

OAK CREEK VILLAGE MAINTENANCE ASSOCIATION
BOARD OF DIRECTORS MEETING - OPEN SESSION

TUESDAY, NOVEMBER 3, 2020

WEBEX TELECONFERENCE [HTTPS://FSRES.WEBEX.COM/FSRES/J.PHP?](https://fsres.webex.com/fsres/j.php?MTID=MA71673DC0A40980C9E9C99614FD6B4FC)
MTID=MA71673DC0A40980C9E9C99614FD6B4FC
MEETING ID:1469335933; PASSCODE: GE2E3ERAVE14JA3@
PHONE: 669-234-1704

MINUTES

DIRECTORS PRESENT

Tracey Martin
Nasiba Makarem
Marc Pannier

DIRECTORS ABSENT

Carlos Ortiz, Irvine Company
Stephen Miller

FIRSTSERVICE RESIDENTIAL

Aly Lopez, CMCA, Senior Community Manager, CMCA

CALL TO ORDER

The Board of Directors Open Session meeting was called to order at 5:37 p.m.

ANNOUNCEMENT -EXECUTIVE SESSION MEETING

In accordance with Civil Code 4935 (a) the Board met in Executive Session immediately prior to the Open Session meeting on November 3, 2020 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 Section.

REPORTS

The following reports were received and filed:

A. Open Work Order Report

HOMEOWNER FORUM

Wen Liu (75 Danbury) was present to discuss charges on their account. The Board had previously denied the waiver of those fines 3 times. Management was directed to look into the matter further to see if Management had requested that the homeowner cancel their check and reissue a new one. Management verified that they did not request the homeowner to stop payment on their check.

Justin Kirk (Aldea Association) was present with questions about parking. The Board and Management provided the contact information for his property manager so that he can request information from them in terms of parking.

Kevin Recor (6 Botanical – Acacia Maintenance) was present to introduce himself to the Board and Management as well as meet the directors. He complimented the Board on how they ran the meeting and how well they interacted with one another.

Bada Baladhandayautham (18 Daffodil – Montilla Community) was present with questions regarding their account. Management verified that their account was current and up to date for Oak Creek Village and recommended they reach out to the sub association to clear up any payment issues they may have incurred.

CONSENT CALENDAR

Motion: Makarem
Second: Pannier

Resolved: That the Board of Directors approves Consent Calendar items A through E as presented.

A. Approval of Minutes – October 2020

Resolved: The Open Session Minutes dated October 6, 2020 be approved as presented.

B. Financial Statement – September 2020

Resolved: That the Board approves the Association's income statement for September 30, 2020, 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 \$33,331.15 and year-to-date reserve funding of \$103,677.03 compared to the year-to-date reserve funding budget of \$129,120.00. The actual year-to-date operating expenses were \$492,960.67. The budgeted year-to-date operating expenses were \$480,156.00. The reserves are funded through September 30, 2020. The Association has \$703,017.81 in operating funds, which represents 5.37 months of budgeted expenses and reserve contributions. The Association has \$2,070,877.41 in reserve funds.

C. Insurance Renewal

Resolved: To ratify the decision made by the Board to approve the insurance quote in the amount of \$33,649.85.

D. Lien Approval

Resolved: That per the enclosed resolution dated November 3, 2020, Management is authorized 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: 0058-03 (\$484.24), 0598-01 (\$150174), 2431-01 (\$145.76), 2536-04 (\$271.29), 2593-01 (\$169.59).

The motion carried unanimously.

End of Consent Calendar

UNFINISHED BUSINESS

A. Pool Area Cameras and Access Proposal Discussion

The Board agreed to table this item until February to see if there is an increase in vandalism over the holidays and would like more specific information on the cameras from HOA Technology.

NEW BUSINESS

A. Block Wall Repair Proposal

Motion: Makarem

Second: Pannier

Resolved: That the Board approves the proposal provided by Carasso Construction to repair the block walls at 17 Sutton/14 Pinebrook in the amount of \$11,780.00 and 20 Sutton in the amount of \$10,520.00. Funds to be expended from Reserve Account #23127, Fencing Reserve, which has a balance of \$104,901.00 as of September 30, 2020.

The motion carried unanimously.

B. Pinebrook Fence Extension Proposal

Motion: Makarem

Second: Martin

Resolved: That the Board of Directors approves the proposal provided by Carasso Construction at a cost not-to-exceed \$35,000.00 to extend the fence at Pinebrook Park along the bike trail as the Board would like to see if they can extend the fence taller than 7' and ensure that the gate contains soft closures. Funds to be expended from Reserve Account #23127 Fencing Reserve, which has a balance of \$104,901.22 as of the September 30, 2020.

The motion carried unanimously.

C. Tot Lots – Mulch Proposals

This item was tabled to the April agenda.

D. Amazon Key Program

Motion: Makarem

Second: Martin

Resolved: That the Board of Directors denied the proposal to install the Community Access System for the Amazon Key Program.

The motion carried unanimously.

E. Lighting Proposal

Motion: Makarem

Second: Martin

Resolved: That the Board of Directors approves a portion of the proposal provided by Three Phase Lighting which included to only fix the damaged bollard at Ravencreek in the amount of \$1,255.00 contingent on it only be repaired after the pool remodel is completed. The Royal Oak repairs proposal in the amount of \$10,523.00 was tabled. Funds to be expended from the Operating Account #18544 Light Repairs, which has a balance of \$13,303.83 and Operating Account #18522 Light Bulbs which had an available balance of \$10,184.90 as of September 30, 2020.

The motion carried unanimously.

F. Parking Lot Lighting Upgrade Proposal

Motion: Makarem

Second: Martin

Resolved: That the Board of Directors denies the proposal provided by Three Phase Lighting to upgrade the light fixtures in the parking lots at Royal Oak, Ravencreek and Pinebrook.

The motion carried unanimously.

NEXT MEETING

The next Board of Directors meeting is scheduled for Tuesday, December 1, 2020 at 5:30 p.m. via teleconference.

ADJOURNMENT

There being no further business to come before the Board of Directors in Open Session, the meeting was adjourned at 6:41 p.m.

APPROVED:  DATE: ^{12/7/2020} _____