

Villagio I Homeowners Association  
**GENERAL SESSION MEETING MINUTES**  
**MAY 19, 2016**  
**San Clemente Community Center**

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**ATTENDANCE**

Board of Directors

Dan Gutierrez, President  
Ashly Fox, Treasurer  
Justin Brown, Secretary  
Jerry Anderson, Director at Large

Absent

Bob Speidel, Vice President

Management

Sandrine Oblak, Community Association Manager

**CALL TO ORDER**

The Meeting was called to order at 6:35 p.m.

**EXECUTIVE SESSION DISCLOSURE**

Management informed the membership about what was discussed at the prior Executive Session Meeting, including the approval of minutes, member discipline and Show Cause Hearings.

**HOMEOWNER FORUM**

No homeowners present.

**DELEGATE REPORT**

The delegate informed the Board that the Master HOA is working on the fuel modification project and will have more information at the next Board meeting.

**MEETING MINUTES**

The Board reviewed the meeting minutes from the General Session Meeting held on April 21, 2016.  
Motioned, Seconded: "To approve the April 21, 2016 General Session Meeting minutes as submitted."

**Approved: 3-1 (abstain-Justin Brown)**

**FINANCIALS**

The Board reviewed the financial statement for the period ending April 30, 2016."

Motioned, Seconded: "To accept the financial statement for the period ending April 30, 2016, subject to year-end audit."

**Approved: 4-0**

Management informed Board that CD's will be rolling over and Treasurer Ashly Fox will need to speak with the Wells Fargo Advisor for appropriate action and cash flow expenses from Settlement Account with expected upcoming expenditures.

**DELINQUENCY**

The Board reviewed the delinquency matrix.

**CORRESPONDENCE**

The Board reviewed and discussed the May 2016 violation report and correspondence that occurred since the last Board meeting.

The Board discussed a homeowner's request for plant replacement in the amount of \$34.00. Motioned, Seconded: "To approve the reimbursement of \$34.00 for the damaged plant in the front yard due to a previous issue that was repaired and will no longer replace any plant material as this is a homeowner responsibility."

**Approved: 4-0**

The Board reviewed a request from a homeowner on Via Umbrosa for reimbursement for a leak behind stove. Motioned, Seconded: "To reimburse the homeowner in the amount of \$327.00 to be paid from G/L 3353."

**Approved: 4-0**

## **APPLICATION FOR PARKING PERMITS**

No discussion.

## **ARCHITECTURAL**

No action taken at this time.

Motioned, Seconded: "To approve application 4252 for planting drought resistant flowers and shrubs in front yard and install flagstone with the condition that signatures from neighbors have been obtained."

**Approved: 4-0**

## **LANDSCAPE REPORT**

The Landscape Walkthrough took place prior to the meeting on Thursday, May 19, 2016. The next scheduled Landscape Walkthrough will take place on June 16, 2016 at 4:00 p.m.

## **OLD BUSINESS**

Mailbox Replacement: Management informed the Board that the locations of mailboxes are being confirmed and MC Painting has provided the final bill for the old mailboxes in the amount of \$1,806.00. Motioned, Seconded: "To approve paying MC Painting \$1,806.00 from G/L 3171 for final payment."

**Approved: 4-0**

Exterior Landscape Drainage Repairs 600 Espiritu: Motioned, Seconded: "To approve the proposal from South Coast Gardening dated May 10, 2016 to remove the Italian Cypress and Rhapsiolepis on east side of entry at 600 Espiritu and in order to assess damaged drain in the amount of \$1,963.00."

**Approved: 4-0**

Inclinometer American Geotechnical: Management provided the contract for the baseline inclinometer reading of \$750.00 and \$500.00 for each subsequent reading. Motioned, Seconded: "To approve the contract from American Geotechnical for \$750.00 baseline reading and additional \$500.00 for subsequent readings."

**Approved: 4-0**

Audit Review Report: Motioned, Seconded: "To approve the 2015 fiscal-year audit review as prepared by Inouye Shively and Klatt."

**Approved: 4-0**

## **NEW BUSINESS**

Approval of 2015 Tax Returns: The Board briefly discussed the 2015 tax returns as prepared by Inouye, Shively & Klatt. Motioned, Seconded: "To approve the 2015 Tax Returns as prepared by Inouye, Shively & Klatt."

**Approved: 4-0**

Reserve Study Bids: The Board reviewed three bids for the 2016 Reserve Study in preparation of the 2017 Budget. Motioned, Seconded: "To approve the proposal dated 5.5.16 submitted by Reserve Data Analysis in the amount of \$375.00."

**Approved: 4-0**

Backflow Devices located at Vista Pacifica: The Board reviewed correspondence sent to Vista Pacifica HOA regarding removal of tree that is damaging Villagio I backflows. No action taken at this time.

SouthCoast Gardening Bids: Motioned, Seconded: "To approve the proposal from South Coast Gardening dated May 10, 2016 for planting drought tolerant material at entry way of community in the amount of \$1,181.00."

**Approved: 4-0**

SouthCoast Gardening Bids: Motioned, Seconded: "To approve the proposal from South Coast Gardening dated May 10, 2016 to hookup the existing irrigation system to the Villagio I irrigation system for the area along Calle del Cerro."

**Approved: 4-0**

**NEXT BOARD OF DIRECTORS MEETING**

The next Board of Directors Meeting is scheduled for June 16, 2016 at 6:30 p.m.

**ADJOURNMENT**

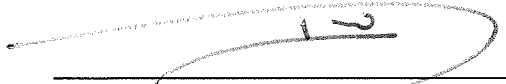
The General Session meeting adjourned at 7:30 p.m.

**BOARD CERTIFICATION AND APPROVAL OF MINUTES**

*This is to certify that Villagio I at Rancho San Clemente 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:

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Sandrine Oblak, RS

  
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Board Signature