

**VICTORIA GROVE MAINTENANCE ASSOCIATION
BOARD OF DIRECTORS MEETING
MINUTES
NOVEMBER 19, 2019**

Upon due notice given, a meeting of the Board of Directors for Victoria Grove Maintenance Association was held on November 19, 2019 at the hour of 6:30 P.M. at the Lake Matthews Elementary School, 12252 Blackburn Road, Riverside, CA.

ATTENDANCE

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

Directors Absent: Juan Ramirez

Representing Encore Property Management: Susan Beaver.

CALL TO ORDER

The Board of Directors Meeting was called to order at 6:31 p.m. by Juan Naranjo, President.

CONSENT CALENDAR

- A. Review/Approve General Session Minutes of October 22, 2019
- B. Review/Approve Management Report of October, 2019
- C. Review Financial Report of October, 2019
- D. Review/Approve Lien Resolutions:
 - #270-410-037 #270-380-023 #270-470-020
 - #270-290-022 #270-380-015

The Consent Calendar was approved as submitted.

COMMITTEE REPORTS

Architectural Review Committee (ARC): None

Landscape Committee: None.

Safety/Parking Committee: Submitted recommendation to add an additional eight (8) hour shift for Wednesdays.

Pool/Spa Committee: None.

LANDSCAPE

Landscape Walk Notes

Board reviewed the Nissho Landscape Walk notes dated October 27, 2019.

Landscape Proposals

Board reviewed landscape proposals LC 35, LC 36 and LC 37 from Nissho to install Crape Myrtle trees along Grove where the Pepper Trees removed. Board tabled items and requested for the landscape committee recommendation for size of trees to install.

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UNFINISHED BUSINESS

Amend Rules and Regulations

Board tabled this item.

Amend Architectural Guidelines

Board tabled this item.

Correspondence regarding Natural/Ecological Areas

Can notify Board with scope of tree removal and quantity and scope. Board requested more information.

Traffic Calming and Re-striping Correspondence

Board reviewed correspondence from Owner. Thermal lines not bright. Needs to redo. Motion made by Jason Pack, seconded by Juan Naranjo to remove the No Parking signs on Greentree. Motion passed.

Regrouting of Showers or Tile Replacement

Motion made by Juan Naranjo, seconded by Jason Pack to approve proposal from Carasso Construction to regROUT tile in three (3) showers at a cost of \$2,520.00. Motion carried unanimously.

Credit back for Bike Lane Signs/Left Over Poles

Credit back from TLG Paving Company for the No Parking and Bike Lane signs not installed (\$1,336.50). 29 poles left. Board instructed to have the poles stored in storage at park.

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.

Reserve Items to Complete 2019/2020

Board reviewed the items that are to be completed. List added to minutes.

Insurance Renewal Ratify

Motion made by Juan Naranjo, seconded by Nancy Clarke to ratify the insurance renewal from LaBarre/Oksnee Insurance for Property, General Liability, Directors and Officers Liability, Umbrella Liability and Fidelity Bond at a total cost of \$21,906. Motion carried unanimously.

Wrought Iron Painting Specifications

Motion made by Jason Pack, seconded by Juan Naranjo to approve the Wrought Iron Painting Specification from Sherwin Williams for the painting only. Motion carried unanimously.

Owner Correspondence

Board noted correspondence from Owner regarding Slurry Seal warranty and Questions of cost to do Traffic Calming would be the same next time slurry is done. Calming Measures did not void warranty. All re-striping is included in reserves.

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VGMA Draft Financial Review for FYE 7/31/2019

Motion made by Nancy Clarke, seconded by Juan Naranjo to approve the draft Financial Review from Frisbey, Carter and Associates. Motion carried unanimously.

VGCS Financial Review 12/31/2018

Board noted and reviewed VGCS Financial Review for FYE 12/31/2018.

Lighting for Park at Playground Area

Board requested that bids be obtained for flood lights to be installed but needs to be shining downward and not toward homes that back to School House.

CA Vehicle Code Enforcement on VGMA Streets

Motion made by Jason Pack, seconded by Gina Douville to approve to put up proper signs (California Vehicle Codes are Enforced) at each gate and ask Hwy Patrol for cost for issuing traffic citation.

NEW BUSINESS

Election Law Overhaul

Board reviewed the new Election law. Election rules need to be re-done due to SB323 effective 1/1/2020. Management does not feel comfortable doing this and suggest Board send to their attorney. Motion made by Juan Naranjo, seconded by Nancy Clarke to get bids for new attorney service specializing in HOA law. Motion carried unanimously.

Pool Furniture Repairs

Motion made by Nancy Clarke, seconded by Jason Pack to approve proposal from OCBS, Inc. for strap replacements on 13 lounge chairs and 5 chairs at a cost of \$779.00. Motion carried unanimously.

Spa Re-plaster/Coping

Motion made by Jason Pack, seconded by Nancy Clarke to approve proposal from Gardner Outdoor Pool Remodeling to re-plaster the spa and replace coping at a cost of \$8,410.00 plus permits. Motion carried unanimously.

