

**VICTORIA GROVE MAINTENANCE ASSOCIATION  
BOARD OF DIRECTORS MEETING  
MINUTES  
APRIL 16, 2019**

Upon due notice given, a meeting of the Board of Directors for Victoria Grove Maintenance Association was held on April 16, 2019 at the hour of 6:30 P.M. at the Lake Matthews Elementary School, 12252 Blackburn Road, Riverside, CA.

**ATTENDANCE**

Directors Present: Juan Naranjo, Gina Douville and Nancy Clarke.

Directors Absent: Connie Choy and Jason Pack

Representing Encore Property Management: Susan Beaver.

**CALL TO ORDER**

The Board of Directors Meeting was called to order at 6:30 p.m. by Juan Naranjo, President.

**CONSENT CALENDAR**

A. Review/Approve General Session Minutes of March 19, 2019

B. Review/Approve Management Report of March, 2019

C. Review Financial Report ending March 2019

D. Lien Resolutions for Non-Payment:

#270-450-010            #270-380-023            #270-480-008            #270-290-021

Consent Calendar was approved as submitted.

**COMMITTEE REPORTS**

Architectural Review Committee (ARC): None

Landscape Committee: None.

Legal Affairs Committee: None

Security Affairs Committee: Present at meeting.

**LANDSCAPE**

Board reviewed Landscape Report dated 3/21/2019 from Nissho.

Motion made by Juan Naranjo, seconded by Nancy Clarke to approve proposal from Great Scott Tree Service for the removal of two (2) Pepper Trees at a cost of \$1095.00 and (1) Mexican Fan Palm at a cost of \$525.00 that is lifting the sidewalk in the Grove Drive Parkway. Motion carried unanimously.

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**UNFINISHED BUSINESS**

Amend Rules and Regulations and ARC Guidelines - Board tabled this item until next meeting. Waiting for Jason Pack to review and submit revisions.

Tennis Courts - Board reviewed proposal from Fernadell Tennis Court, Inc. Board tabled this item. Juan Naranjo to provide a 2<sup>nd</sup> name to get a proposal.

Motion made by Juan Naranjo, seconded by Nancy Clarke to approve amended proposal from Carasso Construction for the installation of a double keypad mechanical gate lock at the pedestrian gate on McAllister at a cost of \$1760.00. Motion carried unanimously.

**NEW BUSINESS**

Motion made by Nancy Clarke, seconded by Juan Naranjo to approve the investment recommendations from UBS Financial Services for the following:

In the Seacoast Reserve there is an excess cash balance of \$200,000.

Recommend the purchase of the following Treasuries:

\$100,000 to mature June - July 2020

\$100,000 to mature December 2020 - January 2021

In the UBS Reserves account we have the following CD's maturing:

\$100,000 maturing 7/24/2019

\$250,000 maturing 7/30/2019

Recommending the purchase of the following Reserve Treasuries:

\$100,000 to mature July - August 2020

\$250,000 to mature August - September 2020

In the Seacoast Operating there is an excess cash balance of \$150,000

Recommend the purchase of the following Operating Treasuries:

\$75,000 to mature July - July 2020

\$75,000 to mature December 2020 - January 2021

In the UBS Operating account we have the following CD maturing:

\$50,000 maturing on 7/24/2019

Recommend the purchase of the following Operating Treasury:

\$50,000 to mature July - August 2020

Motion carried unanimously.

Motion made by Juan Naranjo, seconded by Nancy Clarke to ratify the proposal from California Gate for the repair of vehicle gate #3 that was hit by vehicle at a cost of \$1081.75. Motion carried unanimously.

Motion made by Juan Naranjo, seconded by Gina Douville to ratify proposal from 1 Stop Pool Pros for the replacement of the (8) spa filter grids at a cost of \$432.00 and the replacement of the alarm cover for the spa emergency shut off switch at a cost of 165.00. Motion carried unanimously.

Motion made by Juan Naranjo, seconded by Nancy Clarke to set the Annual Meeting Date for June 18, 2019. Motion carried unanimously.

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Motion made by Juan Naranjo, seconded by Nancy Clarke to appoint Chet Bock as Inspector of Elections. Motion carried unanimously.

VGCS Insurance for Events - Issue is vendor insurance. VGCS is working on issue of vendor insurance for vendors.

The Board of Directors reviewed the 3/2019 financials independent of a Board meeting which includes bank statements, check register, general ledger and delinquent receivable reports.

**HOMEOWNER FORUM**

Began at 6:35 pm and ended at 6:44 pm. Seven (7) homeowners were present.

**NEXT MEETING DATE**

The next meeting is scheduled for May 21, 2019 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 6:45 p.m.

Submitted by Susan Beaver, Community Manager, CCAM®

**ATTEST:**

  
\_\_\_\_\_  
(Authorized Board Member)

5/21/2019

  
\_\_\_\_\_  
(Date)