

LAURELMONT COMMUNITY ASSOCIATION
Board of Directors Meeting
Tuesday, February 23, 2021 | Zoom
General Session Minutes

1. CALL TO ORDER

The General Session meeting of the Laurelmont Community Association Board of Directors was called to order at 7:07 p.m. by Tom James. In accordance with California Civil Code, the agenda was posted at least four days prior to the meeting.

DIRECTORS PRESENT

Tom James, President
Mark Walther, Vice President
Desmond Kasavan, Secretary
Jessica Sandacz, Treasurer
Patrick Whitfield, Director at Large

DIRECTORS ABSENT

None

ASSOCIA-PCM

Jessica Flicker, CCAM, CMCA, AMS, Community Association Manager

2. EXECUTIVE SESSION DISCLOSURE

An Executive Session Meeting was held immediately preceding and following this General Session, where the Board of Directors discussed some, or all, of the items related to the following: (1) litigation or potential litigation; (2) matters relating to the formation of contracts with third parties; (3) member discipline; (4) member delinquency, including payment plan requests; (5) personnel matters; and/or (6) approval of Executive Session minutes.

3. BOARD MEMBER ORGANIZATION & COMMITTEE APPOINTMENTS

A. Board Member Organization

Motion: Kasavan
Second: Walther

Resolution: That the following Board Member positions be approved:

President – Tom James
Vice President – Mark Walther
Secretary – Desmond Kasavan
Treasurer – Jessica Sandacz
Director at Large – Patrick Whitfield

Ayes: James, Walther, Kasavan, Sandacz, Whitfield
Nays: None

B. Committee Member Appointment

1. Landscape

Motion: James

Second: Kasavan

Resolution: To appoint Elissa Spiegel and Kathy Garrett to the landscape committee and Director James will also serve on the committee as the Board Liaison.

Ayes: James, Walther, Kasavan, Sandacz, Whitfield

Nays: None

2. Newsletter/ Communication

Motion: James

Second: Kasavan

Resolution: To appoint Elissa Spiegel to the newsletter/ communication committee and Director Walther will also serve on the committee as the Board Liaison.

Ayes: James, Walther, Kasavan, Sandacz, Whitfield

Nays: None

4. HOMEOWNER FORUM:

There were 12 homeowners present at the February 23, 2021 meeting to address the following items with the Board: Landscape, FTB status, financials, budget.

5. REPORTS

The following reports were reviewed and filed:

- A. Action List
- B. Work Order Report
- C. Financial Report – January 2021

6. CONSENT CALENDAR

A. Financial Report – January 2021

The notable highlights are as follows:

Operating Funds	(\$52,228.29)
Reserve Funds	\$3,333,063.19
Accounts Receivable	\$4,806.89
Prepaid Expenses	\$8,159.25
Other Current Assets	\$1,155.00
Total Assets	(\$38,107.15)
Total Liabilities	\$937,220.14
Current Year Net Income or (Loss)	\$8,559.23

Motion: Sandacz

Second: James

Resolution: That the January 2021 financial statements be accepted pending clarification subject to audit or review.

Ayes: James, Walther, Kasavan, Sandacz, Whitfield

Nays: None

B. General Session Minutes – January 26, 2021

Motion: James

Second: Kasavan

Resolution: That the General Session minutes dated January 26, 2021 be approved as presented.

Ayes: James, Sandacz, Kasavan

Nays: None

Abstentions: Walther, Whitfield

C. Liens

The following accounts are subject to lien recordation, per the current delinquency policy:

None

7. OLD BUSINESS

A. Wood Trim Replacement and Painting Project Review

Motion: James

Second: Kasavan

Resolution: to table this proposal until the next meeting pending further review.

Ayes: James, Walther, Kasavan, Sandacz, Whitfield

Nays: None

B. Concrete Grinding & Replacement – Concrete Hazard Solutions

Motion: Kasavan

Second: James

Resolution: to approve the removal and replacement of the concrete at 68 and 88 Willowood at a total cost of \$10,320.00 to be paid from reserves and to table the grinding and other removals and replacements until the next meeting.

Ayes: James, Sandacz, Kasavan

Nays: None

Abstentions: Walther, Whitfield

C. Tree Removal Proposal

Motion: James
Second: Kasavan

Resolution: give Harvest a not to exceed \$1,295.00 to remove the Jacaranda tree at 68 Willowood due to the issues the roots are causing.

Ayes: James, Sandacz, Kasavan
Nays: None
Abstentions: Walther, Whitfield

8. NEW BUSINESS

A. 2020 Audit and Tax Return Proposal – I, S, K, & M

Motion: Sandacz
Second: Kasavan

Resolution: to approve the proposal from Inouye, Shively, Klatt & McCorvey to complete the 2020 audit and tax returns at a total cost of \$1,300.00.

Ayes: James, Walther, Kasavan, Sandacz, Whitfield
Nays: None

B. Plumbing Repair Proposals

Motion: Sandacz
Second: Kasavan

Resolution: to approve the following proposals from James LeCourt Plumbing to be paid from the reserves:

Location	Description	Total
31 Primrose	Main Water Line Leak	\$4,900.00
69 Primrose	Main-line Back Up Repairs & Pipe Replacement	\$6,425.00

Ayes: James, Walther, Kasavan, Sandacz
Nays: None
Abstentions: Whitfield

C. Roofing Repair Proposals

Motion: James

Second: Walther

Resolution: To approve or deny or modify the following proposals from Superior Roofing

Location	Description	Total	Motions
61 Pepperwood	Flat Roof Repair	\$1,650.00	Approved
46 Willowood	Shingle & Window Trim Repairs	\$8,550.00	Revised bid for flat roof repairs and to caulk and foam seal windows.

Ayes: James, Walther, Kasavan, Sandacz

Nays: None

Abstentions: Whitfield

D. Interior Repair Proposal

Motion: Sandacz

Second: Whitfield

Resolution: To deny the following proposal for the interior repairs as it is a homeowner responsibility due to the bare walls policy in the CC&Rs:

Location	Description	Total
10 Willowood	Build Back Repairs Following Remediation	\$1,797.52

Ayes: James, Walther, Kasavan, Sandacz, Whitfield

Nays: None

E. Landscape Enhancements/ Renovation Proposals – Harvest Landscape

Motion: Sandacz

Second: James

Resolution: To approve or deny or modify the following proposals from Harvest Landscape:

Location	Description	Total	Motions
85 Primrose	Plant Material Installation	\$280.00	Approve
66 Willowood	Plant Material Installation	\$637.50	Deny

Ayes: James, Walther, Kasavan, Sandacz

Nays: None

Abstentions: Whitfield

F. Architectural Application – Fence Installation – 29 Primrose

Motion: Kasavan

Second: James

Resolution: to deny the application and ask the homeowner to provide a better detailed drawing and the specify the full height of the fence when completed.

Ayes: James, Walther, Kasavan, Sandacz

Nays: None

Abstentions: Whitfield

9. REFERENCE MATERIAL (INFORMATIONAL ONLY)

The following reference materials were reviewed and filed:

A. Annual Calendar

B. Site Map

10. NEXT MEETING

The next Meeting of the Laurelmont Community Association Board of Directors will be determined.

11. ADJOURNMENT

There being no further business to come before the board in General Session, the meeting was adjourned at 8:40 p.m. by Tom James.

Approved Date

Approval Signature

Printed Name