

## Board Meeting

Minutes May 12, 2020

**Call to Order:** The duly noticed meeting of the Board of Directors of the Alvarado Estates Community Association, held via video conference due to the California Governor's "stay-at-home" order in place, was called to order by the President at 7:00 PM.

**Roll Call/Quorum Establishment:** Quorum was met with all eleven Directors in attendance.

**Board Members present:** President--Jose Reynoso, Vice President—Wayne Breise, Secretary—Stacey James, Treasurer—Ken Klayman, Susan Crisafulli, Miguel Espinosa, Paul Feuer, Wes Hinkle, Steven Neu, Austin Hong, and David Wiles.

Others in attendance were homeowners, Blair Davey and Leland Houseman, as well as Therese McLaughlin with Associated Professional Services (APS.)

Presenter in attendance was Sanna Loando, Council Representative from the Office of Council President, Georgette Gómez.

**Prior Board Meeting Minutes:** On a motion made, seconded and carried, the Minutes from the April 14, 2020 Board Meeting were *unanimously approved as presented.*

**Public Comment:** Issue(s) brought before the Board by homeowners were;

Cars Driving 40-50 Miles per Hour in Community—A few residents are speeding along Yerba Santa and driving too close or even over the walking/riding lane posing safety concern that someone will get seriously injured. With the current stay-at-home order, more residents are out exercising or walking pets. Homeowner asked Board to consider putting in a stop sign or speed bumps at one of the intersections. Safety Committee Members asked residents to please report incidents when they happen giving date, time, vehicle description or any other information possible. They further stated they went to one home from which they had received multiple speeding reports a couple weeks ago, resulting in an apology by the homeowner's son.

Dogs Loose in Street—Continuing incidents of the two (2) large white dogs running loose. Safety Committee stated they had spoken with owners a while back and wanted to make residents aware they can report incidents to the Humane Society.

**Presentations:** Sanna Loando, Representative from the Office of City Council President, Georgette Gómez, announced the resurfacing of Fairmount Avenue is expected to be completed by the end of the month, and in light of the pandemic causing economic uncertainties, the City Council is revisiting the budget.

**Ongoing Business/Committee Reports:**

**Treasurer's Report:** Ken stated the February 29, 2020 Financial Statements included in the board meeting packet is old. Neal Chazin had sent him the revised February financials as well as the March 31, 2020 Financial Statements last night and okayed APS to distribute both to board members.

Draft 2019 Financials Review/3<sup>rd</sup> Party Audit—With respect to the 2019 financial report, Ken noted the net surplus in the amount of \$11,905 at the year-end. Ken stated that, as is done at every annual meeting, this surplus will be disclosed to the membership at this September's meeting, allowing for a vote to either credit to member assessments or roll funds to capital reserves.

Ken reported a couple minor edits were made to the draft audit distributed to members on April 30, 2020 and gave a brief overview. Ken stated that after careful review, the draft audit is acceptable and motioned to authorize Ken to have it finalized and to adopt it along with the accompanying representation letter. Motion seconded by Stacey and with no further questions, Board Members unanimously approved the 2019 Independent Auditor's Report and Representation Letter prepared by Stephen DeMaine, CPA, as presented.

Reserve Study Engagement Letter—Ken remarked the modest increase in the cost for the two (2) interim year reports is in line and proposed to accept the three (3) year option which will lock the costs for the next three years. Miguel second and Board unanimously approved the three-year contract with Sonnenberg & Company to prepare this year's Level II Reserve Study with On-Site Inspection in the amount of \$1,100 and interim update reports for the December 2021 and 2022 years in the amount of \$500 each.

**Property Manager's Report:** Nothing to report.

**Rules Committee:** Ken presented drafts of the Checklist and Timeline for the Directors Election and Annual Members Meeting which will keep the process on track and in compliance with the new laws. Ken noted that more updating is needed so this will be distributed to the Board when finalized by the committee. The Board unanimously authorized APS to draft and distribute the (pre) notice of nominating procedures in 30 days that must go out by June 7, 2020.

Inspector of Election—Ken reported that Marshall Lewis has not yet accepted the invitation to serve as the Inspector of Election. In the event he declines, APS got two (2) proposals ranging from \$350 - \$500 and is awaiting the third from companies that specialize in HOA elections. Ken proposed the Board approve an expenditure of up to \$500 in the event using a company is needed since this needs to be enacted before the next regular board meeting. Motion seconded, carried and Board unanimously approved expenditure that is not to exceed \$500.

