

**Villas de Las Flores HOA  
BOARD OF DIRECTORS MEETING  
OCTOBER 26, 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, October 26, 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**

John Toogood, Charles Drayman, Aaron Ashcraft, Bette Alston and Barbara Cioffi

**ABSENT DIRECTORS**

Scott Gaudineer, David Ranalli and Judith Sweeney

**ALSO PRESENT**

Shelly Ruegsegger - Senior Community Manager representing Personalized Property Management

**CALL TO ORDER**

Mr. Toogood called the meeting to order at 9:02 a.m.

**ADDITIONS:**

Regular Session – NB – Recycling, Roof Maintenance and Christmas Bonuses  
Executive Session – None

John Toogood announced that Ira Anderson a long time Board member passed away yesterday. He was on the Board for 35 years in different positions. Memorial to be held shortly and he will let the board know.

**HOMEOWNER FORUM**

5744 LC asked about the landscaping around her pool. Why are the boxwoods still there? Mr. Drayman explained they are remaining per board approved designs.

Mrs. Cioffi the design approved is not what is happening at pool 7 & 8, grass removed that was not approved.

5886 LS – Carolina Cherry tree is very large in front of unit. He is concerned about the roots in front of unit. Mr. Drayman had a walk with the arborist and is making a list of trees to be removed; he will look at this one.

2263 LP – Owner had 2018-2019 Financial Review questions.

**PRESIDENT REPORT**

None

**APPROVAL OF MINUTES**

The Board reviewed the September 28, 2019 regular meeting minutes. Motion to approve the September 28, 2019 minutes as presented made by Mrs. Alston, seconded by Mrs. Cioffi, motion carried.

## **FINANCIAL STATEMENTS**

Mrs. Alston gave the financial report for September 2019. Ms. Ruegsegger emailed the financials with the GL report to the board prior to the meeting. After Review, *Motion to accept the financials for September 2019 as submitted by PPM for filing made by Mrs. Cioffi, seconded by Mr. Drayman, motion carried.*

Morgan Stanley – *Motion made to put \$50,000 into a CD to November 2021 and \$50,000 into a CD to November 2022 made by Mr. Ashcraft, seconded by Mrs. Alston, motion carried.*

## **COMMITTEE REPORTS:**

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

Signs – The board reviewed the proposal submitted by Sign a Rama to replace various required pool signs at a cost of \$3,838.26. After discussion, *Motion made to accept the proposal correcting the pool time usage made by Mr. Drayman, seconded by Mrs. Alston, motion carried.*

Carports – The board reviewed the proposal submitted by Mark Dees to patch and paint 93 carport posts at a cost of \$1,395. After discussion, *Motion made to accept the proposal as submitted made by Mrs. Alston, seconded by Mr. Ashcraft, motion carried.*

Maintenance list – List included in handout from the committee from Mrs. Cioffi. PPM to provide to Mark Dees to facilitate repairs. Some stucco work is from taking bushes out at pool 7 & 8 during the current landscaping project.

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

Mr. Drayman gave a summary of the landscape report. The annuals are almost done except a few areas and seed/scalping is done. Almost all plants in pool 7 are done and some done at pool 8. Hope to have all work done by the end of November.

**Rules Committee** – Chairman, Aaron Ashcraft – Mr. Ashcraft explained the walk thru process and they are currently scheduled the 3<sup>rd</sup> Wednesday of every other month with the Committee and Caren Oliva from PPM. The violation log is in the executive packet for board review.

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

CC&R's/Bylaws are under review. There will be a regular session meeting on November 9<sup>th</sup> to go over the board's suggested revisions for the attorney.

### **Utilities Committee – Chairman, John Toogood**

Mr. Toogood gave a summary of his gas report.

Mr. Toogood stated the panels are insufficient to heat the pools as a standalone element. Heaters were turned on in October 2019.

## **OLD BUSINESS**

Liens – None

## **NEW BUSINESS**

Gym Equipment – The board reviewed the proposal for a free used treadmill from Royal Gym and a proposal to receive a used elliptical at a cost of \$1300. After discussion, *Motion made to accept the proposal for \$1300 as submitted and both machines made by Mrs. Cioffi, seconded by Mr. Ashcraft, motion carried.*

Roof Maintenance – The board reviewed the proposal submitted from Roof Asset Management for Roof System Maintenance on 252 units and the clubhouse at a cost of \$12,650. After discussion, Motion made to accept proposal as submitted and to have the work completed in the first 2 weeks in January 2020 made by Mrs. Alston, seconded by Mrs. Cioffi, motion carried.

Christmas Bonuses – After discussion, Motion made to give Ms. Ruegsegger \$500, assistant Mrs. Oliva \$100 and Pro Landscape \$600, made by Mrs. Alston, seconded by Mr. Drayman, motion carried.

Recycle – Mr. Toogood talked about a meeting he attended about disposal services. The city dump pile up releases methane. Recycle material goes to Fontana and the City receives no revenue from that. The City is issuing guidelines for what you can be put in recycle and if we receive, will be put on the website. No action.

### **CORRESPONDENCE & OTHER**

Owner correspondence – Reviewed, no action.

### **MANAGEMENT REPORTS**

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

### **NEXT MEETING**

November 9, 2019, - Review CC&R/Bylaw revisions - 9:00 a.m. at the Clubhouse  
December 21, 2019, 9:00 a.m. at the Clubhouse & Open House, 5:00–7:00 p.m.

### **ADJOURNMENT**

With no further business, the meeting was adjourned at 10:12 a.m.

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



**12.21.19**

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**Barbara Cioffi, Secretary**

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**Date**