

Village Homes Property Owners Association

1040 Evenstar Avenue, Westlake Village, CA 91361

BOARD OF DIRECTORS MEETING

January 8, 2020

Minutes

CALL TO ORDER AND ESTABLISH QUORUM The meeting of the Board of Directors of Village Homes Property Owners Association of January 08, 2020 was called to order at 5:30p.m.

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

OTHERS PRESENT Donna Yofan, Association Manager,
The Emmons Company Valarie Alejo, Recording Secretary

HOMEOWNER COMMENTS – No Owners present.

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 McGillivray 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. Laurence Stern reported that a mailbox on Silver Spring is leaning over and would like a courtesy letter sent to the owners. A picture of the mailbox for lot#38702 was provided to the board, they we all in agreement that the mailbox is acceptable, and no further action will be taken. Management will contact the owner. The board was asked to drive by Lot#4506 so that the landscaping can be discussed at the next meeting. **Architectural-**No report. **Pools** – The board would like AAA remove the rust stains on the outside of the pool and find out how often the pool is vacuumed. Val Alejo will contact AAA pools. **Finance Committee-** No report. **Clubhouse-** The board would like Jerry Ervin to paint the stairs at the entrance of the clubhouse and the tennis courts. The board would like Donna Yofan to confirm the pergolas are included in the paint bid from Bluewater. The owner promised to have the clubhouse painted by the end of February.

APPROVAL OF MINUTES November 13, 2019 General Meeting MOTION: John Chavez made a motion to approve the November 13, 2019 meeting minutes as presented. Laurence Stern seconded the motion and it passed all in favor. **November 13, 2019 Executive Session for legal- MOTION:** Michael McGillivray made a motion to approve the November 13, 2019 executive meeting minutes as presented. Laurence Stern seconded the motion and it passed all in favor.

FINANCIAL REPORT The financial report for November and December 2019 was presented by Michael McGillivray, showing total cash on hand of \$353,520.79 as of December 31, 2019. **MOTION:** Michael McGillivray made a motion to approve the November 2019 financial report contingent upon the reserve expenses for the parking lot being renamed to reflect resurfacing instead of paving. The motion was seconded

by Laurence Stern and passed unanimously. Donna Yofran from The Emmons company was added to the signature card for the Village Homes bank account. **Delinquency Report** – A copy of the log was reviewed.

MANAGEMENT REPORT Donna Yofan is working on obtaining new bids for the monument signs for the next meeting.

OLD BUSINESS Monument sign Donna Yofan is working on obtaining new bids for the monument signs. Sorrelwood Gate The turnstile is not working. Val Alejo will contact Jerry Ervin to have it repaired. **Status of Treescapes Work** All approved work is scheduled to be completed 2/18/2020-2/20/2020. **Status of deadwood** The deadwood for lot#37402 is complete. **Tree/Branch removal** The fallen branch on Glenhollow has not been cleaned up. Donna Yofan will contact Brightview to get clarification on what emergencies they can help with and request that they take care of the one pending as soon as possible.

NEW BUSINESS Reserve Study-Draft for approval- MOTION: John Chavez made a motion to approve the reserve study on January 16th, 2020 if no changes were made. Mike McGillivray seconded the motion and it passed all in favor. **Draft Election Rules for 2020** – The board would like Donna Yofan to draft a cover letter with a summary of what the new laws mean to us and send it to the association's attorney for comment. Donna will email a timeline for the election process to the board. **Audit Proposals** John Chavez made a motion to approve the bid from Scott Krivis & Company in the amount of \$1,975 for a full audit if the audit can be completed and received prior to July 1st, 2020. Laurence Stern seconded the motion and it passed all in favor. **Insurance proposal-** The board would like Donna Yofan to contact the insurance company for an updated summary. Management will forward to the board via email for approval. **Owl Boxes** Janet wall provided information to the board on installing owl boxes in the community. Donna Yofan advised the board that she has worked with the Ojai Raptor Center and will contact them for help with installing the correct owl boxes in the right places.

CORRESPONDENCE LOT# 8102 sent a letter and photo of his backyard and fence. Donna will contact Brightview to clean up the area behind his home so a new fence can be installed.

BOARD COMMENTS None.

NEXT MEETING The next board of directors meeting is scheduled for February 5, 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