

# VISTA PARK VILLAS CONDOMINIUM ASSOCIATION

## Board of Directors Meeting

Thursday, February 27, 2014

**4:30 p.m.**

Meeting Room at the Pool

## \*\*\*A G E N D A\*\*\*

	Page
Call regular session meeting to order	
VIOLATION HEARINGS – 1108 Madera Lane	1
1166 Madera Lane	2 - 4
(Owners may choose to be heard in Executive Session)	
HOMEOWNER OPEN FORUM – Begins at 5:00 p.m.	
Minutes - Regular Session – January 30, 2014	5 - 7
(Review and Approval)	
Financial Statement – January, 2014	8 - 43
(Review and Approval)	
Delinquency Report/Correspondence	44 - 47
Committee Reports	
a. Architectural Submissions – Lorena Rosas	
1127 Madera Lane – garage door	48 - 50
b. Landscape – Linda Trettin	

Vista Park Villas – Agenda  
Thursday, February 27, 2014  
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Management Report with attached Correspondence 51 - 65

Unfinished Business:

- a. Pool Gate – APS Revised Bid 66 - 68
- b. Accounting Method – Cash or Modified Accrual??
- c. Next Set of Buildings to be tented

New Business:

- a. Bid from Precision Home Maintenance 69
- b. Roofing – heater ventilation/pictures/material invoicing 70 - 85

CLOSING HOMEOWNER OPEN FORUM

Adjournment to Executive Session to Discuss Member Discipline Issues

# VISTA PARK VILLAS CONDOMINIUM ASSOCIATION

## Board of Directors Meeting

Tuesday, March 18, 2014

**4:30 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 Sessions – February 27, 2014  
(Review and Approval) 1 - 4

Financial Statement – February, 2014  
(Review and Approval) 5 - 42

Delinquency Report Review 43

Committee Reports

a. Architectural Submissions – Lorena Rosas

b. Landscape – Linda Trettin

(Bemus Inspection Notes) 44 - 45

Management Report with attached Correspondence 46 - 77

Unfinished Business:

a. Revised Rules for New Vinyl Windows

New Business: None at this Time

CLOSING HOMEOWNER OPEN FORUM

Adjournment

# VISTA PARK VILLAS CONDOMINIUM ASSOCIATION

Board of Directors Meeting  
Tuesday, April 15, 2014

**NEW TIME 5:30 p.m.**

Meeting Room at the Pool

**\*\*\* A G E N D A \*\*\***

Page

Call regular session meeting to order

RANCHO DEL ORO TOWING PRESENTATION - Pete Frederiksen

HOMEOWNER OPEN FORUM

Minutes - Regular Session 3-18-14  
(Review and Approval)

Financial Statement - March, 2014  
(Review and Approval)

1. Motion to move funds from Operating to Reserves

Delinquency Report Review

Committee Reports

- a. Architectural Submissions - Lorena Rosas
  1. Any new submissions
  2. Discuss Committee Findings re Vinyl Window Installation
  3. Architectural Forms for Certain Submissions
- b. Landscape - Linda Trettin  
(Bemus Inspection Notes)

Management Report with attached Correspondence

Unfinished Business:

- a. New System and Lock for Pool Gate - APS Bid

New Business:

- a. Pest Control Contract Update re: Gophers
- b. Bid to Refurbish Building 1116-1122 Madera Lane

