

# Laurelmont

## Community Association



**The regular meeting of the Board of Directors of the Laurelmont  
Community Association will be held on:**

**Tuesday, May 25, 2021**

**Meeting Held Via Teleconference**

**Executive Session**

**6:00 p.m.**

**Regular Session**

**7:00 p.m.**

**THE INFORMATION CONTAINED HEREIN IS STRICTLY CONFIDENTIAL AND IS TO BE  
USED FOR REVIEW BY MEMBERS OF THE BOARD OF DIRECTORS ONLY**

LAURELMONT COMMUNITY ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
EXECUTIVE SESSION AGENDA  
**(BOARD MEMBERS ONLY)**  
May 25, 2021

<b>CALL TO ORDER</b>	<b>6:00pm</b>
<b>I. PRIVATE HOMEOWNER MEETING</b>	
A. 86 Primrose's Unapproved Architectural Work & Port a Potty – 6:15pm	pg.4-7
<b>II. FINANCIALS TUTORIAL</b>	Discussion
<b>III. ARCHITECTURAL APPLICATION</b>	
A. 48 Primrose Replacement of Windows and Patio Door	pg.8-21
<b>IV. 3<sup>RD</sup> PARTY CONTRACTS</b>	
A. Wood Trim Replacement & Painting Project	pg.22-27
<b>V. HOMEOWNER NON-COMPLIANCE</b>	pg.28-30
A. 51 Primrose Inspection Report	pg.31-34
B. 49 Primrose Wood Fence	Discussion
<b>VI. DELINQUENCY REPORT</b>	pg.35-36
A. Account #145546379	pg.37
<b>VII. HOMEOWNER CORRESPONDENCE</b>	
A. Response to Pool Opening	pg.38
<b>VIII. PRIOR MANAGEMENT COMPANY'S ACTION LIST</b>	
A. Firewall Issue	pg.39-43
<b>ADJOURN</b>	<b>7:00pm</b>

**Meeting Will Be Held Via  
Zoom Conference Call**



**LAURELMONT COMMUNITY ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
REGULAR SESSION AGENDA  
May 25, 2021**

<b>CALL TO ORDER</b>	<b>7:00pm</b>
<b>I. WELCOME</b>	
<b>II. HOMEOWNER FORUM</b>	
<b>III. CONSENT CALENDAR</b>	pg.44
A. Approval of the 4-27-21 Executive Session Minutes	pg.45-47
B. Approval of the 4-27-21 Regular Session Minutes	pg.48-52
C. Acceptance of the April 2021 Financials	pg.53-57
<b>IV. UNFINISHED BUSINESS</b>	
A. Parking Patrol Update	Discussion
B. Pool Amenity	pg.58
C. Wood Trim Replacement & Painting Project	
a. 69 Willowood Report	pg.59-69
D. Reserve Study	pg.70-73
<b>V. NEW BUSINESS</b>	
A. Common Area Maintenance	
a. "No Parking" Signs	pg.74
b. 9 Pepperwood Dry Rot	pg.75-84
c. 46 Willowood Roof	pg.85-90
B. Landscape Maintenance & Enhancements	
a. Harvest Landscape Proposals	pg.91-110
<b>VI. MANAGEMENT REPORT</b>	
A. Work Orders	pg.111-119
B. Reference Material	pg.120-129
<b>ADJOURN</b>	<b>8:30pm</b>

**Meeting Will Be Held Via**

**Zoom Conference Call**

**Meeting ID: 862 2044 9871**

**Password: 815229**

**Phone +1 669 900 6833**

Homeowners may join the call to participate in the Open Forum by installing Zoom on any device and entering the meeting ID and password above

Otis HOA Management  
23120 Alicia Parkway, Suite 215  
Mission Viejo, CA 92692  
Phone/Fax: 888-516-6532

Laurelmont Community Assn  
c/o Otis HOA Management  
23120 Alicia Pkwy #215, Mission Viejo, CA 92692  
Phone: 888-516-6532 / Fax: 949-458-0570

**--INVITATION TO HEARING FOR --**

05/04/2021

Ellen Story Dupuy  
86 Primrose  
Aliso Viejo CA 92656

**Re: 86 Primrose, Aliso Viejo CA 92656**

Dear Ellen Story Dupuy:

The Board of Directors is requesting your attendance at a hearing scheduled on the following:

Date: TBD Call Management to Schedule.

**YOU MUST CALL TO SCHEDULE THIS APPOINTMENT**

Place: Via Teleconference: Please contact Management for access code

Violation: **Inside and Outside Installations**

**CC&R Article: CC&Rs Section 8.06. Inside and Outside Installations. No exterior addition, change or alteration to any Residence shall be commenced without the prior written approval of the Architectural Committee.**

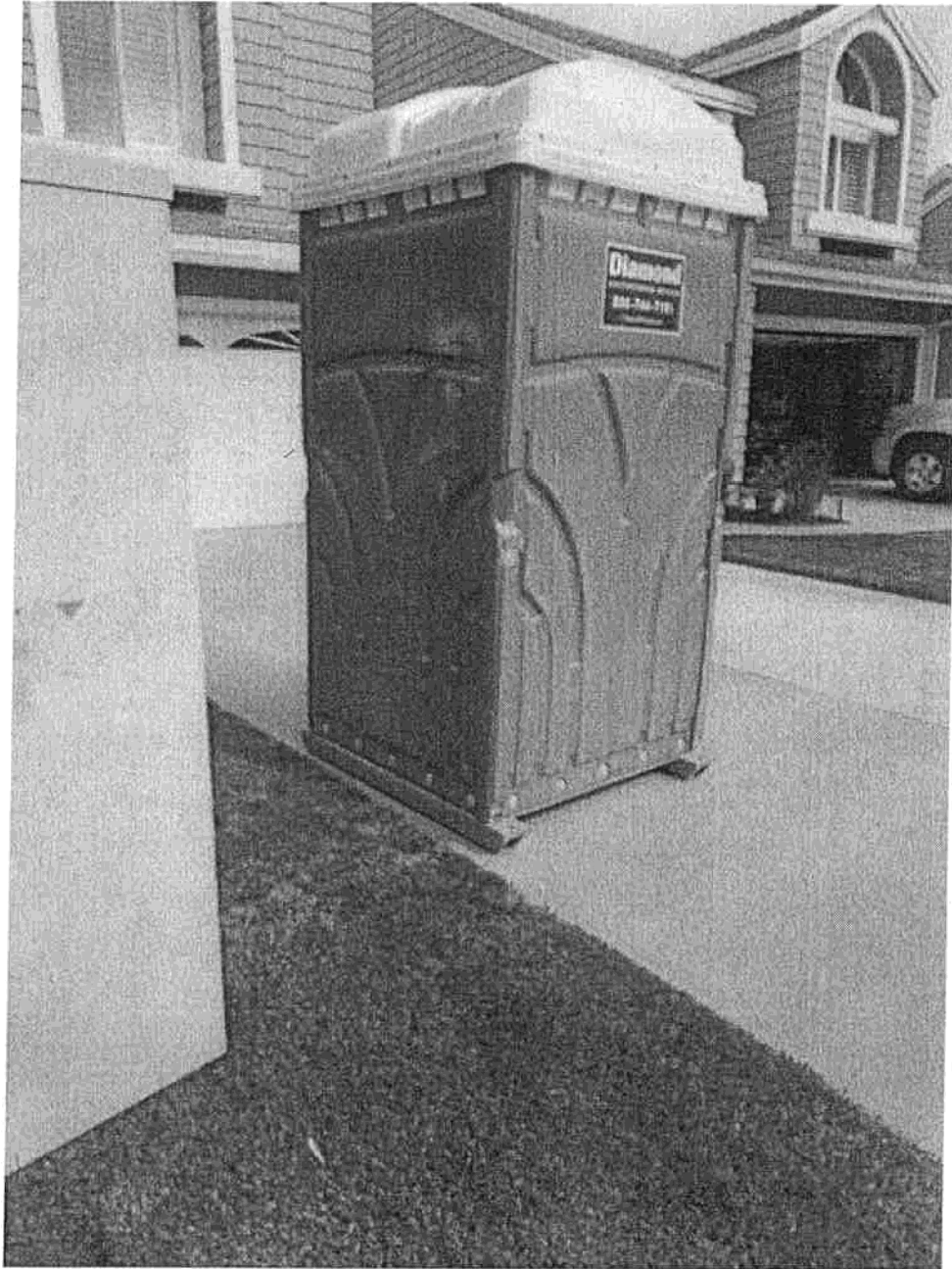
**Action required to resolve: Call to Hearing for port a potty and unapproved work being done to exterior of home. Please contact Management to schedule. Thank you.**

Please notify Otis HOA Management in writing ten (10) days in advance if you are unable to attend. If you fail to attend this hearing and/or notify management of your absence, violation fines may be assessed to your account.

Sincerely,  
At the Direction of the Board,

Otis HOA Management

Email: [rayna@otishoa.com](mailto:rayna@otishoa.com)



LAURELMONT COMMUNITY ASSOCIATION

April 22, 2021

**Ellen Dupuy**  
86 Primrose  
Aliso Viejo, CA 92656

Property Address: 86 Primrose, Aliso Viejo, CA 92658

**Hand Delivered & U.S. Mail**

Dear Ellen Dupuy,

**RE: Cease & Desist**

It has been observed on a recent inspection that work is being done to the exterior of your home without Architectural Committee approval. Please be advised that according to the Association's CC & R.'s, all exterior improvements require Architectural Committee approval **prior to the commencement of work.**

We ask that you **cease and desist** any exterior changes to the home immediately until such work has been approved by the Architectural Review Committee. An application has been included for your convenience.. Failure to abide by the Associations rules and regulations is subject to an invitation to a hearing before the Board of Directors and possible fine.

Sincerely,  
For The Board of Directors

Otis HOA Management

Professionally Managed by  
Otis HOA Management  
23120 Alicia Parkway, Suite 215, Mission Viejo, CA 92692  
888-516-6532

**From:** Ellen Dupuy <edupuy@me.com>  
**Sent:** Tuesday, May 18, 2021 5:14 PM  
**To:** rayna@otishoa.com  
**Subject:** Re: Laurelmont Board Meeting - 86 Primrose Hearing

**Flag Status:** Flagged

All I did was redo my back yard. No attachments or changes to the structure. Had to take out deteriorating concrete patio and created garden beds. I'll show it via my phone.

Ellen Dupuy

On May 18, 2021, at 8:11 PM, rayna@otishoa.com wrote:

Thank you for confirming! I would recommend having prepared some information as to the work you are doing on your home. Anything is helpful and the more information, the better.

***Rayna Schonwit***

<image001.png>

23120 Alicia Parkway Suite 215

Mission Viejo, CA 92692

888-516-6532

rayna@otishoa.com

[www.otishoa.com](http://www.otishoa.com)

We have moved offices! We are now at 23120 Alicia Parkway Suite 215. Please update your records accordingly.

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**From:** Ellen Dupuy <edupuy@me.com>  
**Sent:** Tuesday, May 18, 2021 5:08 PM  
**To:** rayna@otishoa.com  
**Subject:** Re: Laurelmont Board Meeting - 86 Primrose Hearing

I'll be there. Anything I should prepare for your information?

Ellen Dupuy

LAURELMONT COMMUNITY ASSOCIATION  
REQUEST FOR ARCHITECTURAL APPROVAL

Homeowner Name: Ben & Helen Thompson Date: 5/1/21  
Address: 48 Primrose  
Home Phone No.: 949 439 6166 Work Phone No.: \_\_\_\_\_  
Description of Improvement: Replacement of windows and patio door

BY SUBMITTING THIS REQUEST, HOMEOWNER WARRANTS THAT HOMEOWNER HAS AND WILL COMPLY WITH ALL REQUIRED LAWS AND REGULATIONS INCLUDING BUT NOT LIMITED TO OBTAINING BUILDING PERMITS AND INSURANCE AS RELATED TO THE ABOVE IMPROVEMENT. ARCHITECTURAL APPROVAL IS NOT INTENDED TO BE, NOR SHALL IT BE CONSIDERED TO BE, A SUBSTITUTE FOR CITY APPROVAL.

FURTHERMORE, HOMEOWNER INDEMNIFIES AND HOLDS THE LAURELMONT COMMUNITY ASSOCIATION AND ITS AGENTS HARMLESS FROM ALL CLAIMS AND LITIGATION RESULTING FROM CONSTRUCTION, INSTALLATION, MAINTENANCE OR USE OF THE ABOVE DESCRIBED IMPROVEMENT. HOMEOWNER WILL BE RESPONSIBLE FOR THE FUTURE MAINTENANCE AND REPAIR OF, AND FOR ALL DAMAGES (INCIDENTAL OR OTHERWISE) RESULTING FROM, ANY CLAIMS OR LITIGATION RELATED TO THE ABOVE IMPROVEMENT.

NO CONSTRUCTION WILL BEGIN UNTIL THE WRITTEN APPROVAL OF THE ASSOCIATION HAS BEEN RECEIVED PURSUANT TO THE ASSOCIATION'S CC&R'S. ALL CONSTRUCTION WILL BE IN COMPLIANCE WITH THE APPROVED PLAN.

Ben Thompson \_\_\_\_\_ [Signature] \_\_\_\_\_ 5/1/21  
Print Owner's Name Owner's Signature Date

**Attachments:**

- \_\_\_\_\_ 3 copies of Architectural diagram (e.g. project details, photos or brochures of proposed products, dimensions of property line, grading & drainage).
- \_\_\_\_\_ 3 copies of this form completed by homeowner.

Neighbor Awareness: The neighbors' approval is not a condition for your plans being approved by the Architectural Review Committee. The intent is to advise the adjacent neighbors of the proposed improvement.

[Signature]  
Neighbor's Address \_\_\_\_\_  
[Signature]  
Neighbor's Address \_\_\_\_\_  
Neighbor's Address \_\_\_\_\_

78 PRIMROSE ALISO VIEJO  
Neighbor's Signature \_\_\_\_\_  
49 Primrose Aliso Viejo  
Neighbor's Signature \_\_\_\_\_  
Neighbor's Signature \_\_\_\_\_

To be completed by Architectural Control Committee

Approved: \_\_\_\_\_ Conditions: \_\_\_\_\_  
\_\_\_\_\_

Denied: \_\_\_\_\_ Explanation: \_\_\_\_\_  
\_\_\_\_\_

By: Architectural Committee Member: \_\_\_\_\_

**From:** Helen Thompson <helenthompsonhome@gmail.com>  
**Sent:** Saturday, May 15, 2021 4:52 PM  
**To:** Kathy Fling  
**Cc:** rayna@otishoa.com  
**Subject:** Re: FW: Architectural application - Laurelmont  
**Attachments:** Fibrex slide 2.jpg; French door picture.jpg; IMG\_0541.jpg; Fibrex slide 3.jpg; IMG\_0542.jpg; IMG\_0543.jpg; IMG\_0544.jpg; IMG\_0545.jpg; IMG\_0546.jpg; Picture window.jpg; IMG\_0547.jpg; Sliding window.jpg; Fibrex slide 1.jpg

**Flag Status:** Flagged

Hi Kathy,

Thank you for the information.

In addition to previously submitted material (architectural application and windows and patio door description/order sheet), please find attached:

- Pictures of window style
- Picture of french door style
- Explanation of window material (fibrex)
- Pictures of our current windows and french doors to be replaced

Windows to be replaced: 9 regular windows, 1 circle window (listed as specialty) and 1 half circle window (listed as specialty)

Current french doors to be replaced with french doors shown and described in submitted documents.

Color of all windows and doors: White

Please let me know if you have any questions.

About your last bullet point in your first email, could you please clarify? Do you require us to mail the documents as well?

Thank you,

Helén

On Wed, May 12, 2021 at 4:24 PM Kathy Fling <kathy@otishoa.com> wrote:

Good Afternoon Helen,

Thank you for your email. I have been informed by the property manager that your submission will be reviewed at the next Board meeting on May 25<sup>th</sup>.



# Itemized Order Receipt

dba: Renewal by Andersen of Orange County  
 Legal Name: Los Angeles Custom Windows, Inc.  
 Contractors License #990416  
 22982 Alcalde Drive | Laguna Hills, CA 92653  
 Phone: 714-259-5120 | Fax: 949-951-3117 | sales@rbaoc.andersencorp.com

Helen & Ben Thompson  
 48 Primrose  
 Aliso Viejo, CA 92656  
 H. (949)439-6166

ID#:	ROOM:	SIZE:	DETAILS:
		0 W 0 H	Misc: Misc, Permit Acquisition - Red Zone
		0 W 0 H	Misc: Misc, Delivery & Refuse Disposal
102	Family Room	28 W 47 H	<b>Window:</b> Picture, Insert Frame, Exterior White, Interior White, <b>Glass:</b> All Sash, High Performance SmartSun Glass, No Pattern, <b>Grille Style:</b> No Grille, <b>Misc:</b> Aluminum window - No frame removal, Set new window into existing aluminum frame - this will result in a loss of glass area, U trim exterior trim, Use to trim up to existing stucco pop out trim, wood trim, stone or brick, Flat vinyl interior trim, Used to trim up to existing drywall returns or wood window frames
103	Family Room	28 W 47 H	<b>Window:</b> Picture, Insert Frame, Exterior White, Interior White, <b>Glass:</b> All Sash, High Performance SmartSun Glass, No Pattern, <b>Grille Style:</b> No Grille, <b>Misc:</b> Aluminum window - No frame removal, Set new window into existing aluminum frame - this will result in a loss of glass area, U trim exterior trim, Use to trim up to existing stucco pop out trim, wood trim, stone or brick, Flat vinyl interior trim, Used to trim up to existing drywall returns or wood window frames
104	Kitchen	14 W 47 H	<b>Window:</b> Picture, Insert Frame, Exterior White, Interior White, <b>Glass:</b> All Sash, High Performance SmartSun Glass, No Pattern, <b>Grille Style:</b> No Grille, <b>Misc:</b> Aluminum window - No frame removal, Set new window into existing aluminum frame - this will result in a loss of glass area, U trim exterior trim, Use to trim up to existing stucco pop out trim, wood trim, stone or brick, Flat vinyl interior trim, Used to trim up to existing drywall returns or wood window frames





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ID#:	ROOM:	SIZE:	DETAILS:
105	Kitchen	58 W 47 H	<p><b>Window:</b> Gliding, Double, 1-1, Active / Passive, Base Frame, Exterior White, Interior White, <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern, <b>Hardware:</b> White, <b>Screen:</b> TruScene, Full Screen, <b>Grille Style:</b> No Grille, <b>Misc:</b> Aluminum window - No frame removal, Set new window into existing aluminum frame - this will result in a loss of glass area, U trim exterior trim, Use to trim up to existing stucco pop out trim, wood trim, stone or brick, Flat vinyl interior trim, Used to trim up to existing drywall returns or wood window frames</p>
106	Kitchen	14 W 47 H	<p><b>Window:</b> Picture, Insert Frame, Exterior White, Interior White, <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern, <b>Grille Style:</b> No Grille, <b>Misc:</b> Aluminum window - No frame removal, Set new window into existing aluminum frame - this will result in a loss of glass area, U trim exterior trim, Use to trim up to existing stucco pop out trim, wood trim, stone or brick, Flat vinyl interior trim, Used to trim up to existing drywall returns or wood window frames</p>
107	Entry	10 W 60 H	<p><b>Window:</b> Picture, Insert Frame, Exterior White, Interior White, <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern, <b>Grille Style:</b> No Grille, <b>Misc:</b> Aluminum window - No frame removal, Set new window into existing aluminum frame - this will result in a loss of glass area, U trim exterior trim, Use to trim up to existing stucco pop out trim, wood trim, stone or brick, Flat vinyl interior trim, Used to trim up to existing drywall returns or wood window frames</p>



