

**Villas de Las Flores HOA  
BOARD OF DIRECTORS MEETING  
MARCH 30, 2019  
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, March 30, 2019 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**

Scott Gaudineer, Charles Drayman, John Toogood, Barbara Cioffi, Joan Redwine, Aaron Ashcraft, Bette Alston & David Ranalli

**ALSO PRESENT**

Shelly Ruegsegger - Senior Community Manager representing Personalized Property Management.

**CALL TO ORDER**

President – Mr. Gaudineer called the meeting to order at 9:01 a.m.

**ADDITIONS:**

Regular Session – Solar & Water Task Force

Executive Session – None

**HOMEOWNER FORUM**

There was discussion on cutting the water back now in the front median and not needing as many annuals.

**PRESIDENT REPORT**

Mr. Gaudineer summarized his report in the packet and on the website.

**APPROVAL OF MINUTES**

The Board reviewed the February 23, 2019 minutes. *Motion to approve the February 23, 2019 minutes as presented made by Mrs. Alston, seconded by Mr. Ashcraft, motion carried.*

**FINANCIAL STATEMENTS**

Mrs. Alston gave the financial report for February 2019 to the Board. After Review, *Motion to accept the financial for February 2019 as submitted by PPM made by Mr. Toogood, seconded by Mrs. Redwine, motion carried.*

Ms. Ruegsegger explained that the G/L listing for each month's financial is now required to be given to the Board. The Board agreed it can be emailed every month to them.

Morgan Stanley – No action at this time.

Ms. Ruegsegger advised the Board that recent Civil Code has dictated that any expenses over \$10,000, the board needs to adopt a resolution in order to either write the monthly checks or transfer from one account to the other. Examples are reserve transfers, landscape contract etc. After discussion, *Motion made to adopt the Board Resolution as presented made by Mr. Toogood, seconded by Mrs. Alston, motion carried.*

## **COMMITTEE REPORTS:**

### **Architectural and Maintenance – Chairman, Barbara Cioffi**

Door Locks – Mrs. Cioffi advised the Board that there are more digital locks and ring doorbells popping up in the complex.

Digital Locks - Require an architectural application.

Ring Doorbells – Mr. Gaudineer and Mrs. Cioffi to research and come back to the next meeting with suggestions.

Grinding of Lifted Concrete – There are many areas throughout the complex in the common areas where walkways etc are lifted and a possible trip hazard. A proposal was presented from Mark Dees from two contractors to grind down the areas as noted and marked on a walk through with Mrs. Cioffi. After discussion, Motion made to approve the cost of \$5,980.00 made by Mrs. Alston, seconded by Mrs. Redwine, motion carried.

Concrete Replace Slabs & Patios – A proposal was presented from F&F Construction to replace numerous slabs, walkways and patios that are deteriorating. After discussion, Motion made to approve the proposal in the amount of \$22,400 made by Mr. Drayman, seconded by Mr. Toogood, motion carried.

Asphalt MD's Repair at Parking Lot Entrance of Sidewalk by 2215 LP – After discussion, Motion made to approve the repair for \$985 made by Mr. Toogood, seconded by Mrs. Alston, motion carried.

Paint Clubhouse Doors – Mr. Drayman presented two colors (rust & green) picked out by him and Shelly as possibilities to paint the clubhouse doors (exterior only). After discussion, Motion made to paint the front door of the clubhouse in the green shade made by Mrs. Alston, seconded by Mr. Toogood, motion carried.

### **Landscape Committee – Chairman, Charles Drayman**

Mr. Drayman summarized his report in the packet.

After discussion of proposals presented:

Motion to approve estimate 1313 in the amount of \$1,725 and estimate 1314 in the amount of \$2,156, submitted by Pro Landscape to separate valves for turf and plants on the berm made by Mr. Toogood, seconded by Mr. Drayman, motion carried.

Motion to approve estimate 1316 in the amount of \$2,730 and estimate 1317 in the amount of \$5,083.49 and estimate 1318 in the amount of \$5,900.69 submitted by Pro Landscape to re-grade areas where water intrusion has occurred in units made by Mr. Ashcraft, seconded by Mr. Toogood, motion carried

The estimate from Pro for \$25,585.86 has been tabled.

### **CC&R'S/Bylaw Changes**

No discussion/action at this time. Current documents and suggested changes are at the attorney's office for review.

### **Water Task Force**

Mr. Toogood discussed wanting a complete understanding of where all the water is going. He has looked at the past bills and talked to Ashley at DWA and all meters are mapped. He would like to see three actions taken; 1. Separate the grass zones in the new landscaping areas completely from the other zones. When timely, retrofit the complete separation at pools 1, 2, 9 & 10. 2. Limit the number of new plantings in the new landscape areas to "X" per square foot. 3. Reduce the overall watering for all areas at the timers. Suggest 10%. No action at this time.

**Solar – Chairman, John Toogood** – There were no leaks reported in March. The lenses on all walkway lights have been replaced and the lights are brighter now.

### **OLD BUSINESS**

Liens – None

2020 Draft Reserve Study – Tabled until the April meeting for further review.

### **NEW BUSINESS**

2019-2020 Draft Budget – Mrs. Alston discussed the draft budget and the reasoning for the \$20.00 a month increase per unit. After discussion, *Motion made to accept the 2019-2020 Budget as presented made by Mr. Ashcraft, seconded by Mr. Toogood, motion carried.*

### **CORRESPONDENCE & OTHER**

Inspector of Election – Richard Cooper  
Owner correspondence – Reviewed, no action.

### **MANAGEMENT REPORTS**

Call Logs and Work Order Logs – Reviewed, no action.

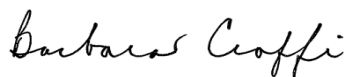
### **NEXT MEETING**

April 6, 2019, 9:00am at the Clubhouse – Annual Meeting & Open House  
April 27, 2019, 9:00am at the Clubhouse

### **ADJOURNMENT**

With no further business, the meeting was adjourned at 10:47 a.m.

**Respectfully submitted,  
Shelly Ruegsegger  
Senior Community Manager – PPM**



**4.27.19**

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**Barbara Cioffi, Secretary**

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**Date**