

# OAK CREEK VILLAGE MAINTENANCE ASSOCIATION

## Open Session Board Meeting

March 1, 2022 6:00 PM

<https://us02web.zoom.us/j/83792389082>

Irvine, CA 92618

### MINUTES

#### Directors Present

MARC PANNIER - Treasurer  
NASIBA MAKAREM - President  
STEVE MILLER - Secretary  
JOHN BARTLETT - Vice President  
CARLOS ORTIZ - Member at Large

#### Directors Absent

None

#### Additional Attendees

David Kelley, CCAM, Senior Community Manager  
Holly Maddalena, CMCA, AMS, PCAM, Vice President of Community Management

### I. CALL TO ORDER

### II. EXECUTIVE SESSION ACKNOWLEDGEMENT/ANNOUNCEMENT

In accordance with Civil Code Section 4935(a) the Board will meet in Executive Session prior to the Open Session meeting in order to consider litigation, matters relating to the formation of contracts with third parties, member discipline, personnel matters, or to meet with a member, upon the member's request, regarding the member's payment of assessments, as specified in Civil Code.

#### Teleconference Notice:

Pursuant to the Centers for Disease Control and Prevention's (CDC) interim guidance on mitigation strategies in response to COVID-19 outbreak, including the implementation of social distancing measures where feasible, this meeting is being held via teleconference and videoconference. All homeowners were provided with call-in and video conference information and an opportunity to address the Board of Directors during Homeowner Forum.

Please be advised that pursuant to California Penal Code section 632 it is a crime to intentionally use a recording device to eavesdrop on a confidential communication without the express consent of all parties to the communication.

### III. REPORTS

The following reports were reviewed and filed as no action was required.

#### A. MANAGEMENT TASK REPORT

## **B. MONTHLY COMMUNITY WALK REPORT**

## **C. WORK ORDER REPORT**

## **D. LIGHTING & ELECTRICAL MAINTENANCE REPORTS**

## **E. ANNUAL CALENDAR**

### **IV. HOMEOWNER FORUM**

No homeowners were in attendance for homeowner forum.

### **V. CONSENT CALENDAR**

#### **Resolved**

That the Board of Directors approves Consent Calendar Items A.-F. as presented.

**Motion:** NASIBA MAKAREM

**Second:** MARC PANNIER

► **Resolved**  
*The motion passed unanimously*

#### **A. APPROVAL OF MINUTES - FEBRUARY 2022**

##### **Resolved**

That the Open Session Minutes dated February 8, 2022 be approved as presented.

#### **B. OAK CREEK VILLAGE MASTER FINANCIAL STATEMENT - JANUARY 2022**

##### **Resolved**

That the Board approves the Association's income statement for The Oak Creek Village Master Association for December 31, 2021 (Fiscal Year Month 8), comparing actual results to budget, reserve statement, bank statements and reconciliations, check history report and general ledger as presented, subject to an annual audit. The report reflects a year to date net operating loss of (\$105,933.40) and year-to-date reserve funding of \$221,824.72 compared to the year-to-date reserve funding budget of \$216,832. The actual year-to-date operating expenses were \$918,145.99. The budgeted year-to-date operating expenses were \$830,448. The reserves are funded through January 31, 2022. The association has \$647,104.07 in operating funds. The association has \$1,073,840.31 in reserve funds.

#### **C. OAK CREEK VILLAGE W. HAWK CREEK GATE FINANCIAL STATEMENT - JANUARY 2022**

##### **Resolved**

That the Board approves the Association's income statement for The Oak Creek Village Master Association (W. Hawk Creek Gate) for January 31, 2022 (Fiscal Year Month 8), comparing actual results to budget, reserve statement, bank statements and reconciliations, check history report and general ledger as presented, subject to an annual audit. The report reflects a year to date net operating income of \$22,784.89 and year-to-date reserve funding of \$22,640.00 compared to the year-to-date reserve funding budget of \$24,640.00. The actual year-to-date operating expenses were \$33,035.58. The budgeted year-to-date operating expenses were \$56,040. The reserves are funded through January 31, 2022. The association has \$95,233.32 in operating funds. The association has \$469,357.41 in reserve funds.

