

Village Homes Property Owners Association

1040 Evenstar Avenue, Westlake Village, CA 91361

BOARD OF DIRECTORS MEETING

November 13, 2019

Minutes

CALL TO ORDER AND ESTABLISH QUORUM The meeting of the Board of Directors of Village Homes Property Owners Association of November 13, 2019 was called to order at 5:50p.m.

BOARD MEMBERS PRESENT A quorum was established with Board Members John Chavez, Laurence Stern, Michael McGillivray and Janet Wall.

OTHERS PRESENT Tish Matthews, Association Manager,
The Emmons Company Valarie Alejo, Recording Secretary,
The Emmons Company 5 Homeowners

HOMEOWNER COMMENTS The owner of lot# 13801 was present to discuss a courtesy notice that was sent regarding their trash cans. She advised us that her trash cans were not left out. Management let her know that we have a new committee for violations and they are still getting used to the homes and the addresses. The letter will be pulled from her file and removed from the violation log. The owner of lot# 30302 was present to ask for advice about a neighbor's tree that is causing damage to her home. The board advised her to speak with her neighbor directly. The owner of lot# 31002 was present to talk to the board about some ongoing legal matters. Tish Matthews advised her that due to the lawsuit all communication between her and the board needs to go through the attorneys. The owner also wanted to know who to contact regarding the sidewalk that is lifting near her home. Management advised her to contact the city of Thousand Oaks. The owner also asked the board if they would consider patrol security for the community. The board advised that security patrol was not part of the CC&R's as something that the association needs to provide. They recommended she contact the local police department to find out how to start a neighborhood watch program. The owner of lot# 43502 was present to follow up on a request for reimbursement for roof damage that was caused by a tree in the common area. The board thanked him for attending and advised him that his request was on the agenda.

MEMBER REQUEST FOR REIMBURSEMENT The owners of Lot#43502 submitted three bids to the board and is requesting reimbursement for damage to the roof of his home that was caused by a common area tree. **MOTION:** John Chavez made a motion to approve the reimbursement of \$1000.00. Janet Wall seconded the motion and it passed all in favor.

COMMITTEE REPORTS Greenbelt- Janet Wall and Jerry Monahan from Treescapes looked at some of the

trees in the community. Bids will be discussed in new business. **Landscape- MOTION:** Mike McGillivary made a motion to approve the proposal submitted by Brightview in the amount of \$3,000.00 for the new landscape improvement project. Laurence Stern seconded the motion and it passed all in favor.

Violation- A copy of the report was reviewed. The committee reported that many homes are missing the address numbers to their home so it is hard to report the correct addresses. They also feel that if there were a fire or emergency it would be very hard for the fire department or police to find them. The board would like a reminder in the newsletter asking all owners to make sure the address numbers are visible. **Architectural-** One application is pending review. **Pools** – New boxes and locks for the pool chemicals were purchased. AAA pools will install them by November 15th, 2019. John Chavez would like a planter to be installed near the boxes.

Finance Committee- No report. **Clubhouse-** Val Alejo reported there are seven rentals for December scheduled. Things have been going good with the clubhouse rentals and no complaints have been reported.

APPROVAL OF MINUTES October 9, 2019 General Meeting MOTION: John Chavez made a motion to approve the October 9, 2019 meeting minutes as amended. Laurence Stern seconded the motion and it passed all in favor. **October 9, 2019 Executive Session for legal- MOTION:** Michael McGillivary made a motion to approve the October 9, 2019 executive meeting minutes as presented. Laurence Stern seconded the motion and it passed all in favor. **October 16, 2019 General Meeting for Landscape- MOTION:** John Chavez made a motion to approve the October 16, 2019 meeting minutes as amended. Laurence Stern seconded the motion and it passed all in favor.

FINANCIAL REPORT The financial report for October 2019 was presented by Michael McGillivary, showing total cash on hand of \$381,581.31 as of October 9, 2019. **MOTION:** Michael McGillivary made a motion to approve the October 2019 financial report. The motion was seconded by Laurence Stern and passed unanimously. **Delinquency Report** – A copy of the log was reviewed.

MANAGEMENT REPORT Tish Matthews reported effective January 1, 2020 the elections laws for homeowners associations are changing. The association's attorney will have to rewrite the election rules.

OLD BUSINESS Reserve Study- Tish Matthews will contact the reserve company and provide the information requested.

NEW BUSINESS 2020 Budget & 2019 Mid-Year- MOTION: Mike McGillivary made a motion to approve the 2020 Budget as presented with no increase in the assessment. John Chavez seconded the motion and it passed all in favor. **2018 Excess Operating Income Allocation Forecast- MOTION:** Mike McGillivary made a motion to transfer the 2018 operating surplus in the amount of \$52,954 to the general reserve fund. John Chavez seconded the motion and it passed all in favor. **Tree Trimming Bids Dead Wooding for Roof Replacement- MOTION:** Treescapes was asked to provide a separate bid for the deadwooding of lot# as the trees needed to be deadwooded so that the roof could be replaced before the rainy season. Laurence Stern made a motion to approve the proposal from Treescapes in the amount of \$890.00. Janet Wall seconded the motion and it passed all in favor. **General trimming and removals-** A proposal was submitted by Treescapes in the

amount of \$16,687 to deadwood and/or trim 36 trees in the community. **MOTION:** Laurence Stern made a motion to approve the proposal from Treescapes in the amount of \$16,687. Janet Wall seconded the motion and it passed all in favor. **Brightview for Cleared Area-** No action was taken on the proposal. Brightview reported that the brush and debris was removed from the native area behind Rimcrest. They did not know who completed the work. **Landscape RFP Bids-** Discussed in committee report.

Pool Deck Seal Bid- Pacific Construction- The bid from the last time the pool deck was sealed was provided. The board would like Val Alejo to contact Sun Wave to set up a meeting to discuss their sealing products. **City Tree Replacement Letter to Members-** The board reviewed and approved sending a letter to 59 owners to see if they would like the city to plant a tree in front of their home.

CORRESPONDENCE LOT# 11602 sent a letter and photo to the board asking if the solution to block their trash cans from the view of neighboring homes was acceptable. The board approved of the owners solution and will stop the fines.

BOARD COMMENTS Michael McGillivary would like the board and management to consider having management provide an action item list for each person after the meeting.

NEXT MEETING The next board of directors meeting is scheduled for January 8, 2020 5:00 p.m. for executive session and 5:30 p.m. for the regular meeting.

ADJOURNMENT There being no further business, the meeting was adjourned at 7:30p.m.

Respectfully submitted, Valarie Alejo,
Recording Secretary