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ID#:	ROOM:	SIZE:	DETAILS:
108	Family Room	0 W 0 H	Misc: Misc. Trinitite Flush Glazed Fiberglass double door + 2 sidelights. See attached Door Specification sheet for details
201	Office	70 W 47 H	<b>Window:</b> Gliding, Double, 1:1, Active / Passive, Base Frame, Exterior White, Interior White, <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern, <b>Hardware:</b> White, <b>Screen:</b> TruScene, Full Screen, <b>Grille Style:</b> No Grille, <b>Misc:</b> Aluminum window - No frame removal. Set new window into existing aluminum frame - this will result in a loss of glass area, U trim exterior trim, Use to trim up to existing stucco pop out trim, wood trim, stone or brick, Flat vinyl interior trim, Used to trim up to existing drywall returns or wood window frames
202	Entry	33 W 33 H	<b>Specialty:</b> Circle, Insert Frame, Exterior White, Interior White, <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern, <b>Grille Style:</b> No Grille, <b>Misc:</b> Aluminum window - No frame removal. Set new window into existing aluminum frame - this will result in a loss of glass area, U trim exterior trim, Use to trim up to existing stucco pop out trim, wood trim, stone or brick, Flat vinyl interior trim, Used to trim up to existing drywall returns or wood window frames



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 H: (949)439-6166

ID#:	ROOM:	SIZE:	DETAILS:
203	Studio	70 W 47 H	<b>Window:</b> Gliding, Double, 1-1, Active / Passive, Base Frame, Exterior White, Interior White, <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern, <b>Hardware:</b> White, <b>Screen:</b> TruScene, Full Screen, <b>Grille Style:</b> No Grille, <b>Misc:</b> Aluminum window - No frame removal, Set new window into existing aluminum frame - this will result in a loss of glass area, U trim exterior trim, Use to trim up to existing stucco pop out trim, wood trim, stone or brick, Flat vinyl interior trim, Used to trim up to existing drywall returns or wood window frames.
204	Studio	70 W 33 H	<b>Specialty:</b> Circle Top, Insert Frame, Exterior White, Interior White, <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern, <b>Grille Style:</b> No Grille, <b>Misc:</b> Aluminum window - No frame removal, Set new window into existing aluminum frame - this will result in a loss of glass area, U trim exterior trim, Use to trim up to existing stucco pop out trim, wood trim, stone or brick, Flat vinyl interior trim, Used to trim up to existing drywall returns or wood window frames.
205	Master Bedroom	94 W 47 H	<b>Window:</b> Gliding, Double, 1-1, Active / Passive, Base Frame, Exterior White, Interior White, <b>Glass:</b> All Sash: High Performance SmartSun Glass, No Pattern, <b>Hardware:</b> White, <b>Screen:</b> TruScene, Full Screen, <b>Grille Style:</b> No Grille, <b>Misc:</b> Aluminum window - No frame removal, Set new window into existing aluminum frame - this will result in a loss of glass area, U trim exterior trim, Use to trim up to existing stucco pop out trim, wood trim, stone or brick, Flat vinyl interior trim, Used to trim up to existing drywall returns or wood window frames.
<b>WINDOWS: 9    PATIO DOORS: 0    SPECIALTY: 2    MISC: 3</b>			<b>TOTAL \$33,592</b>



*Renewal by Andersen is committed to our customers' safety by complying with the rules and lead-safe work practices specified by the EPA.*

ENTRY DOOR & FRENCH DOOR - PRODUCT & INSTALLATION SPECIFICATIONS

LOCATION: Family Room

OVERALL OPENING SIZE: WIDTH: 95 HEIGHT: 80

OPENING PREP: Remove wood frame Remove aluminum frame Remove vinyl frame Other:

BRAND: Dial One Entry Door Dial One French Door Trimlite Flush Glazed French Door
DOOR SYSTEMS: Single Door Double Door Single Door with 1 Sidelight on Left Right
Single Door & 2 Sidelights Double Door & 2 Sidelights Double Door & 1 Sidelight
DOOR TYPE: Smooth Fiberglass Oak Grain Fiberglass Mahogany Grain Fiberglass
Rustic Grain Fiberglass Fir Grain Fiberglass Modern Style

DOOR STYLE: French Door DUTCH DOOR: YES NO

DOOR WIDTH: 32 DOOR HEIGHT: 80

DOOR GLASS STYLE: One lite clear glass DOOR GLASS SIZE: 2264

GLASS CAMING: None Patina Zinc Brass

DOOR SWING & HANDING: Inswing - Left Inswing - Right Outswing - Left Outswing - Right
Determine handing as follows: Inswing - stand outside, if hinges are on left side, door is left hand or vice versa;
Outswing - stand inside, if hinges are on the left side, door is left hand or vice versa. On double doors, determine
handing of primary door

SIDELIGHT WIDTH: 10 SIDELIGHT HEIGHT: 64

SIDELIGHT FUNCTION: Fixed Inswing - White Screen Frame Inswing - Bronze Screen Frame

SIDELIGHT GLASS STYLE: One lite clear glass SIDELIGHT GLASS SIZE: 1064

JAMB MATERIAL is Composite

Q-Lon WEATHERSTRIPPING: Bronze White

THRESHOLD TYPE: Inswing aluminum with walnut composite riser Outswing bumper Low profile handicap

THRESHOLD & DOOR SHOE FINISH: Bronze Silver Gold White

HINGE FINISH: Bronze Satin Nickel Polished Brass French Antique Pewter Polished Chrome

INTERIOR TRIM: 2 1/2 inch Cape Cod EXTERIOR TRIM: Utrim

EMTEK LOCKSET FUNCTION: Handleset Keyed Knob Keyed Lever Unkeyed Knob Unkeyed Lever
Sideplate Two Point Lock Electronic Handleset Electronic Leverset

DEADBOLT FUNCTION: Single Cylinder Double Cylinder None Electronic Single Cylinder

DUMMY LOCK on Double Door: YES NO

EXTERIOR LOCKSET STYLE: Contemporary Modern with Bern Knob EXTERIOR FINISH: Bronze

INTERIOR LOCKSET STYLE: Contemporary Modern with Bern Knob INTERIOR FINISH: Bronze

EXTERIOR FINISH: Paint Stain EXTERIOR COLOR: SP1 White

INTERIOR FINISH: Paint Stain INTERIOR COLOR: SP1 White

Dark colored paint & stain finishes are not warranted in exposures that get any direct sunlight!
One year warranty on all paint and stain finishes.

PEEP SITE: Yes No FINISH: Bronze Satin Nickel Polished Brass French Antique

MAIL SLOT: Yes No FINISH: Bronze Satin Nickel Polished Brass French Antique

KICK PLATE: Yes No FINISH: Bronze Satin Nickel Polished Brass French Antique

TRANSOM: Yes No WIDTH: HEIGHT: GLASS STYLE:

SPECIAL REMARKS:

By signing below, I hereby agree to the above specifications.

SALES REP'S SIGNATURE: Date: 4/24/21

BUYER'S SIGNATURE: Date: 4/24/21 BUYER'S SIGNATURE: Date: 4/24/21

RENEWAL by ANDERSEN  
 HANDMADE IN THE USA  
 WINDOW & DOORS HOMEOWNERS COMMERCIAL HELP FREE CONSULTATION

DOUBLE HUNG CASEMENT BAY AND BOW PICTURE SLIDING SPECIALTY AWNING

### SLIDING WINDOWS

★★★★★ 115,524 Ratings

If you want fresh air and fantastic views, consider our easy-to-slide gliding windows. With expansive glass area (the most of any of our operable windows), top-to-bottom ventilation, and contemporary styling, they are a beautiful, space-saving option.

Live better. Our gliding windows open so smooth, easy to maintain tracks, and let you for easy cleaning of the exterior glass from the inside of your home. You can choose to have both sashes slide, or only one. The narrow-constructed Fibrex® material frames mean more viewing area.

Renewal by Andersen® gliding windows are ideal for maximizing a room's view and ventilation. They are an excellent choice for rooms facing walkways, porches, decks, patios, or landscaping, as they do not protrude into the space. They are also well-suited for egress windows.\* With both a left- and right-sliding sash, gliding windows are a great ventilation solution for rooms where they are the sole window.

\*This product may not be available in all colors and options. Contact us to schedule an in-home consultation for specific options in your area.

SCHEDULE A CONSULTATION

1

RENEWAL by ANDERSEN  
 HANDMADE IN THE USA  
 WINDOW & DOORS HOMEOWNERS COMMERCIAL HELP FREE CONSULTATION

DOUBLE HUNG CASEMENT BAY AND BOW PICTURE SLIDING SPECIALTY AWNING

### PICTURE WINDOWS

★★★★★ 89,539 Ratings

What better way to showcase the view than with the elegance of a picture window? Mother Nature truly never ceases to amaze with this deceptively simple, yet immediately impactful design. Alone or combined with other windows, a picture window is an excellent way to bring the beauty of the outdoors into your home. Not only that, their stationary design makes them highly energy efficient and allows for much larger sizes than a venting window.

Live better. Our Fibrex® material can easily support the weight of the heavy glass commonly needed for large picture windows. It also offers a sleek, thin frame, which means maximal glass space so you can let in as much light as possible and get every inch of that amazing view.

Renewal by Andersen® picture windows are an excellent choice for viewing in tight spaces hard to reach spaces, the high walls in a vaulted room. A combination of picture windows with operable replacement windows with functional elements like the aesthetic one. Pair a casement window on either side to increase ventilation, combine different sized picture windows for a dramatic look, or surround your patio door with long picture windows to create a wall of glass.

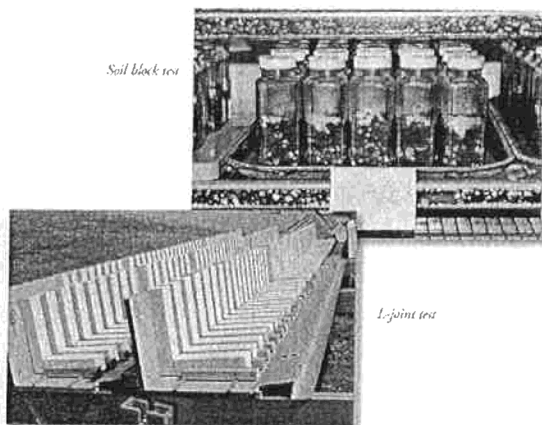
\*This product may not be available in all colors and options. Contact us to schedule an in-home consultation for specific options in your area.

SCHEDULE A CONSULTATION

2

## Decay Resistance

- Fibrex material will not rot or decay.
- Fibrex material is impervious to termites.



*It's not glamorous, but at Andersen Corporation we do extensive testing on a variety of window materials. Fibrex® material has been studied and used since 1972.*

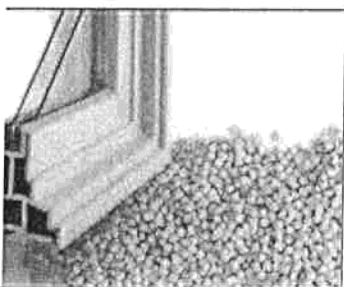


The Fibrex Material Story

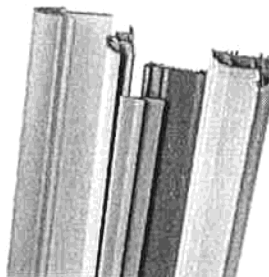
3

## What is Fibrex® Material?

- The raw Fibrex material pellets are then co-extruded with an all-weather capstock that will not chip, peel or blister.
- Beautifully contoured extruded shapes are used to construct the windows.



The Fibrex Material Story



4



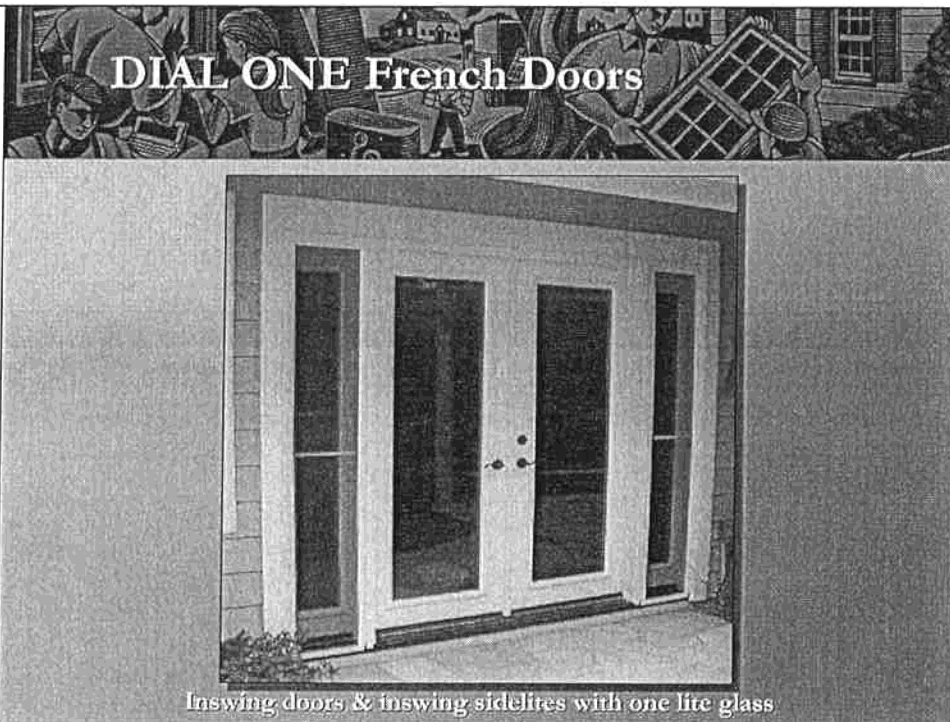
## What is Fibrex® Material?

- Fibrex material is a composite made of 40% reclaimed wood fibers and 60% thermoplastic polymers.
- Heat and pressure lock wood fiber and thermoplastic polymers together to act as one material.

