

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

TUESDAY, APRIL 21, 2020

VIA TELECONFERENCE
IRVINE, CA 92618

MINUTES

DIRECTORS PRESENT

Nasiba Makarem
Stephen Miller
Carlos Ortiz, Irvine Company
Marc Pannier

DIRECTORS ABSENT

Tracey Martin

FIRSTSERVICE RESIDENTIAL

Sabrina Davoodian, CCAM, CMCA, AMS, Senior Community Manager
Kevin Pennington, Vice President, Community Management, CMCA, AMS, PCAM

CALL TO ORDER

The Board of Directors Open Session meeting was called to order at 5:56 PM.

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 April 21, 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. Management Report
- B. Work Order Report
- C. Park West Landscape Report
- D. Three Phase Electric Report

HOMEOWNER FORUM

There were no homeowners present during homeowner forum.

CONSENT CALENDAR

Resolution: The Board of Directors approved Consent Calendar items A through D, as presented.

A. Approval of Minutes

Resolved: The Open Session Minutes dated March 3, 2020 be approved as presented.

B. Financial Statement of February 2020

Resolved: That the Board approves the Association's income statement for February 29, 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 \$43,671.13 and year-to-date reserve funding of \$303,412.01 compared to the year-to-date reserve funding budget of \$294,183.00. The actual year-to-date operating expenses were \$1,033,0630.71. The budgeted year-to-date operating expenses were \$1,073,781.00. The reserves are funded through February 29, 2020. The association has \$618,107.52 in operating funds, which represents 5.18 months of budgeted expenses and reserve contributions. The association has \$2,288,943.62 in reserve funds.

C. Lien Approval

Resolved: The Board of Directors approved the Resolution dated April 17 2020, authorizing 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.

Account Number	Total Amount Due
0302-03	\$220.45
0330-03	\$220.45
0672-04	\$915.96
2246-03	\$169.59
2252-02	\$505.68
2536-04	\$114.57
2607-02	\$2,055.53
2679.03	\$169.79
2680-05	\$475.68
2682-02	\$432.47

D. Foreclosure Documentation

Resolved: Per California Civil Code 5705(c), this items serves to document action taken by the board in executive session to involve the association's collection attorney in delinquent account proceedings, which may result in foreclosure action by the Association against the properties mentioned below:

APN 935-353-30

Ayes: All
Nays: None

The motion carried unanimously.

End of Consent Calendar

UNFINISHED BUSINESS

A. Delinquent Assessment Collection Policy

Resolution: That the Delinquency Policy dated June 1, 2020 be adopted as presented reflecting the updated AMS collection costs. The Board approves publishing the new Delinquency Policy via the Connect Resident Portal as well as its distribution as part of the Annual Policy Disclosures.

The motion carried by unanimous consent.

B. Structural Retaining Walls

Resolution: That the Board of Directors table this matter and whether the block walls will need to be replaced; current measurements are to be taken to track the wall over the following year to determine the rate of movement.

The motion carried by unanimous consent.

C. Seal Coat Schedule

Resolution: That the Board of Directors try to coordinate potential overflow parking at The Orchard with Irvine Company and contact the City to request overnight parking at Valley Oak Park, on Royal Oak and Valley Oak prior to scheduling the seal coat this summer.

The motion carried by unanimous consent.

NEW BUSINESS

A. Discussion Regarding Raven creek Pool Deck Replacement

Resolution: That the Board of Directors solicit proposals from Ocean Pavers and Carasso Construction for the remodel of the pool deck, coping, restrooms, and showers.

The motion carried by unanimous consent.

B. Lamp Replacement Restrictions

Resolution: That the Board of Directors authorize Three Phase Electric to replace failing lamps with new LED lamps per the agreements enclosed.

The motion carried by unanimous consent.

C. 2020-2021 Budget

Resolution: That the Board of Directors approve the budget for Oak Creek Village Community Association, Hawk Creek Cost Center, and Eagle Creek Cost Center with revisions. Legal counsel is to advise whether electronic delivery is an option; otherwise, the budget is to be mailed to the membership on CDs.

The motion carried by unanimous consent.

ADJOURNMENT

There being no further business to come before the Board of Directors in Open Session, the meeting was adjourned at 7:02 PM.

APPROVED: _____  _____ DATE: 7/16/20