

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

OCTOBER 25, 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 October 25, 2017 from 6:00 p.m. to 7:00 p.m. for the following:

- Delinquencies: A/R Aging Report 09/30/17, status reports from Beaumont, review of account balances, request to waive fees.
- Hearings-(17): Property maintenance, Noise disturbance, satellite dish cable, cable wires.
- Minutes: Executive Session 08/23/17 and 09/27/17.

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.

- Wreath on the back gate to add holiday cheer and received a violation and unsure why it is a violation. Management clarified that per the rules/regulations that decorations cannot be nailed to property. Homeowners must use other means such as over the door hangers to hang decorations. Rules to be updated addressing what may be put on back gates the holiday decorations only to be permitted. Board reminded homeowners that they cannot attach holiday decorations to any part of the building with nails or staples. This includes the front of the homes. There are removable hooks available on the market that should be used instead. Nails and staples can expose the wood to further damage from weather and termites.
- Sidewalk mess has been corrected and is pleased with how the project has been completed. She finds the workers very pleasant and professional.
- What solutions are available to reduce heat in the attic - has professional opinion. States that there is no vent to her room. Board said there are vents under the eaves but she said there is not. Mary to meet with the vendor to review attic space for venting.

Architectural Committee

The committee reported that two application were received this month. Window and door replacements request and security camera requests.

Landscape Committee

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

- Monthly carport cleaning 1st Friday East of Derbyshire 3rd Friday West of Derbyshire. Lori suggested that we keep the parking lot open for people to park their cars while carports are being cleaned. Board agreed and voted to keep the parking lot open every Friday from 6 am - 1 pm to accommodate carport cleaning and street sweeping.
- Tree in Sidcup courtyard has had multiple opinions and variety of discussions to try to save it, but it will have to be removed due to structural damage it is causing and threat to foundation of homes.
- Thatching of common area grass to be completed in November.
- Will be returning to the planter updates in December now that drought restrictions have been lifted.
- Sprinkler system function has improved with the upgrades made.

Social Committee reported the following:

The Social Committee informed the Board that the Community that the Halloween party is scheduled for Sunday, October 29th.4:30pm to 6:00pm.

Secretary's Report / Minutes

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the September 27, 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 09/30/17 as presented subject to audit at fiscal year-end by CPA.

Village Townhomes Goals

1. Update interior of Pool House
2. Perimeter wall replacement (may need to be modified)
3. Pool Fencing Replacement
4. Monument Signs Replacement
5. Community Name Change (under discussion)
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 APPROVE the time change and the clubhouse checklist review and requested Management send to the membership.

Fence Menders Pool Fence Proposal

The Board reviewed the revised proposal to replace the pool fence. A motion was made, seconded and unanimously carried to TABLE the proposal from Fence Menders dated 10/27/16 for replacing the pool fence in the amount of \$31,674.00. The Board requested a current bid with the same linear feet as they have currently.

Inspectors of Election ~ Annual Membership Meeting & Election

The board reviewed three (3) proposals for the Inspector of Election. A motion was made, seconded and unanimously carried to APPROVE the proposal from Accurate Voting Services dated 10/23/17 to act as the Inspector of Election and certify the results in accordance with the adopted Election Rules for the Annual Membership Meeting & Election to be held on February 8, 2017 at 6:00 p.m. (Registration at 5:45 p.m.) at the community clubhouse for \$1,352,700.00. Furthermore, Accurate Voting Services is authorized to receive the ballots and will turn them over to the Inspector of Election prior to the meeting.

Right Image Builders Inc. Proposal - \$4,500.00

The Board reviewed the proposal submitted by the homeowner at 19850 Leighton Lane (Soluki) for interior repairs caused by water damage. A motion was made, seconded and unanimously carried to APPROVE the proposal from Right Image Builders in the amount of \$4,500.00 to be funded from Reserve GL# 3300 (Contingency).

Cal Landscape Proposal – Clubhouse Doors \$3,980.00

The Board reviewed the proposal dated 10/15/17 to replace the clubhouse doors in the amount of \$3,980.00. A motion was made, seconded and unanimously carried to APPROVE the proposal from Cal Landscape dated 10/15/17 in the amount of \$3,980.00 to replace the clubhouse doors to be funded from GL# 7614 (Common Area Repairs).

BB&J Builders Concrete Sidewalk Change Order \$3,400.00

The Board reviewed the proposal dated 11/5/17 change order for concrete replacement in the amount of \$3,400.00. A motion was made, seconded and unanimously carried to APPROVE the proposal from BB&J Builders dated 11/5/17 in the amount of \$3,400.00 for concrete replacement to be funded from GL# 7614 (Common Area Repairs).

Gruett Tree Company, Inc. – Tree Removals \$3,700.00

The Board reviewed the proposal dated 11/9/17 to remove the two trees in the amount of \$3,700.00. A motion was made, seconded and unanimously carried to APPROVE the proposal from Gruett Tree Company Inc. dated 11/9/17 in the amount of \$3,700.00 to remove two trees to be funded from GL# 7232 (Trees).

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.


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 9:06 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

11/29/17

Dated