

**Villagio I Homeowners Association  
General Session Meeting  
Thursday, February 25, 2016  
San Clemente Community Center**

**Attendance**

Board of Directors

Dan Gutierrez, President

Bob Speidel, Vice President

Justin Brown, Secretary

Ashly Fox, Treasurer

Jerry Anderson, Director at Large (arrived at 6:39 p.m.)

Management

Sandrine Oblak, Community Association Manager

Andrew Sheldon, Senior Community Association Manager

Shanna Whitney, Recording Secretary

**Called to Order**

The General Session Board Meeting was called to order at 6:30 p.m.

**Meeting Minutes**

The Board reviewed and \*MSUA the General Session Meeting Minutes held on January 21, 2016, as submitted. (4/0)

**Homeowner Forum**

Four (4) homeowners were present. Homeowners were given an opportunity to address the board with questions and concerns in regards to day-to-day operations.

**Executive Session Disclosure**

Management informed the membership about what was discussed at the prior Executive Session Meeting. Topics included: approval of minutes and member discipline.

**Delegate Report**

The Delegate was not present at the meeting. Management provided an overview of the Rancho San Clemente Community Association meeting and stated that if an owner was found to have rented a unit less than a period of 30 days there that the sub association would be able to file any reports with the master association.

**Financials**

The Board reviewed and \*MSUA the financial statements ending January 31, 2016, pending year-end CPA review. (3/0)

*Board Member J. Anderson arrived at the meeting at 6:39 p.m.*

\*MSUA Motioned, Seconded & Unanimously Approved.

\*MSUD Motioned, Seconded & Unanimously Declined.

\*MSA Motioned, Seconded & Approved.

\*MSD Motioned, Seconded & Declined.

### Reallocation of Reserves

Management provided a recommendation and the Board held discussion that the transfer of the Net Income for 2015 in the amount of \$12,347.14, to reallocate the reserves balance.

The Board \*MSUA to overturn the previous vote and to not reallocate the reserves balance of \$12,347.14. (5/0)

### **Management Report**

The Board reviewed, the work order log and the violation report January 2016 and February 2016. The next walk through inspection is scheduled Monday, March 24, 2016.

### Delinquencies

The Board reviewed and tabled the recommendation to file a lien on 3/13/16 to account VL-060-2 at this time. It was announced that the Board \*MSUA to file a lien for the post judgment in the amount of \$1350.00 to account VL-049-3. (5/0)

### **Correspondence**

The Board reviewed and discussed the correspondence that occurred since the last Board meeting including the patrol one composite report and APM treatment and the work order report.

### **Application for Parking Permits**

The Board reviewed the provided application for an extra vehicle permit. The Board \*MSUD the Application from the homeowners of 610 Via Espiritu for an additional vehicle permit. (5/0)

### **Architectural**

#### 700 Via Otono (A/C Unit)

The Board reviewed and \*MSUA the architectural Application to install an air conditioning unit on the property. (5/0)

#### 616 Via Espiritu (Replace Back Fence and Front Gate)

Homeowner was unable to provide a completed application. No action was taken.

### **Landscape Report**

The Landscape Walkthrough took place on February 25, 2016. The next scheduled Landscape Walkthrough is scheduled for March 24, 2016 at 4:00pm.

### **Old Business**

#### Mailbox Replacement Discussion and Update

Board president provided an overview on efforts to complete the mailbox replacement project. The Board reviewed provided estimates and \*MSUA to complete the mailbox replacement repairs for a total cost not to exceed \$5,000.00. (5/0)

## **New Business**

### Soto Company

The Board reviewed estimate #2936 from The Soto Company for the entry wooden lattice monument. No action at this time.

### Soto Company

The Board reviewed and #2851 from The Soto Company for tree removals of (1) one Eucalyptus Tree, and (2) Pine Trees, and requested Management to obtain additional bids and to confirm that the trees may be removed per the City.

### 600 Via Espiritu Interior Reconstruction Proposal

The Board reviewed and \*MSUA the ATI proposal for remediation for the total cost of \$2,585.59 from the reserves. (GL 3141) (5/0)

### Landscaping Maintenance Discussion and Approval

The Board reviewed provided proposals and held discussion on the needs of the community and expectations. The Board \*MSUA the South Coast Gardening Landscape proposal with the contingency that a meeting is set to determine the scope and expectations for a total monthly cost of \$2,496.00. (5/0)

The Board \*MSUA the termination of The Soto Company for the Landscape Maintenance due to the lack of performance and lack of responsiveness for requests. (5/0)

### Ratify Community Garage Sale

The Board \*MSUA to ratify the community garage sale for Saturday, April 16, 2016. (5/0)

### Ratify Insurance Policy

The Board \*MSUA to ratify the Farmers Insurance Policy Renewal effective February 10, 2016 for a total of \$2,783.00. (5/0)

## **Next Meeting**

The next Board Meeting is scheduled for March 24, 2016. The time is to be determined.

## **Adjournment**

The General Session Board Meeting was adjourned at 7:44 p.m.

## **BOARD CERTIFICATION AND APPROVAL OF MINUTES**

*This is to certify that Villagio I Homeowners Association is a California Nonprofit Mutual Benefit Corporation; that the Board is duly constituted; has made all decisions based on reasonable investigation in good faith and with regard to the best interests of the community and its members; has exercised discretion within the scope of its authority under relevant statutes, covenants and restrictions in discharging its obligations; and hereby approve the authenticity of actions reported of this meeting.*

Respectfully Submitted,

\*MSUA Motioned, Seconded & Unanimously Approved.

\*MSUD Motioned, Seconded & Unanimously Declined.

\*MSA Motioned, Seconded & Approved.

\*MSD Motioned, Seconded & Declined.

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Shanna Whitney, RS



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Board Signature

\*MSUA Motioned, Seconded & Unanimously Approved.  
\*MSUD Motioned, Seconded & Unanimously Declined.

\*MSA Motioned, Seconded & Approved.  
\*MSD Motioned, Seconded & Declined.