

**Villas de Las Flores HOA
BOARD OF DIRECTORS MEETING
SEPTEMBER 30, 2017
REGULAR SESSION MINUTES**

Upon notice duly given, a regular meeting of the Board of Directors of Villas de Las Flores Homeowners Association was held on Saturday, September 30, 2017 at 9:00 a.m. at the Clubhouse. A quorum of Board members was present and business was conducted as is outlined herein.

DIRECTORS PRESENT

Dave Batterman, Joan Redwine, Don Blackwell, Bette Alston, John Toogood, Scott Gaudineer, Barbara Cioffi, Gail Beal and Charles Drayman

ALSO PRESENT

Shelly Ruegsegger, CMCA, Senior Community Manager representing Personalized Property Management and Lettie Teran, Assistant Community Manager and approximately ten homeowners.

CALL TO ORDER

Mr. Batterman called the meeting to order at 8:57 am

ROOFING COMPANIES

Western Pacific Roofing – Richard from WP was in attendance to discuss the re-roof of 5312 & 5314 LC - Mr. Toogood asked if Richard was with the original company who recoated in 2013 (Western Pacific). Richard responded yes. Mr. Toogood asked if he could explain the five year warranty on the roofs coating. Richard explained all the coating does is protect the foam, the coating is not a roofing system and the two together make a system. The foam separated from the edge of the tile roof which caused the water to get under the foam on the flat roof. If you have an improperly flashed system it causes leaky roofs. These were originally Thermoshield roofs. The remedy would be to remove all the foam, remove tile, add flashing, add tile underlayment, add new foam, put the tile back and add coating. Richard was asked to provide mil-tests/thickness of foam on every roof to determine what roofs need recoat first and the Board will start a plan of coating going forward based on the roofer's recommendations.

Ram Roofing – Ron from RAM was in attendance – Mr. Toogood asked about the 5 year warranty on the roofs. Ron stated Western Pacific redid the roofs in 2013 with a warranty for 5 years on labor and materials. If we recoat the warranty is on the coating only. On the original installation there was an issue with the recoating. Coating itself is not waterproof either. It is a UV protectant and if put on as recommended by the manufacturer, it will last indefinitely. Ram Roofings proposal is to remove the entire flat roof, add new foam and recoat, add new tile underlayment and flashing at tile and foam where leak occurred. The paper under the tile will last 20 to 25 years. Mill thickness report from Ram was in the Board packet. Ron was asked to pick 20 roofs that may need more foam or re-coating done in 2018 and provide a proposal to Management.

AGENDA ADDITIION

Add to executive session – Dave Battermans resignation as President.

HOMEOWNER FORUM

5726 LC - What's the decision on the dying trees?

5832 LC – Gardeners work Los Pueblos & VDLF at the same time is the billing being adjusted?

5727 LC – Parking lot 6 has residual mud under carport. Premier blew the carports and weren't able to get where the cars were parked.

5886 LS – Compliment on the remodel of the pool 10 landscaping.

5708 LC – Chemicals are used around the complex and the storage unit for storing chemicals is in parking lot 7. Half of what is in the storage unit is comprised of sand bags, discarded wood and junk.

PRESIDENT REPORT

Mr. Batterman gave his report from the prior Executive meeting to include discussion on contracts, collections, violations and legal matters.

APPROVAL OF MINUTES

The Board reviewed the June 24, 2017 minutes as presented. *Motion to approve the June 24, 2017 minutes with corrections made by Mrs. Alston, seconded by Mrs. Cioffi, motion carried.*

FINANCIAL STATEMENTS

Treasurers Report - Mrs. Alston gave the financial report. *Motion to accept the June, July and August 2017 financials as presented made by Mr. Toogood, seconded by Mrs. Redwine, motion carried.*

Morgan Stanley – No action.

COMMITTEE REPORTS

Architectural and Maintenance – 5553 Los Coyotes Dr – Misting System - Mrs. Cioffi revisited the correspondence received in regards to the installation of a misting system. The Board agreed that the HOA pays for water and this will cause damage to stucco even though the homeowner agreed to pay for water usage. There is no way for the HOA to determine how much water will be used. The Board does not want to reconsider. Misting systems seen at other units will need to be removed. Letters are to be mailed out to have the systems removed. Maintenance Committee to report these addresses to Management.

