

VISTA PARK VILLAS CONDOMINIUM ASSOCIATION

Board of Directors Meeting

Tuesday, July 15, 2014

5:30 p.m.

Meeting Room at the Pool

A G E N D A

| | Page |
|---|---------------|
| Call Regular Session Meeting to Order | |
| HOMEOWNER OPEN FORUM | |
| Minutes - Regular & Executive Session-June 24, 2014 | 1, 1a, 1b - 2 |
| (Review and Approval) | |
| Financial Statement - June, 2014 | 3 - 30 |
| (Review and Approval) | |
| Delinquency Report Review | 31 - 39 |
| Committee Reports | |
| a. Architectural Submissions - Review and Approval | |
| b. Landscape - Linda Trettin | |
| 1. Bemus Inspection Notes | 40 |
| 2. Report on Turf Removal | |
| Management Report with attached Correspondence | 41 - 50 |
| Unfinished Business: | |
| a. Rick Trettin's Findings Re Valve Boxes/Covers | |
| New Business: | |
| a. Reactivation of Pool Key Cards and Fees for same | |
| b. Toilet Rebates | |
| c. Set Up Maintenance Committee | |
| Adjournment to Executive Session (if necessary) | |
| Final Adjournment | |

VISTA PARK VILLAS
CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
January 30, 2014

*****M I N U T E S*****

The regular session meeting of the Board of Directors of Vista Park Villas Condominium Association was called to order at 4:40 p.m. Directors present were Lorena Rosas, Frank Stellas, Linda Trettin and Jerry Beasley. Robin Clift was absent. Danielle Mancini was also present representing Transcontinental Management, Inc.

Guest owners present – Dave Barry, John Bernardi, Jane Harrington, Bill Rooney, Patty Raines, Janet Campbell and Rick Trettin.

VIOLATION HEARING – 1202 Mariposa Court – owner present – agreed to open session – plumbing is all in good working condition; agreed to Association Inspection.

VIOLATION HEARING – 1200 Mariposa Court, owner unable to attend due to illness. The owner of 1202 stated that he represented the owner of 1200 and says all his plumbing is in good working condition and that he is also agreeable to have the Association do an inspection.

Linda motioned to waive hearings and fines so long as the Association is granted permission to enter both units to do a complete plumbing inspection and that the owner of 1202 gets written permission from the owner of 1200 to act as his representative, Jerry seconded, all in favor, no opposed, motion carried.

HOMEOWNER OPEN FORUM THEN TOOK PLACE

MINUTES – The minutes of the regular and executive session meetings of December 5, 2013 were reviewed. Linda made a motion to approve; Jerry seconded, all in favor, no opposed, motion carried.

FINANCIAL STATEMENT – November and December 2013 Financial Statements were reviewed. Linda made the motion to approve; Jerry seconded, all in favor, no opposed, motion carried.

The Delinquency report was reviewed. Linda made a motion to accept the report; Lorena seconded, all in favor, no opposed, motion carried.

COMMITTEE REPORTS – Architectural – Lorena stated that she had a new submission, however it needs neighbor's signatures. Linda made a motion to turn the window frame matter over to legal for an opinion letter. Jerry seconded, all in favor, no opposed, motion carried. Lorena stated the other architectural request she has was withdrawn.

Landscape – Notes from the last property walk were duly noted.

Budget Committee – Linda stated that the committee approved the final draft Budget submission with a four out of five member vote. Although the reserve allocation will be smaller this year, the committee felt that the higher operating figures were more true to actual expenses.

Linda motioned to approve the Budget as presented to the Board for distribution to the Membership; Jerry seconded, all in favor, no opposed, motion carried.

The present Budget committee will be dissolved until a new committee is formed towards the end of 2014.

MANAGEMENT REPORT – Linda made a motion to send hearing notices out for 1166 and 1108 Madera Lane to appear before the Board at the February meeting; Frank seconded, all in favor, no opposed, motion carried. Extra dumpster Enclosure – Tabled. Jerry made a motion that during the building refurbishment, anyone who does not cooperate with opening up their door to paint it, will be responsible to paint whatever areas of the door can't be reached with the door in the closed position. Frank seconded, all in favor, no opposed, motion carried. All other items were duly noted.