### **Architectural Committee Report - May 2020**

#### Construction Pending – Not Approved

Lot 74 – Major remodel of existing structure

#### Houses Approved & Currently in Destruction/Construction Mode

Lot 107 – Major Remodel started April 2019 – Request for one-year extension

#### Pending

Lot 25 – new home construction approved

Lot 63 – backyard cabana/garage freestanding addition

#### Approvals

Lot 1 – free standing art studio & driveway

Lot 2 – remove 2 trees causing foundation issues and dying

Lot 5 – completion of front yard landscaping and stucco wall

Lot 29 – remove exterior wood and replace with stucco similar color

Lot 52 – repair & replace rebuilding of roof parapets and some siding, dirt excavation and waterproofing of the subterranean walls by the front door

Lot 56 – widening current driveway to accommodate all 3 garages & update landscaping

Lot 58 – solar

Lot 59 – removal of 3 pine trees requested by insurance company, plus removal and lacing of pine trees on south portion with neighbor's approval

Lot 61 – resurface driveway

Lot 83 – New roof, solar & paint on guest house to match main house

Lot M 30 – conversion of garage at side yard

### Completions

Lot 31 – Motorhome in driveway and placed behind new gate to make hardly noticeable (still needs to be covered)

Lot 34 – replace current shed with music and photography studio w/kitchenette & bath

### Requests

Lot 26 – with regard to Lots 25, 27 & 28 and any walls in plans to build – owner to be kept in loop regarding any building with regard to privacy, view & lighting

Lot 60 – needs to follow city rules and sign the Project Requirements form – middle of the night construction disturbing neighbors

Lot 107 – Major Remodel started April 2019 – Request for one-year extension – Permit being held up due to Historical review – Letter from HOA sent to City

**Gate Committee Report:** Austin reminded everyone that the official gate policy is posted on the website and had also been in the November 2018 Newsletter.

**Common Area Maintenance:** Jose will speak to Taco Truck to not pour grease in bark near curb.

**CACC:** Jose attended the special meeting last Thursday regarding the Community Plan Update and concerning how to handle the answers to the public comments. The committee will be voting tomorrow to determine whether to include in body of the report or, as he recommended, add separately as an appendix when it is provided to the City Council.

**Streets Committee Report:** Jose discussed the status of the City Attorney letter revoking previously approved undergrounding of utilities in the HOA's streets. The Association's streets were approved to be private contingent upon the five-year prescriptive easement for a side pedestrian gate that is accessible to the public. The

formal easement was never done. However, he verified the County Assessor office recognized the Association had also never paid taxes for the street open space access. Wayne recommended continuing with a two-pronged approach of political actions such as hosting receptions for candidates, and then legal with a demand letter to the City after election in November. Board agreed to have Jose investigate political side and Wayne the legal side, to gauge next steps.

**Safety/Security Committee Report:** Dave mentioned an increase in sightings of rattlesnakes, coyotes and mosquitos but was leery of cautioning in that it may not be indicative of increased nature presence but rather being noticed since everyone is home these days.

**Communication/Technology Report:** Austin will update the APS email address on the documents and post on the website. Susan reported newsletter is on target for June.

**Social Committee Report:** \*\*\* Dates Subject to Change \*\*\*

Golf Championship – Saturday June 6<sup>th</sup> – 4 to 6 pm – **cancelled**

Concert in the Park – Saturday July 18<sup>th</sup> – 5 to 7 pm – member supplied food/beverage

Movie Night – Saturday August 22<sup>nd</sup> – [social hour 6:30 pm] 8 pm with member supplied food & beverage

Annual Meeting – Saturday September 12<sup>th</sup> – 3:00 pm – HOA hosted food & beverage in park

Annual Picnic- Sunday October 25<sup>th</sup> – 3 to 6 – HOA hosted food & beverage

**New Business:** No new business.

**Calendar:** The next open Board Meeting is 7:00 PM on Tuesday, July 14, 2020, with the venue to be determined.

**Adjournment:** There being no further business, the board meeting was adjourned at 8:34 PM.

Minutes respectfully submitted by T. McLaughlin.

Secretary Certification:

Minutes approved during the Board Meeting held on\_\_\_\_\_.

Signed:\_\_\_\_\_, Stacey James - Board Secretary