

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

TUESDAY, JULY 7, 2020

ZOOM TELECONFERENCE  
MEETING ID: 897 9699 6108

**M I N U T E S**

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DIRECTORS PRESENT

Nasiba Makarem  
Stephen Miller  
Marc Pannier

DIRECTORS ABSENT

Tracey Martin  
Carlos Ortiz, Irvine Company

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 6:15 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 July 7, 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 no homeowners present for Homeowner Forum.

**CONSENT CALENDAR**

Motion: Makarem  
Second: Miller

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

A. **Approval of Minutes – June 2020**

Resolved: The Open Session Minutes dated June 22, 2020 be approved as presented.

B. **Financial Statement of May 2020**

Resolved: That the Board approves the Association's income statement for May 31, 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 \$138,869.47 and year-to-date reserve funding of \$327,528.86 compared to the year-to-date reserve funding budget of \$392,244.00. The actual year-to-date operating expenses were \$1,344,090.09. The budgeted year-to-date operating expenses were \$1,431,708.00. The reserves are funded through May 31, 2020. The Association has \$674,432.97 in operating funds, which represents 5.15 months of budgeted expenses and reserve contributions. The Association has \$2,051,904.08 in reserve funds.

C. **Lien Approval**

Resolved: That per the resolution dated July 7, 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 (\$570.00), 0045-01 (\$1,241.64), 2681-03 (\$484.75), 0099-01 (\$140.65), 0709-04 (\$140.65), 2722-04 (\$140.65), 2737-05 (140.65).

The motion carried unanimously.

**End of Consent Calendar**

## UNFINISHED BUSINESS

### A. Structural Retaining Walls

At the June 22, 2020 Board of Directors meeting, Management was directed to obtain a proposal from a geotechnical engineer to evaluate the slope for soil conditions and slope integrity at Ashford Place. On July 2, 2020, Management met with Robert Ruff, Senior Vice President of Petra Geoscience at Ashford Place to inspect the walls. Management will be working with the geotechnical engineer to determine the source of the movement of the wall, as well as investigate past reports that may indicate how the wall has been moving throughout the past 20 years. Once received, Management will provide an update to the Board.

## NEW BUSINESS

### A. SB323 Election Rules

This item was tabled to the August meeting in order to allow Management to obtain a second opinion regarding the SB 323 Election Rules and how they apply to associations that use a delegate system.

### B. Tree Removal Proposal

Motion: Pannier  
Second: Makarem

Resolved: That the Board of Directors approves to remove the flush cut a pine tree that is lifting a wall on Dove Creek in the amount of \$595.00. Funds to be expended from Operating Account #15509, Tree Removal.

The motion carried unanimously.

## NEXT MEETING

The next Board of Directors meeting is scheduled for August 4, 2020 via teleconference.

## ADJOURNMENT

There being no further business to come before the Board of Directors in Open Session, the meeting was adjourned at 7:05 p.m.

APPROVED: Marc Pannier DATE: 8/7/2020