UNFINISHED BUSINESS – Pool gate bid – tabled. Accounting method – tabled. East Vista Way gate will remain chained shut.

NEW BUSINESS – Stump removal bid from Bemus was denied.

Skateboarding- letter from the Insurance Company recommending denial was duly noted.

Linda made a motion to approve the Catspaw bid for 1108-1114; Jerry seconded, all in favor, no opposed, motion carried. Start date to be determined.

Linda made a motion to approve the Audit and Tax preparation bid, Jerry seconded, all in favor, no opposed, motion carried.

Linda made a motion to renew the Legal Retainer Agreement, Frank seconded, all in favor, no opposed, motion carried.

With no further regular business to discuss, the meeting was adjourned at 6:00 p.m.

VISTA PARK VILLAS
CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
July 15, 2014

*****M I N U T E S*****

The regular session meeting of the Board of Directors of Vista Park Villas Condominium Association was called to order at 5:30 p.m. Directors present were Robin Clift, Linda Trettin, Janet Campbell, Frank Stellas and Jerry Beasley. Danielle Mancini was also present representing Transcontinental Management, Inc.

Guest owners in attendance were Rick Trettin, Carol Gentile and Frank Stellas' tenant, Israel Guzman;

HOMEOWNER OPEN FORUM THEN TOOK PLACE WITH ALL PRESENT.

MINUTES – The minutes of the regular & executive session meetings of June 24, 2014 were reviewed. Linda made a motion to approve with one correction, on page 1b of the regular session meeting, Janet seconded, all in favor, no opposed, motion carried.

FINANCIAL STATEMENT – May, 2014 - Linda reported that the Association now has approximately \$172,000.00 in reserves and approximately \$74,000.00 in operating funds. We still have to complete the termite tenting, which we should probably do a few more buildings next month. It was agreed that building 1157-63 and 1189-1195 Madera will be done next and Danielle will pick a third, so that we are doing 12 units at a time.

Delinquencies are minimal except for one account that is already liened. Watch should be kept on Accounts 0033, 0034, 0046 and 0076 that are now one month delinquent.

Linda suggested that when accounts become over two months delinquent or they have an outstanding violation fine that hasn't been paid in over two months, we should have a policy in place to suspend their pool privileges. Once they pay their outstanding balances they will have to pay a processing fee to reactivate their pool key card which will be done every third Friday of each month. The Board was in agreement that this is a good idea/suggestion.

Danielle will check the governing documents to make sure this can be done and put a policy together for the Board's review and approval at the August meeting.

Linda then made a motion to approve the financial report, Robin seconded the motion, all in favor, no opposed, motion carried.

COMMITTEE REPORTS – Architectural – There were no new submissions.

Landscape – Linda stated that she, Jerry and Cy of Bemus Landscape walked the property to outline the areas of turf that they want to remove. Bemus will formulate the square footage to be removed and put a replanting design in place. Bemus believes that the rebate money for this should pay for the new plants and possibly more. This has to be done all at once if we do this as the rebate money is a one-time thing. Cy is going to shoot for our August meeting to come up with the plant designs and Danielle will ask him to come to that meeting to make a presentation.

MANAGEMENT REPORT – Danielle then reviewed her management report. All correspondence was duly noted. Danielle will set up a meeting with Rub-Krete to do a final walk before the asphalt work begins. Tuesday, July 22, 2014 at 10 am works for most. Danielle will call Jim to confirm this day and time is good for him also and then let the Board know.

UNFINISHED BUSINESS –Danielle reported that so far there has only been one objection to the revised pet rules. Owner feels that weight limit is too low and owners should be able to have as many pets as they want.