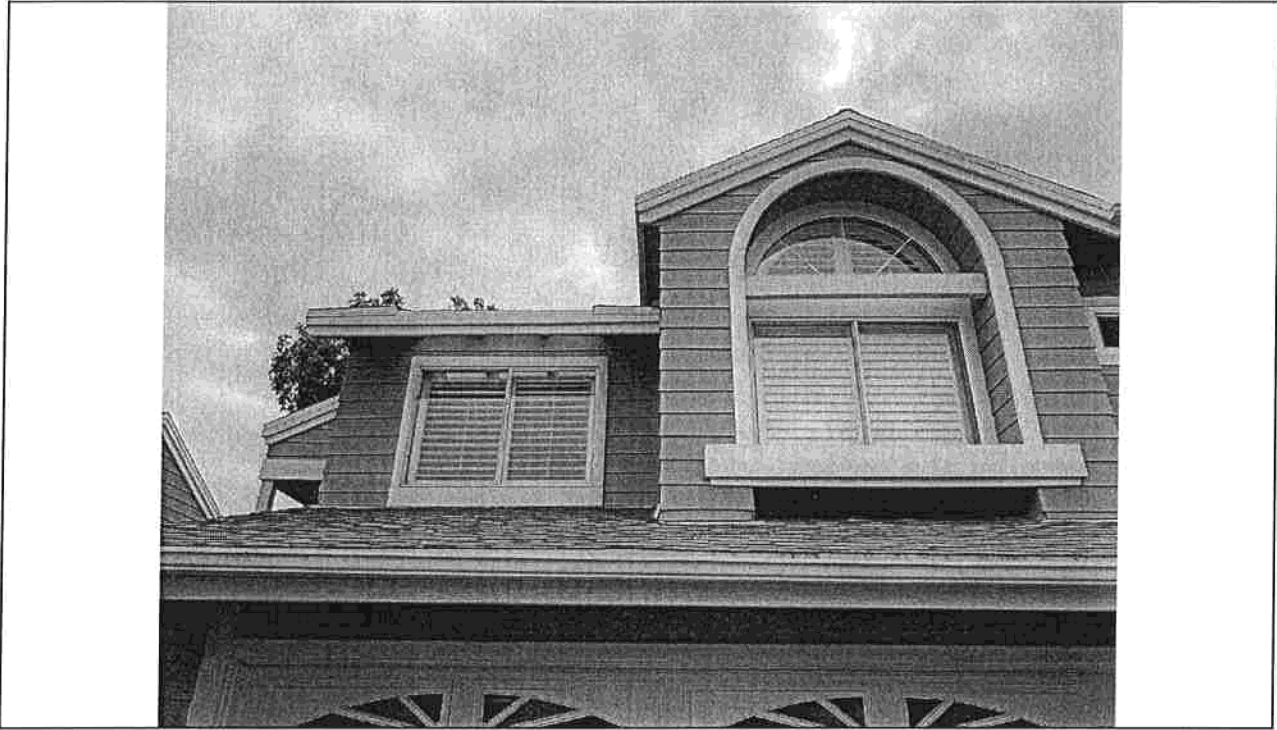


5

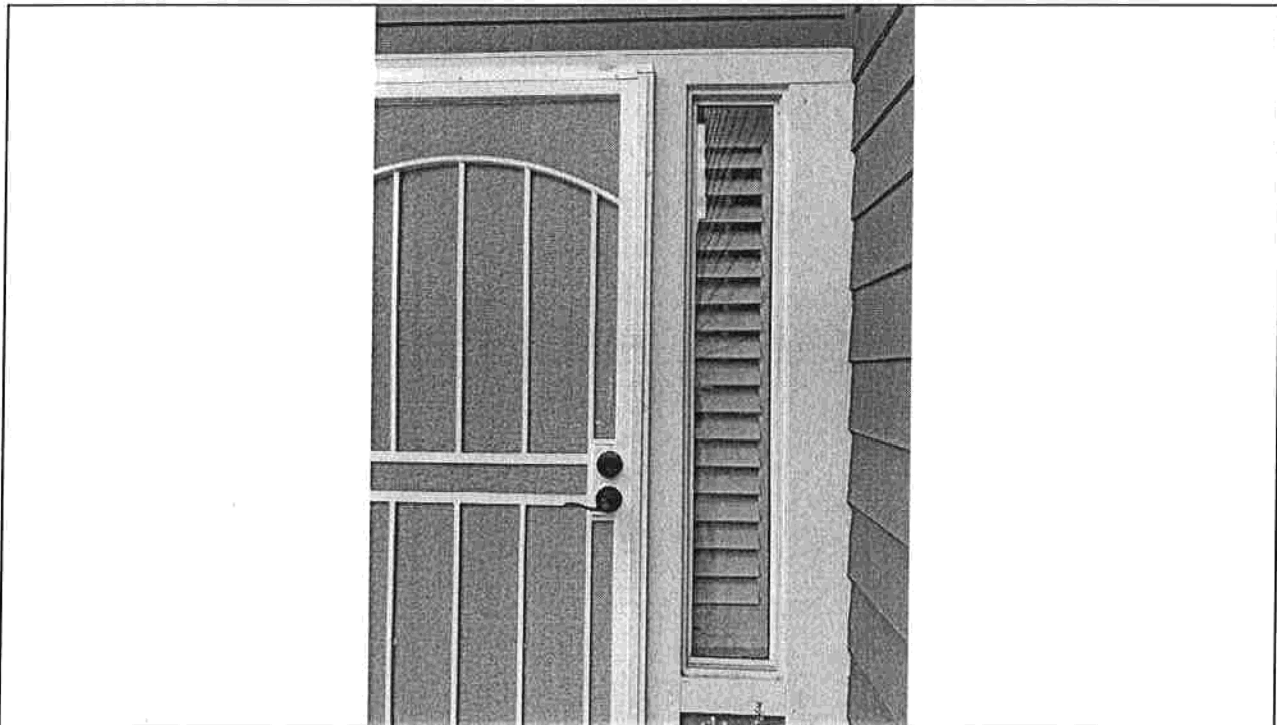
## DIAL ONE French Doors



6



7

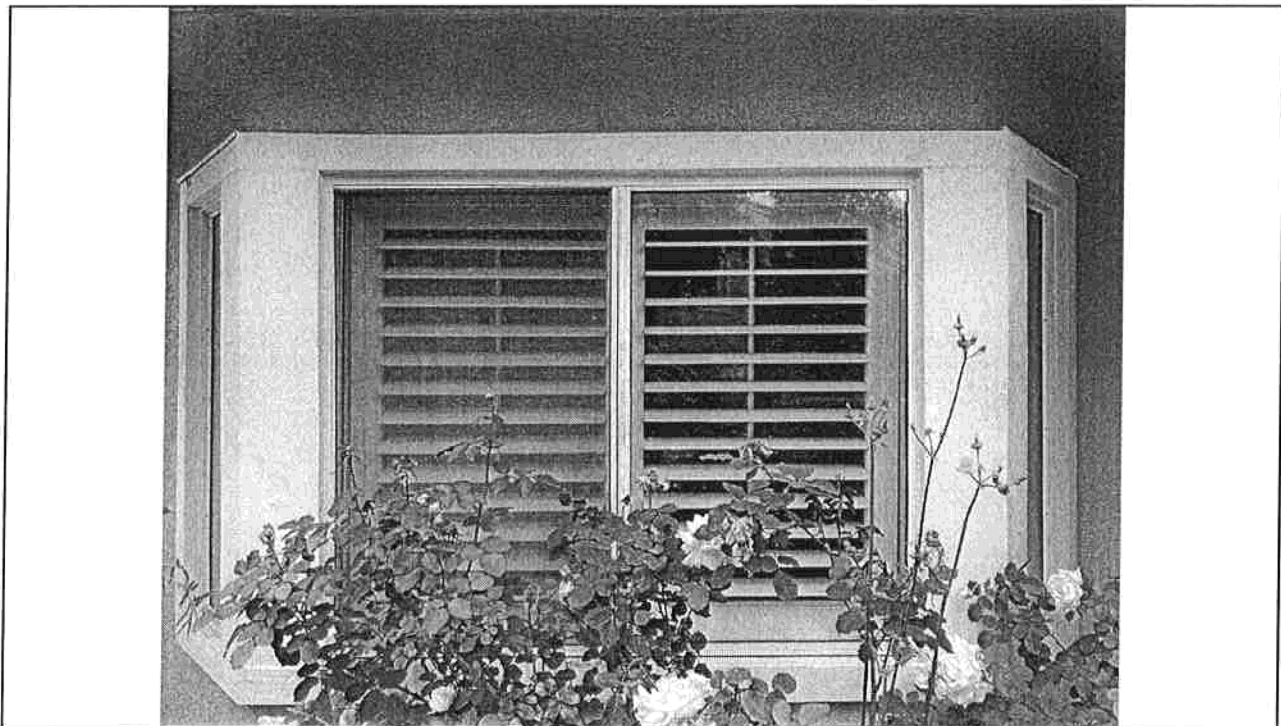


8

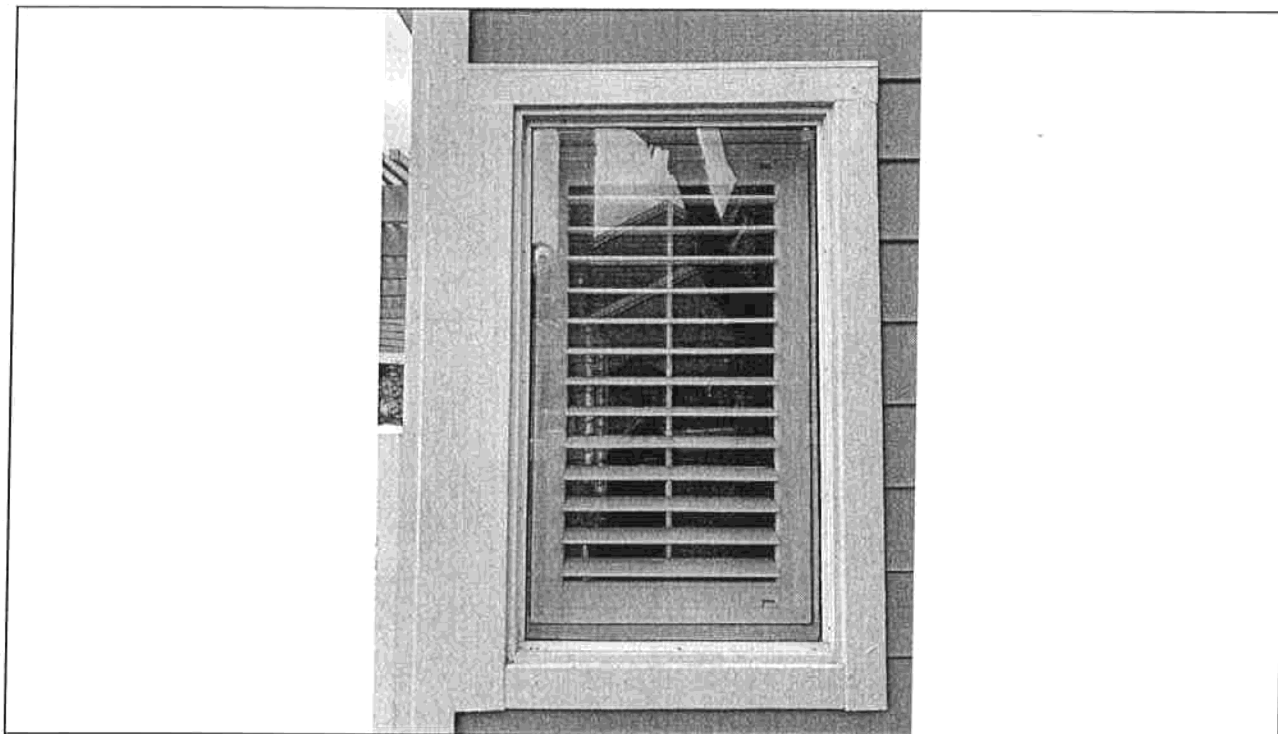




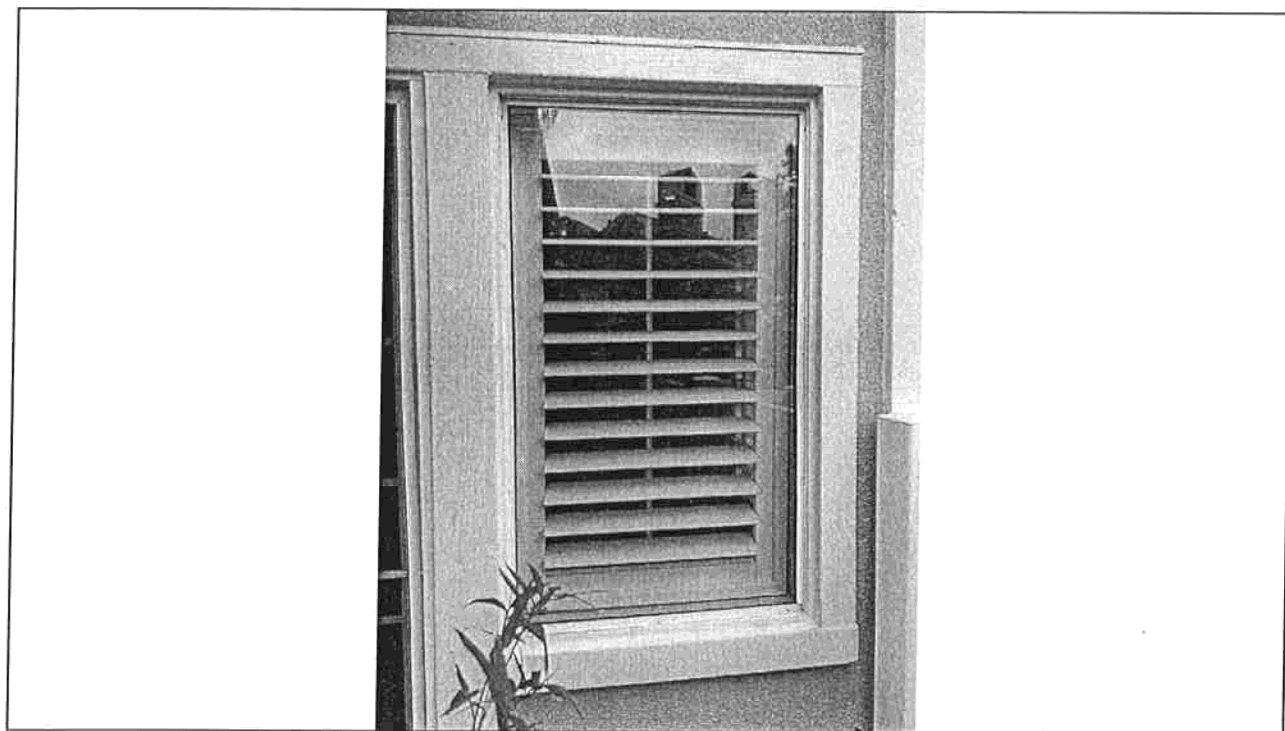
9



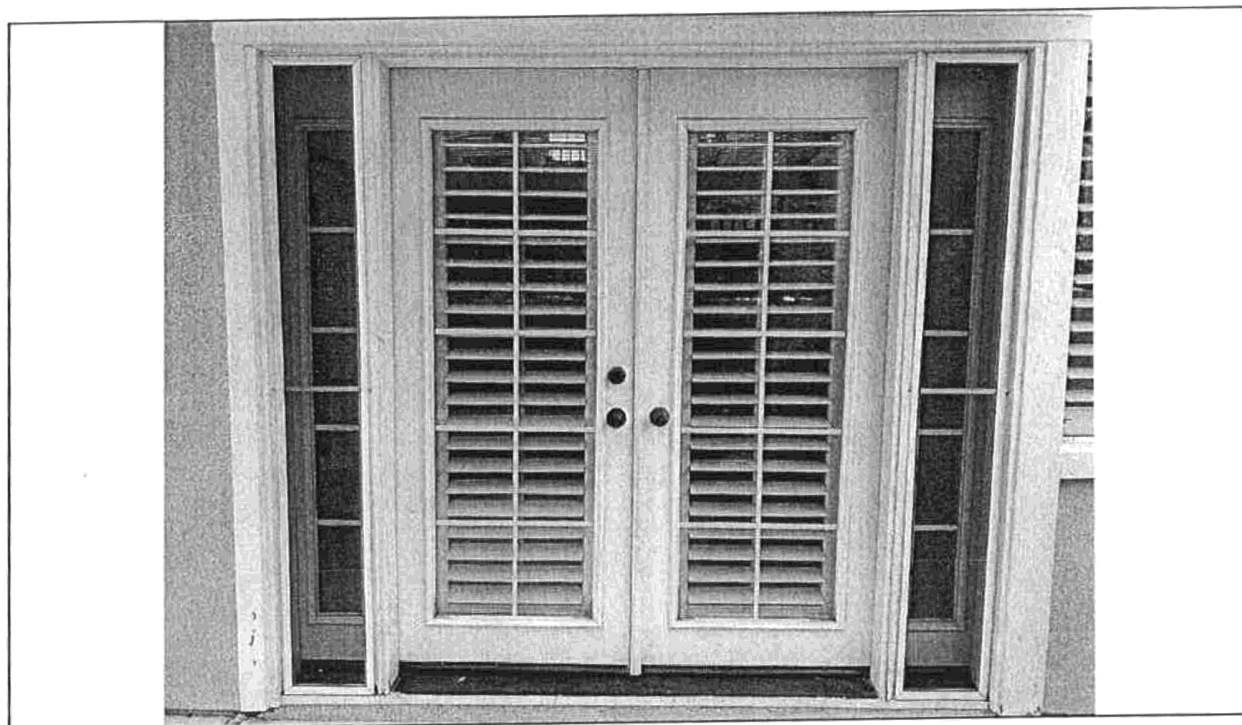
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11



12



13



Laurelmont Wood and Paint Comparison

	<b>Accurate</b>	<b>1st Street</b>	<b>Pacific Western</b>	<b>Pilot</b>	<b>Prestige</b>
	Line Cost	Line Cost	Line Cost	Line Cost	Line Cost
<b>Wood Base Bid (Unit Cost with "Assumptions")</b>	\$231,675.36	N/A	\$122,460.82	\$124,337.00	\$124,927.00
<b>Paint Base Bid</b>	N/A	\$197,940.00	\$166,919.67	\$201,500.00	\$147,750.00
<b>Wood and Paint Base Bid Contingency (35% - adjustable)</b>	\$81,086.38	\$69,279.00	\$101,283.17	\$114,042.95	\$95,436.95
<b>Wood and Deck Project Total with Contingency</b>	\$579,980.74		\$390,663.66	\$439,879.95	\$368,113.95
<b>Selected Wood Options</b>	TBD		TBD	TBD	TBD
<b>Selected Paint Options</b>		TBD	TBD	TBD	TBD
<b>Time and Material for additional work (Per Man Hour)</b>	\$120.00	\$55.00	\$69.50	\$55.00	\$45.00

Contractor	Option 1		Option 2				Option 3				Option 4	Option 5	
	1.A	1.B	1.C	2.A	2.B	2.C	3.A	3.B	3.C	3.D	4.A	5.A	
Base Bid	Prep and paint specified surfaces	Paint Manufacturer Sherwin Williams (Duration)	Spot prime and paint 1 coat	Base Bid + additional coat (Spot Prime + 2 coats)	Full Prime top caps only then (Full Prime + 1 coat)	Full Prime top caps only, paint base bid one coat, add second coat top caps only (Full Prime + 2 coats)	Base Bid + Full Prime on Top Caps Only + Full Prime on Top Caps Only + Full Prime on Top Caps + 1 coat (Spot Prime community + Full Prime Top Caps + 1 coat)	Base Bid + additional coat with Full Prime only on Top Caps (Spot Prime Community + Full Prime Top Caps + 2 Coats)	Base Bid + Full Prime on Top Caps Only + Second Coat Top Caps Only (Spot Prime community + Full Prime Top Caps + additional coat top caps)	Second Paint Coat to Top/Wall Caps Only (Full Prime + 1 coat + second coat top cap)	Caulking metal on chimney caps where metal meets the wood (As needed basis)	Chimney	Chimney *Assume each home has one chimney = 197 total **Assume tall vs short access is split 50/50 (98 tall/99 short)
Base Bid	Prep and paint specified surfaces	Paint Manufacturer Sherwin Williams (Duration)	Spot prime and paint 1 coat	Base Bid + additional coat (Spot Prime + 2 coats)	Full Prime top caps only then (Full Prime + 1 coat)	Full Prime top caps only, paint base bid one coat, add second coat top caps only (Full Prime + 2 coats)	Base Bid + Full Prime on Top Caps Only + Full Prime on Top Caps Only + Full Prime on Top Caps + 1 coat (Spot Prime community + Full Prime Top Caps + 1 coat)	Base Bid + additional coat with Full Prime only on Top Caps (Spot Prime Community + Full Prime Top Caps + 2 Coats)	Base Bid + Full Prime on Top Caps Only + Second Coat Top Caps Only (Spot Prime community + Full Prime Top Caps + additional coat top caps)	Second Paint Coat to Top/Wall Caps Only (Full Prime + 1 coat + second coat top cap)	Caulking metal on chimney caps where metal meets the wood (As needed basis)	Chimney	Chimney *Assume each home has one chimney = 197 total **Assume tall vs short access is split 50/50 (98 tall/99 short)
Accurate	M/A	M/A											
First Street Painting	\$197,940.00	\$316,705.00	\$415,675.00	\$199,360.00	\$201,485.00	\$202,905.00	\$201,485.00	\$300,455.00	\$202,905.00	\$318,135.00			
Pacific Western	\$168,949.67	\$289,216.13	\$339,426.46	\$201,139.65	\$200,007.32	\$209,082.65	\$250,219.65	\$209,082.65	\$209,082.65	\$23,406.11			
Pilot Painting and Construction	\$201,500.00	\$265,000.00	\$338,000.00	\$274,500.00	\$207,500.00	\$207,500.00	\$207,500.00	\$880,500.00	\$214,000.00	\$271,500.00			
Prestige Paint/CPR	\$147,750.00	\$310,275.00	\$354,600.00	\$156,615.00	\$177,300.00	\$186,165.00	\$177,300.00	\$221,675.00	\$186,165.00	\$319,140.00			
First Street Painting													
Pacific Western													
Pilot Painting and Construction													
Prestige Paint/CPR													
First Street Painting													
Pacific Western													
Pilot Painting and Construction													
Prestige Paint/CPR													
First Street Painting													
Pacific Western													
Pilot Painting and Construction													
Prestige Paint/CPR													
Sherwin Williams Comments	Base Bid	"I like this scenario because priming always benefits a paint project"	"Not needed because you are using a product that equals 2 coats of paint based on mil thickness"	"Not needed since you are using a product that equals the mil thickness of 2 coats of regular paint"	"I'm good with this scenario"	"You don't need the second coat because you are using a product that is equal to 2 coats of regular paint"	"I'm good with this scenario"	"Not necessary"	"You don't need the second coat because you are using a product that is equal to 2 coats of regular paint"	"Not necessary"			
Based on the scenarios, Sherwin Williams Recommends:	Base Bid	X	X	X	Recommendations	X	Recommendations	X	X	X			

