

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

Upon due notice given, a meeting of the Board of Directors for Victoria Grove Maintenance Association was held on April 21, 2020 at the hour of 6:30 P.M. via Video Conference.

ATTENDANCE

Directors Present: Juan Naranjo, Gina Douville, Nancy Clarke, and Chet Bock

Directors Absent: Juan Ramirez

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 February 18, 2020
- B. Review/Approve Management Report of February, 2020
- C. Review Financial Report of February 2020 and March 2020
- D. Review/Approve Lien Resolutions: #270-210-040 #270-350-050 #270-350-054

Motion made by Nancy Clarke, seconded by Juan Naranjo to approve the Consent Calendar as submitted.

HOMEOWNER FORUM

Began at 6:36 p.m. and ended at 6:50 p.m. There were 20 Homeowners present.

COMMITTEE REPORTS

None.

LANDSCAPE

Landscape Walk Notes

Board reviewed the Nissho Landscape Walk notes dated February 21, 2020.

Landscape Proposals

Board reviewed proposal LC 22 from Nissho for Greentree East side by school to remove all the dead dying Citrus trees and replace with (28) 15 gal Citrus trees at a cost of \$7,357.32. Board tabled item until next meeting.

Board reviewed proposal LC 23 from Nissho for Greentree East side by school entrance to remove trampled existing Carissa and installed Texas Privets, Iceberg Roses, Lil Johns and Lantana at a cost of \$3454.00. Board tabled indefinitely.

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Board reviewed proposal LC 24 from Nissho for Greentree and Blackburn East side corner, apply brown citrus mulch to enhance the appearance of the large planter area at a cost of \$3751.30. Board tabled indefinitely.

Board reviewed proposal LC 21 from Nissho for Greentree by the school to install a french drain to catch the school run off that drains into common area and its creating bad erosion once installed, need to back fill areas and compact. Once completed need to plant area with Photinias, Lil Johns and Iceberg Roses. Board tabled indefinitely.

Correspondence Committee Member - Bait Stations

Board reviewed correspondence from Landscape Committee Member regarding bait boxes on Greentree and School House. Bait boxes were removed February 14, 2020. Animal Pest Management (APM) was to meet with Board on this issue. Boxes were not install in an illegal manner.

UNFINISHED BUSINESS

Amend Rules and Regulations

Tabled until next meeting. Draft will be in next Board Packet.

Amend Architectural Guidelines

Draft has been completed. (Still need to amend drawing for driveway expansion.). Draft will be sent to Owners for review and comment. Board will look to adopt at June 16, 2020 Meeting.

Shot Hole Borer

Board tabled item.

Tree Replacement on Grove

Board reviewed proposals from Nissho for replacement trees on Grove to replace the Pepper Trees that were removed. Landscape Committee opinion is that replacement trees are not needed. Sent letter to those Owners on Greentree to come to meeting if they have issue that there will not be a replacement tree. Board Tabled until next meeting.

School House Planting LC 21

Board reviewed proposal LC 21 from Nissho for the installation of plants on School House Road. Board tabled item indefinitely until a decision on Joint Use Agreement with VGMA and RUSD.

Traffic Calming and Re-striping Correspondence

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. Rain halted. Will be rescheduled.

Location of Current 25MPH Signs

Motion made by Juan Naranjo, seconded by Chet Bock to install additional 25 MPH signs inside of gates 1 - 7. Motion passed.

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Joint Use Agreement - VGMA/RUSD

Joint Use Agreement can terminate December 2021. Must give one (1) year notice to terminate agreement. Board would like to contact the school and school district to see if termination can be earlier than what is stated in Joint Use Agreement.

Additional Cameras for Pool Area Backside off Blackburn

Motion made by Juan Naranjo, seconded by Gina Douville to approve proposal from The BMR Group for the installation of two (2) HD IP Dome cameras (looking at grass area) at a cost of \$932.72. Motion carried unanimously.

Janitorial Service - Contract Increase for 2020/2021

Board reviewed contact increase from Personal Touch Cleaning for the Janitorial Service. Annual Increase of \$771.53 - \$64.30 per month effective 8/1/2020. Board tabled item until next month.

Lighting for Park Playground

Motion made by Gina Douville, seconded by Juan Naranjo to approve proposal from Three Phase Electric for Option II: Installation of (2) poles and fixtures to properly illuminate the play structures at park area at a cost of \$9,228.00. Motion passed.

Draft Amended/Restated Election Rules

Motion made by Juan Naranjo, seconded by Gina Douville to adopt the Amended/Restated Election Rules. Motion Passed. Will send out to Owners.

Nancy Clarke dropped off of video call.

Vehicle Gate Painting

Tabled until next meeting

Set Annual Meeting Date

Motion made by Juan Naranjo, seconded by Chet Bock to set the Annual Meeting date for Tuesday July 28, 2020. Motion passed.

NEW BUSINESS

Appeal of ARC Denial

Appeal request from Juan Naranjo, 16847 Hazelwood Drive. ARC Disapproved rocks on right side of driveway. Reason per ARC 3.07. Board tabled until next meeting.

Review Newsletter Advertising Costs

Tabled until next meeting

Vehicle Gate Remotes

Board reviewed correspondence from Owner regarding the Multicode 3089 transmitter. Dip switches have never been changed. The current settlings are default setting from manufacture. No action by Board. Changing dip switches will create issues with Owners not able to gain access to the Community.

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Spa Renovation Change Orders

Motion made by Juan Naranjo, Seconded by Gina Douville to ratify the following change orders from Gardner Outdoor and Pool Remodeling:

- #02-19 Remove and replace bad concrete in spa, treat exposed steel areas with rust resistant epoxy, replace broken pipe in spa at a cost of \$2,235.00
- # 22720 Permit fees \$ 233.00
- # 3-3 New filter grids for spa \$250.00

Motion passed.

Damaged Picnic Tables at Park Area at Pool Area

Board reviewed photos of damaged picnic tables at park. Board asked for bids to replace tables.

Janitorial Proposals

Board reviewed proposals for Janitorial Maintenance. Board tabled item until next meeting.

Proposals for Repairs/Gate #5

Motion made by Chet Bock, seconded by Gina Douville to approve the following proposals to repair damages to pilaster stacked stone and electrical from vehicle hitting area in front of gate #5. VGMA made insurance claim to Geico.

- #3730 from Community Construction Services to reattached loose stacked stones at a cost of \$600.00
- #FQ-419792-JS from Three Phase Electric to install new light fixture at a cost of \$310.00.

Motion passed.

Proposals to Change Common Area Lighting to LED

Board tabled item to next meeting.

Reserve Study Report

Board reviewed Reserve Study report for FYE 7/31/2021 from Reserve Data Analysis.

NEXT MEETING DATE

The next meeting is scheduled for May 19, 2020 at 6:30 p.m. via Video Conference.

ADJOURNMENT

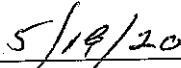
There being no further business to bring the Board at this time, the meeting was adjourned at 7:40 p.m.

Submitted by Susan Beaver, Community Manager, CCAM®

ATTEST:



(Authorized Board Member)



(Date)