Rick Trettin reported that he got a bid for the 18 needed covers in steel to replace all the plastic and concrete ones for \$1,004.00. He say about 5 of the boxes need to be raised up but that this could be done by the asphalt guys. Janet made a motion to approve this cost for the purchase of the steel lids, Robin seconded the motion, all in favor, no opposed, motion carried.

NEW BUSINESS – Pool key card fees were discussed during the Treasurers Report.

Linda suggested that the Association utilize the toilet rebates now in place and take the building with the highest water usage and replace all 8 toilets in the 4-plex at the expense of the Association. In the long run, it will probably be cost effective with lower water bills. Danielle will ask Mike of Precision Home Maintenance how much he would charge to remove the 8 old toilets, haul them away and install the new toilets. Linda says the rebate money for each toilet is up to \$100.00.

Danielle stated that since Rick Trettin does so much maintenance work for the Association, he should be appointed to chair a maintenance committee so he can oversee much of the work that gets done at the Association. Everyone agreed this was a good idea. Frank made a motion to appoint Rick to this position, Robin seconded the motion, all in favor, no opposed, motion carried.

Lastly, Danielle stated that the pool man called to let her know that the pool tile and coping really can't go much longer without being replaced. He estimates the work to be between \$5,000.00 and \$7,000.00.

Rick suggested that we ask for this work bid in 2 ways, one with premade coping and one with a poured in place method.

Robin will give Danielle the name of a company that does this and we will ask the Association's pool service for a written proposal, so that we have 2 bids for comparison.

There is no executive business to discuss this evening.

With no further regular business to discuss, the meeting was adjourned at 7:35 p.m.

VISTA PARK VILLAS

CONDOMINIUM ASSOCIATION

BOARD OF DIRECTORS MEETING

September 16, 2014

*****M I N U T E S*****

The regular session meeting of the Board of Directors of Vista Park Villas Condominium Association was called to order at 5:35 p.m. Directors present were Robin Clift, Linda Trettin and Frank Stellas. Janet Campbell and Jerry Beasley was absent. Danielle Mancini was also present representing Transcontinental Management, Inc.

Guest owners in attendance were Rick Trettin, Lorena Rosas, David Barry, Jose Calleja and Elizabeth Vargus.

HOMEOWNER OPEN FORUM THEN TOOK PLACE WITH ALL PRESENT.

MINUTES – The minutes of the regular & executive session meetings of August 19, 2014 were reviewed. Linda made a motion to approve with one correction on the regular session minutes and a typo on the executive session minutes, Robin seconded, all in favor, no opposed, motion carried.

HEARING FOR 1176 MADERA LANE THEN TOOK PLACE – Owner agreed to be heard in open session and testified that he complied.

HEARING FOR 1119 MADERA LANE THEN TOOK PLACE – Owner agreed to be heard in open session and testified that she would take their children off site to ride their bicycles, etc.

FINANCIAL STATEMENT – August, 2014 - Linda reported that the Association now has approximately \$186,000.00 in reserves and approximately \$84,770.00 in operating funds. Danielle will check on the \$50,000.00 transfer from operating to reserves. It appears it was done but we need to make sure. If this was done as indicated, we should think about moving another say \$40,000.00 from operating to the painting reserve since we are looking at painting another 3 buildings. We will hold off officially approving the financial statements until next month when we know when the \$50,000.00 transfer was, in fact, done.

Frank made a motion to instruct the TMI accounting department to apply the check received from the County for the vehicle damage done at 1217 Mariposa court by a police vehicle to miscellaneous reserve account. Linda seconded the motion, all in favor, no opposed, motion carried.

Delinquencies are still minimal. The account liened has paid a substantial amount and the payment plan account is almost paid in full. The 2 accounts sent a pay or lien letter have paid large amounts on their accounts and a close watch will be kept on Account 0076 and 0008.

Linda then made a motion to approve the delinquency report, Robin seconded the motion, all in favor, no opposed, motion carried.

