

**VICTORIA GROVE MAINTENANCE ASSOCIATION
BOARD OF DIRECTORS MEETING
MINUTES
FEBRUARY 18, 2020**

Upon due notice given, a meeting of the Board of Directors for Victoria Grove Maintenance Association was held on February 18, 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 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 6:36 p.m. by Juan Naranjo, President.

CONSENT CALENDAR

- A. Review/Approve General Session Minutes of January 21, 2020
- B. Review/Approve Management Report of January 21, 2020
- C. Review Financial Report of January 2020
- D. Review/Approve Lien Resolutions: None

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 6:36 p.m. and ended at 6:40 p.m. There were 12 Homeowners present.

COMMITTEE REPORTS

Landscape Committee: None.

LANDSCAPE

Landscape Walk Notes

Board reviewed the Nissho Landscape Walk notes dated January 17, 2020.

Landscape Proposals

Motion made by Juan Naranjo, seconded by Nancy Clarke to approve proposal LC 18 from Nissho for the clearing of Open Space areas at a cost of \$19,494.70. Motion carried unanimously.

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Proposal to remove Dead Canary Island Palm

Motion made by Juan Naranjo, seconded by Gina Douville to approve proposal from Great Scott Tree Service for the removal of the dead Canary Island Palm at gate #4 at a cost of \$995.00. Motion carried unanimously.

Correspondence from Landscape Committee Member

Board reviewed correspondence from Landscape Committee Member Ron Kirk Patrick regarding mowing over seeded areas every other week.

UNFINISHED BUSINESS

Amend Rules and Regulations

Board tabled this item.

Amend Architectural Guidelines

Two (2) Board Members meeting with Encore Property Management, 2/20/2020 at 1:00 p.m., to review and make recommendations

Shot Hole Borer

Julie Simonsen of Ecological Conservation and Management can meet with Board regarding trees with Shot Hole Borer in March/April after trees come out of dormancy.

Request for HOA Members to Record Meetings

Motion made by Juan Naranjo, seconded by Nancy Clarke to deny request from homeowner to record meeting. Motion carried unanimously.

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. Board tabled item. Request letters be sent to Grove Homeowners letting them know of Board's opinion to not replace trees on Grove and invite to 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. Jason Roy to meet with the school principal to discuss.

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. TLG was waiting to hear back from Traffic Engineering on how he proposed to have center line at Greentree and Grove Align properly.

Showers/Tile Replacement Pool Area

Motion made by Juan Naranjo, seconded by Nancy Clarke to approve proposal from Community Construction Services for the showing/framing repair and tile replacement at pool area showers at a cost of \$20,690.00. Motion carried unanimously.

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Janitorial Service - Spring Cleaning Pool Area

Motion made by Juan Naranjo, seconded by Nancy Clarke to approve proposal from Personal Touch Cleaning for the Spring Cleaning of the pool furniture, lounge chairs at a cost of \$672.00 and chairs at a cost of \$336.00. Motion passed.

California Vehicle Code Enforced Signs

Motion made by Juan Naranjo, seconded by Nancy Clarke to approve proposal from Community Construction Services for the installation of Private Property, Vehicle Code Enforced signs for all seven (7) gates at a cost of \$1050.00. Motion carried unanimously.

Location of 25 MPH Signs

Board reviewed map showing the locations of the 25 MPH signs.

Highway Patrol Traffic Enforcement

Board reviewed rates to have California Hwy Patrol come into the Community to enforce vehicle codes. Minimum 4 hours per request plus mileage. Officer rates \$97.43 per hour. Motor officer \$101.30 per hour and Sergeant \$118.52 per hour, Motor Sergeant \$123.24. All overtime is strictly voluntary and VGMA is not guaranteed a unit on any specific requested day. Board tabled item.

Board approved to have Riverside Country Sheriff's Citizens Patrol to begin issuing traffic citations after the "Private Property, Vehicle Codes Enforced" signs are installed.

Joint Use Agreement - VGMA/RUSD

Board tabled item. Waiting to hear back from D. Mann, Attorney.

Additional Cameras for Pool Area Backside off Blackburn

Board tabled item. Waiting for additional proposals.

Janitorial Contract Increase for 2020/2021

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

Lighting for Playground Area/Park

Board tabled item. Waiting for additional proposals.

Photos of Vehicles Parked on Greentree

Board reviewed photos of vehicles parked in bike lane on Greentree and passing vehicles not much clearance submitted by homeowner.

NEW BUSINESS

Amended/Restated Election Rules

Board approved the proposed amended/restated Election Rules to comply with AB323. To be mailed out to Owners.

Set Annual Meeting Date

Board tabled item

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Appoint Inspector of Elections

Motion made by Juan Naranjo, seconded by Nancy Clark to approve proposal from The Ballot Box to be the Inspection of Elections at a cost of \$2990.00. Motion carried unanimously.

Proposal to Touch Up Paint on Vehicle Gates/Welding

Board tabled item. Board requests bids to paint the entire gates.

Investment Recommendations From TD Ameritrade

Motion made by Nancy Clarke, seconded by Juan Naranjo approved the following recommendations from TD Ameritrade:

The Reserve account has the following Reserve CD's maturing

\$105,000 to mature on 2/10/2020

\$130,000 to mature on 2/12/2020

\$360,000 to mature on 2/14/2020

\$250,000 to mature on 3/6/2020

\$45,000 to mature on 3/20/2020

\$240,000 to mature on 4/13/2020

\$150,000 to mature on 4/17/2020

\$140,000 to mature on 4/24/2020

Recommend the purchase of the following CD's.:

\$104,000 to mature January - March 2021

\$130,000 to mature January - March 2021

\$360,000 to mature January - March 2021

\$250,000 to mature January - March 2021

\$45,000 to mature January - March 2021

\$240,000 to mature April - June 2021

\$150,000 to mature April - June 2021

\$140,000 to mature April - June 2021

There is an excess Reserve cash balance of \$1,119,000.00. Recommend the purchase of multiple Reserve CD's:

\$500,000 to mature July - September 2021

\$619,000 to mature October - December 2021

The Operating account has the following CDs maturing: \$75,000 maturing on 4/17/2020

Recommend a purchase of a Operating CD of \$75,000 to mature April - June 2021.

Motion carried unanimously.

Light Bulbs with Less 45 Lumens Per Watt.

Light bulbs with efficacy less than 45 Lumens per wall cannot be sold or offered for sale in California.

VGCS Year-End 2019 Financials

Board reviewed the 2019 VGCS year end financial statement

NEXT MEETING DATE

The next meeting is scheduled for March 17, 2020 at 6:30 p.m. at the Lake Matthews Elementary School, 12252 Blackburn Road, Riverside, CA.

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ADJOURNMENT

There being no further business to bring the Board at this time, the meeting was adjourned at 8:10 p.m.

Submitted by Susan Beaver, Community Manager, CCAM®

ATTEST:

Nancy Clark
(Authorized Board Member)

4/21/20
(Date)