CLOSING HOMEOWNER OPEN FORUM

Adjournment

# VISTA PARK VILLAS CONDOMINIUM ASSOCIATION

Board of Directors Meeting  
Tuesday, May 20, 2014

**5:30 p.m.**

Meeting Room at the Pool

**\*\*\* A G E N D A \*\*\***

	Page
Call Regular Session Meeting to Order	
VIOLATION HEARING - 1194 Madera Lane	1
HOMEOWNER OPEN FORUM	
Minutes - Regular Session 4-15-14 (Review and Approval)	2 - 4
Financial Statement - April, 2014 (Review and Approval)	5 - 35
Delinquency Report Review	36 - 40
Committee Reports	
a. Architectural Submissions - Lorena Rosas	
1. Submission - 1163 Madera and any other new submissions	41 - 42
2. Discuss Committee Findings re Vinyl Window Installation	
b. Landscape - Linda Trettin (Bemus Inspection Notes)	43
Management Report with attached Correspondence	44 - 57
Unfinished Business:	
a. Lighting for Building Refurbishment Bids	
b. New Pool Gate - Internet Svs/Computer Software, etc.	
New Business:	
a. New Amendments to the Rules and Regulations	
1. Pool Rules	
2. Pets (Discussion and Vote)	
b. New Association WEB site	
1. Vote to Reimburse for Costs	
c. Fence Bid Approval	58
d. Deck Repair Request/ Approval	59
CLOSING HOMEOWNER OPEN FORUM	
Adjournment	

# VISTA PARK VILLAS CONDOMINIUM ASSOCIATION

Board of Directors Meeting

Tuesday, June 24, 2014

**5:30 p.m.**

Meeting Room at the Pool

## \*\*\*A G E N D A\*\*\*

	Page
Call Regular Session Meeting to Order	
ELECTION OF OFFICERS	
VIOLATION HEARING – 1108 Madera Lane	1 - 3
1204 Mariposa Court	4 - 5
HOMEOWNER OPEN FORUM	
Minutes - Regular & Executive Session-May 20, 2014 (Review and Approval)	6 - 9
Financial Statement – May, 2014 (Review and Approval)	10 - 41
Delinquency Report Review	42 - 49
Committee Reports	
a. Architectural Submissions – Review and Approval	
b. Landscape – Linda Trettin	
1. Bemus Inspection Notes	50
2. Grass Removal Incentive Program	
Management Report with attached Correspondence	51 - 60
Unfinished Business:	
a. Amendments to Pool and Pets Rules and Regulations & Vote	61 - 62
b. Final Vote and Approval of Vinyl Retrofit Windows	63 - 64
c. Bids for Deck Repair at 1117 Madera Lane	65 - 70
New Business:	
a. Approval to Purchase New Street Directional Sign	71 - 72
b. Hop Scotch/Tic-Tac-Toe Stencils/Children at Play Signs	
c. Set up a Parking Committee	
Adjournment to Executive Session to discuss Contractual Issue/Collections	
Final Adjournment	

**VISTA PARK VILLAS**  
**CONDOMINIUM ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**February 27, 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 4:30 p.m. Directors present were Robin Clift, Lorena Rosas, Frank Stellas, Linda Trettin and Jerry Beasley. Danielle Mancini was also present representing Transcontinental Management, Inc.

Guest owners present – see attendance list made part of these minutes.

**VIOLATION HEARING** – 1108 Madera Lane – Owners were present to discuss the multiple violations of their tenants along with the replacement of a missing screen and the relocation of cable wires. Owners to give their HUD tenants a 90-day Notice to Vacate. No fine assessed.

**VIOLATION HEARING** – 1166 Madera Lane – Owner present to apologize for his tenant taking so long to take action with their insurance company to get the Association reimbursed for damage their car did to the entry lamp post. Claim is now in and payment should be received within two weeks. No fines assessed.

**HOMEOWNER OPEN FORUM THEN TOOK PLACE WITH ALL PRESENT**

**MINUTES** – The minutes of the regular and executive session meetings of January 30, 2014 were reviewed. With the removal of the verbiage during Open Forum, Linda made a motion to approve, Frank seconded, all in favor, no opposed, motion carried.

**FINANCIAL STATEMENT** – January 2014 – Linda was pleased to report that the Association has \$93,000.00 in checking and \$155,000.00 in reserves or a total of \$248,000.00. Not so good news, we had two major plumbing expenses of approximately \$8,000.00. Linda stated that the roofing work is moving smoothly. However we will incur some extra expenses for new plywood sheets and double walled vents for the water heaters. Frank made a motion to approve the January 2014 financial statement, Linda seconded, all in favor, no opposed, motion carried.