COMMITTEE REPORTS – Architectural – There were no new submissions. Danielle reported that 1116 Madera has completed and recorded the Maintenance Indemnity Agreement for her new windows

Landscape – The August property walk notes and the City of Vista's irrigation restrictions due to the drought were duly noted. Cy wants to do a special walk with the board with regard to turf removal, plant choices and irrigation changes with as many board members that can attend. Danielle will ask Cy whether October 15 or 16 at 10am will work for him, and then get back to the board to set this up.

Maintenance – Rick stated that he has no report at this time.

MANAGEMENT REPORT – Danielle then reviewed her management report. All correspondence was duly noted.

UNFINISHED BUSINESS – It was agreed that Danielle will send letters to the owners in building 1108, 1110, 1112 and ask them if they would participate in a toilet rebate program at no expense to them. If they agree, the rebate toilets will be purchased and the maintenance man will install.

The bid from Heil Pool Service was duly noted but the choice has already been made to use Blue Moon Pool Service.

The engineer's report with regard to the repair at 1217 Mariposa Court was duly noted. Mike of Precision Home Maintenance will be asked to begin this work as soon as possible.

Eagle Paving has been selected to do the paving work. Once we get close we will need to meet with Mike from Eagle to finalize dates, moves in and out and notices to the owners. Also we need to coordinate Mike of Precision Home Maintenance to run electrical conduit across the road when it is torn up so we have power at the trash enclosures for cameras.

NEW BUSINESS – The letter from Junk Zone reporting that they are dissolving their business as of September 30th is a devastating blow. Danielle and Linda both made calls to try to find someone else but no luck at the cost we pay Junk Zone. The first dumpster enclosure has been a constant problem with dumping a leaving trash on the enclosure floor. Lorena resigned as a volunteer to clean this site, she can't keep up with the trash, nor the smell.

Danielle will call EDCO to see if they will change out the smelly dumpsters at no charge and also inquire about their large item pickup program. She will find out what they do and do not take and report back to the board

Rick thinks if the dumpster can be reconfigured it might cut down on throwing trash on the enclosure floor. Danielle will ask Mike to meet with Rick to make these adjustments.

Linda asked Danielle to speak with legal to see if the Association can request that owners put up a \$200.00 deposit about two weeks prior to owners or tenants moving in or out, which could be an incentive to cut down on dumping large items at the enclosures and a possible savings for the Association. If we can do it, how does the Association proceed.

Danielle also needs to ask legal if a board member can be reimbursed for gas and dump fees if they were to take on the job of removing large bulk trash items for the Association.

Refurbishment bids for the next 3 buildings were reviewed from Catspaw Construction. The buildings to be done 1124-1130, 1132-38 and 1140-46. Tony has to change the numbering on one bid and the pricing on the other. Frank made a motion to approve these bids subject to making the changes needed, Linda seconded the motion, all in favor, no opposed, motion carried. The Board gives Danielle permission to sign the corrected bids and get the work set up to start soon. Tony will be asked to do the double building right away and the third building will be done after the paving work is completed.

Linda did a color chart of the entire property and it was decided that the double buildings will be painted 2 colors per the chart, with the tunnels being the lightest color and the area above the tunnel on the parking lot side will be the third color not used. Robin made a motion to approve the color plan, Frank seconded the motion, all in favor, no opposed, motion carried.

With no further regular business to discuss, the meeting was adjourned to executive session at 7:45 p.m.

*Approved
10-21-14*

VISTA PARK VILLAS
CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS MEETING
January 20, 2015

*****M I N U T E S*****

The regular session meeting of the Board of Directors of Vista Park Villas Condominium Association was called to order at 6:50 p.m. Directors present were Robin Clift, Linda Trettin, Janet Campbell and Jerry Beasley. Frank Stellas was absent. Danielle Mancini was also present representing Transcontinental Management, Inc.

Guest owners in attendance were Rick Trettin, Lorena Rosas and Gregg Gonzalez.

HOMEOWNER OPEN FORUM THEN TOOK PLACE WITH ALL PRESENT.

Auto repairs, trash dumping and a possible water issue at 1117-1123 Madera Lane were discussed.