Laurelmont Project Paint Bid Comparison - 1/20/21

197 Total Units	Accurate / 1st Street Painting	Pacific Western Painting & Construction	Pilot Painting & Construction	Prestige Paint & Decorative
<b>Base Bid</b> Prep and paint specified surfaces Paint Manufacturer Sherwin Williams (Duration) Spot prime and paint 1 coat	\$ 197,940.00	\$ 166,919.67	\$ 201,500.00	\$ 147,750.00
Project Contingency Amount _____ % of Base Bid 35%	\$ 69,279.00	\$ 58,421.88	\$ 70,525.00	\$ 51,712.50
<b>Total Project Costs</b> Base Bid + 35% Contingency	\$ 267,219.00	\$ 225,341.55	\$ 272,025.00	\$ 199,462.50
Mobilization/Down Payment Costs	None	5-10% of contract value (Negotiable)	None	15% (\$22,163.00)
Re-mobilization Costs	None	\$500.00 (Negotiable)	\$1,500.00	10% (14,775.00)
<b>Base Bid Includes</b>				
Trench below grade when applicable to paint, then backfill	confirmed	confirmed	confirmed	confirmed
Project consists of wood trim and fascia only. No siding or stucco is included.	confirmed	confirmed	confirmed	confirmed
Pool building and pool trellis are included (no siding or stucco)	confirmed	confirmed	confirmed	confirmed
Wrought iron paint at homeowner entrance gate is to be included	confirmed	confirmed	confirmed	confirmed
Satellite cables are to be removed from the building to paint the wood behind it. Homeowners are responsible for reinstallation afterwards	confirmed	confirmed	confirmed	confirmed
Benches located on Primrose are included	confirmed	confirmed	confirmed	confirmed
Wood will be painted the same color as it is currently (no color change)	confirmed	confirmed	confirmed	confirmed
Pressure wash and proper preparation is needed prior to paint	confirmed	confirmed	confirmed	confirmed
Sampling of paint specs and finish of one unit (front only) is to be completed prior to production starting	confirmed	confirmed	confirmed	confirmed
If termite infested wood is discovered, termite company is to be contacted immediately to address before area can be painted	confirmed	confirmed	confirmed	please confirm this is included
<b>Optional Items</b>				
Apply second coat (Duration)	\$98,970.00 (In addition to base bid)	\$50,212.33 (In addition to base bid)	\$ 73,000.00	\$44,325.00 (In addition to base bid)
Full prime and paint one coat (Duration)	\$118,765.00 (In addition to base bid)	\$289,216.13 (In replacement of base bid)	\$265,000.00 (In replacement of base bid)	\$162,525.00 (In addition to base bid)
Full prime and paint one coat top caps/ wall caps only (Duration) (Paint is included in the base bid)	\$3,545.00 (In addition to base bid)	\$33,057.65 (In addition to base bid)	\$6,000.00	\$29,550 (In addition to the base bid)
Apply Second coat to Caps / Wall tops only (Duration)	\$1,420.00 (In addition to base bid)	\$34,189.98 (In addition to base bid)	\$6,500.00 (In addition to base bid)	\$8,865.00 (In addition to the base bid)
Full prime and paint second coat to Caps / Wall tops only (Duration)	\$4,965.00 (In addition to base bid)	\$42,132.98 (In addition to base bid)	\$78.55	\$49,250 (Is this in addition to the base bid?) \$250
Chimney Cap housing (Tall - Difficult Access) each (metal)	\$ 350.00	Confirmed, no price difference between Chimney cap housings \$78.55	\$150.00	Confirmed, no price difference between Chimney cap housings \$250
Chimney Cap housing (Short - Easy Access) each (metal)	\$ 200.00	Confirmed, no price difference between Chimney cap housings	\$120.00	Confirmed, no price difference between Chimney cap housings
Utility doors will be painted on an as needed basis per pair (Exterior and return side only)	\$ 75.00	\$ 59.05	\$ 70.00	\$ 300.00
Homeowner front entry doors will be painted on a request basis (Doors are not included in base bid)	\$ 75.00	\$ 100.30	\$ 120.00	\$ 175.00



Stripping Entry Doors (Exterior Side) (Doors are not included in base bid)	\$550.00 each door	\$500.00 each door	\$410.00	\$275.00 each door
Homeowner garage doors will be painted on a request basis (Doors are not included in base bid)	\$ 125.00	\$ 165.48	\$ 130.00	\$ 200.00
Stripping Garage Doors (Exterior Side) (Doors are not included in base bid)	\$975.00 each door	\$500.00 each door	\$580.00	\$350.00 each door
Paint homeowner rain gutters (per unit)	No additional cost Does not include cleaning out the gutters	\$1.97 per lineal foot \$1.57 per lineal foot to clean out prior to paint Paint is \$1.55 per sqft	No additional cost to paint gutters. \$90.00 per unit to clean gutters	\$200 Includes cleaning out the gutters
Paint homeowner trellis	\$2.50 per SqFt (spot prime and one coat finish) \$3.50 per SqFt (full prime and one coat finish)	Wood repair is \$69.50 per hour + material + 20% markup Page 2; Item #1 - the "initial approved pricing" is \$2.99/sqft+T&M. Can you please clarify?	Separate quote with H.O. directly \$4.50 per SqFt (price may vary depending on prep work needed)	\$8.00 per SqFt
Spot prime and paint 1 coat (A-100)			\$ 175,500.00	N/A
Apply second coat (A-100)			\$ 63,000.00	N/A
Full prime and paint 1 coat (A-100)			\$ 236,000.00	N/A
Second coat to caps/ wall tops only (A-110)			\$ 6,500.00	N/A
Removal of nails, hooks, screws, staples, etc.	Included	Included	Included	Included
Time and Material Rate per man hour	\$55.00	\$69.50	\$55.00 per man hour \$72.00 per gallon	\$45.00 per man hour
<b>Excluded Items</b>				
Wood siding (contractor is responsible for touchups if stucco is not properly masked/protected).				No action
Building stucco (contractor is responsible for touchups if stucco is not properly masked/protected).				No action
Pool wrought Iron				No action
Homeowner gutters (optional price to be provided)	no charge Does not include cleaning out gutters		No Charge	No action
Homeowner trellis (optional price to be provided)	Individual quote to be provided to homeowner directly		Individual quote to be provided to homeowner directly	No action
<b>Project Total</b>				

		Accurate (First Street)	Pacific Western	Pilot Painting	Prestige
Warranties	Stucco:	N/A	N/A	N/A	N/A
	Wood:	4 years	5 years	3 years	5 years
	Metal:	2 years	3 years	2 years	5 years
	Copper:	N/A	N/A	N/A	N/A
Posting homeowner notices prior to work beginning	Yes	Yes	Yes	Yes	
Was proposal submitted on time?	Yes	Yes	Yes	Yes	
If additional paint is needed to meet Sherwin Williams Spec per what has been estimated, how will this be handled?	Confirmed - No additional costs to meet Sherwin Williams spec's if bid is under estimated.	Confirmed - No additional costs to meet Sherwin Williams spec's if bid is under estimated.	Confirmed - No additional costs to meet Sherwin Williams spec's if bid is under estimated.	Confirmed - No additional costs to meet Sherwin Williams spec's if bid is under estimated.	
Approximate Job Duration (weather permitting and full cooperation of residents)	3 months	4 to 5 months	79 Working Days	18 weeks	
Bid price expiration	4/30/2021	3/30/2021	90 days from 12/23/20	None listed, please provide if there is an expiration.	

Notes/Questions/Comments

Laurelmont HOA

Wood Components - Bid Form - Attachment A

Wood Component	Size	Community Length (Assumption)	Unit of Measure
Fascia	2x10	974	1 LnFt
Fascia Shadow Board	2x6	2157	1 LnFt
Gable Fascia	2x10	410	1 LnFt
Gable Shadow Board	2x6	1286	1 LnFt
Gable Jamb	2x8	24	1 LnFt
Window Trim	2x4	716	1 LnFt
Window Trim	2x6	123	1 LnFt
Window Trim	2x8	24	1 LnFt
Bay Window Trim	2x6	93	1 LnFt
Bay Window Fascia	2x10	52	1 LnFt
Corner Trim	2x2	20	1 LnFt
Corner Trim	2x4	374	1 LnFt
Corner Trim	2x6	8	1 LnFt
Gate Trim	1x2	8	1 LnFt
Gate Trim	2x4	34	1 LnFt
Gate Trim	2x6	82	1 LnFt
Gate Trim	2x8	95	1 LnFt
Entry Door Trim	2x4	72	1 LnFt
Entry Door Trim	2x6	26	1 LnFt
Entry Door Trim	2x8	8	1 LnFt
Wall Caps	2x6	48	1 LnFt
Wall Caps	2x8	215	1 LnFt
Wall Caps	2x10	41	1 LnFt
Belly Band	2x10	345	1 LnFt
Garage Jamb	2x8	146	1 LnFt
Garage Trim	2x6	644	1 LnFt
Garage Trim	1x4	8	1 LnFt
Soffit Trim	1x2	12	1 LnFt
Wall Trim	1x2	30	1 LnFt
Wall Trim	2x4	21	1 LnFt
Wall Trim	2x6	46	1 LnFt
Wall Trim	2x8	8	1 LnFt
Potshelk Trim	2x12	56	1 LnFt
Potshelk Trim	2x10	234	1 LnFt
Potshelk Trim	2x6	133	1 LnFt
Chimney Trim	2x10	48	1 LnFt
Chimney Trim	2x6	94	1 LnFt
Radius Trim	2x4	10	1 LnFt
Radius Trim	2x6	8	1 LnFt
Meter Closet Trim	2x4	72	1 LnFt
Arch Trim	2x6	10	1 LnFt
Rafter Tail (2x6x3)	2x6	3	1 LnFt
Rafter Tail (2x8x3)	2x8	6	1 LnFt
Frieze Block (2x4)	2x4	1	1 LnFt
Frieze Block (2x8x3)	2x8	3	1 LnFt
Trim	2x6	16	1 LnFt
Trim	2x8	8	1 LnFt
Trim	2x10	32	1 LnFt
6x6 entry post	6x6x16 (each)	2	Each
Bondo	Each	102	Each
Corbel Ends	Each	3	Each
Time and Material Rate	Per Man Hour	TBD	Per Man Hour
Stucco Texture Repair	-	-	1 SqFt

DF #1	
Accurate	
Unit Cost Per One Unit of Measure	Extended Cost for Community
\$34.50	\$33,603.00
\$17.25	\$37,208.25
\$34.50	\$14,145.00
\$17.25	\$22,183.50
\$138.00	\$3,312.00
\$17.25	\$12,351.00
\$17.25	\$2,121.75
\$17.25	\$414.00
\$34.50	\$3,208.50
\$51.75	\$2,691.00
\$34.50	\$690.00
\$34.50	\$12,903.00
\$34.50	\$276.00
\$17.25	\$138.00
\$25.87	\$879.58
\$25.87	\$2,121.34
\$34.50	\$3,277.50
\$25.87	\$1,862.64
\$25.87	\$672.62
\$25.87	\$206.96
\$25.87	\$1,241.76
\$25.87	\$5,562.05
\$25.87	\$1,060.67
\$29.57	\$10,201.65
\$34.50	\$5,037.00
\$25.87	\$16,660.28
\$25.87	\$206.96
\$17.25	\$207.00
\$17.25	\$517.50
\$17.25	\$362.25
\$17.25	\$793.50
\$25.87	\$206.96
\$34.50	\$1,932.00
\$34.50	\$8,073.00
\$25.87	\$3,440.71
\$25.87	\$1,241.76
\$25.87	\$2,431.78
\$69.00	\$690.00
\$69.00	\$552.00
\$25.87	\$1,862.64
\$27.60	\$276.00
\$17.25	\$51.75
\$17.25	\$103.50
\$17.25	\$17.25
\$17.25	\$51.75
\$34.50	\$552.00
\$34.50	\$276.00
\$34.50	\$1,104.00
\$2,208.00	\$4,416.00
\$69.00	\$7,038.00
\$414.00	\$1,242.00
\$120.00	
\$75.00	

DF #1		WindsorOne	
Pacific Western			
Unit Cost Per One Unit of Measure	Extended Cost for Community	Unit Cost Per One Unit of Measure	Extended Cost for Community
\$16.52	\$16,090.48	\$24.23	\$23,600.02
\$11.91	\$25,689.87	\$15.35	\$33,109.95
\$16.52	\$6,773.20	\$24.26	\$9,946.60
\$11.91	\$15,316.26	\$15.35	\$19,740.10
\$15.27	\$366.48	\$20.68	\$496.32
\$9.03	\$6,465.48	\$11.18	\$8,004.88
\$11.50	\$1,414.50	\$14.92	\$1,835.16
\$13.80	\$331.20	\$19.30	\$463.20
\$11.55	\$1,074.15	\$14.96	\$1,391.28
\$17.01	\$884.52	\$24.63	\$1,280.76
\$7.31	\$146.20	\$8.27	\$165.40
\$9.05	\$3,384.70	\$11.20	\$4,188.80
\$12.95	\$103.60	\$16.65	\$133.20
\$7.32	\$58.56	\$7.06	\$56.48
\$9.42	\$320.28	\$11.51	\$391.34
\$11.60	\$951.20	\$14.98	\$1,228.36
\$13.16	\$1,250.20	\$18.73	\$1,779.35
\$9.23	\$664.56	\$11.33	\$815.76
\$11.95	\$310.70	\$15.37	\$399.62
\$14.71	\$117.68	\$20.80	\$166.40
\$12.17	\$584.16	\$15.65	\$751.20
\$13.86	\$2,979.90	\$19.39	\$4,168.85
\$17.19	\$704.79	\$24.74	\$1,014.34
\$16.56	\$5,713.20	\$24.27	\$8,373.15
\$13.08	\$1,909.68	\$18.67	\$2,725.82
\$11.35	\$7,309.40	\$14.82	\$9,544.08
\$9.00	\$72.00	\$8.97	\$71.76
\$7.22	\$86.64	\$6.76	\$81.12
\$6.57	\$197.10	\$6.40	\$192.00
\$9.81	\$206.01	\$11.72	\$246.12
\$11.68	\$537.28	\$15.12	\$695.52
\$14.71	\$117.68	\$20.00	\$160.00
\$19.44	\$1,088.64	\$28.52	\$1,597.12
\$16.59	\$3,882.06	\$24.30	\$5,686.20
\$12.06	\$1,603.98	\$15.45	\$2,054.85
\$16.82	\$807.36	\$24.66	\$1,183.68
\$12.11	\$1,138.34	\$15.50	\$1,457.00
\$27.01	\$270.10	N/A	See DF#1
\$32.36	\$258.88	N/A	See DF#1
\$9.23	\$664.56	\$11.33	\$815.76
\$30.46	\$304.60	N/A	See DF#1
\$31.29	\$93.87	\$35.53	\$106.59
\$35.00	\$210.00	\$40.61	\$243.66
\$25.54	\$25.54	\$29.42	\$29.42
\$26.20	\$78.60	\$32.17	\$96.51
\$14.39	\$230.24	\$17.65	\$282.40
\$16.73	\$133.84	\$22.70	\$181.60
\$18.00	\$576.00	\$25.53	\$816.96
\$1,050.67	\$2,101.34	N/A	See DF#1
\$61.36	\$6,258.72	N/A	See DF#1
\$200.83	\$602.49	N/A	See DF#1
\$69.50			
\$11.75			

DF #1	
Pilot	
Unit Cost Per One Unit of Measure	Extended Cost for Community
\$21.00	\$20,454.00
\$10.00	\$21,570.00
\$22.00	\$9,020.00
\$10.00	\$12,860.00
\$22.00	\$528.00
\$10.00	\$7,160.00
\$11.00	\$1,353.00
\$13.00	\$312.00
\$11.00	\$1,023.00
\$14.00	\$728.00
\$8.00	\$160.00
\$10.00	\$3,740.00
\$11.00	\$88.00
\$7.00	\$56.00
\$9.00	\$306.00
\$11.00	\$902.00
\$13.00	\$1,235.00
\$11.00	\$792.00
\$10.00	\$260.00
\$13.00	\$104.00
\$10.00	\$104.00
\$10.00	\$480.00
\$13.00	\$2,795.00
\$14.00	\$574.00
\$17.00	\$5,865.00
\$23.00	\$3,358.00
\$13.00	\$8,372.00
\$8.00	\$64.00
\$7.00	\$84.00
\$7.00	\$210.00
\$9.00	\$189.00
\$11.00	\$506.00
\$13.00	\$104.00
\$16.00	\$896.00
\$15.00	\$3,510.00
\$11.00	\$1,463.00
\$21.00	\$1,008.00
\$11.00	\$1,034.00
\$32.00	\$320.00
\$22.00	\$176.00
\$10.00	\$720.00
\$32.00	\$60.00
\$220.00	\$320.00
\$230.00	\$1,380.00
\$17.00	\$17.00
\$25.00	\$75.00
\$12.00	\$192.00
\$13.00	\$104.00
\$15.00	\$480.00
\$380.00	\$760.00
\$50.00	\$5,100.00
\$290.00	\$870.00
\$56.00	

DF #1	
Prestige	
Unit Cost Per One Unit of Measure	Extended Cost for Community
\$15.00	\$14,610.00
\$15.00	\$32,355.00
\$17.00	\$6,970.00
\$17.00	\$21,862.00
\$12.00	\$288.00
\$8.00	\$5,728.00
\$10.00	\$1,230.00
\$12.00	\$288.00
\$10.00	\$930.00
\$12.00	\$624.00
\$8.00	\$160.00
\$10.00	\$3,740.00
\$12.00	\$96.00
\$6.00	\$48.00
\$7.00	\$238.00
\$8.00	\$656.00
\$9.00	\$855.00
\$8.00	\$576.00
\$9.00	\$234.00
\$10.00	\$80.00
\$7.00	\$336.00
\$8.00	\$1,720.00
\$9.00	\$369.00
\$12.00	\$4,140.00
\$22.00	\$3,212.00
\$12.00	\$7,728.00
\$8.00	\$64.00
\$8.00	\$96.00
\$5.00	\$180.00
\$7.00	\$147.00
\$8.00	\$368.00
\$9.00	\$72.00
\$16.00	\$896.00
\$14.00	\$3,276.00
\$12.00	\$1,596.00
\$10.00	\$480.00
\$16.00	\$1,504.00
\$28.00	\$280.00
\$32.00	\$256.00
\$8.00	\$576.00
\$6.00	\$60.00
\$18.00	\$54.00
\$20.00	\$120.00
\$12.00	\$12.00
\$14.00	\$42.00
\$8.00	\$128.00
\$9.00	\$72.00
\$10.00	\$320.00
\$250.00	\$500.00
\$45.00	\$4,590.00
\$55.00	\$165.00
\$18.00	



Stucco System Repair	-	-	1 SqPt
Wood Siding (If Applicable)	-	-	1 LnPt
Totals			

\$135.00	
\$13.80	
\$231,675.36	

\$30.00			
\$19.21			
\$122,460.82		\$161,564.82	

\$124,337.00		

\$25.00	
\$30.00	
\$124,927.00	

Additional Options				Accurate	
Pot shelf waterproofing/repair	Each	TBD	Each	\$950.00	
Cost to Replace Full Chimney Cap (DF #1 or better)	Each	TBD	Each	\$650.00	
Cost to Replace Full Chimney Cap (WindsorONE)	Each	TBD	Each	\$750.00	
*Community may decide to replace all Chimney Caps					
**Option - Cost to perform a PROBING inspection prior to project start and provide a workable matrix per unit/building				No Charge if awarded Project	
**Option - Cost to perform a VISUAL inspection prior to project start and provide a workable matrix per unit/building					

Pacific Western	
\$1,834.43	
\$2,152.18	
\$2,312.37	

\$9,791.64	
------------	--

\$5,087.00	
------------	--

Pilot	
\$900.00	
\$425.00	
\$570.00	

\$2,955.00	
------------	--

Prestige	
\$1,675.00	

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## Laurelmont Community Assn CCR History Report Detailed Report by Street Address

### Pepperwood

48 Pepperwood	Thomas Liebl	Lot/Unit #:	035	Account #:	145521435
---------------	--------------	-------------	-----	------------	-----------

# 1	CCR Code	Active	Type	Create	Request	Closed	Next Action
	MTN - Maintenance	YES	Violation	05/04/2021	N/A		NONE

**Summary:** Tree Maintenance

**Detailed Description**

CC&Rs Section 2.09 Repair and Maintenance by Owners. Each owner shall maintain...all portions of his Unit in a clean, sanitary and attractive condition...it shall further be the duty of each Owner, at his sole expense, to keep the Restricted Common Areas free from debris and maintained

**Action to Resolve**

Please trim the trees in your backyard. Thank you.

