

Southwyck Community Association  
Minutes, Board of Directors Meeting  
July 1, 2021

A regular meeting of the Southwyck Community Association Board of Directors was held on July 1, 2021, via teleconference. Board members present: Helen Bilyeu, John Fisher, Vanessa Helmer, Sangeeta Bakshi and Rick Nelson. Residents: Kurt Everson, Debi McCartney, Victoria Lind and Scott Feules. Others: Kathy Dooley of Community Management Solutions. A quorum was verified and the meeting called to order at 6.30pm.

Homeowner input: Mr Everson suggested putting association rates on website so homeowners can check what they owe, in the event that they lose/misplace original invoice. Mr Everson also inquired about process should a homeowner lose/misplace an invoice. Ms Dooley explained that invoice could readily be emailed should homeowner contact CMS and provide email.

Secretary's Report: The June meeting minutes were reviewed. Ms Helmer noted that the month was incorrect (June instead of May). A motion was made to approve the June board minutes, with mistake duly noted, was seconded and passed.

Treasurer's Report: The May financials were reviewed. A motion was made to approve the May financials, was seconded and passed.

Business: Ms Dooley drew the Board's attention to a memo in board packet about new HOA regulations and highlighted a few that are pertinent to Master's business. Effective September 1, double filing of management certificate will be required. Ms Dooley suggested making any changes to policies, if needed, before new law comes into effect. Six days' notice required for board meetings rather than 72 hours. Also, homeowners have been given extra time to reply to any legal issues from 30 days to 45 days. Ms Dooley in process of amending relevant documents/letters to reflect that change.

insurance Values – The Board approved the values.

Estimates from Brick Restoration – The Board approved the repairs but Ms Bilyeu suggested waiting until all the road works were completed on Morgan before Brick Restoration begin their work. A motion was made to approve the two bids from Brick Restoration, was seconded and passed.

Cleaning of monuments – the Board reviewed the quotes. A motion was made to approve the bids for the power washing and application of Wet & Forget to the affected entryways/monuments, was seconded and passed.

BB irrigation repair invoices – Ms Dooley sought approval from Board to pay them. Ms Dooley did speak to County rep about possibility of reimbursement for a portion of the costs and answer was “maybe”. Ms Dooley to pursue matter with County rep and try to get a partial reimbursement. A motion was made to pay BB invoices, was seconded and passed. Ms Dooley addressed a question from Mr Feules about why the County was not automatically liable to pay for the damages they caused to irrigation system.

Vaccum breaker needs replacing. Ms Dooley asked board for permission to approve bid to do work. A motion was made to approve the repair, was seconded and passed

Clubhouse project – Ms Dooley has requested bids from six companies to do survey of park/lake area. Four companies have responded but as yet, no quotes submitted so no idea of cost. Ms Dooley has also started process of contacting firms about design of building.

Ms Bilyeu provided an update on Ellis Electrical – all outstanding issues seemingly corrected although need to check that leaning lamp post in park fixed. Ideas needed on how to disguise newly installed electrical point in park.

No bid yet on re-staining/touching up fences. Ms Dooley has contacted Pasadena Fence three times but they remain unresponsive.

Southfield Village fence replacement – need to start identifying companies to do work and then submit shortlist of proposals to committee that will be set up to explore fence options. Ms Dooley did speak to city about them installing a sound barrier but was told that they never do unless they are legally obliged to do so. General discussion about best way to involve committee, what their responsibilities should be, at what stage should they be involved etc.

Community events – Halloween and Christmas yard decoration competition. Advertising of events to be posted on website. Ms Helmer to proof so Ms Bilyeu can post competition details asap.

Signage on roads around parks – Ms Dooley contacted County about assisting with extra signage but the request was declined.

Signage in Southwyck Lake Park and chain to stop people parking on grass to go ahead.

Landscape design – Ms Dooley still contacting companies to try and get quotes.

Business: Executive session: The Board discussed collections and pending legal actions. There being no further business, the meeting was adjourned.

Vanessa Helmer, Vice President