The Delinquency report was then reviewed, Robin made a motion to approve, Linda seconded, all in favor, no opposed, motion carried.

**COMMITTEE REPORTS** – Architectural – 1127 Madera Lane request for new garage door – application was altered and incomplete; Danielle will send a new form for reapplication.

Landscape – Nothing to report at this time except that we continue to work on improving the irrigation system and water run off.

**MANAGEMENT REPORT** – It was agreed that revisions for the installation of new vinyl windows need to be made and stated more clearly. This will be an agenda item for the March meeting.

Due to a Board member's schedule change, it was agreed to change the Board meeting date to the third Tuesday of the month until further notice. Next meeting will be held on March 18<sup>th</sup> at 4:30 p.m.

It was agreed to give 1102 Madera Lane until the next meeting to remove the cable wires.

It was agreed that the Association will not bear the expense to replace unit light fixtures when each building is refurbished.

The deck at 1106 Madera Lane dips and needs repair, Catspaw Construction will be asked to open up the garage ceiling underneath and see what is needed to make the appropriate repairs.

**UNFINISHED BUSINESS** – Pool gate will be tabled until May.

Linda made a motion to change the Associations accounting method back to modified accrual, Jerry seconded the motion. Linda, Jerry and Lorena approved the motion, Robin and Frank did not, motion carried.

Jerry made a motion to tent 1116-1122 Madera, 1200-1206 and 1204-1214 Mariposa for termites, Frank seconded, all in favor, no opposed, motion carried.

**NEW BUSINESS** – Bid from Precision Home Maintenance was tabled.

Roofing information was duly noted.

Final Open Forum was conducted and then meeting adjourned to executive session to discuss member discipline issues, a collection matter and a legal matter at 6:45 p.m.



**VISTA PARK VILLAS**  
**CONDOMINIUM ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**March 18, 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 4:30 p.m. Directors present were Robin Clift, Frank Stellas, Linda Trettin and Jerry Beasley. Lorena Rosas arrived late. Danielle Mancini was also present representing Transcontinental Management, Inc.

Guest owners present – see attendance list made part of these minutes.

**HOMEOWNER OPEN FORUM THEN TOOK PLACE WITH ALL PRESENT**

**MINUTES** – The minutes of the regular and executive session meetings of February 27, 2014 were reviewed. Robin made a motion to approve, Linda seconded, all in favor, Frank abstained from voting, motion carried.

**FINANCIAL STATEMENT** – February, 2014 – Linda reported that the Association is still looking very good financially and that there were no major plumbing issues this month and the next 3 buildings are being scheduled for tenting.

There are no new delinquencies and the only one we do have is being closely monitored. Linda made a motion to approve the February, 2014 financial report, Robin seconded, all in favor, no opposed, motion carried.

**COMMITTEE REPORTS** – Architectural – Lorena reported that there were no new submissions and that she will get an application for to the owners of 1119 who have requested the installation of new vinyl windows.

Landscape – The owner of 1119 is not happy with the mulch in front of her unit and at last month's meeting Dave mentioned the mulch by unit 1216. Both areas will be looked at on Friday when Linda and Danielle do their monthly walk with Bemus Landscape. Linda mentioned that we still have issue with the irrigation but we will continue to make adjustments to the system as needed. We will also look at the palm by the pool, the stump along Palomar and the gopher activity.

**MANAGEMENT REPORT** – All items were informational and duly noted, however Danielle did ask for a volunteer to open up the meeting room on the evening of the 2<sup>nd</sup> of April so that Pestgon could have their information meeting with all the residents that will be affected by the termite tenting. At this very important meeting they will be distributing packaging bags, collecting keys, acquiring signed contracts and they will be addressing all questions and concerns.

