and made some revisions & clarifications. *Upon a motion duly made, seconded and carried, the Board unanimously approved of the revised changes to be submitted to the membership for a 28-day comment period.*
6. Pool Contract Review/Approval – *Upon a motion duly made, seconded and carried, the Board unanimously approved Rancho Bernardo Pools Contract proposal in the amount of \$575 a month in the winter months (November-March) and \$650 for the remaining months of the year.*
7. Pan Sill Flashing Repairs/Appointment – *Upon a motion duly made, seconded and carried, the Board unanimously approved to appoint Director Whitacre to review and sign any proposals submitted for repairs needed to the pan sill flashing on Unit 152’s architectural request to replace the upstairs slider.*
8. InSite’s Recommendation Request – *Upon a motion duly made, seconded and carried, the Board appointed Director Whitacre to draft a recommendation and positive review for InSite Architect to use for their website.*

**NEXT MEETING:** Board meeting: March 24, 2025, at 6:00pm. Homeowners Annual Meeting: April 29, 2025 @ 6pm.

**ADJOURNMENT**

There being no further business, *a motion was made to adjourn the meeting at 8:43 p.m., which carried unanimously.*

**Respectfully Submitted & Approved:**

  
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John Croff, Association Secretary

