

Harbour Vista Board of Directors  
General Session Meeting  
November 29, 2018

BOARD MEMBERS PRESENT: Terry Piper-Johnson, President  
Mary Willams, Vice President  
Pier Santillo, Treasurer  
Brenda Richardson, Director

BOARD MEMBERS ABSENT: None

OTHERS PRESENT: Linda Alexander, CCAM-LS  
Powerstone Property Management

**ITEMS DISCUSSED IN EXECUTIVE SESSION ON OCTOBER 25, 2018**

- Delinquencies
- Contracts

**CALL TO ORDER** – The meeting was called to order by the Board President Terri-Piper-Johnson at the Cabana Clubhouse at 6:30 p.m.

**TREASURERS REPORT**- Pier Santillo provided a verbal report to the membership on the status of the October 31, 2018 Financials. Corrections to the financials for the month of July, August and September 2018 have been completed.

**COMMITTEE REPORTS**

- Public Safety- In addition to the written report provided Helen Ruvelas gave a brief update that the Committee will be created an evacuation plan with maps for all buildings.
- Landscape- No report was given as their has not been a chairperson established.
- Architectural /Parking – An update was given by Michael Barto regarding the Committee creating new rules for parking and Architectural rules such as removing cables off of buildings.

**CONSENT CALENDAR**

Upon motion made, seconded and carried, the following items were approved on the Consent Calendar:

- Approval of the October 25, , 2018 General Session minutes with amended changes to the October 25 Consent Calendar approval of an air conditioning unit, not a window air conditioning unit
- Approval of the November 1, 2018 General Session minutes
- Approval of the November 15, 2018 General Session minutes
- Approval of the July, August, September, October Financial Statements
- Ratification of emergency repairs to  
16551 Grunion #302 remediation repairs \$7,087.00  
16551 Grunion #302 Roof repair \$6319.00

**OLD BUSINESS**

**2019 Reserve Study**

Upon motion made, seconded and carried, the Board approved the 2019 Reserve Study retroactive to the Budget approval

**16581 Grunion #305 Rats**

The Board discussed the issue with rats that appears to be a global problem and requested management to obtain and submit bids for new pest control services at the December meeting to include rodent control, roaches, ants and other pests, and trapping services. Contact Newport Exterminating to find out how many traps they would recommend.

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**NEW BUSINESS**

**4831 Lago #305 Refund**

Upon motion made, seconded and carried the Board approved to refund this unit \$473.00 for a refund in towing expenses.

**Hose bib repair**

The Board discussed the status of leaking hose bibs at the car wash and requested management to have Sam's landscaping completes the repairs since it appears it may be tied to the irrigation and to install a shut off valve for both locations on Grunion side of the project and Cabana side of the project.

**Plumbing Repair protocol.**

The Board discussed the issues with plumbing and how different they are for each side of the project. Due to this and the ability to use 3 plumbers, the board resolved to create a new plumbing procedure for each side of the project. Once the procedure is completed, it should be posted on the website and sent to Homeowners, so they may provide to their plumbers in case of an emergency.

**MANAGEMENT REPORTS**

The Board reviewed the Action List, Violation report and Work order report and had no questions at this time.

**CORRESPONDENCE FOR REVIEW ONLY**

The Board reviewed correspondence and had no questions at this time.

**HOMEOWNERS FORUM**

The Board was asked questions by the Homeowners regarding the ballot that they recently received and wanted to know if it was reviewed by an attorney, if the attorney approved the letter and or wrote the letter before it went out. Terri-Piper Johnson informed the membership that the attorney did approve and that the changes to the letter was made according to what the attorney recommended. Homeowners then inquired with Management on whether that was true, and Management made a statement that the attorney reviewed the letter and made recommendations to the board regarding changes to the letter and to her understanding had requested the board not send out as a ballot as it did not qualify as such. A statement was made by Helen Ruvelas that Management inferred it was a ballot by sending it including and an election envelope. Management informed her that was an error and should not have went out with the letter. Ms. Ruvelas suggested that the Board hire Majority quorum to be the inspector of Election and count the ballots so that both the Board and Management would not be included in counting the ballots.

**POINT OF ORDER**

As a point of order Helen /Ruvelas wanted the Board to include in the minutes of this meeting changes in the following items that she found during her audit of the association records:

- 1) Check 6049 issued on 9/26/18 to Terri Piper-Johnson for reimbursement for repairs to the BBQ's in the amount of \$2046.00 was not approved and was over Management's approval authority to process thus this item needs to be ratified in the minutes of December 2018.
- 2) Landscape Replacement \$55.94 was coded incorrectly and has been reclass correctly to acct 5210
- 3) Common Area repairs of \$29.92 needs to be reclassified from 5210 to 5870
- 4) Refuse for \$571.00 needs to be reclassified from 5870 to 6015
- 5) BBQ repairs of \$1206.00 coded to 5870 needs board approval
- 6) Office supplies of 183.14 was coded correctly to account 5020

The September 27<sup>th</sup> Directors Book

Executive Minutes Header needs to be shown

Page 36 should reflect what is operating cash reserve cash and what is still due to Reserves (the

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corrected amount)

Pg 38 to be removed

Minutes from July 23, 2018

Correction to Unfinished Business- The motion should reflect that the new proposal is an increase in premiums by \$14,420. To the previously approved premiums.

**ADJOURNMENT**

With no further questions from the membership, the Board adjourned into Executive session at 8:15p.m

**ACCEPTED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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