**UNFINISHED BUSINESS** – Revised rules for the installation of vinyl windows need better guidelines. It was suggested that a committee be created to work on these guidelines. As the chairperson, Lorena will post notices asking for volunteers. Robin Clift and Lynne Fiedler also volunteered to be on the committee with Lorena. It was agreed that the first committee meeting will be held on Wednesday, March 26<sup>th</sup> at 10 a.m. in the pool meeting room. Hopefully, the committee will have some guidelines in place in time for the Board to approve them for distribution at the April meeting.

Before adjourning Frank asked what was decided about the painting of the front entrance sign. It was agreed at last month's meeting that the Board will do this on a volunteer basis when time allows. It will not be contracted out.

Due to time restraints of a few board members, the April 15<sup>th</sup> meeting will be held at 5:30 p.m.

**NEW BUSINESS** – There was no new business discussed this evening.

Final Open Forum was conducted and then with no further business to discuss the meeting adjourned at 5:55 p.m.

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

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

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

Guest owners present – see attendance list made part of these minutes.

A presentation by Pete Frederiksen, Business Development Manager of Rancho Del Oro Towing was held. Pete discussed who can tow, when to tow, automatic tow and parking placards versus permit stickers. They strictly follow the California vehicle codes. He addressed several questions then thanked the Board for their time. Everyone present was pleased with Pete's presentation.

**HOMEOWNER OPEN FORUM THEN TOOK PLACE WITH ALL PRESENT**

**MINUTES** – The minutes of the regular session meeting of March 18, 2014 were reviewed. Robin made a motion to approve, Linda seconded, all in favor, no opposed, motion carried.

**FINANCIAL STATEMENT** – March, 2014 – Linda reported that the numbers are looking strong and good with over \$101,000.00 in operating and about \$145,000.00 in reserves.

Since the operating account has more than enough funds Linda made a motion to move \$50,000.00 from operating and put it into the painting reserve, Frank seconded, all in favor, no opposed, motion carried.

Delinquency Report - Still looking very good. Will keep a close eye on accounts 0046 and 0012.

**COMMITTEE REPORTS** – Architectural – Lorena reported she had two submissions, one for a garage door and one for new vinyl retrofitted windows. It was agreed that the association will not share in any expense associated with these installations. Linda made a motion to approve both submissions conditionally Robin seconded, all in favor, no opposed, motion carried.

Landscape – Bemus property walk notes were duly noted. Linda has a source to get free Aloe plants. This will be discussed with Bemus on the next walk this Friday, April 18.

**MANAGEMENT REPORT** – All items were duly noted. Robin commented on the last item in Danielle's report that pointed out that even though the Association was over budget in some areas, the Association managed to make a profit of about \$8,000.00 for the year. Robin also questioned the expensed amount in License/Permits/Fees as being very high and that it could possibly be an error. Danielle will check and report back to them.

**UNFINISHED BUSINESS** – Revised ASP bid for key card entry to pool was reviewed. Linda made a motion to approve Frank seconded, all in favor, no opposed, motion carried.

**NEW BUSINESS** – The Pestgon bid to add monthly gopher control for an additional \$60.00 was discussed. Robin made a motion to approve, Frank seconded. Robin, Frank and Linda were in favor, Lorena abstained, motion carried.

The bid from Catspaw Construction to refurbish the third building, 1116-1122 Madera Lane in the darkest color, was reviewed. The Board made two changes to the proposal. Linda made a motion to approve the bid with the two changes, Lorena seconded, all in favor, no opposed, motion carried.

Final Open Forum was conducted and then with no further business to discuss the meeting adjourned at 7:45 p.m.

**VISTA PARK VILLAS**  
**CONDOMINIUM ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**May 20, 2014**

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

The Vista Park Villas Board of Directors meeting was called to order at 5:40 p.m. Directors present were Robin Clift, Linda Trettin, Jerry Beasley and Frank Stellas. Lorena Rosas was absent. Danielle Mancini was also present representing Transcontinental Management, Inc.

Guest owners present – see attached attendance list which is made an official part of these minutes.

