

**VICTORIA GROVE MAINTENANCE ASSOCIATION
BOARD OF DIRECTORS MEETING
MINUTES
OCTOBER 16, 2018**

Upon due notice given, a meeting of the Board of Directors for Victoria Grove Maintenance Association was held on October 16, 2018 at the hour of 6:30 P.M. at the Lake Matthews Elementary School, 12252 Blackburn Road, Riverside, CA.

ATTENDANCE

Directors Present: Jason Pack, Eric Keen, Nancy Clarke and Connie Choy.

Directors Absent: Juan Naranjo

Representing Encore Property Management: Susan Beaver.

CALL TO ORDER

The Board of Directors Meeting was called to order at 6:30 p.m. by Eric Keen, Vice-President.

CONSENT CALENDAR

A. Review/Approve General Session Minutes of September 18, 2018

B. Review/Approve Management Report of September, 2018

C. Review Financial Report ending September 2018

D. Lien Resolutions for Non-Payment:

| | | |
|--------------|--------------|--------------|
| #270-250-007 | #270-470-004 | #270-390-019 |
| #270-190-013 | #270-380-064 | #270-270-001 |
| #270-450-026 | #270-320-045 | |

The Consent Calendar was approved as submitted.

COMMITTEE REPORTS

Architectural Review Committee (ARC): None

Landscape Committee: None.

Legal Affairs Committee: None

Security Affairs Committee: None.

LANDSCAPE

Board reviewed Landscape Report dated 9/19/2018 from Nissho

Motion made by Jason Pack, seconded by Eric Keen to approve proposal LC 15 from Nissho to replace the plant material that was damaged due to car accident at a cost of \$265.00. Motion carried unanimously.

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Motion made by Jason Pack, seconded by Eric Keen to approve proposal 178399 from Great Scott Tree Service for the removal and stump grind of a large Pepper Tree on Grove that is causing sidewalk damage at a cost of \$595.00. Motion carried unanimously.

UNFINISHED BUSINESS

Skywood Property - No updates.

The Board reviewed proposals from Community Construction Services and Carasso Construction for the removal and replace of the patio lattice covers at the pool area. Board tabled this item and request bids for Alumawood.

Facilities Use Agreement - VGMA/VGCS and the Mutual Benefit Agreement - VGMA/VGCS. Board tabled this item. VGCS to submit suggested changes to agreements for next VGMA Board Meeting.

Striping and Signage plan. Board tabled item. Waiting on proposals.

NEW BUSINESS

Committee Resignation - Chet Bock - Security Affairs. Chet has recently rescinded his resignation.

Motion made by Jason Pack, seconded by Eric Keen to approve the proposal from Carasso Construction for the sidewalk replacement on Grove Drive at a cost of \$1,995.00. Motion carried unanimously.

Motion made by Jason Pack, seconded by Eric Keen to approve proposal from Carasso for the replacement of the damaged wrought iron fence and split rail fence at a cost of \$6,650.00. Motion carried unanimously.

Motion made by Jason Pack, seconded by Eric Keen to approval the proposal for the Monitoring of the Natural Areas for 2018/2019 at a cost of \$5,375.00 for the Annual Monitoring and \$42,180.00 for the weed maintenance. Motion carried unanimously. Board requested to get a five (5) year plan.

Motion made by Eric Keen, seconded by Nancy Clarke to approve proposal from LaBarre/Oksnee Insurance for the Insurance Renewal at a cost of \$22,563. Motion passed.

Motion made by Jason Pack, seconded by Eric Keen to ratify the proposal from California Gate Systems, Inc for the replacement of the 1834 Control Board at gate #5 at a cost of \$1467.67. Motion passed.

The Board approved in Executive Session to file Notice of Defaults for the following properties:

270-390-018

270-400-062

HOMEOWNER FORUM

Began at 7:12 pm and ended at 7:22 pm. Two (2) homeowners were present.

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NEXT MEETING DATE

The next meeting is scheduled for November 20, 2018 at 6:30 p.m. at the Lake Matthews Elementary School, 12252 Blackburn Road, Riverside, CA.

ADJOURNMENT

There being no further business to bring the Board at this time, the meeting was adjourned at 7:23 p.m.

Submitted by Susan Beaver, Community Manager, CCAM®

ATTEST:

Nancy Clarke
(Authorized Board Member)

11/15/19
(Date)