Golf balls – The golf course changed the 18th fairway. More and more golf balls are hitting the back patios doors along there. The golf course has been made aware of this and feels what they did improved this situation. The Board would like to know how the golf course will rectify this. Ms. Ruegsegger and Mr. Gaudineer will have a conference call with Brandon to see if they can come up with a solution.

Calcium on the edge of the pool – The Board will ask JSR Services (John) to the next Board meeting to discuss options on how to remove the calcium from the pool tiles.

Parking Lot 5 – There is a need for a ramp going from the walkway to the parking. Management to look into getting bids for the Board.

Landscape Committee – *Motion made to approve Pro Landscapes proposal number 1554 for tree replacements in the amount of \$3650 made by Mr. Toogood, seconded by Mrs. Beal, motion carried.*

Motion made to approve Pro Landscapes proposal number 1540 for continuing plant replacement in the amount of \$1581 made by Mr. Drayman, seconded by Mr. Toogood, motion carried.

Solar – Hot Purple Energy - Mr. Toogood handed to the Board a proposal from Hot Purple Energy, to install 350 solar panels on 9 carports, and reported they would supply approximately 75% of the Associations' electrical annual needs. The panels, US made, would be warranted by the manufacturer for 25 years. During the summer months, we would produce in excess of our needs, and would sell the unused portion back to Edison at the same rate that we pay as a user. At the end of the year, Edison would either bill us, or issue a credit going forward, for the difference in our production, and our usage.

The system, installed, would cost \$415,000. An alternative purchasing option, is to acquire the system through a PPA (Private Purchase Agreement), whereby the Association would own the installed system, and would enter into an agreement to purchase the electricity from Sunpower (the PPA operator), as an alternative to Edison. With Edison, the annual escalator of cost averages 4% per annum, whereas with Sunpower, the escalator would be fixed at 2%. This is a significant savings long term. The contract for the PPA is for 20 years. During the 20 year term, the PPA totally warrants the system. The HOA is currently in discussions with RENOVA Solar, the second largest supplier/installer of solar systems in the area.

Electric Meters - The usage of electricity to run the pool motors and light the carports and walkways, is measured for billing by Edison, at 11 meters located near all 11 pools. A recent review of the electric bills showed that at 8 meters, the HOA is paying one rate, and at the other 3, a higher rate. After discussion with their engineering/billing departments, Edison agreed that, effective October 7, 2017, the HOA would be billed at the same rate at all 11 meters. The engineer calculated that this would result in savings to the Association of about \$3,000 annually.

One PS – Report in packet via email from Mr. Toogood.

OLD BUSINESS

Roofs – Group 10 – Motion to approve Roof Asset Managements proposal to re-foam roofs 5312 & 5314 in the amount of \$7480 made by Mr. Gaudineer, seconded by Mrs. Alston, motion carried.

NEW BUSINESS

Liens (0) – None

Civil Code 4041 – Ms. Ruegsegger provided a definition of Civil Code 4041 for all present; a new law which requires the HOA to send out a form annually, asking for mailing addresses and other miscellaneous information. PPM will be mailing and administering the processing of the forms at \$9.00 a unit plus printing and postage. Ms. Ruegsegger advised that it would be beneficial for homeowners to send the notice back or their mailing address will be reverted to the onsite address as per the law. Motion to approve the mailing of this form and the \$9.00 per door charge by PPM plus postage and printing made by Mr. Blackwell, seconded by Mrs. Beal, motion carried.

2016-2017 Financial Review – Motion to approve the 2016-2017 review as presented made by Mr. Blackwell, seconded by Mrs. Redwine, motion carried

CORRESPONDENCE & OTHER

Lights over Jacuzzi/Clubhouse – Motion light is supposed to turn on after 10 p.m., currently it is coming on earlier. Management to rectify and get timer reset.

MANAGEMENT REPORTS

Call Logs and Work Order Logs – Management to advise Mrs. Alston and Mrs. Cioffi of any repair or replacement request from homeowners for doors, gates or walls so they can inspect first and give the ok to repair.

NEXT MEETING

Regular Meeting, October 28, 2017, 9:00 a.m. @ Clubhouse

ADJOURNMENT

With no further business to be brought before the Board at this time, the meeting was adjourned at 11:21 a.m. on a motion duly made and seconded.

**Respectfully submitted,
Lettie Teran
Assistant Community Manager**

Barbara Cioffi

10/28/17

Approved

Date