65 Pepperwood	Pamela Busansky	Lot/Unit #:	048	Account #:	145504948
---------------	-----------------	-------------	-----	------------	-----------

# 2	CCR Code	Active	Type	Create	Request	Closed	Next Action
	TRE - View Obstructions	YES	Violation	05/04/2021	N/A		NONE

**Summary:** View Obstructions

**Detailed Description**

CC&Rs Section 8.08. View Obstructions. No vegetation or other obstruction shall be planted or maintained upon any patio or balcony such location or of such height as to unreasonably obstruct the view from any other Residence in the vicinity thereof.

**Action to Resolve**

Please maintain trees to be below 30 feet in height. Thank you.

### Primrose

42 Primrose	Saeed Amirinazari	Lot/Unit #:	086	Account #:	217053086
-------------	-------------------	-------------	-----	------------	-----------

# 1	CCR Code	Active	Type	Create	Request	Closed	Next Action
	MTN - Maintenance	NO	Violation	05/04/2021	N/A	05/10/2021	NONE

**Summary:** Christmas Lights

**Detailed Description**

CC&Rs Section 2.09 Repair and Maintenance by Owners. Each owner shall maintain...all portions of his Unit in a clean, sanitary and attractive condition...it shall further be the duty of each Owner, at his sole expense, to keep the Restricted Common Areas free from debris and maintained

**Action to Resolve**

Please remove Christmas lights from the tree in front of your home. Thank you.

Type	Date	Note
Note	05/10/2021	Nieghbor has removed Christmas Lights.

44 Primrose	Darcy Lynn Morgenstern	Lot/Unit #:	088	Account #:	145586188
-------------	------------------------	-------------	-----	------------	-----------

# 1	CCR Code	Active	Type	Create	Request	Closed	Next Action
	MTN - Maintenance	NO	Violation	05/04/2021	N/A	05/07/2021	NONE

**Summary:** Christmas Lights

**Detailed Description**

CC&Rs Section 2.09 Repair and Maintenance by Owners. Each owner shall maintain...all portions of his Unit in a clean, sanitary and attractive condition...it shall further be the duty of each Owner, at his sole expense, to keep the Restricted Common Areas free from debris and maintained

**Action to Resolve**

Please remove Christmas lights from the tree in front of your home. Thank you.

Type	Date	Note
Note	05/07/2021	Per Homeowner, they belong to the tenant at 42 Primrose.

49 Primrose	11851 Lambert LLC	Lot/Unit #:	093	Account #:	145580393
-------------	-------------------	-------------	-----	------------	-----------

## Laurelmont Community Assn CCR History Report Detailed Report by Street Address

### Primrose

49 Primrose	11851 Lambert LLC	Lot/Unit #:	093	Account #:	145580393
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	<u>CCR Code</u>	<u>Active</u>	<u>Type</u>	<u>Create</u>	<u>Request</u>	<u>Closed</u>	<u>Next Action</u>
<b># 2</b>	MTN - Maintenance	YES	Violation	05/18/2021	N/A		NONE

**Summary:** Please Replace Wood Fence

**Detailed Description**

CC&Rs Section 2.09 Repair and Maintenance by Owners. Each owner shall maintain...all portions of his Unit in a clean, sanitary and attractive condition...it shall further be the duty of each Owner, at his sole expense, to keep the Restricted Common Areas free from debris and maintained

**Action to Resolve**

The Board has found fence maintenance to be Homeowner responsibility. Please replace the wood fence that is not harmonious with the Association and please fill out an architectural application prior to beginning construction. Thank you.

54 Primrose	Linda J Eddy	Lot/Unit #:	098	Account #:	145591398
-------------	--------------	-------------	-----	------------	-----------

	<u>CCR Code</u>	<u>Active</u>	<u>Type</u>	<u>Create</u>	<u>Request</u>	<u>Closed</u>	<u>Next Action</u>
<b># 3</b>	MTN - Maintenance	YES	Violation	05/04/2021	N/A		NONE

**Summary:** Maintenance

**Detailed Description**

CC&Rs Section 2.09 Repair and Maintenance by Owners. Each owner shall maintain...all portions of his Unit in a clean, sanitary and attractive condition...it shall further be the duty of each Owner, at his sole expense, to keep the Restricted Common Areas free from debris and maintained

**Action to Resolve**

Please maintain the landscaping in the walkway to your front door. Thank you.

86 Primrose	Ellen Story Dupuy	Lot/Unit #:	118	Account #:	145561118
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	<u>CCR Code</u>	<u>Active</u>	<u>Type</u>	<u>Create</u>	<u>Request</u>	<u>Closed</u>	<u>Next Action</u>
<b># 2</b>	ARC - Inside and Outside Installations	YES	Violation	05/04/2021	N/A		NONE

**Summary:** Inside and Outside Installations

**Detailed Description**

CC&Rs Section 8.06. Inside and Outside Installations. No exterior addition, change or alteration to any Residence shall be commenced without the prior written approval of the Architectural Committee.

**Action to Resolve**

Call to Hearing for port a potty and unapproved work being done to exterior of home. Please contact Management to schedule. Thank you.

9 Primrose	Kimberly Razi	Lot/Unit #:	060	Account #:	145533760
------------	---------------	-------------	-----	------------	-----------

	<u>CCR Code</u>	<u>Active</u>	<u>Type</u>	<u>Create</u>	<u>Request</u>	<u>Closed</u>	<u>Next Action</u>
<b># 2</b>	MTN - Maintenance	NO	Violation	05/04/2021	N/A	05/11/2021	NONE

**Summary:** Tree Maintenance

**Detailed Description**

CC&Rs Section 2.09 Repair and Maintenance by Owners. Each owner shall maintain...all portions of his Unit in a clean, sanitary and attractive condition...it shall further be the duty of each Owner, at his sole expense, to keep the Restricted Common Areas free from debris and maintained

**Action to Resolve**

Please maintain the palm trees in your backyard. Thank you.

<u>Type</u>	<u>Date</u>	<u>Note</u>
Note	05/11/2021	Per Homeowner, palms have been trimmed.

### Willowood

17 Willowood	Jerry N Green	Lot/Unit #:	135	Account #:	192926135
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**Laurelmont Community Assn**  
**CCR History Report**  
**Detailed Report by Street Address**

**Willowood**

17 Willowood	Jerry N Green	Lot/Unit #:	135	Account #:	192926135
--------------	---------------	-------------	-----	------------	-----------

	<u>CCR Code</u>	<u>Active</u>	<u>Type</u>	<u>Create</u>	<u>Request</u>	<u>Closed</u>	<u>Next Action</u>
<b># 2</b>	ARC - Inside and Outside Installations	YES	Violation	05/04/2021	N/A		NONE

**Summary:** Inside and Outside Installations

**Detailed Description**

CC&Rs Section 8.06. Inside and Outside Installations. No exterior addition, change or alteration to any Residence shall be commenced without the prior written approval of the Architectural Committee.

**Action to Resolve**

Please remove the unapproved lattice attached to your home. Thank you.

87 Willowood	Torild Werner	Lot/Unit #:	188	Account #:	145402188
--------------	---------------	-------------	-----	------------	-----------

	<u>CCR Code</u>	<u>Active</u>	<u>Type</u>	<u>Create</u>	<u>Request</u>	<u>Closed</u>	<u>Next Action</u>
<b># 1</b>	MTN - Maintenance	YES	Violation	05/04/2021	N/A		NONE

**Summary:** Tree Maintenance

**Detailed Description**

CC&Rs Section 2.09 Repair and Maintenance by Owners. Each owner shall maintain...all portions of his Unit in a clean, sanitary and attractive condition...it shall further be the duty of each Owner, at his sole expense, to keep the Restricted Common Areas free from debris and maintained

**Action to Resolve**

Please trim trees in backyard so it does not hang over common area property. Thank you.

# Laurelmont

## Community Association

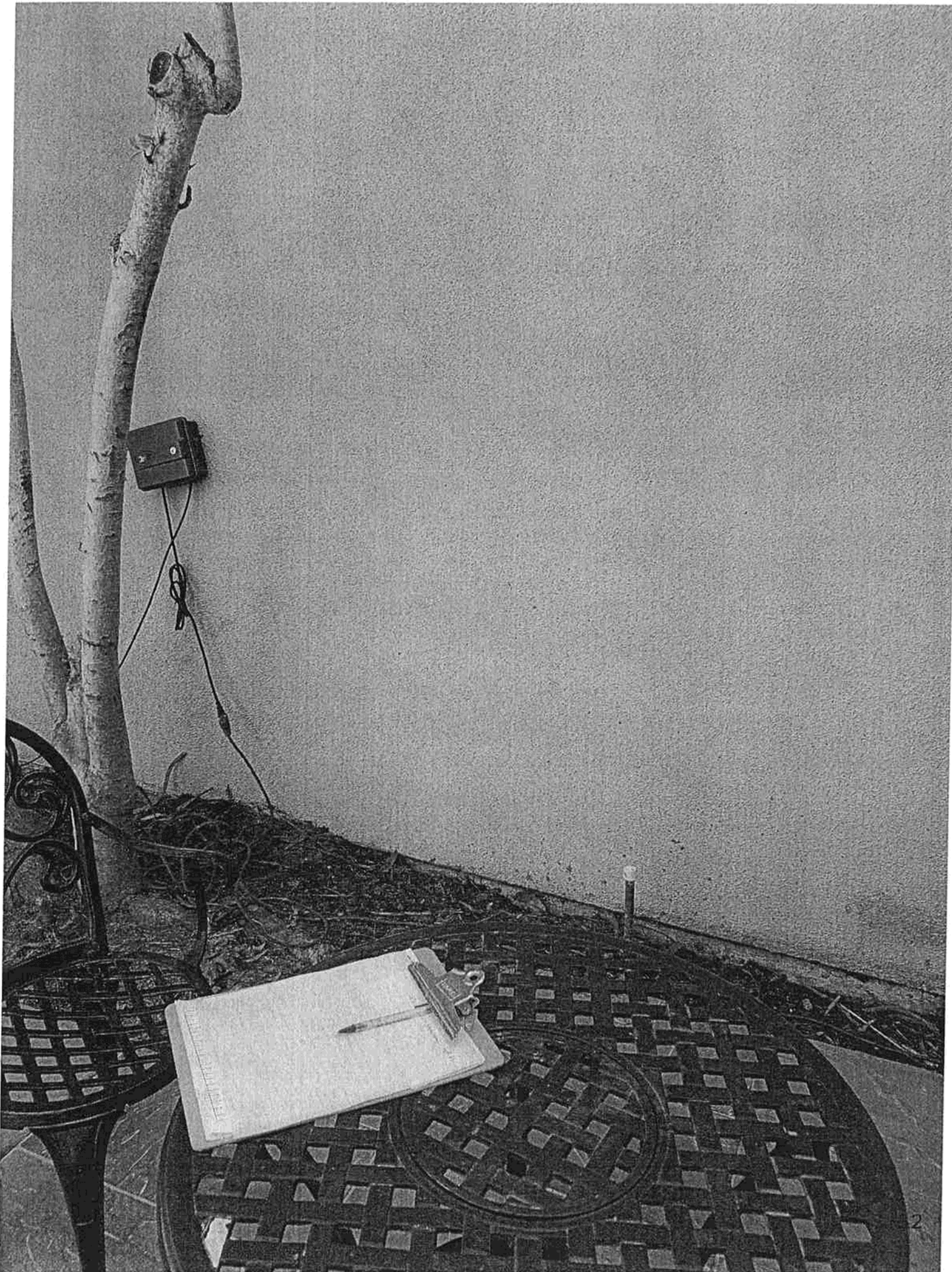
### MEMORANDUM

**Date:** April 22, 2021  
**To:** Board of Directors  
**From:** Management  
**Subject:** 51-53 Primrose Crack in Wall

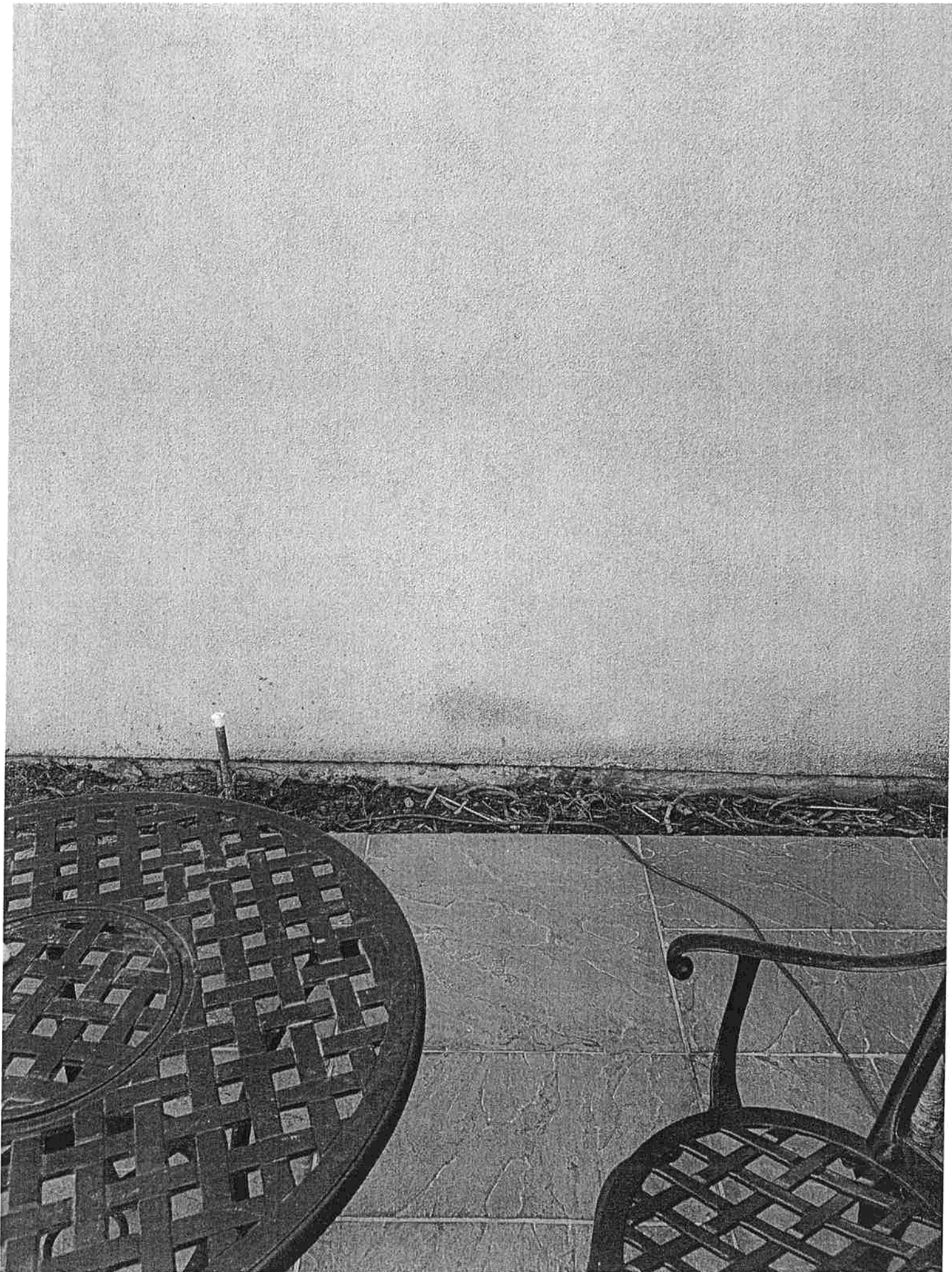
Last year, the Homeowner at 53 Primrose reported a large crack in their wall which was assumed to be caused by the unapproved work being done on 51 Primrose's patio.

On 5/6/21, an inspection was performed by Mr. James, Spectrum Property Services, and Rayna with Otis HOA Management. It appeared that the Homeowner removed pavers and replaced with tile after doing some irrigation work. There is a large gap between the tile and 53 Primrose. No exterior cracks showed. The Homeowner invited a structural engineer out, and both the engineer and Spectrum were in agreement that the work done had not caused the crack in 53 Primrose's wall. Mr. James advised that he has a similar crack in his wall due to ground movement and possible soil slippage.

Please see the photos of 51 Primrose's patio on the following pages. Management looks to the Board for direction on how to proceed.







**From:** Tom James <tjames@tjames.net>  
**Sent:** Monday, May 10, 2021 11:58 AM  
**To:** Rayna Schonwit; Josh Kersten  
**Cc:** Scott Otis  
**Subject:** New Note

**Flag Status:** Flagged

This stress crack is in my master bedroom upstairs and is included to illustrate that cracking in 53 Primrose is similarly due to settling and not activity of the neighbors.

