

**VICTORIA GROVE MAINTENANCE ASSOCIATION
BOARD OF DIRECTORS MEETING
MINUTES
JANUARY 21, 2020**

Upon due notice given, a meeting of the Board of Directors for Victoria Grove Maintenance Association was held on January 21, 2020 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, Nancy Clarke, and Juan Ramirez.

Directors Absent: None

Representing Encore Property Management: Susan Beaver.

CALL TO ORDER

The Board of Directors Meeting was called to order at 6:35 p.m. by Juan Naranjo, President.

CONSENT CALENDAR

A. Review/Approve General Session Minutes of November 19, 2019 and the corrected minutes of September 17, 2019

B. Review/Approve Management Report of November, 2019

C. Review Financial Report of December 31, 2019

D. Review/Approve Lien Resolutions:

#270-350-004	#270-350-014	#270-400-056	#270-280-018
#270-290-001	#270-320-074	#270-400-004	#270-210-054
#270-360-033	#270-360-004	#270-360-010	#270-240-045
#270-230-024	#270-320-022	#270-350-039	#270-350-034
#270-370-039	#270-290-014	#270-240-018	

Motion made by Nancy Clarke, seconded by Gina Douville to approve the Consent Calendar as submitted.

BOARD APPOINTMENT

Motion made by Juan Naranjo, seconded by Nancy Clarke to appoint Chet Bock to the Board.

HOMEOWNER FORUM

Began at 6:35 p.m. and ended at 6:45 p.m. There were 15 Homeowners present.

**VICTORIA GROVE MAINTENANCE ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 21, 2020
PAGE 2**

COMMITTEE REPORTS

Architectural Review Committee (ARC): None

Landscape Committee: Written Report.

Safety/Parking Committee: None

Pool/Spa Committee: Written Report.

LANDSCAPE

Landscape Walk Notes

Board reviewed the Nissho Landscape Walk notes dated November 22, 2019 and December 20, 2019.

Landscape Proposals

Motion made by Juan Naranjo, seconded by Nancy Clarke to approve the following proposals from Nissho:

- LC 1 Greentree Entrance - Add (2) Bougainvilleas at monument \$73.00
- LC 2 Greentree/Blackburn entrance, East side - Remove Agaves and add other plants - \$4,994.32
- LC 3 Greentree/Blackburn entrance, West side - Remove Agaves and add other plants - \$6891.93
- LC 4 Grove Drive Entrance medians - Add plants to fill in - \$3,308.00

Tree Removals

17797 Cedarwood Back Slope

Motion made by Juan Naranjo, seconded by Gina Douville to approve the proposal from Bemus Landscape to remove the Pepper Tree on the back slope of 17797 Cedarwood at a cost of \$562.00. Motion passed.

Ash Tree

Motion made by Juan Naranjo, seconded by Nancy Clarke to approve the proposal from Park West to remove the dead Ash tree and flush cut stump on the Greentree slope at a cost of \$700.00. Motion passed.

Tree Trimming

Motion made by Juan Naranjo, seconded by Nancy Clarke to approve proposal from Great Scott Tree Service to trim the five (5) Eucalyptus Silver Dollar trees on the Greentree Slope at a cost of \$380.00 and add to tree inventory. Motion passed.

**VICTORIA GROVE MAINTENANCE ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 21, 2020
PAGE 3**

UNFINISHED BUSINESS

Landscape Proposals for School House Road

Board reviewed the following proposals from Nissho:

LC 21 Remove all dead plant material, install 5gal Juniper and mulch - \$7,151.64

LC 20 Remove all dead plants along School House and weeds - \$1,902.00, completed.

Board tabled item. Jason Roy to arrange meeting with principal to discuss.

Grove Parkway Replacement Trees

Board reviewed proposals from Nissho to install Crape Myrtle trees to replace the Pepper Trees that were removed. Board Tabled item. Board wants Landscape Committee to look if tree are needed.

Janitorial Contract Increase

Board reviewed the contract increase request from Personal Touch Cleaning of 6% total annual increase of \$771.52 effective 7/1/2020, needs to be amended to start 8/1/2020. Board tabled item. Board requested to get other bids.

Lighting for Playground Area

Board reviewed bid from Three Phase Lighting to add additional lighting to the back of the restroom building at a cost of \$2,607.00. Lighting will not illuminate playground area significantly. Board tabled item and requested bids for a pole light.

Amend Architectural Guidelines

Board tabled this item. Connie Imerti to review and make recommendations.

Amend Rules and Regulations

Board tabled this item.

Ecological Area Tree Removal

Board request having Ecological Conservation come to next meeting to discuss tree removals in protected areas.

Traffic Calming and Re-striping Correspondence

Board reviewed correspondence from Owner, John Mitchell regarding cars parked on Greentree after the stripping with the no parking signs.

TLG will be back to re-stripe center line on Greentree and fix center line alignment and fix yellow thermoplastic crosswalk at Cedarwood/Orangewood. Repair white thermoplastic Stop stencil on School House Road and Victoria Grove Parkway.

