

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

MONDAY, JUNE 22, 2020

ZOOM TELECONFERENCE
MEETING ID: 897 9699 6108

MINUTES

DIRECTORS PRESENT

Tracey Martin
Nasiba Makarem
Stephen Miller
Marc Pannier
Carlos Ortiz, Irvine Company

DIRECTORS ABSENT

None

FIRSTSERVICE RESIDENTIAL

Aly Lopez, CMCA, 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 6:01 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 June 22, 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. Open Work Order Report
- C. Closed Work Order Report

HOMEOWNER FORUM

There were 2 homeowners present during homeowner forum. David Witkin (Ashford Place) was in attendance to discuss communication with homeowners and requested that items be posted on the

website and sent out via eblast. Carol Fawcett had questions regarding the slurry seal in the community.

CONSENT CALENDAR

Motion: Makarem
Second: Miller

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

A. Approval of Minutes

Resolved: The Open Session Minutes dated April 21, 2020 be approved as presented.

B. Financial Statement of April 2020

Resolved: That the Board approves the Association's income statement for April 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 \$117,118.12 and year-to-date reserve funding of \$317,923.46 compared to the year-to-date reserve funding budget of \$359,557.00. The actual year-to-date operating expenses were \$1,252,134.47. The budgeted year-to-date operating expenses were \$1,312,399.00. The reserves are funded through March 31, 2020. The Association has \$652,602.51 in operating funds, which represents 5.47 months of budgeted expenses and reserve contributions. The Association has \$2,042,298.68 in reserve funds.

C. Lien Approval

Resolved: That per the resolution dated June 18, 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: Account #2679-03 (\$475.88), 2224-02 (\$178.57), 2681-03 (\$169.59), 0045-01 (\$975.44), 1420-02 (\$146.65) and 1754-15 (\$168.18).

The motion carried unanimously.

End of Consent Calendar

UNFINISHED BUSINESS

A. Structural Retaining Walls

Motion: Martin
Second: Miller

Resolved: To allow Management to obtain a proposal from a geotechnical engineer regarding the footing of the wall along Ashford and to contact the landscape contractor to determine where the irrigation is located and whether or not it is hitting the wall.

The motion carried unanimously.

NEW BUSINESS

A. Audit and Tax Preparation

Motion: Martin
Second: Miller

Resolved: That the Board of Directors approves the proposal presented by VanDerPol & Company for an audit and preparation of taxes in the total amount of \$1,575.00. Funds to be expended from Operating Account #19101, CPA Services.

The motion carried unanimously

B. Ravencreek Pool Deck Replacement

Motion: Makarem
Second: Pannier

Resolved: That the Board of Directors approves the proposal presented by Ocean Pavers in the total amount of \$\$164,055.00 to replace the Ravencreek pool deck and the proposal presented by Carasso Construction to remodel the Ravencreek showers (\$39,140.00) and restrooms (\$65,395.00) for a total cost of \$298,590.00. Funds to be expended from Reserve Account #23122, Pool/Spa, Reserve Account #23178, Paving and Contingency Reserve Account #23130.

The motion carried unanimously.

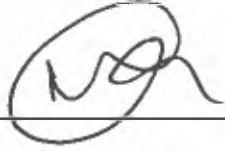
NEXT MEETING

The next Board of Directors meeting is scheduled for July 7, 2020 at the Ravencreek clubhouse or via teleconference.

ADJOURNMENT

There being no further business to come before the Board of Directors in Open Session, the meeting was adjourned at 7:08 p.m.

APPROVED: _____

A handwritten signature in black ink, consisting of a large, stylized 'M' or 'W' followed by a flourish.

DATE: _____

7/16/20