

MINUTES
GENERAL SESSION
BOARD OF DIRECTORS MEETING
VILLAGE TOWNHOMES, INC.
A California Nonprofit Corporation

SEPTEMBER 27, 2017

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the community bulletin board at the clubhouse at least four (4) days prior to the General Session of the Board of Directors of Village Townhomes, Inc. held on the above date at the Association's clubhouse in Huntington Beach, California.

Roll Call

A quorum of the Board (Five Directors per Bylaws) was established with the following Directors in attendance:

Directors Present: Mary Mulloy, President
 Jacob Calkins, Vice President
 Mark Stone, Secretary
 Eric Sheets, Treasurer
 Robert Brown, Assistant Treasurer

Directors Absent: None

Others Present: Brenda Cooney, CCAM[®], Optimum Professional Property Management, Inc. (ACMF[®])

Executive Session Disclosure

In accordance with Civil Code §4935(e), notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on September 27, 2017 from 6:00 p.m. to 7:00 p.m. for the following:

- Delinquencies: A/R Aging Report 08/31/17, status reports from Beaumont, review of account balances and non-compliance for dog barking.
- Hearings-(12): Property maintenance, Noise disturbance, satellite dish cable, toys.
- Minutes: Executive Session 08/23/17

Call to Order General Session

President and Presiding Chair, Mary Mulloy, called the General Session of the Board of Directors to order following Executive Session at 7:00 p.m.

Homeowner's Forum

In accordance with State Statute the homeowners present were given an opportunity to address the Board of Directors and were informed of the three (3) minute guideline. The following items were presented.

- Concern about residents getting away with not following rules due to lack of security enforcing Rules & Regulations so neighbors are seeing more contention between them.
- Glad to see all the improvements taking place. Concerned about the preparedness and structures for when a huge earthquake hits this area. Board will discuss having an informational town hall meeting concerning this issue or having a mail out by our insurance carrier. VTH master policy only covers the exterior structure. Residents need to ensure they carry supplemental insurance for walls-in coverage.
- Concerned about parking - is there any plans to improve? Board explained this has been an ongoing challenge and has contacted the city to discuss any options. At this time, there are none available.
- Interested in creating a dog run area - continues to not work due to liability, noise, etc Board had previously spoke about this with the Associations Legal Counsel and insurance agent and were advised not to build one do to the liability issues.
- Phone company boxes are damaged and in need of repair/replacement. Phone repairs are in process and Optimum has been in communication with the phone company.
- Question about the requirement for window screens. Although they may not have always been required this rule was added back to in at the last rule change in 2016 to better the aesthetics of the community.

- Questions about spraying chemicals in the community to treat for various bugs (such as whitefly)
- Concerned about how many bugs are in the courtyards - it appears we may have a flea issue in one of the courtyards. Resident asked about having this area treated.
- Excessive bugs in the clubhouse. Board explained that the door sweep needed to be replaced and not having this was creating a gap for bugs to enter.

Architectural Committee

- Window application submitted
- Board would like to remind residents that anything added to the exterior of the homes require an arch application (including patio covers and pop-ups)

Landscape Committee

Landscape Chair, Lori Merrill, was present but reported the following items:

- Pest X is a fully licensed company who will be treating the community monthly for fleas. and snails. Rats like to eat the snails and snails like to eat the rat bait. We are looking into a non-toxic treatment that will be safe for children and pets.
- Weeds are pulled, not sprayed with chemicals. An employee of the landscaping company was let go due to not following this regulation.
- **Subterranean termites found in the plants in front of one of the homes. Landscape to research best** method of treatment to avoid termites retreating into home after treatment.
- Drips in window boxes are not working for what is required and a sturdier system is recommended. Also could be planted with a drought tolerant variety.
- Hedges on Adams that did not make it through the drought need to be addressed. Plans on hold until board decided the outcome of the perimeter wall.
- Grass is vacuumed out of carports and gutters on mow days (Wednesdays)
- Several carport panels need to be replaced due to rot and termites. Board will look into treatment options as well as other materials than wood that may be used.
- Lantana plants are being pruned back to remove the lace insects. They will appear ugly upon initial trimming, but this is standard and they will grow back.

Social Committee reported the following:

The Social Committee

The Social Committee informed the Board that the Community Halloween party tentatively scheduled for Sunday October 29th.

Pool Monitor Report

Management informed the board that the pool monitor contract will end on Sunday Oct 1, 2017 and the pool will remain heated until October 29, 2017.

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the August 23, 2017 General Session of the Board of Directors as written.

Treasurer's Report / Financials

A motion was made, seconded and unanimously carried to ACCEPT the financial statements and reconciled bank statements for period(s) ending 08/31/17 as presented subject to audit at fiscal year-end by CPA. Board treasurer Eric Sheets inquired about the parking monitor fee. Optimum clarified that the fees were for Aug and Sept. A new G/L code (7561) was created starting with Sept to separate the fee from the standard patrol fee.

