

**VICTORIA GROVE MAINTENANCE ASSOCIATION
BOARD OF DIRECTORS MEETING
MINUTES
JUNE 16, 2020**

Upon due notice given, a meeting of the Board of Directors for Victoria Grove Maintenance Association was held on June 16, 2020 at the hour of 6:30 P.M. via Zoom Video Conference.

ATTENDANCE

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

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 May 19, 2020

B. Review/Approve Management Report of May, 2020

C. Review Financial Report of May 2020

D. Review/Approve Lien Resolutions:

#270-280-018

#270-450-033

#270-480-016

#270-390-048

#270-450-005

#270-390-048

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

HOMEOWNER FORUM

Began at 6:36p.m. and ended at 7:15 p.m. There were 73 Homeowners present.

COMMITTEE REPORTS

None

LANDSCAPE

Landscape Walk Notes

Board reviewed the Nissho Landscape Walk notes dated June 5, 2020.

Ratify Landscape Proposal

Motion made by Juan Naranjo, seconded by Nancy Clarke to Ratify proposal LC 30 from Nissho to replace the damaged plants in planter due to car running into landscape at a cost of \$154.00. Motion carried unanimously.

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UNFINISHED BUSINESS

Amend Rules and Regulations

To be sent to Owners as soon as possible.

Amend Architectural Guidelines

Board tabled item. ARC member wants to meet to clarify guidelines. Mike Fuller of ARC doesn't get home from Orange County Monday - Thursdays until 7:00 p.m.. Weekends he has open to go over ARC Guidelines.

Shot Hole Borer

Board tabled item. Wants to set up Zoom Meeting with Julie.

Traffic Calming and Re-striping Correspondence

Board tabled item. Map from Traffic engineer Alta Planning show how to correct line alignment where Greentree and Grove meet.

Review/Amend Newsletter Advertising Rates

Board reviewed the current advertising rates for the newsletter. Motion made by Gina Douville, seconded by Juan Naranjo to do a fee study.

Pool Re-open

Motion made by Juan Naranjo, seconded by Nancy Clarke to approve re-opening of the pool starting June 20, 2020. Pool Concierge - 8 hour shift, 10 a.m. - 6 p.m.. No guests allowed. Residents are to bring their own disinfectant wipes and to disinfect items they touch. Maintain Social Distancing. Motion passed 3-1. Motion made by Chet Bock, seconded by Juan Naranjo to have the Spa open. Motion carried unanimously.

Correspondence regarding Pool Being Closed.

Board reviewed correspondences regarding pool being closed.

NEW BUSINESS

Pool Concierge Proposal

Motion made by Juan Naranjo, seconded by Chet Bock to approve the proposal from Southwest Patrol for a pool concierge at a cost of \$24.75 per hour, 7 days a week, 8 hour shift, 10:00 a.m. - 6:00 p.m. Motion passed.

Janitorial for Disinfecting of Pool Area Restrooms

Board approved proposal from Personal Touch Cleaning for Option 3 to clean/Sanitize the restrooms only seven (7) days per week at a cost of \$714.00 per month.

25 MPH Sign Proposals

Motion made by Nancy Clarke, seconded by Gina Douville to approve proposal from Carasso Construction to supply and install eight (8) 25 MPH signs on existing light poles at a cost of \$1,272.00. Motion carried unanimously.

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Various Repairs Proposal at Pool Facility

Motion made by Juan Naranjo, seconded by Gina Douville to approve proposal from ProTec Building Services for the Resealing of roof vents at a cost of \$420.00, Paint roof stacks/B-vents at a cost of \$450.00, Secure Electrical Conduit at a cost of \$137.00, Caulk and paint wood skirts at a cost of \$794.00 and Secure bent fence picket at a cost of \$195.00. Motion carried unanimously.

Ratify Gate 3 Repair

Motion made by Juan Naranjo, seconded by Chet Bock to ratify proposal from California Gate for the repair of the loop at the exit gate 3 for a total cost of \$1,780.65. Motion carried unanimously.

Playground Lighting

Motion made by Gina Douville, seconded by Juan Naranjo to approve the change order from Three Phase Lighting for the addition of a time clock for the playground lighting at an additional cost of \$465.00. Original contract included a photo cell which lights would come on at dusk and turn off at sunrise. Motion passed.

FDIC Limit on Money Market Account

FDIC Limit on Reserve Money Market accounts at Seacoast - Insurance up to \$250,000. Operating today has \$193,439.00. Reserve has \$300,000.00. Motion made by Nancy Clarke, seconded by Juan Naranjo to move \$200,000 from Seacoast Money Market Reserves to TD Ameritrade. Motion passes.

NEXT MEETING DATE

The next meeting is scheduled for July 21, 2020 at 6:30 p.m. via Zoom Video Conference.

ADJOURNMENT

There being no further business to bring the Board at this time, the meeting was adjourned at 8:00 p.m.

Submitted by Susan Beaver, Community Manager, CCAM®

ATTEST:



(Authorized Board Member)

(Date)