MINUTES – The minutes of the regular session meeting held on November 18, 2014 were reviewed. Linda stated that there is one correction on the second page first paragraph which should say water authority not City. She then made a motion to approve them with this one correction, Jerry seconded the motion, all in favor, no opposed, motion carried.

FINANCIAL STATEMENT – Approval of the September and October statements were tabled as well as the November and December financials. The Board is still not satisfied with the way the loan is stated on the financials, nor the way the reserves have been handled. If TMI cannot straighten these issues out, the Board will request that TMI pay for an independent audit of their books. Robin made a motion to that affect, Janet seconded the motion, all in favor, no opposed, motion carried.

Delinquency Report was then reviewed. All accounts over two months delinquent are liened except for #0076 which has received a pay or lien letter and will automatically be liened if payment is not received this month as the 30 day grace period will be expired.

COMMITTEE REPORTS – Architectural – Gregg Gonzalez submitted a request for Direct TV. The board approved her submission provided that the dish is not attached to the building or the fence and the cable line must enter the building at the base inside her patio enclosure and any splitting of the wires must be done on the interior. Gregg thanked the Board and left the meeting.

Landscape – Nothing new to report as Bemus continues to work on our application for turf rebate money. Once that money is secured, turf can begin to be removed.

Maintenance – Rick stated that a new combination lock is now installed on the RV lot that has a changeable combination. Right now the combination is related to Bemus landscaping in hopes that this will be easy for their men to remember. Rick also reported that the concrete meter cover by 1158 still needs replacing.

Follow up with Eagle Paving on change order for parking stops and arrows needs to be done and Rick says he will be at the property on Thursday when the slurry is put on to supervise the work.

Lastly, Rick stated that the City is implementing a program to change street lighting using led lights that glow in 2 directions. They cost more but they also last much longer than sodium vapor lighting. He suggests that Vista Park Villas should start using led lights also. It was agreed that as current lighting needs replacement, led lights will be used.

Budget – Linda stated that 2 corrections need to be made, one to drain/extinguisher work going from \$134.00 to \$166.00 and legal should be upped from \$400.00 to \$500.00. Slab leaks will be paid for out of reserves. Linda also suggested that in the future when a slab leak is found, the plumbers should reroute both hot and cold at the same time. It will cost more initially but in the long run, the Association will save money so that they don't have to go back to a unit twice. Linda motioned to accept this as future policy, Robin seconded the motion, all in favor, no opposed, motion carried.

The budget for 2015 was calculated at \$370.00 per unit per month which is a 7% increase.

Linda made a motion to approve the budget with the mentioned changes for distribution to the membership, Robin seconded the motion, all in favor, no opposed, motion carried.

MANAGEMENT REPORT – Danielle then reviewed her management report. All items were duly noted. Robin will speak with Tony about the balcony strapping and also the removal of nails, etc from fascia, patching holes and then painting to be done on all future refurbishment work.

UNFINISHED BUSINESS – It was agreed that Janet Campbell, Jane Harrington and Glenda Rooney will comprise the Parking Committee and have the ability to sign for and tow illegally parked vehicles within the community. Danielle will contact Rancho del Oro Towing and make sure that they have all their contact information and that we will need 9 new signs for the guest parking with the 4 hour limit.

Sticker and placards were discussed again but for now none will be used. However, the committee needs to come up with a guest pass to allow owner's guests to park overnight in these spaces that they could apply for.

NEW BUSINESS – Fence bid from Precision Home Maintenance for 1202 Mariposa Court was reviewed. Jerry made a motion to approve, Linda seconded the motion, all in favor, no opposed, motion carried.

Two bids for janitorial service were reviewed to clean the dumpster enclosures and the pool restrooms. Linda made a motion to approve the bid from Debbie O'Dell, Jerry seconded the motion, all in favor, no opposed, motion carried.

Holiday decorations and lighting conversation was tabled for now.

With no further regular business to discuss, the meeting was adjourned at 8:43 p.m.

*Approved
2-17-15*