**HEARING** - 1194 Madera Lane - Owner was present, he stated that his tenants are going to continue to live as they do, but try to abide by the rules and added that they plan to move in August.

**HOMEOWNER OPEN FORUM THEN TOOK PLACE WITH ALL PRESENT**

**MINUTES** – The minutes of the regular session meeting of April 15, 2014 were reviewed. Robin made a motion to approve, Linda seconded, all in favor, no opposed, motion carried. The Board agreed that the telephone numbers on the sign in sheet should be eradicated for owner privacy reasons.

**FINANCIAL STATEMENT** – April 2014 – Linda stated that the Association has more money in both the operating and reserve funds than she can ever remember.

It was duly noted that a previous owner of 1159 Madera Lane had to give the Association back dues of over \$2,000.00 so that they could purchase another piece of real estate. Judgments on some occasions do pay off. Legal will be asked to make sure they continue to monitor Abstracts of Judgment so that they do not expire.

Delinquency Report - Only one owner is truly delinquent but legal has this account and is monitoring closely.

Linda made a motion to accept the April 2014 financial report, Robin seconded, all in favor, no opposed, motion carried.

**COMMITTEE REPORTS** – Architectural – The Board reviewed the submission by the owner of 1163, Jerry made a motion to approve, Robin seconded, all in favor, no opposed, motion carried.

Architectural vinyl window guidelines were then discussed at great length. Board made several suggestions and changes. The committee will make the suggested adjustments and send to the Board for final approval before submitting to the owners for thirty day review.

Landscape – Linda reported that Aloe plants were being planted a little at a time at appropriate locations.

**MANAGEMENT REPORT** – Danielle reviewed her report and all items were duly noted.

**UNFINISHED BUSINESS** – The carriage light fixtures on the newly refurbished buildings was discussed. Linda made a motion to approve replacing the exterior outdoor light fixtures with white carriage lights where needed during the building refurbishment process, Jerry seconded, all in favor, no opposed, motion carried.

New Pool Gate - A hot spot would cost about \$50.00 a month and you would be tied into a two year contract. A wireless USB could run up to \$70.00 for the purpose of remotely accessing the data base.

APS left the software but we still need the training.

A decision to purchase a hot spot or wireless access to the WEB will be tabled for a month or two.

**NEW BUSINESS** – Amendments to the Rules and Regulations for pets and pool were discussed. Both will be tabled for all Board members to review current rules and make recommendations.

WEB Site - Linda reported that the site cost \$54.85 per year to keep and if upgraded \$120.00 a year. Jerry made a motion to reimburse Linda \$54.85 for the initial WEB site and upgrade is pre-approved if needed, Robin seconded, all in favor, no opposed, motion carried.

Fence Bids - 1185 Madera - Robin made a motion to approve \$644.00 for the new fence this month, Jerry seconded, all in favor, no opposed, motion carried.

1193 Madera - Robin made a motion to approve \$644.00 for the new fence next month, Jerry seconded, all in favor, no opposed, motion carried.

Deck Repair - 1117 Madera - Tony's bid was duly noted. Danielle to contact WICR for another bid. Linda made a motion to approve Tony's bid if it is \$500.00 less than WICR's bid, Jerry seconded, all in favor, no opposed, motion carried.

Final Open Forum was conducted.

With no further business to discuss the meeting adjourned to Executive session at 7:30 p.m. to discuss a member disciplinary action.

**VISTA PARK VILLAS**  
**CONDOMINIUM ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**June 24, 2014**

**DRAFT**

**\*\*\*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, Dave Barry, Jane Harrington

**HOMEOWNER OPEN FORUM THEN TOOK PLACE WITH ALL PRESENT.**

**ELECTION OF OFFICERS** – Jerry Beasley made a motion to retain the same offices for the 2014-15 term of office with Janet stepping into Lorena's office of Vice President and Architectural Committee Chair, Linda seconded the motion, all in favor, no opposed, motion carried.