Tom



Sent from my iPhone



AGED OWNER BALANCES: AS OF Apr. 30, 2021  
ACCOUNT NUMBER SEQUENCE

\* - Previous Owner or Renter

ACCOUNT #	UNIT #	NAME/ADDRESS	CURRENT	OVER 15	OVER 45	OVER 75	TOTAL
145404184	184	Noreen Stacy Dunlap	0.00	0.00	0.85	0.00	0.85
145413171	171	Mark Cody	0.00	479.85	0.00	0.00	479.85
145414169	169	Michael Beverly	0.00	479.85	0.00	0.00	479.85
145415167	167	Eliisha M Back	479.85	0.00	0.00	0.00	479.85
145424170	170	Brian J Salmen	0.00	479.85	0.00	0.00	479.85
145426174	174	Roberto Feliciano	0.00	479.85	0.00	0.00	479.85
145448145	145	Brian D Campbell	0.00	0.00	3474.47	0.00	3474.47
145452149	149	Darryl Arnold	0.00	479.85	0.00	0.00	479.85
145460155	155	Nancy A Watteyne	0.00	0.00	160.00	0.00	160.00
145468130	130	Susan Oshiro	0.00	479.85	479.85	0.00	959.70
145482014	014	Kiran Menon Vapalla	0.00	479.85	22.85	0.00	502.70
145482014	014	Sid Ross*	0.00	0.00	22.85	0.00	22.85
145501054	054	James T Mcnamee	0.00	479.85	50.37	0.00	530.22
145505247	047	Steven Button	0.00	479.70	0.00	0.00	479.70
145511738	038	Christine A Muzyka	0.00	0.02	0.00	0.00	0.02
145515932	032	Scott L Trustees	0.00	479.85	0.00	0.00	479.85
145521435	035	Thomas Liebl	0.00	479.85	2.52	0.00	482.37
145524341	041	Patricia Ann Jones 1991 Trust	0.00	479.85	0.00	0.00	479.85
145525643	043	Craig T Petrime Casey	0.00	0.00	166.70	0.00	166.70
145526949	049	Glen Jeffries	0.00	479.85	479.85	0.00	959.70
145545077	077	Brian Donald Emerson	0.00	479.85	4699.92	0.00	5179.77
145546379	079	Kraig D Margulies	0.00	139.85	6635.89	0.00	6775.74
145548983	083	Sabella Family Trust	504.85	0.00	0.00	0.00	504.85
145566110	110	Jefferey M Veeder	0.00	479.85	0.00	0.00	479.85
145571105	105	Robert Lewis Williston	0.00	379.70	0.00	0.00	379.70
210174559	059	James E Day	0.00	479.85	0.00	0.00	479.85
217053086	086	Saeed Amirinazari	0.00	82.85	0.00	0.00	82.85
225385505	005	Meelad M Hadjegahaffari	0.00	479.85	0.00	0.00	479.85
232102143	143	Hamid Arshadi TTEE	0.00	0.00	70.70	0.00	70.70
235663137	137	David Shen Wong	0.00	479.85	0.00	0.00	479.85
236774162	162	Brooke Granata	0.00	479.85	479.85	0.00	959.70
236774162	162	John Poor*	0.00	0.00	457.00	0.00	457.00
240872375	075	Jacqueline Orloff	0.00	479.85	479.85	0.00	959.70
TOTAL:			984.70	10199.27	17683.52	0.00	28867.49

AGED OWNER BALANCES: AS OF Apr. 30, 2021  
ACCOUNT NUMBER SEQUENCE

\* - Previous Owner or Renter

ACCOUNT #	UNIT #	NAME/ADDRESS	CURRENT	OVER 15	OVER 45	OVER 75	TOTAL
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REPORT SUMMARY

CODI N/A	DESCRIPTION	ACCOUNT #	CURRENT	OVER 15	OVER 45	OVER 75	TOTAL
A1	ASSESSMENT	1200	959.70	10199.27	1919.40	0.00	13078.37
02	NSF charges	1200	25.00	0.00	0.00	0.00	25.00
14	Balance Forward	1200	0.00	0.00	15764.12	0.00	15764.12
GRAND TOTAL			984.70	10199.27	17683.52	0.00	28867.49

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ELINQUENCY AMOUNT
01200	Accounts Receivable	28867.49
TOTAL		\$28867.49

## FINANCIAL TRANSACTIONS - 05/19/21

35 Primrose  
 Kraig D Margulies  
 Unit ID: 145546379  
 PREPAID BAL: 0.00

DATE	PAYMT AMT	CHECK #	DEP DT	CODE	N/A	DESCRIPTION	AMOUNT	BALANCE
030121				A1		ASSESSMENT	479.85	479.85
022821				14		Balance Forward	6635.89	7115.74
032221	479.85	619233	032221	A1		ASSESSMENT	(479.85)	6635.89
040121				A1		ASSESSMENT	479.85	7115.74
041921	340.00	2680650204	041921	A1		ASSESSMENT	(340.00)	6775.74
050121				A1		ASSESSMENT	479.85	7255.59
050621	340.00	2684708079	050621	A1		ASSESSMENT	(340.00)	6915.59

**From:** Roslynn Carter <krzycc@cox.net>  
**Sent:** Sunday, May 16, 2021 4:27 PM  
**To:** rayna@otishoa.com  
**Subject:** Re: Pool Reopens - May 15

**Flag Status:** Flagged

Rayna,

Please pass on to the board members and Managers at Otis who voted against draining and refilling the pool and spa with fresh water after one year should be ashamed of themselves. This is just disgusting! Especially knowing that both were not in working order. I can only imagine what their houses must look like. I hope no one gets ill! Stupid mistake!

Roslynn Carter



On May 14, 2021, at 4:07 PM, Laurelmont Community Association <Messenger@associationvoice.com> wrote:



**POOL REOPENS SATURDAY, MAY 15**

Laurelmont is pleased to announce that the pool and spa will be opening tomorrow, **Saturday, May 15, 2021!**

**The following rules are in place and need to be followed in order to keep the pool open:**

- The use of pool and spa is for **RESIDENTS ONLY**.
- Capacity of the pool and spa is limited to 50% or below (22 people for the pool and one family at a time for the spa).
- Maintain social distance
- Restroom use is limited to one household at a time.
- Recommend bringing your own disinfectant wipes to clean touchable surfaces before and after use

rayna@otishoa.com

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**From:** rayna@otishoa.com  
**Sent:** Tuesday, May 18, 2021 9:48 AM  
**To:** 'Rhett Savoie'  
**Cc:** 'Scott Otis'; 'Robert Duval'  
**Subject:** RE: Laurelmont Community Association Fire Wall Issue

Thank you, Rhett! In the meantime, I will work on obtaining anything I can for your review.

Thank you,

*Rayna Schonwit*

**otishoa**  
**MANAGEMENT**

23120 Alicia Parkway Suite 215  
Mission Viejo, CA 92692  
888-516-6532  
rayna@otishoa.com  
[www.otishoa.com](http://www.otishoa.com)

We have moved offices! We are now at 23120 Alicia Parkway Suite 215. Please update your records accordingly.

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**From:** Rhett Savoie <rsavoie@surfdsi.com>  
**Sent:** Monday, May 17, 2021 3:55 PM  
**To:** rayna@otishoa.com  
**Cc:** 'Scott Otis' <scott@otishoa.com>; Robert Duval <rduval@surfdsi.com>  
**Subject:** RE: Laurelmont Community Association Fire Wall Issue

Rayna,  
I apologize for the delay, we are backlogged.  
We would not be able to do a site visit for 2 weeks. In the mean time, if you can send a link to the plans and the previous engineer's report, or at least photos of the issue, then I can review and give pricing for our services.  
Thanks, Rhett



RHETT SAVOIE  
PRESIDENT, PE C46423  
DUNN SAVOIE INC.  
STRUCTURAL ENGINEERS  
908 S. CLEVELAND ST.  
OCEANSIDE, CA. 92054  
TEL: (760) 966-6355  
RSAVOIE@SURFDSI.COM

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**From:** rayna@otishoa.com <rayna@otishoa.com>  
**Sent:** Monday, May 10, 2021 9:52 AM  
**To:** Rhett Savoie <rsavoie@surfdsi.com>  
**Cc:** 'Scott Otis' <scott@otishoa.com>  
**Subject:** Laurelmont Community Association Fire Wall Issue

Good morning Rhett,

I work for Otis HOA Management and Scott Otis provided me your contact information. We took over a new community on March 1, 2021 and there are some pending issues we are trying to look into. One of them includes a longstanding fire wall issue. Please see the below text from an email sent to me by one of the Board members:

“During our June 2019 property wide termite inspection, Accurate commented to a homeowner at 32 or 34 Pepperwood that the opening in the attic between their houses was a serious fire hazard and code violation. We have wiring running from one house to another in a row, and there are definitely not fire walls in between every unit. The Board (and our attorney) strongly suspect that in 1985, this was per code and exists throughout the community.

The previous management company sent out two contractors, who only frightened the homeowner more, and suggested the whole community could be fixed for a few million dollars. After that, our attorney recommended a structural engineer to inspect the unit (he did) and then review Laurelmont's original building plans on file with the county. That engineer didn't get to the county before COVID shut offices down, and now has gone completely non-responsive to us. The previous management company reported that the attorney has not been responsive either about his recommended engineer disappearing on us.

We feel we can't just go in and seal up her attic hole, because the implication is that we are then falling into having to correct this in many (if not all) of our homes, which would also involve some rewiring. We have to find a qualified person to review our building plans/original certificates of occupancy and determine whether or not we were built to code in 1985-1987-ish.

Now other owners have caught on to the situation, and complete lack of resolution, because either the 32 or 34 Pepperwood homeowner comes to nearly every meeting to ask in homeowner forum, and many of our residents who attend meetings think we have a major fire code violation problem.”

Is there any way you can assist us in looking at the plans for Laurelmont Community Association to help determine if they were up to code and provide a report for us? Please advise; we would greatly appreciate your assistance.

Thank you!

**Rayna Schonwit**

**otishoa**  
**MANAGEMENT**

23120 Alicia Parkway Suite 215

Mission Viejo, CA 92692

888-516-6532

[rayna@otishoa.com](mailto:rayna@otishoa.com)

[www.otishoa.com](http://www.otishoa.com)

We have moved offices! We are now at 23120 Alicia Parkway Suite 215. Please update your records accordingly.

**rayna@otishoa.com**

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**From:** rayna@otishoa.com  
**Sent:** Monday, May 3, 2021 11:09 AM  
**To:** dcane@linkline.com  
**Cc:** 'Scott Otis'; 'Josh Kersten'  
**Subject:** RE: 32/34 Firewall Issue Laurelmont

Thank you, Mr. Cane.

**Rayna Schonwit**

**otishoa**  
**MANAGEMENT**

23120 Alicia Parkway Suite 215

Mission Viejo, CA 92692

888-516-6532

rayna@otishoa.com

[www.otishoa.com](http://www.otishoa.com)

We have moved offices! We are now at 23120 Alicia Parkway Suite 215. Please update your records accordingly.

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**From:** David Cane <dcane@linkline.com>  
**Sent:** Monday, May 3, 2021 10:55 AM  
**To:** rayna@otishoa.com  
**Cc:** 'Scott Otis' <scott@otishoa.com>; 'Josh Kersten' <josh@otishoa.com>  
**Subject:** RE: 32/34 Firewall Issue Laurelmont

Hello.

Jessica was emailing Cardoso (the engineer), but he wasn't replying. As I recall, prior to that he said he needed something from the City before he could prepare his written report but he was having difficulty because the City had limited hours because of COVID.

You may want to try him once more before bringing in someone else. Here is the contact information I had for him:

**Michael Cardoso, P.E.**

**Principal**

Cardoso & Associates

Architectural & Structural Engineering Services

"Uncommon Architecture, Common Sense Engineering"

3317 Ramona Drive

Santa Ana, CA. 92707

714.926.6250

[cardosoconsultingcc@gmail.com](mailto:cardosoconsultingcc@gmail.com)

David E. Cane, Esq.  
Cane & Harkins LLP  
17821 E. 17th Street

Suite 140  
Tustin, CA 92780

(714) 573-8990  
(714) 573-8999 (Fax)  
Email: [dcane@linkline.com](mailto:dcane@linkline.com)

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---

**From:** [rayna@otishoa.com](mailto:rayna@otishoa.com) [<mailto:rayna@otishoa.com>]  
**Sent:** Monday, May 03, 2021 10:05 AM  
**To:** [dcane@linkline.com](mailto:dcane@linkline.com)  
**Cc:** 'Scott Otis'; 'Josh Kersten'  
**Subject:** 32/34 Firewall Issue Laurelmont

Good morning Mr. Cane,

We are looking into some pending issues Associa left for us. Please update me on the status of the longstanding firewall issue between 32-34 Pepperwood. The last update I have is from December following up with you about the report. They never heard from Michael (who I am assuming is the structural engineer), and I am wondering if you recommend looking into another structural engineer – we already have a contact who may be able to help us. Please advise where we are at and what the next steps to take are to get this issue handled.

Thank you,

**Rayna Schonwit**

**otishoa**  
**MANAGEMENT**

23120 Alicia Parkway Suite 215

Mission Viejo, CA 92692

888-516-6532

[rayna@otishoa.com](mailto:rayna@otishoa.com)

[www.otishoa.com](http://www.otishoa.com)

We have moved offices! We are now at 23120 Alicia Parkway Suite 215. Please update your records accordingly.



**rayna@otishoa.com**

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**From:** rayna@otishoa.com  
**Sent:** Monday, May 3, 2021 11:09 AM  
**To:** cardosoconsultingcc@gmail.com  
**Cc:** 'Josh Kersten'  
**Subject:** Laurelmont Firewall Issue

Good morning Michael,

I work for Otis HOA Management and we took over managing Laurelmont Community Association as of March 1, 2021. We are working on looking into pending issues. The firewall issue has been longstanding, and the last update I have is of the prior management company reaching out to you regarding a report you were writing. Please advise me of the status of this and if this is something you can complete.

Thank you!

**Rayna Schonwit**

**otishoa**  
**MANAGEMENT**

23120 Alicia Parkway Suite 215

Mission Viejo, CA 92692

888-516-6532

[rayna@otishoa.com](mailto:rayna@otishoa.com)

[www.otishoa.com](http://www.otishoa.com)

We have moved offices! We are now at 23120 Alicia Parkway Suite 215. Please update your records accordingly.

**LAURELMONT COMMUNITY ASSOCIATION  
CONSENT CALENDAR  
May 25, 2021**

- A. **BE IT RESOLVED** that the April 27, 2021, Executive Session Minutes of the Board of Directors are approved as presented.
- B. **BE IT RESOLVED** that the April 27, 2021, Regular Session Minutes of the Board of Directors are approved as presented.
- C. **BE IT RESOLVED** that the Financial Statements dated April 2021 are approved as presented.

**LAURELMONT COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
EXECUTIVE SESSION MINUTES  
April 27, 2021**

**NOTICE OF  
MEETING:**

Upon due notice given and received, the Executive Session meeting of the Board of Directors for the Laurelmont Community Association was held on Tuesday, April 27, 2021, at 6:00 pm via Teleconference.

**ATTENDANCE:**

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

Josh Kersten, Otis HOA Management  
Rayna Schonwit, Otis HOA Management

**CALL TO  
ORDER:**

Noting that a quorum was present, the Executive Session of the Board of Directors meeting was called to order by President Tom James.

**DOCUMENTS:**

Management presented the Board with a "Membership Opt-Out Form" which would allow Homeowners to "opt-out" of communications from The Board and Management. It would remove their contact information from current or future mailing lists. A Homeowner is welcome to opt back in by sending a written request at any time. Mr. James motioned to approve the "Membership Opt-Out Form". Mr. Walther seconded and by a vote of 4-1, the motion passed. Mr. Whitfield opposed the motion.

Mr. David Cane with Cane & Harkins LLP provided the Board with a draft letter to 51 Primrose requesting the Homeowner schedule with Management a site inspection of their patio for unapproved work that was completed. This unapproved work may have caused a large crack in 53 Primrose's wall and needs to be inspected. Ms. Sandacz motioned to approve the letter and Mr. Kasavan seconded. By a vote of 5-0 the motion passed.

A revised Code of Conduct was presented to the Board with Fair Housing language included. Ms. Sandacz motioned to approve the revised Code of Conduct. Mr. Kasavan seconded and by a vote of 3-2 the motion passed. Mr. Whitfield and Mr. Walther opposed the motion.

**THIRD-PARTY  
CONTRACTS:**

The Board provided direction to Management to discontinue services with Great Scott Tree Service. Management has been instructed to obtain competitive bids from Harvest Landscape and two other vendors for tree maintenance.

The Board discussed their disappointment with the level of service provided by the pool vendor, Aquarius. They feel as though the pool is not being properly maintained. The Board will review proposals for a new pool vendor during the Regular Session.

**HOMEOWNER  
NON-COMPLIANCE:**

Management provided the Board with the Compliance Report for their review. All Homeowners found in violation of the Association's Governing Documents have received notices via mail. Management will continue to attempt to gain compliance and any continued violations will result in Call to Hearing notices being sent out.

**WOOD TRIM  
REPLACEMENT  
PROJECT:**

Mr. Justin Koch, the project manager for the wood trim project, and Marc with Sherwin Williams, joined the meeting to answer any questions the Board had about paint options. The Board discussed the options of using full prime and one coat of paint versus spot prime and two coats of paint.

Per the last Board meeting, Mr. Koch will have Pacific Western paint the pot shelf at 69 Willowood to assist the Board in deciding who they would like to choose as a vendor. After the work has been completed, he will present new information to the Board provided by the vendor.

**DELINQUENCY  
REPORT:**

The Board was presented with the Delinquency Report for the month of March. Many of the Homeowners appeared to only be one month behind. Management advised the Board that they will make attempts to contact Homeowners and inform them that there has been a change in Management and request they update their payment mailing information.

Management will contact the Association's Collection's Attorney to find out which accounts are "with attorney".

**PRIOR MANAGEMENT  
COMPANY'S ACTION  
LIST:**

Ms. Sandacz requested a status update on the 32-34 Pepperwood firewall issue. Management stated they have not heard from the structural engineer nor legal counsel. The Board provided direction to search for a new structural engineer that can review the building code.

**ADJOURN:** There being no further business to come before The Board, Mr. James motioned to adjourn the meeting at 7:00pm. Mr. Whitfield seconded, and by a vote of 5-0 the motion passed.

**ATTEST:** Respectfully submitted by Rayna Schonwit, Otis HOA Management, Associate Community Manager.

**APPROVED:**

\_\_\_\_\_  
Tom James, Board President

**SECRETARY CERTIFICATE**

I, Desmond Kasavan, hereby certify that I am the Secretary of the Laurelmont Community Association, and do hereby certify under penalty of perjury that the foregoing is a true and correct copy of the Minutes of the Board of Directors meeting held on April 27, 2021 as approved by the Chairman of the meeting.

\_\_\_\_\_  
Desmond Kasavan, Secretary

\_\_\_\_\_  
Date

**LAURELMONT COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS MEETING  
REGULAR SESSION MINUTES  
April 27, 2021**

**NOTICE OF MEETING:**

Upon due notice given and received, a meeting of the Board of Directors of the Laurelmont Community Association was held on Tuesday, April 27, 2021, at 7:00pm via teleconference.

**PRESENT:**

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

Josh Kersten, Otis HOA Management  
Rayna Schonwit, Otis HOA Management

**CALL TO ORDER:**

Noting that a quorum was present, the Open Session of the Board of Directors was called to order at 7:00pm by President Tom James.

**HOMEOWNER FORUM:**

Ten (10) Homeowners joined the open forum portion of the meeting.

One Homeowner requested clarification from the Association's Treasurer about their comments related to Association funds being mishandled by the previous Managing Agent. Ms. Sandacz explained that money which needed to be transferred to reserves was left in operating accounts, and the Board has approved the transfer of funds to resolve the due to/from reserve balance.

Another Homeowner inquired about the need for a Code of Conduct and Conflict of Interest Policy. Management provided clarification on the purpose of the documents.

The idea of having a street sweeping contract to clean up sidewalk chalk was brought up by a Homeowner. Management will obtain a proposal for this service for review at a future meeting.

A Homeowner requested that Management post drafted minutes from the previous meeting in advance, so the Membership is better informed going into upcoming meetings and more adequately prepared to provide feedback to the Board. They also would like Management to email blast the teleconference information prior to each meeting.

Several Homeowners wanted to know the plan of action for opening the pool.

A Homeowner emphasized the importance of “the numbers” and advises that the repipe loan payoff should be a top priority.

Concern for PatrolMaster’s level of service was also a subject of discussion for some Homeowners.

Membership would like to have an update on the mail theft and once again put importance on transparency and communication from Management and the Board.

**CONSENT**

**CALENDAR:** Mr. Whitfield motioned to approve the March 30, 2021 Executive and Regular Meeting minutes and the re-convened Annual Meeting minutes with revisions. Mr. Walther seconded and by a vote of 5-0 the motion passed.

The Board requested Management to include month to month increases in reserves for their review. It was also requested that Mr. Otis provide a breakdown of the financials that Otis HOA Management provides for the Board to better understand. Ms. Sandacz motioned to approve the March Financials with research on the reserve repipe principal payment. Mr. James seconded, and by a vote of 5-0 the motion passed.

Paying off the repipe loan was a subject of discussion. The Board decided to table the discussion and have Management obtain competitive bids for total roof replacement so the Board may budget accordingly.

**UNFINISHED  
BUSINESS:**

**POOL**

**AMENITY:** The Board unanimously decided to terminate their contract with the Association’s pool vendor, Aquarius. Mr. Kasavan motioned to approve the proposed contract from Aqualine Pool Services to replace them. Mr. Walther seconded, and by a vote of 5-0 the motion passed. The Board requested Management obtain a proposal to immediately repair any equipment and to receive Aqualine’s professional recommendation on if the pool needs to be drained, so the pool can be opened as soon as possible. The Board would like regular status updates on the transition process.