Amend Proposal for Showers/Tile Replacement

Board reviewed proposal from Community Construction Services to remove and replace drywall as needed and repair rotted bottom plates and studs as needed at both restrooms and repair additional drywall as needed. Complete tile replacement at showers. Total cost \$20,690.00. Board tabled item. Jason Roy, Pool Committee asked to meet with Community Construction Services.

**VICTORIA GROVE MAINTENANCE ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 21, 2020
PAGE 4**

Janitorial

Board reviewed proposal from Personal Touch Cleaning for the de-greasing pool furniture and apply Guard-All. Shower tile cleaning and sealing, Restroom floors tile cleaning and sealing. Board tabled item until spa is re-plastered.

CA Vehicle Code Enforcement on VGMA Streets

Board reviewed proposals from Community Construction Services and Carasso Construction for the installation of CA Vehicle Code Enforcement signs at each entry. Board tabled item.

NEW BUSINESS

Root Damage to Concrete - 17797 Cedarwood

Motion made by Juan Naranjo, seconded by Nancy Clarke to approve proposal from Pro Tec Building Services for the concrete replacement at 17797 Cedarwood due to tree roots from HOA Pepper Tree at a cost of \$2885.00. Motion carried unanimously.

Board Member Resignation

Board noted the resignation of Jason Pack from the Board of Directors.

Replacement of Tot Lot Swing

Motion made by Juan Naranjo, seconded by Nancy Clarke to ratify the proposal from Recreation Brands for a new Tot bucket seat at a cost of \$367.09. Motion passed.

Reserve Study Proposal

Motion made by Nancy Clarke, seconded by Juan Naranjo to approve the Reserve Study Proposal from Reserve Data Analysis for a full field inspection at a cost of \$2,995.00. Motion carried unanimously.

Spa Renovation Schedule

Board reviewed the schedule from Gardner Outdoor and Pool Remodeling for the spa renovation which will be starting February 17, 2020. Payment will need to be made at the end of each phase. Checks will be issued and ready for each phase.

Committee - Holiday Decorations

Board approved to add a Holiday Decorations Committee.

Owner's Correspondence - Wants to Know if Members Can Record Open Meetings of the Board.

Board reviewed correspondence - no comment.

Owners Correspondence - Vehicles Not Stopping at Stop Signs/Speeding

Board reviewed correspondence from Owner who is a avid runner and runs a loop through Victoria Grove to El Sobrante to Mcallister and then back home. He almost been hit by speeding vehicles in the neighborhood and by people completely ignoring stop signs. Board suggests that he wear reflective clothing when running in the streets so vehicles can see him better. Board will continue to monitor issue of speeding.

**VICTORIA GROVE MAINTENANCE ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 21, 2020
PAGE 5**

Proposal to Create New Election Rules/Materials

Board reviewed proposal from Whitney Petchul to create new Election Rules and Materials at a cost of \$500.00. New attorney, Fiore, Racobs and Powers, to draft election rules per AB 323.

25 MPH Signs at Each Entry

Board reviewed memo regarding 25 MPH signs at each entry. Gates 3 & 6 don't appear to have signs. Suggestion to look inside the gates to see if there are MPH signs.

Safety/Parking Committee Request

The Board reviewed request from the Safety/Parking Committee recommending to return to 24/7 patrol, a total of 3 shifts of 8 hours. Would give 7 days a week, 24 hours a day instead of 4 days. Motion made by Chet Bock, seconded by Nancy Clarke to approve the request. Motion passed.

Water System Per Joint Use Agreement RUSD & VGMA

Board reviewed correspondence from the Landscape Committee stating that the school area grounds such as the grass VGMA does not have control of the irrigation systems, Nissho is emailing his contact at the school district to advise them of the current water issue.

Amend Joint Use Agreement RUSD & VGMA

Board requests to have Doug Mann review to amend agreement and or dissolve agreement.

2020 Financial Review/Tax Return Proposals

Motion made by Nancy Clarke, seconded by Juan Naranjo to approve the proposal from Frisbey, Carter and Associates for the financial review and tax return prep for FYE 7/31/2020. Motion carried unanimously.

Speed Survey 2019

Board reviewed the speed survey that was completed in November 2019. Not a big change in driveway conditions.

Hwy Patrol Traffic Enforcement

Board tabled item to get more actual information and costs.

Request to Add Additional Cameras at Blackburn/Pool Area

Board reviewed request to add an additional cameras at the Blackburn/Pool Area. Board request management to get proposals.

Notice of Default and Foreclosure

In Executive Session, the Board approved to file Notice of Default for parcel # 270-480-008 and approved Foreclosure for parcel # 270-300-023.

NEXT MEETING DATE

The next meeting is scheduled for February 18, 2020 at 6:30 p.m. at the Lake Matthews Elementary School, 12252 Blackburn Road, Riverside, CA.

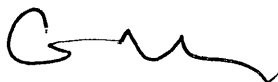
**VICTORIA GROVE MAINTENANCE ASSOCIATION
BOARD OF DIRECTORS MEETING
JANUARY 21, 2020
PAGE 6**

ADJOURNMENT

There being no further business to bring the Board at this time, the meeting was adjourned at 9:00 p.m.

Submitted by Susan Beaver, Community Manager, CCAM®

ATTEST:



(Authorized Board Member)

2/18/2020

(Date)