**VIOLATION HEARING – 1108 Madera Lane** – Board took into consideration the owner's written submission and will render their decision in Executive Session.

**1204 Mariposa Court** – This unit now has a new owner so the hearing is cancelled. A new letter was written to record owner requesting the removal of the large palm tree. Failure to comply will result in a hearing with the new owner of record.

**MINUTES** – The minutes of the regular & executive session meetings of May 20, 2014 were reviewed. Linda made a motion to approve with one correction, on page 2 of the regular session meeting, Robin seconded, all in favor, no opposed, motion carried.

**FINANCIAL STATEMENT** – May, 2014 - Linda reported that the Association now has approximately \$189,000.00 in reserves and approximately \$74,000.00 in operating funds. We still have about \$30,000.00 to spend to tent the rest of the remaining buildings and the refurb project projection of approximately \$288,000.00 to complete all the buildings so we have to be very diligent in watching all expenses from reserve funds because the less we spend on other items the sooner the rest of the buildings can be refurbished.

Delinquencies are minimal except for one account that is liened. Linda stated that she thinks that Account 0042 was sent a late letter in error. Danielle will check on this with accounting. A Pay or Lien letter should be sent to Account #0055. Watch should be kept on Accounts 0015, 0033, 0036, 0039, 0046 and 0049 that are now one month delinquent.

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 – Danielle stated that there have been more irrigation problems this month than usual. The landscape as a whole though is looking better.

Linda then explained what the Grass Incentive Program is all about. By replacing areas with other vegetation and removing grass, the City is offering rebates. A walk with Bemus to determine the areas we want removed and the square footage of the areas must be done soon, so that it can get submitted for rebate before the funding runs out. Linda will talk to Cy about a walk of the property and let the rest of the Board know so that any member who would like to accompany her and Cy can be present.

DUE TO ANOTHER PRIOR COMMITMENT, ROBIN CLIFT LEFT THE MEETING.

**MANAGEMENT REPORT** – Danielle then reviewed her management report. All correspondence was duly noted. Action item on her report is to review the bid from Precision Home Maintenance for the valve boxes. His cost for labor and materials is approximately \$5,000.00. The Board thought this might be a little high but since the City is expecting us to do this Jerry made a motion to approve this bid subject to finding out if there is a cheaper alternative. This will be given 2 weeks to research but if at the end of 2 weeks no alternative is found, Linda motioned to second, all in favor, no opposed, motion carried

**UNFINISHED BUSINESS** – The Swimming pool and pet rules were reviewed. Revisions were made to both. Linda made a motion to send these revisions out to the membership for 30 day review, Janet seconded the motion, all in favor, no opposed, motion carried.

The final draft of the Window Replacement Guidelines was reviewed. Linda made a motion to approve them for distribution to the membership for 30 day review, Frank seconded the motion, all in favor, no opposed, motion carried.

The bids to repair the deck at 1117 Madera Lane were reviewed. Linda made a motion to approve the bid from WICR for \$4,354.00, Jerry seconded the motion, all in favor, no opposed, motion carried.



**NEW BUSINESS** – The signage for the streets at the main entrance was discussed. The sign was destroyed when the light was hit last year. The Board gave Danielle the OK to pursue a new sign, she will work with Mike on this.

Hop Scotch and Tic-Tac-Toe stencils for the children was discussed. Janet has a friend that will help her paint them on the cement behind the meeting room for the children at no cost to the Association. It was agreed that the "Children at Play" signs will be removed since the Association is adamant about children not riding bikes, skateboards, scooters, etc. in the common area.

Parking Committee – Janet volunteered to be the Board liaison for this committee. Dave Barry and Jane Alexander volunteered to be a part of the committee. They will work with the towing company.

Frank then asked the board for their approval for him to pay Catspaw Construction to repaint the entry sign. The Board agreed to have him proceeding with this.

With no further regular business to discuss, the meeting was adjourned to executive session to discuss member discipline and contract negotiations at 7:34 p.m.