**PARKING**

**ENFORCEMENT:**

Management presented the Board with competitive proposals from Courtesy Patrol Specialists and PatrolOne. Mr. Kasavan motioned to approve one



time per night service from Courtesy in the amount of \$426.00 per month. Mr. James seconded and by a vote of 5-0 the motion passed.

**ANIMAL PEST  
MANAGEMENT**

**REPORT:** The APM report was reviewed by the Board. Management will spot check the bait stations on landscape walks to ensure they are being filled.

**WOOD TRIM  
REPLACEMENT &  
PAINTING PROJECT:**

The Board updated the Membership on the status of the Wood Trim Replacement & Painting Project –different paint options are being looked at. The Board requested that this item be placed on the next agenda.

**NEW  
BUSINESS:**

**COMMON AREA  
MAINTENANCE:**

Mr. James motioned to approve the proposal from MG Construction in the amount of \$990.00 to repair the fence structure damaged by the large tree at 68 Willowood. Mr. James also motioned to approve the Harvest Landscape proposal in the amount of \$1,300.00 to remove the large tree. Ms. Sandacz seconded, and by a vote of 5-0 the motion passed.

Management presented proposals from ServiceFirst for 53 & 55 Pepperwood to the Board to repair and replace wood rot trim and fascia at these addresses. Mr. Kasavan motioned to approve both proposals in the amount of \$825.00 and \$1,995.00, respectively. Mr. Walther seconded, and by a vote of 5-0 the motion passed.

A lighting maintenance proposal from Access Electrical was presented to the Board. The Board would like to hold off but requested Management to keep working with SDGE to replace the streetlights with LED lights.

**LANDSCAPE  
MAINTENANCE  
& ENHANCEMENTS:**

Harvest Landscape provided several proposals for the Boards review that were requested at the last landscape walk with Management and the landscape committee.

Mr. Kasavan motioned to approve the removal of a tree behind 18 Primrose in the amount of \$400.00. Mr. James seconded and by a vote of 5-0 the motion passed.

Mr. Kasavan motioned to approve a crown reduction of a tree that is blocking the streetlight next to 18 Primrose in the amount of \$140.00. Mr. Whitfield seconded and by a vote of 5-0 the motion passed.

Mr. Kasavan motioned to approve the planting of a 5-gallon plant across from 76 Primrose in the amount not to exceed \$150.00. Mr. Walther seconded and by a vote of 5-0 the motion passed.

Ms. Sandacz motioned to approve the planting of (9) 5-gallon plants next to 85 Primrose in the amount of \$312.50. Mr. Kasavan seconded and by a vote of 5-0 the motion passed.

**MANAGEMENT  
REPORT:**

**WORK ORDERS:**

The Board reviewed the work order report provided by Management. No action was required.

**ADJOURN:** There being no further business to discuss, Mr. James made a motion to adjourn the meeting at 9:53PM. Ms. Sandacz seconded the motion and by a vote of 5-0 the motion to adjourn passed.

**ATTEST:** Respectfully submitted by Rayna Schonwit, Property Manager, Otis HOA Management.

**APPROVED:**

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Tom James  
Board President

**SECRETARY CERTIFICATE**

I, Desmond Kasavan, hereby certify that I am the Secretary of the Laurelmont Community Association, and do hereby certify that the foregoing is a true and correct copy of the Minutes of the Board of Directors meeting held on April 27, 2021, as approved by the Chairman of the meeting.

Date: \_\_\_\_\_

\_\_\_\_\_

Desmond Kasavan, Secretary

DRAFT

# Laurelmont Community Association

## Financial Statements

prepared for the Board of Directors

For the month and period ending:

April 30, 2021

Note:

The enclosed financial statement is unaudited and intended for the Association's internal use only.



Laurelmont Community Association

Balance Sheet  
As of 04/30/21

ASSETS

CURRENT ASSETS

OPERATING FUNDS

Pacific Western Bank	\$ 8,712.00	
Union Bk Prior Op	1,819.60	
Due To\From Reserve	(134,188.56)	

TOTAL OPERATING FUNDS

\$ (123,656.96)

RESERVE FUNDS

Pacific Western Bank MMA	\$ 1,718,361.17	
Union Bank Prior MM	(846.00)	
Morgan Stanley MM	1,570,295.73	
Due To\From Operating	134,188.56	

TOTAL RESERVE FUNDS

\$ 3,421,999.46

OTHER ASSETS

Accounts Receivable	\$ 28,867.49	
Allowance for Bad Debt	(12,100.37)	
Other Prepaid Expenses	25.55	
Clearing/Suspense Account	1,155.00	

TOTAL OTHER ASSETS

\$ 17,947.67

TOTAL ASSETS

\$ 3,316,290.17

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LIABILITIES & EQUITY

CURRENT LIABILITIES

Prepaid Owner Assessments	\$ 18,715.19	
Delinquency Fee Payable	1,415.00	
Federal Tax Payable	4,409.00	
Franchise Tax Payable	1,480.00	
Loan - Pacific Premier Repipe	852,150.80	

TOTAL CURRENT LIABILITIES

\$ 878,169.99

RESERVES

Cooling Systems	\$ 8,438.17	
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Laurelmont Community Association

Balance Sheet  
As of 04/30/21

Landscape	10,371.94	
Irrigation	56,916.89	
Lighting	14,051.20	
Doors	76,215.74	
Fences, Gates/Walls	408,016.07	
Gas Lines	158,396.50	
Signs	5,150.64	
Painting	423,810.90	
Pools/Spas	90,734.29	
Streets & Drives	235,231.48	
Roofs	1,396,124.28	
Mailboxes	24,593.77	
Siding/Wood Replacement	196,950.64	
Trees	40,048.27	
Termites	37,676.09	
Plumbing	97,377.96	
Taxes	(7,451.00)	
Contingency	96,050.52	
Reserve Interest	52,280.04	
	<hr/>	
TOTAL RESERVES		\$ 3,420,984.39
EQUITY		
Retained Earnings	\$ (983,886.52)	
CURRENT YEAR NET INCOME(LOSS)	1,022.31	
	<hr/>	
SUBTOTAL EQUITY		\$ (982,864.21)
		<hr/>
TOTAL LIABILITIES & EQUITY		\$ 3,316,290.17
		=====

Laurelmont Community Association

Income/Expense Statement  
 Period: 04/01/21 to 04/30/21

Account	Description	Actual	Current Period		Actual	Year-To-Date		Yearly Budget
			Budget	Variance		Budget	Variance	
INCOME:								
04010	Assessments	94,530.45	94,530.45	.00	378,121.80	378,121.80	.00	1,134,365.40
04130	Reserve Interest	14.07	.00	14.07	1,124.49	.00	1,124.49	.00
04140	Late Charges	.00	.00	.00	59.24	.00	59.24	.00
04190	Miscellaneous	25.00	.00	25.00	25.00	.00	25.00	.00
04230	Compliance Fines	.00	.00	.00	250.00	.00	250.00	.00
<hr/>								
	Subtotal Income	94,569.52	94,530.45	39.07	379,580.53	378,121.80	1,458.73	1,134,365.40
EXPENSES								
Utilities								
05020	Electricity	.00	1,500.00	1,500.00	1,793.69	6,000.00	4,206.31	18,000.00
05030	Gas	235.92	541.67	305.75	252.28	2,166.68	1,914.40	6,500.00
05070	Water	.00	3,098.58	3,098.58	1,579.56	12,394.32	10,814.76	37,183.00
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	Utilities	235.92	5,140.25	4,904.33	3,625.53	20,561.00	16,935.47	61,683.00
Land Maintenance								
05510	Contract Landscape	12,470.40	12,470.40	.00	49,881.20	49,881.60	.40	149,644.80
05550	Landscape Extras	65.56	416.67	351.11	65.56	1,666.68	1,601.12	5,000.00
05555	Landscaping - Other	.00	448.28	448.28	.00	1,793.12	1,793.12	5,379.35
05560	Sprinkler Repair	2,541.25	416.67	(2,124.58)	2,541.25	1,666.68	(874.57)	5,000.00
05850	Tree Maintenance	85.00	1,413.75	1,328.75	85.00	5,655.00	5,570.00	16,965.00
05950	Back Flow Inspection	.00	41.67	41.67	.00	166.68	166.68	500.00
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	Land Maintenance	15,162.21	15,207.44	45.23	52,573.01	60,829.76	8,256.75	182,489.15
Pool Maintenance								
06010	Contract Pool Service	.00	575.00	575.00	900.00	2,300.00	1,400.00	6,900.00
06040	Pool Chemicals	.00	83.33	83.33	5,166.00	333.32	(4,832.68)	1,000.00
06060	Pool Supplies/Repairs	.00	541.67	541.67	1,499.25	2,166.68	667.43	6,500.00
<hr/>								
	Pool Maintenance	.00	1,200.00	1,200.00	7,565.25	4,800.00	(2,765.25)	14,400.00
Contract Maintenance								
07010	Building-Rpr/Maint	2,761.00	833.33	(1,927.67)	6,000.88	3,333.32	(2,667.56)	10,000.00
07020	Janitorial - Contract	.00	446.67	446.67	915.00	1,786.68	871.68	5,360.00
07030	Janitorial - Supplies	.00	125.00	125.00	460.87	500.00	39.13	1,500.00
07050	Common Areas - Repipe Proje	.00	8,341.65	8,341.65	.00	33,366.60	33,366.60	100,099.85



## Laurelmont Community Association

Income/Expense Statement  
Period: 04/01/21 to 04/30/21

Account	Description	Current Period			Year-To-Date			Yearly Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
07150	Roof Repairs	13,400.00	2,754.00	(10,646.00)	58,670.19	11,016.00	(47,654.19)	33,048.00
08020	Electrical Repairs	.00	235.17	235.17	.00	940.68	940.68	2,822.00
08050	Common Area	1,908.00	833.33	(1,074.67)	1,908.00	3,333.32	1,425.32	10,000.00
08055	General Repairs	.00	1,250.00	1,250.00	2,950.40	5,000.00	2,049.60	15,000.00
08070	Lighting	120.00	.00	(120.00)	120.00	.00	(120.00)	.00
08110	Pest Control	754.00	890.00	136.00	1,891.50	3,560.00	1,668.50	10,680.00
08115	Pest Control - Termites	275.00	.00	(275.00)	275.00	.00	(275.00)	.00
08120	Plumbing Repairs	4,425.00	1,689.74	(2,735.26)	19,500.00	6,758.96	(12,741.04)	20,276.92
08130	Gate & Monuments	488.00	458.33	(29.67)	2,712.00	1,833.32	(878.68)	5,500.00
08140	Security Patrol	.00	718.04	718.04	753.94	2,872.16	2,118.22	8,616.48
Contract Maintenance		24,131.00	18,575.26	(5,555.74)	96,157.78	74,301.04	(21,856.74)	222,903.25
<b>Administration</b>								
09010	Bad Debts	.00	233.33	233.33	.00	933.32	933.32	2,800.00
09020	Audit/Tax Preparation	1,789.38	100.00	(1,689.38)	1,789.38	400.00	(1,389.38)	1,200.00
09080	State Taxes	.00	.00	.00	333.58	.00	(333.58)	.00
09090	License & Permits	725.00	50.00	(675.00)	725.00	200.00	(525.00)	600.00
09110	Insurance	8,882.09	3,981.25	(4,900.84)	13,438.57	15,925.00	2,486.43	47,775.00
09117	Earthquake Ins	1,427.00	1,225.00	(202.00)	9,294.18	4,900.00	(4,394.18)	14,700.00
09120	Legal Services	750.00	500.00	(250.00)	1,726.35	2,000.00	273.65	6,000.00
09130	Management Services	.00	2,770.00	2,770.00	9,239.34	11,080.00	1,840.66	33,240.00
09140	Interest Expense - Repipe Loa	3,439.13	4,166.67	727.54	15,681.19	16,666.68	985.49	50,000.00
09160	Printing & Mailing	.00	858.33	858.33	278.52	3,433.32	3,154.80	10,300.00
09165	Office Supplies	.00	.00	.00	1,497.23	.00	(1,497.23)	.00
09166	Storage	.00	.00	.00	2,484.20	.00	(2,484.20)	.00
09186	Reserve Study	675.00	106.25	(568.75)	675.00	425.00	(250.00)	1,275.00
09450	Other Professional Fees	.00	.00	.00	753.94	.00	(753.94)	.00
09475	Miscellaneous	.00	416.67	416.67	720.17	1,666.68	946.51	5,000.00
Administration		17,687.60	14,407.50	(3,280.10)	58,636.65	57,630.00	(1,006.65)	172,890.00
<b>Reserve Allocations</b>								
09610	Reserve Contribution	40,000.00	40,000.00	.00	160,000.00	160,000.00	.00	480,000.00
09791	Interest Adjustment	14.07	.00	(14.07)	1,124.49	.00	(1,124.49)	.00
Reserve Allocations		40,014.07	40,000.00	(14.07)	161,124.49	160,000.00	(1,124.49)	480,000.00
<b>TOTAL EXPENSES</b>		97,230.80	94,530.45	(2,700.35)	379,682.71	378,121.80	(1,560.91)	1,134,365.40
Current Year Net Income/(loss)		(2,661.28)	.00	(2,661.28)	(102.18)	.00	(102.18)	.00

Aqualine Pool Service, Inc.  
P.O. Box 80671  
Rcho Sta Marg, CA 92688  
949.766.4469  
aqualineps@aol.com

# Estimate

## ADDRESS

Laurelmont Comm Assn  
c/o Otis HOA  
23120 Alicia Parkway #215  
Mission Viejo, CA 92692

ESTIMATE # 1288

DATE 05/05/2021

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ACTIVITY	QTY	RATE	AMOUNT
Install acid pumps and storage tanks for controller			
Acid chemical pump, includes 1 year warranty	2	532.44	1,064.88
5 gallon double-wall acid storage container	1	490.33	490.33

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TOTAL

**\$1,555.21**

Accepted By

Accepted Date

rayna@otishoa.com

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**From:** Justin Koch <Justin@rossmgmt.com>  
**Sent:** Friday, May 7, 2021 3:18 PM  
**To:** Tom James  
**Cc:** Rayna Schonwit; Josh Kersten  
**Subject:** FW: Laurelmont Pot Shelf Repair  
**Attachments:** Laurelmont.pdf

Hi Tom,

Below is the report regarding the pot shelf work at 69 Willowood and Pac West's recommendations. I know the homeowner had additional items or thoughts on how the pot shelf can be redesigned, can you please have him send for review? Currently the building envelop is repaired with new building paper so water won't enter.

Thank you,




**Justin Koch**  
*Project Manager*



📞 714.380.6701 | cell 714.483.9335

✉️ [justin@rossmgmt.com](mailto:justin@rossmgmt.com)

🌐 [rossmgmt.com](http://rossmgmt.com) | 

📍 17671 Irvine Boulevard, Ste. 201  
Tustin, California 92780

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Please note that the within communication is privileged and confidential. It is intended for the use of the individual(s) and or entities to whom it is addressed. If you are not the intended recipient(s), you are hereby notified that any dissemination, distribution, or duplication of the within communication is strictly prohibited. If you have received such communication in error, please notify the sender immediately, and destroy any and all copies of the within communications.

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**From:** Doug Morris <doug@pacwestpainting.com>  
**Sent:** Friday, May 7, 2021 11:34 AM  
**To:** Justin Koch <Justin@rossmgmt.com>; Carlos Marin <carlos@pacwestpainting.com>  
**Cc:** Jaime Castro <jaime@pacwestpainting.com>; Brenda Riley <brenda@pacwestpainting.com>  
**Subject:** Laurelmont Pot Shelf Repair

Hi Justin,

Here is a brief report on our work on the pot shelf. The numbers in parentheses correspond to the attached PDF.

**Preliminary Findings and Demo:**

2 techs and a supervisor were sent to 69 Willowood to assess the condition of the pot shelf. We found severe deterioration of the horizontal members and framing components (1). After removal of these components it was

found that the framing structure was nailed directly to the building envelope (2) and the siding was cut around and surfaced caulked (3). There was a small piece of metal flashing on the sides and face at the 2 outside pop outs (4). We found deteriorated building paper at these locations (5) as well as rot at the exterior walls at these locations (6). The ledger board below the retrofit window (7) was a solid 2x10, corner to corner with no flashing (8) and caulking at the retrofit window was cracked and peeling out.

**Assessment and Actions:**

It was determined that the nailing of the components to the wall, unmaintained caulking at all locations, insufficient flashing and exposed building envelope were the main cause for the deterioration found.

Pac West determination:

- reapply the building paper tying into the exposed existing paper overlapped per industry standards
- caulk any staples and rips in the building paper
- remove cut siding and replace entirely with new siding sealing off the building envelope
  - existing siding is 1/2" masonite smooth grain. This product is no longer made and Hardie cement siding will be used in its place. This could be a potential problem that needs to be discussed further
- reframe the supporting structure to eliminate any nailing into the building envelope except at the outside corner trims
  - this is done at the side and front ledger and fascia
- redesign the window ledger/trim (9)
  - add new counter flashing to be tucked under the window flange and up behind the side trims. This will allow any moisture from above to exit and prevents intrusion below the ledger board
  - separated the trim from the ledger board

At the time of put back, we were approached by the resident who asked us to stop working and to reassess our determination, add metal to the walls and other types of suggestions. Pac West is open to discussion on alternatives to our assessments of repairs, but our scope was to provide a base option for the Board to see. Site was cleaned and all materials were removed from the site when the resident was adamant that we stop working.

We believe that there is still an unresolved issue with the retrofit window not being addressed under this repair scope (how it was installed and caulked). We believe this may be contributing to the intrusion issue. Our repair only addresses the intrusion below the pot shelf. Optional wood species could help with the longivitive of the exposed horizontal components and other increased cost options can be made.

