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

**APRIL 25, 2018**

**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:

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|---|---|
| Directors Present: | Mary Mulloy, President<br>Jacob Calkins, Vice President<br>Mark Stone, Secretary<br>Eric Sheets, Treasurer<br>Amber Faulkner, Assistant Treasurer/Member at Large |
| Directors Absent: | None |
| Others Present: | Brenda Cooney, Senior CCAM®, Optimum Professional Property Management, Inc. |

**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 April 25, 2018 from 6:00 p.m. to 7:00 p.m. for the following:
- Delinquencies: A/R Aging Report 03/31/18, status reports from Beaumont, review of account balances
- Hearings (9): Property Maintenance
- Minutes: Executive Session 03/28/18

**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:
- Request for progress report on planter updates
- Would like to have a petition available from all members of a courtyard to have a "waiver" to leave toys out on the porch. Would like to have the issue placed on next month's agenda
- Concerned about dogs barking excessively and running off leash

**Architectural Committee Report**
- Back patio attached gazebo rejected (cannot have attached to building)
- Free standing gazebo for back patio approved
- Ring doorbell (security camera) approved for install
- Locking Mailbox approval

**Landscape Report**
- Currently renovating Sidcup /Lures planter boxes.
- Would like to cap off water to prevent having to break up sidewalk if pipes fail
- Would like to soil test the community
- New member of the crew to replace crew member who is moving out of state

- Playground lights have been replaced and working on the photocell

**Irrigation Audit – Cal Landscaping $1,850.00**
A motion was made, seconded and unanimously carried to APPROVE the proposal from Cal Landscaping in the amount of $1,850.00 to perform an audit of the irrigation and valves in the amount of $1,850.00 to be funded from GL# 7220 (Irrigation).

**Social Committee reported the following:**
- Would like to do something that would promote more social activities with adults in the community. Board to discuss in more detail at next meeting

**Secretary's Report / Minutes**
A motion was made, seconded and unanimously carried to APPROVE the Minutes of the March 28, 2018 General Session of the Board of Directors pending corrections.

**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 03/31/18 as presented subject to audit at fiscal year-end by CPA.

**Transfer Funds in Excess of the FDIC Limit**
The Board discussed moving some funds at the May Board Meeting to keep reserves under the FDIC limits.

**Management Billing 04/01/2018**
The Board reviewed the April 2018 invoice for Management. No action required.

**Approval to Record Lien**
In accordance with California Civil Code §5673: A motion was made, seconded and unanimously carried to TABLE recording a lien in accordance with the Association's adopted Delinquent Assessment Collection Policy and California Civil Code on property identified as #O966-00183-1 since Homeowner has submitted a payment plan to pay down the amount owed.

**Proposed Budget, Reserve Study and Reserve Funding Plan Fiscal Year 07/01/18 to 06/30/19**
The Board reviewed proposed budget #1 prepared 03/05/18 for fiscal year 07/01/18 to 06/30/19 with an increase in assessments of $10.00 (4.2%) from $240.00 to $250.00 per unit per month and monthly funding to reserves of $21,500.00 per the reserve study onsite by Association Reserves dated 02/12/18 with reserves funded at 54.8% at beginning of new fiscal year and 67.5% in five (5) years. A motion was made, seconded and unanimously carried to APPROVE proposed budget #2 revised per the Board of Directors for fiscal year 07/01/18 to 06/30/19 with assessments remaining at $240.00 per unit per month and monthly funding to reserves of $20,000.00 per month.

NOTE: The Board of Directors is NOT currently considering a Special Assessment and/or obtaining a Bank Loan for fiscal year 07/01/18 to 06/30/19 to repair any major common area components or to fund the reserves.

Furthermore, the Board APPROVED the reserve study onsite by Association Reserves dated 02/12/18 version 1 for fiscal year 07/01/18 to 06/30/19 recommending funding to reserves of $21.500.00 per month with reserves funded at 54.8% in 2018 and projected funding at 67.5% in five (5) years.

Components with a remaining useful life of 30 years or less listed on the Executive Summary will continue to be funded per the approved budget and repairs or replacement of these items is not currently being deferred.

Furthermore, the Board APPROVED the Reserve Funding Plan by Association Reserves for fiscal year 07/01/18 to 06/30/19 with reserves funded at 64.6% in five (5) years based on the approved reserve funding amount of $20,000.00 per month.

**Approve Draft Electric Vehicle Charging Station Policy**
A motion was made, seconded and unanimously carried to TABLE the draft policy created by the Association's legal counsel, Dirk Petchul from Berding & Weil, for Electric Vehicle Charging Stations until the My Board Meeting pending further review by the Board.