#### **D. OAK CREEK VILLAGE EAGLE CREEK GATE FINANCIAL STATEMENT - JANUARY 2022**

##### **Resolved**

That the Board approves the Association's income statement for The Oak Creek Village Master Association (Eagle Creek Gate) for January 31, 2022 (Fiscal Year Month 8), comparing actual results to budget, reserve statement, bank statements and reconciliations, check history report and general ledger as presented, subject to an annual audit. The report reflects a year to date net operating income of \$4,394.41 and year-to-date reserve funding of \$46,150.00 compared to the year-to-date reserve funding budget of \$25,736.00. The actual year-to-date operating expenses were \$28,044.92. The budgeted year-to-date operating expenses were \$52,672. The association has \$6,434.00 in unfunded reserves, down from \$12,868.00 as of December 31, 2021, which is equal to 2 months of unfunded reserves. The reserves are funded through November 31, 2021. The association has \$6,693.82 in operating funds. The association has \$362,921.56 in reserve funds.

Management recommends that Associations have at least 3 months of operating expenses in the operating account.

#### **E. LIEN APPROVAL**

##### **Resolved**

That the Board of Directors authorize Management to place liens on the following accounts should the delinquent assessments not be paid within the time period established in the intent to lien letter:

<b>Account Number</b>	<b>Total Amount Due</b>
1995-05	\$179.59
2214-04	\$179.59
2226-01	\$2,215.99
2415-05	\$165.47

#### **F. ROYAL OAK POOL HEATER REPLACEMENT**

##### **Resolved**

That the Board of Directors ratify the proposal as submitted by Best Pool Service to replace the Royal Oak pool Heater in the amount of \$37,529.07. Funds to be expensed from Reserve GL 23122, Pool Reserve, which has a remaining balance of \$247,271.99 as of the January 2022 financial statement.

### **VI. UNFINISHED BUSINESS**

#### **A. POOL SYSTEM DISCUSSION**

##### **Resolved**

That the Board denies the proposals received for pool salt systems due to significant unbudgeted costs.

**Motion:** NASIBA MAKAREM

**Second:** MARC PANNIER

► **Resolved**  
*The motion passed unanimously*

#### **B. EAGLE CREEK TRAFFIC STUDY**

Review of the Eagle Creek Traffic Study is tabled for Director Bartlett to obtain more information on options.

### **VII. NEW BUSINESS**

#### **A. LANDSCAPE REPLACEMENTS**

##### **Resolved**

Landscape proposals were reviewed with mulch proposals to be tabled and added to the tot lot proposal section for April. The Board of Directors denied the proposal as submitted by Park West to add a Toyon shrub at the Royal Oak Tot Lot.

## **B. PINEBROOK POOL BUILDING WELL LIGHT REPLACEMENT**

### **Resolved**

That the Board of Directors approve Three Phase Electric to replace the four (4) Pinebrook pool building pilaster well lights for a total cost of \$4,272.00. Funds will be expensed from Reserve GL 23113, Lighting Reserve.

**Motion:** NASIBA MAKAREM

**Second:** MARC PANNIER

► **Resolved**  
*The motion passed unanimously*

## **C. TOT LOT INSPECTION REPAIRS**

### **Resolved**

This item is tabled pending additional proposal options to be submitted by Pro-Tec for full repairs.

## **D. JANITORIAL DEEP CLEAN: ALL POOLS**

### **Resolved**

This item is tabled to request better understanding as to why proposed tasks are not completed during regular contracted service.

## **E. AUDIT & TAX PROPOSALS**

### **Resolved**

That the Board of Directors approve Newman CPA to complete the May 31, 2022 fiscal year tax returns and audit for a total cost of \$1,500.00. Funds will be expensed from Operating GL 19101, CPA Services, which has an annual budget of \$1,620.00.

**Motion:** NASIBA MAKAREM

**Second:** JOHN BARTLETT

► **Resolved**  
*The motion passed unanimously*

## **VIII. MAP & SUB-ASSOCIATION LISTING**

### **IX. NEXT BOARD MEETING**

The next Oak Creek Board of Directors meeting is scheduled for April 13, 2022 with open session beginning at 6:00 p.m.

### **X. ADJOURN**

There being no further business to come before the Board in open session the meeting was adjourned at 6:57 p.m. by general consent.

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**APPROVED**

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**DATE**