Ratify Pool Repairs

Motion made by Jason Pack, seconded by Juan Naranjo to ratify proposals from Breakpoint Pools for the Annual Heater Service at a cost of \$999.66 and miscellaneous repairs at a cost of \$1190.45. Motion carried unanimously.

Gate Repairs

Motion made by Jason Pack, seconded by Juan Naranjo to ratify the proposals from TLG for the Crack Seal by Gate #4 exit side at a cost of \$775.00, from California Gate to cut new loops at gate #4 exit side a cost of \$850.00 and from California Gate to install a Control Board Kit at gate #1 at a cost of \$1,354.09. Motion carried unanimously.

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Owner Request Regarding adding a Crosswalk

Board reviewed Owner request to look into installing a crosswalk across Greentree at School House Road. Board requested that we contact Steve at Alta Planning to see if there is any issue.

Owner Correspondence - Transparency/Notice to Owners

Board reviewed Owner Correspondence.

Owner Correspondence

Board reviewed correspondence from Owner regarding commercial vehicles and vehicles parking blocking sidewalk. Board requested to see the CC&R section on vehicles. Also Motion made by Gina Douville, seconded by Jason Pack to have patrol company place warnings for vehicles parked over the sidewalk. Motion Passed.

Corrected September 17, 2019 Minutes

Motion made by Juan Naranjo, seconded by Nancy Clarke to approve the corrected Minutes for September 17, 2019. Motion carried unanimously.

Board Action not Noted on 9/17/19 Minutes Re: VGMA Oversight of VGCS

Motion made by Juan Naranjo, seconded by Jason Pack to add the following under VGMA's Role in oversight of VGCS to the September 17, 2019 Minutes: Owner who wanted item added to agenda did not submit her 8 questions before hand therefore the board chose to send the questions to the VGCS Board. Motion carried unanimously.

HOMEOWNER FORUM

Began at 6:32 p.m.

NEXT MEETING DATE

The next meeting is scheduled for January 21, 2020 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 7:55 p.m.

Submitted by Susan Beaver, Community Manager, CCAM®

ATTEST:



(Authorized Board Member)

11/21/2020

(Date)

Victoria Grove Maintenance Association
Distribution of Accumulated Reserves

REPORT DATE: March 7, 2019
 VERSION: 010
 ACCOUNT NUMBER: 12816

DESCRIPTION	REM LIFE	FULLY FUNDED RESERVES	ASSIGNED RESERVES
Access Area #1 - Gate Operators, 04	0	10,914.00	10,914.00
Access Area #3 - Gate Operators, 04	0	7,276.00	7,276.00
Landscape - Parkways	0	25,000.00	25,000.00
Landscape - Replacement/Refurbish	0	5,000.00	5,000.00
Landscape - Tree Trim, 2019/2020	0	40,000.00	40,000.00
Paint - Woodwork, Fencing	0	24,764.10	24,764.10
Paint - Wrought Iron, Perimeter	0	231,329.67	231,329.67
Park Area - Picnic Tables	0	13,104.00	13,104.00
Park Area - Trellis	0	47,664.00	47,664.00
Pool - Chemical Pumps	0	1,200.00	1,200.00
Pool - Deck Caulking	0	1,770.17	1,770.17
Pool Area - Key Fob System	0	50,000.00	50,000.00
Pool Cabana - Drinking Fountain	0	3,342.00	3,342.00
Roof - Flat, Cabana, Park	0	6,683.60	6,683.60
Spa - Chemical Pumps	0	1,200.00	1,200.00
Spa - Coping, Replacement	0	1,666.00	1,666.00
Spa - Deck Caulking	0	649.32	649.32
Spa - Filter	0	1,780.00	1,780.00
Spa - Replastering & Tile	0	7,051.00	7,051.00
Streets - Concrete, Repairs	0	50,000.00	50,000.00
Fencing - Wood, Solid Board	1	169,225.93	177,979.00
Irrigation - Controllers	1	166,656.00	178,560.00
Landscape - Tree Trim, 2020/2021	1	19,714.29	30,000.00
Paint - Metals	1	2,522.67	3,784.00
Paint - Wrought Iron, Pool	1	4,609.33	6,914.00
Pool Area - Benches	1	6,338.16	6,666.00
Pool Area - Lights	1	3,650.66	4,603.00
Pool Area - Picnic Tables	1	4,339.54	4,564.00
Pool Cabana - Fire Extinguisher	1	346.10	364.00
Pool Cabana - Partitions	1	3,917.38	4,120.00
Signs - Traffic	1	14,262.30	15,000.00
Fencing - Wood, Split Rail	2	70,570.59	77,871.00
Lighting - Grounds, Floods	2	42,027.34	46,375.00
Lighting - Park, Cabana	2	2,803.94	3,094.00
Lighting - Park, Pole Lights	2	18,985.94	20,950.00
Lighting - Pool, Cabana, Interior	2	2,276.50	2,512.00
Lighting - Pool, Pole Lights	2	34,174.69	37,710.00
Paint - Interiors	2	1,840.43	3,680.86
Paint - Light Standards	2	499.68	999.36
Paint - Woodwork, Park	2	2,804.76	5,609.52
Park Area - Baseball, Infield	2	4,152.34	5,576.00