**Approve Draft Solar Energy Policy and Clubhouse/Common Area Policy**
A motion was made, seconded and unanimously carried to TABLE the draft policies created by the Association's legal counsel, Dirk Petchul from Berding & Weil, for Solar Energy Equipment and Clubhouse/Common Area and Rental Application until the May Board Meeting pending further review by the Board.

**Cameras at Pool**
The Board discussed installing cameras at the pool. The Board requested Management to obtain proposals to install cameras at the pool area.

**Pool Umbrellas at Tot Lot**
The Board discussed umbrellas at the tot lot. The board is reviewing possible styles and options on how to secure the umbrellas.

**Missing Chairs At The Pool**
The Board discussed ordering three new chairs for the pool that were stolen. A motion was made, seconded and unanimously carried to APPROVE management to order three new chairs for the pool area in the amount of $297.39 to be funded from Reserves GL# 3205 (Pool Furnishings).

**Vinyl Fencing Proposals**
The Board would like to see what kind of fencing options available regarding costs to replace or fix existing before making a decision on gates. A motion was made, seconded and unanimously carried to TABLE the fencing proposal until the June Board Meeting pending receipt of further information regarding options and costs for repair and replacement.

**Homeowner Request for Key Deposit Return**
The Board reviewed the request from the homeowner at 19893 Sheffield Lane requesting return of the key deposit fee of $150.00. A motion was made, seconded and unanimously carried to APPROVE refunding the homeowner the deposit of $150.00 for the pool key since it he has moved out of the Community to be funded to GL# 7572 (Keys/ Locks).

**Homeowner Correspondence Smoking in the Community**
The Board reviewed the correspondence received by the homeowner for smoking in the Community. Smoking is not permitted in the community when violators are reported, association will go through the violation process.

**Car Charging Stations**
The Board reviewed the car charging station proposal from charge point. A motion was made, seconded and unanimously carried to TABLE INDEFINATELY the proposal to install charging stations in the Community through Charge Point. The Board has chosen for the homeowner to install the stations within their back yard or carport area.

**Benches for Park**
The Board discussed benches for the Park and Playground as they need to be replaced as they are broken. The Board requested options to review styles and prices before approving.

**Robertson's Recreational Proposal – Tot Lot Ground Cover**
A motion was made, seconded and unanimously carried to TABLE the proposal from Robertson's to replace the rubber mat in the playground and shade cover until the June Board Meeting pending receipt of other options for possibly only replacing the sand and wanted to review the budget to replace during the summer months.

**Shutter Proposals**
The Board reviewed the shutter proposal from Empire Works for fiberglass versus wood shutters for $1,040.00 for wood and $2080.00 for fiberglass. A motion was made, seconded and unanimously carried to TABLE the proposal from Empire Works and requested Management obtain additional proposals and present at the June Board Meeting.

**Carport Proposals**
The Board reviewed the three proposals for carport repairs. A motion was made, seconded and unanimously carried to TABLE INDEFINATELY the carport proposal as the cost of the project is not currently budgeted for or properly reserved for.

**9636 Cornwall – Request for Tree Removal**
The Board reviewed the Owner request to remove a tree at 9636 Cornwall Drive due to the tree causing plumbing damage. A motion was made, seconded and unanimously carried to DENY the request to remove the tree at 9636 Cornwall Drive as the Board needs more information and evidence that the tree is stressed or causing damage to property.

**Tree Trimming Proposals**
The Board reviewed the two proposals for tree trimming throughout the Community. A motion was made, seconded and unanimously carried to TABLE the proposals until the May Board Meeting pending receipt of additional proposals.

**Horizon Lighting Proposal – Replacement of Electrical Panel**
The Board reviewed the proposal from Horizon Lighting dated 03/18/18 to replace the failing electrical panel in the carport at corner of Leighton and Cornwall. A motion was made, seconded and unanimously carried to TABLE the proposal dated 03/28/18 from Horizon Lighting for the replacement of the failing electrical panel at the carport at the corner of Leighton and Cornwall until the June board meeting pending receipt of additional proposals.

# ITEMS NEEDING IMMEDIATE ACTION

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Civil Code §4930(d) states that the board may take action on any item of business not appearing on the agenda posted and distributed pursuant to subdivision (a) of Section 4920 with certain conditions.

Therefore, a motion was made, seconded and unanimously carried to APPROVE review of the following items not previously identified on the Agenda as they require immediate action and the Board advised the membership of such:

1. **Replace/Repair Front of Pool House/ Gate**
   A motion was made, seconded and unanimously carried to APPROVE Management to pay invoice for repair and replace of front of pool house and gate submitted by Cal Landscape in the amount of $2,400.00 to be paid from Operating GL# 7614 (Common Area Repair).

**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, May 23, 2018 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, MARIC 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

5/23/18
Dated