Transfer Funds in Excess of the FDIC Limit

A motion was made, seconded and unanimously carried to transfer funds from Pacific Western Bank Money Market Reserve Account G/L #1520 in the total amount of \$40,000.00 as follows: \$40,000.00 to be transferred to Reserve Account GL# 1030 Comerica Huntington National Bank.

Delinquencies: Approval to Record Lien

In accordance with California Civil Code §1367.1(c)(2): A motion was made, seconded and unanimously carried to APPROVE recording a lien in accordance with the Association's adopted Delinquent Assessment Collection Policy and California Civil Code on property identified.

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In accordance with California Civil Code §1367.1(c)(2): A motion was made, seconded and unanimously carried to APPROVE recording a lien in accordance with the Association's adopted Delinquent Assessment Collection Policy and California Civil Code on property identified.

Village Townhomes Goals

1. Update interior of Pool House
2. Perimeter wall replacement
3. Pool Fencing Replacement
4. Monument Signs Replacement
5. Community Name Change
6. Rear Gates - enforcing one design to be used throughout community.

Community Clubhouse Checklist Sample

The Board reviewed the community clubhouse checklist sample from another Association and will be creating a checklist to provide to renters of the clubhouse. A motion was made, seconded and unanimously carried to TABLE Board Member Mary Mulloy requested input from the other Board Members and requested Management to include for next agenda.

Hearing: Storage on Balcony – 19858 Leighton Lane (Menendez) In General Session Per Homeowners Request – Dog Off Leash

Owner was present. A motion was made, seconded and unanimously carried to APPROVE the following Ruling: Fine of \$100.00 will not be assessed at this time for non-compliance of the governing documents at 19858 Leighton Lane (Menendez) was contesting that there is no proof her tenant's dog was off leash again after the homeowner responded to the 1st violation letter. Multiple residents from this courtyard stated that dog is often found off leash, poops in the courtyard and tenant did not pick up after it but failed to document the date of the occurrences. Due to recent dog attacks resulting in the death of two dogs, the board requested a hearing with the owner and tenant to discuss the seriousness of the issue to ensure that it does not continue. Homeowner requested hearing to take place in General Forum instead of Executive Session where hearings take place. Board restated the zero tolerance for dogs off leash in the community. Any further violations will result in a fine. Tenant assures the board that she will adhere to the Village Townhomes Inc. rules concerning her dog.

Tree Trimming Proposals

The Board reviewed three (3) proposals for tree maintenance. A motion was made, seconded and unanimously carried to APPROVE the proposal from Peterson Tree Works dated 09/15/17 for tree trimming throughout the Community for 2017 in the amount of \$20,700.00 to be funded from GL# 7232 (Tree Trimming).

Rain Gutter & Roof Cleaning Proposals

The Board reviewed three (3) proposals for rain gutter and roof cleaning. A motion was made, seconded and unanimously carried to APPROVE the proposal from Antis Roofing dated 09/01/17 for roof cleaning throughout the Community for 2017 in the amount of \$9,337.00 to be funded from GL# 7614 (Common Area Maintenance).

Reserve Study Proposals FY 07/01/18 to 06/30/19

The Board reviewed three (3) proposals for an onsite reserve study. A motion was made, seconded and unanimously carried to APPROVE the proposal from Association Reserves Company dated 04/25/17 for an onsite reserve study for fiscal year 07/01/18 to 06/30/19 for \$1,560.00.

Concrete Repair Proposal

The Board reviewed two (2) proposals for concrete repair throughout the Community. A motion was made, seconded and unanimously carried to APPROVE the proposal from Pro Concrete Contractors dated 09/01/17 for replacing the sidewalks throughout the Community in the amount of \$23,493.00 to be funded from GL# 7614 (Common Area Maintenance).

Next Meeting

NOTE: Meetings of the Board of Directors are held monthly except no meeting is held in December. The Annual Membership Meeting and Election is held in February.

The next meeting of the Board of Directors is scheduled for Wednesday, October 25, 2017 at 6:30 p.m. Executive Session and 7:00 p.m. General Session/Homeowner's Forum at the Association's clubhouse, 9635 Cornwall Drive, Huntington Beach, California.

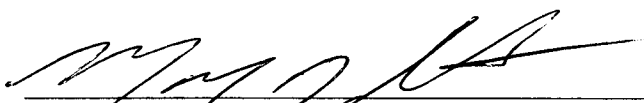
Adjourn General Session

There being no further business to come before the Board of Directors in General Session, a motion was made, seconded and unanimously carried to ADJOURN at 9:00 p.m.

SECRETARY'S CERTIFICATE

I, MARK STONE, duly Appointed and Acting Secretary of the Village Townhomes, Inc., do hereby certify that the foregoing is a true and correct copy of the Minutes of the General Session of the Board of Directors held on the above date, as approved by the Board of Directors of Village Townhomes, Inc.

ATTEST:



Appointed Secretary

10/27/17

Dated