Thanks,

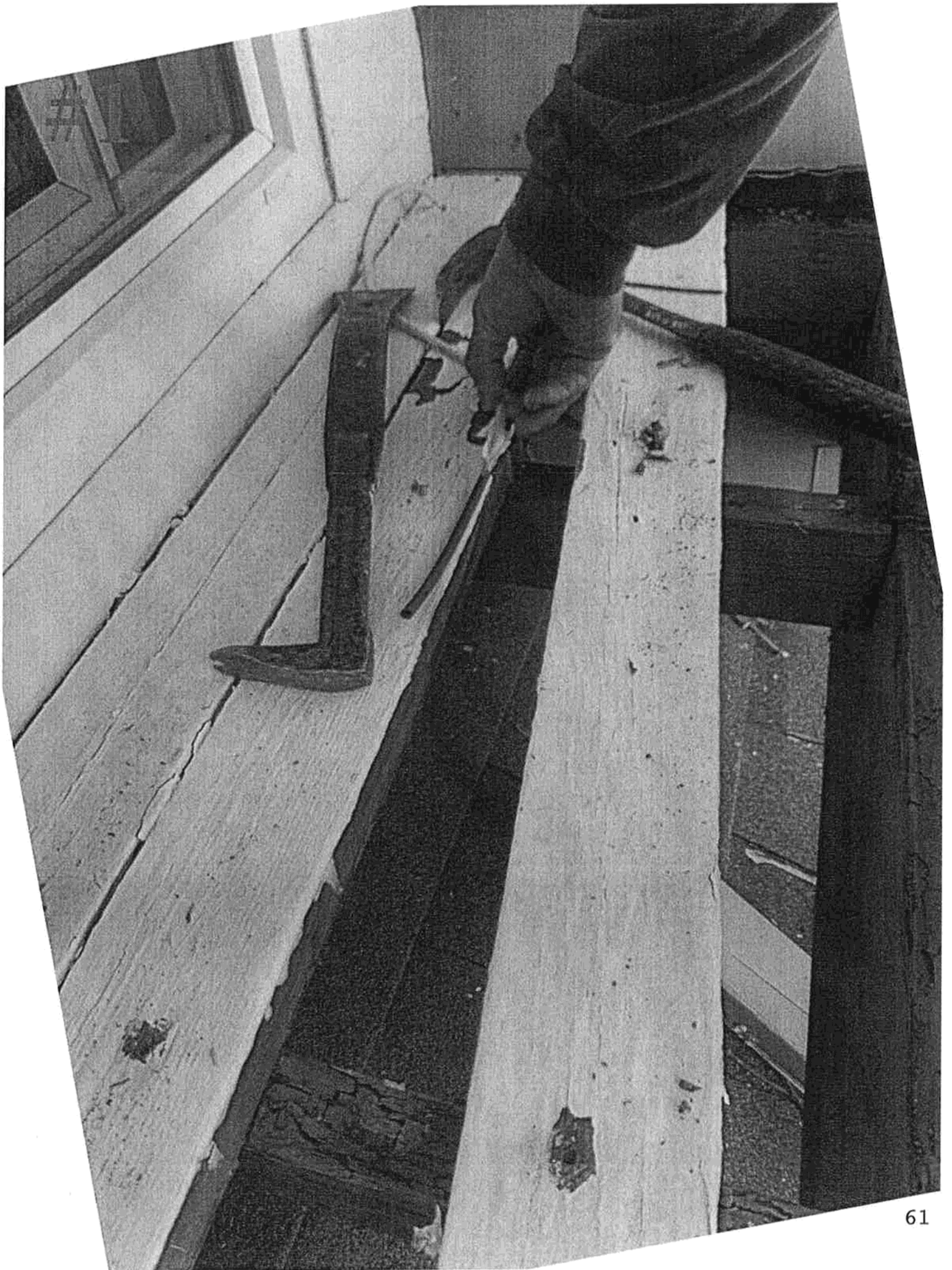
**doug morris** | director of operations  
dir 760.585.8673 | fx 760.645.7200  
connect: [web](#) | [facebook](#) | [linkedin](#) | [email](#)



***We do large-scale reconstruction, painting and waterproofing projects.***

[Rate your experience with Pacific Western Painting & Construction](#)

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#2

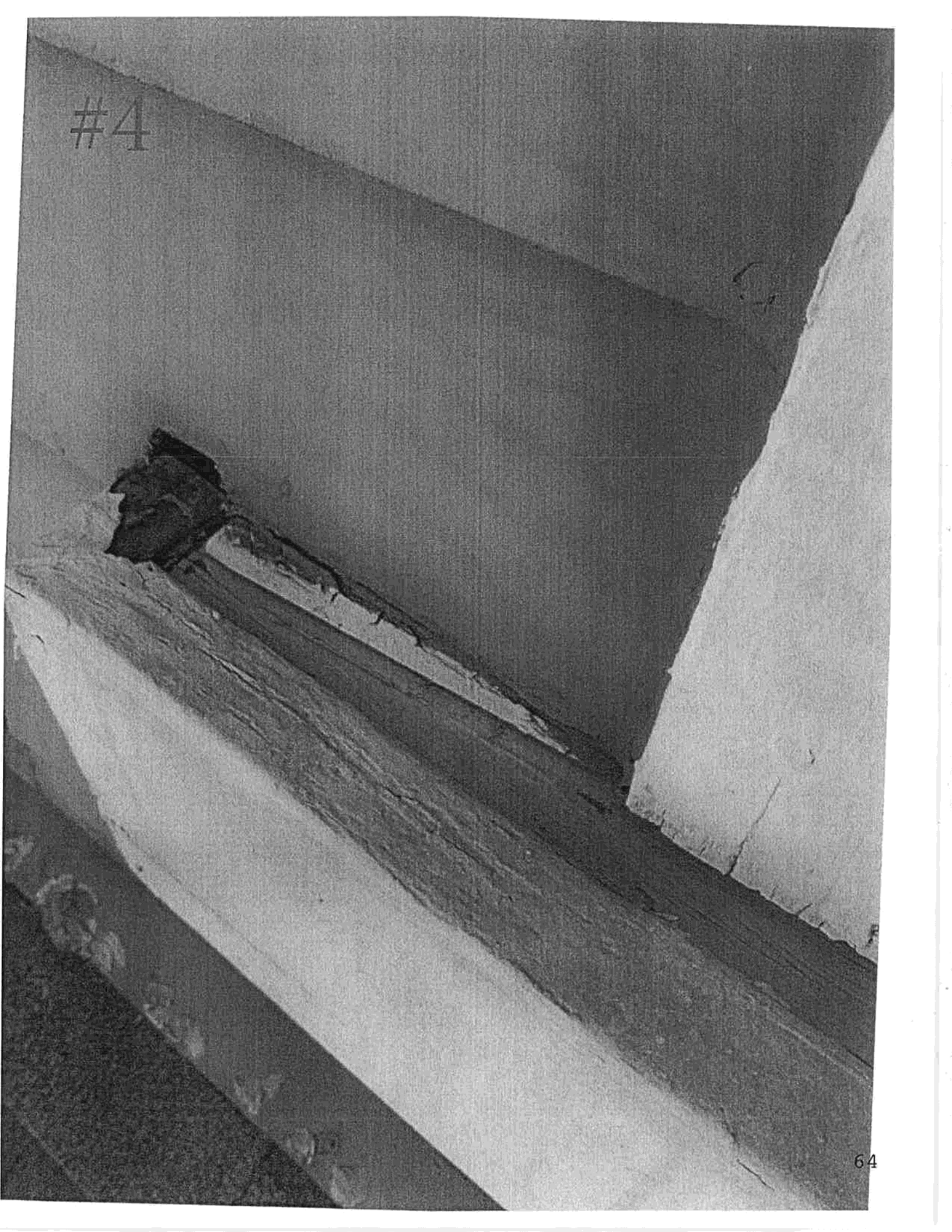




#3



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#6

#7

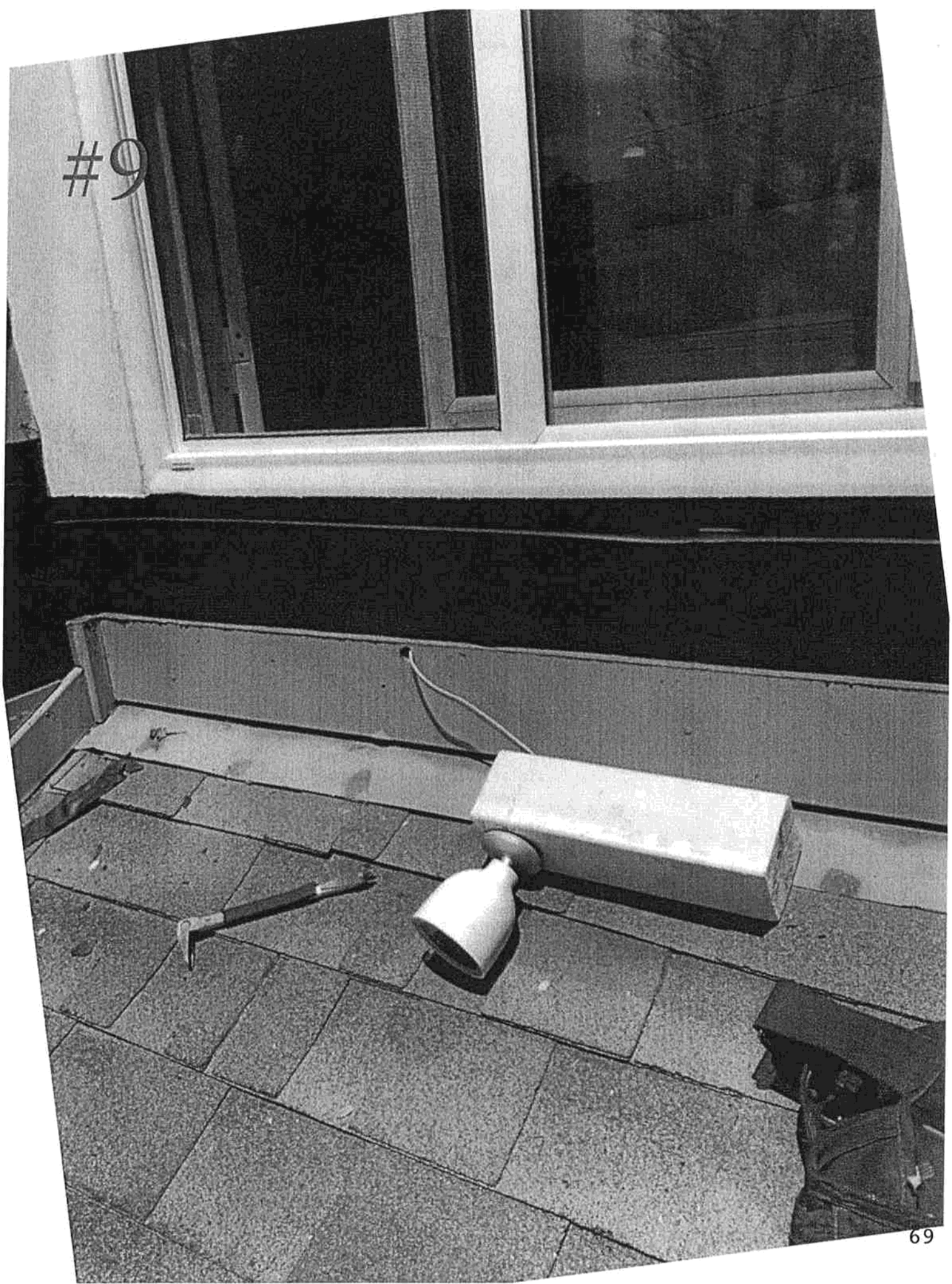




#8.



#9



# RESERVE ANALYSIS REPORT

## Laurelmont Community Association

Aliso Viejo, California

Version 1

April 30, 2021



### ADVANCED RESERVE SOLUTIONS, INC.

23201 Mill Creek Drive, Suite 210

Laguna Hills, California 92653

Phone (949) 474-9800

Facsimile (949) 474-9820

[www.arsinc.com](http://www.arsinc.com)

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**Laurelmont Community Association**  
**Calculation of Percent Funded**  
Sorted by Category

	Remaining Life	Useful Life	Current Cost	Fully Funded Balance
<b><u>010 Streets</u></b>				
Streets - Asphalt, Overlay (Pepperwood)	9	20	\$70,796.00	\$38,937.80
Streets - Asphalt, Overlay (Primrose)	11	20	\$208,996.00	\$94,048.20
Streets - Asphalt, Overlay (Willowood)	10	20	\$111,178.00	\$55,589.00
Streets - Asphalt, Repair (Pepperwood)	3	4	\$5,704.24	\$1,426.06
Streets - Asphalt, Repair (Primrose)	3	4	\$15,339.68	\$3,834.92
Streets - Asphalt, Repair (Willowood)	3	4	\$9,033.21	\$2,258.30
Streets - Asphalt, Seal Coat (Pepperwood)	3	4	\$4,914.42	\$1,228.61
Streets - Asphalt, Seal Coat (Primrose)	3	4	\$13,215.72	\$3,303.93
Streets - Asphalt, Seal Coat (Willowood)	3	4	\$7,782.46	\$1,945.62
Streets - Concrete, Repair	0	2	\$10,000.00	\$10,000.00
<b>Sub Total</b>	<b>0-11</b>	<b>2-20</b>	<b>\$456,959.73</b>	<b>\$212,572.43</b>
<b><u>020 Roofing</u></b>				
Roofing - Composition Shingle	2	25	\$2,677,727.00	\$2,463,508.84
Roofing - Flat, 2001	2	23	\$86,400.00	\$78,886.96
Roofing - Flat, 2005	2	19	\$16,920.00	\$15,138.95
<b>Sub Total</b>	<b>2</b>	<b>19-25</b>	<b>\$2,781,047.00</b>	<b>\$2,557,534.74</b>
<b><u>030 Painting</u></b>				
Painting - Interior	1	8	\$1,387.44	\$1,214.01
Painting - Stucco	5	12	\$43,645.65	\$24,390.21
Painting - Woodwork	5	5	\$345,733.57	\$0.00
Painting - Wrought Iron, Pool	3	4	\$2,682.50	\$670.63
Painting - Wrought Iron, Unit Gates	3	4	\$5,157.50	\$1,289.38
<b>Sub Total</b>	<b>1-5</b>	<b>4-12</b>	<b>\$398,606.65</b>	<b>\$27,564.22</b>
<b><u>040 Fencing, Gates &amp; Walls</u></b>				
Fencing - Vinyl, 2003	11	30	\$706,170.00	\$447,241.00
Fencing - Vinyl, 2011	19	30	\$43,790.00	\$16,056.33
Fencing - Wrought Iron, Gates	15	51	\$74,860.00	\$52,770.16
Fencing - Wrought Iron, Pool	15	51	\$22,605.00	\$15,934.67
Fencing - Wrought Iron, Spa Gate	14	25	\$600.00	\$260.61
Walls - Block, Repair	10	46	\$8,066.74	\$6,306.72
<b>Sub Total</b>	<b>10-19</b>	<b>25-51</b>	<b>\$856,091.74</b>	<b>\$538,569.50</b>
<b><u>050 Lighting</u></b>				
Lighting - Grounds	5	41	\$11,800.00	\$10,355.10
Lighting - Pool Area, 2016	14	20	\$3,500.00	\$1,050.00

# Laurelmont Community Association

## Calculation of Percent Funded

Sorted by Category

	Remaining Life	Useful Life	Current Cost	Fully Funded Balance
Lighting - Pool Area, Original	5	41	\$5,060.00	\$4,440.41
Lighting - Streets, Unfunded	n.a.	n.a.	\$0.00	\$0.00
<b>Sub Total</b>	<b>5-14</b>	<b>20-41</b>	<b>\$20,360.00</b>	<b>\$15,845.51</b>
<b><u>060 Pool Area</u></b>				
Cabana - Ceramic Tile, Interior	5	41	\$10,126.05	\$8,886.13
Cabana - Ceramic Tile, Shower	22	30	\$2,280.00	\$608.00
Cabana - Doors	5	20	\$1,790.00	\$1,342.50
Cabana - Partitions	3	39	\$1,470.00	\$1,356.44
Cabana - Plumbing Fixtures	5	41	\$5,800.00	\$5,089.80
Cabana - Water Heater	1	24	\$1,375.00	\$1,317.71
Pool - Chemical Controller	9	10	\$4,612.50	\$461.25
Pool - Filters	1	16	\$3,500.00	\$3,281.25
Pool - Heater	11	12	\$3,840.00	\$320.00
Pool - Pumps/Motors	1	14	\$2,500.00	\$2,321.43
Pool - Replaster	4	12	\$21,900.00	\$14,600.00
Pool Area - BBQs	1	10	\$2,910.00	\$2,608.97
Pool Area - Ceramic Tile Counter	5	41	\$1,560.00	\$1,368.98
Pool Area - Furniture	6	7	\$11,720.00	\$1,674.29
Pool Area - Key Fob System	1	12	\$1,215.00	\$1,111.60
Pool Area - Mastic	0	4	\$1,304.99	\$1,304.99
Pool Area - Pool Deck, Pavers	12	20	\$16,963.39	\$6,785.36
Pool Area - Pump Room, Re-Plumb	4	40	\$3,755.00	\$3,377.93
Pool Area - Tables & Benches	13	15	\$6,395.00	\$852.67
Pool Area - Trellis	20	27	\$12,285.00	\$3,042.37
Spa - Chemical Controller	9	10	\$4,612.50	\$461.25
Spa - Filter	1	16	\$1,750.00	\$1,640.63
Spa - Heater	2	16	\$3,840.68	\$3,355.54
Spa - Pumps/Motors	1	18	\$3,500.00	\$3,305.56
Spa - Replaster	2	10	\$6,515.00	\$5,212.00
<b>Sub Total</b>	<b>0-22</b>	<b>4-41</b>	<b>\$137,520.11</b>	<b>\$75,686.60</b>
<b><u>070 Grounds</u></b>				
Grounds - Mailboxes	7	20	\$34,500.00	\$22,062.23
Grounds - Signs, Monument	6	15	\$2,550.00	\$1,500.86
Grounds - Signs, Traffic	6	15	\$7,440.00	\$4,378.97
<b>Sub Total</b>	<b>6-7</b>	<b>15-20</b>	<b>\$44,490.00</b>	<b>\$27,942.06</b>

**Laurelmont Community Association**  
**Calculation of Percent Funded**  
Sorted by Category

	Remaining Life	Useful Life	Current Cost	Fully Funded Balance
<b><u>080 Landscape</u></b>				
Landscape - Irrigation, Backflows	1	37	\$10,880.00	\$10,584.62
Landscape - Irrigation, Cabinet	8	25	\$1,230.00	\$833.76
Landscape - Irrigation, Controllers (2001)	1	22	\$975.00	\$930.34
Landscape - Irrigation, Controllers (2013)	6	15	\$1,050.00	\$630.00
Landscape - Irrigation, Controllers (2015)	8	15	\$8,950.00	\$4,176.67
<b>Sub Total</b>	<b>1-8</b>	<b>15-37</b>	<b>\$23,085.00</b>	<b>\$17,155.38</b>
<b><u>090 Miscellaenous</u></b>				
Gas Line Repairs	0	1	\$30,000.00	\$30,000.00
Plumbing Repairs	0	1	\$30,000.00	\$30,000.00
Termite Control - Fumigation	8	15	\$155,465.00	\$68,693.84
Utility Doors	10	40	\$58,000.00	\$43,500.00
Wood - Siding, Repairs/Replacement	5	5	\$174,638.29	\$0.00
Wood - Trim, Repairs/Replacement	5	5	\$1,000.00	\$0.00
<b>Sub Total</b>	<b>0-10</b>	<b>1-40</b>	<b>\$449,103.29</b>	<b>\$172,193.84</b>
Contingency	n.a.	n.a.	n.a.	\$109,351.93
<b>Total</b>	<b>0-22</b>	<b>1-51</b>	<b>\$5,167,263.51</b>	<b>\$3,754,416.22</b>
<b>Anticipated Reserve Balance</b>				<b>\$3,379,610.00</b>
<b>Percent Funded</b>				<b>90.02%</b>



# Champion Paving

1175 N. Van Horne Way  
Anaheim, CA 92806

Ph (714) 284-1100  
Contractors License #595611  
www.championpaving.com

# Bid Proposal & Contract

Date: 5/13/2021

Project Manager:

Estimate #: 6880

To: OTIS & ASSOCIATES  
23120 Alicia Parkway Suite 212  
Mission Viejo, CA 92692

Contact:

Phone #:

Cell #: (888) 516-6532

Fax #:

Email: kathy@otishoa.com

Job Location: Laurelmont Community Assoc.  
No Parking Signs  
CA

Scope of Work	Total
SIGNS: 1. Provide and install 30 - 12"X18" NO PARKING signs COST:	1,650.00

## TERMS AND CONDITIONS & ACCEPTANCE AND AUTHORIZATION

1. Prices subject to change if not accepted within 30 days.
2. Terms: 100% due upon presentation of invoice.
3. Buyer agrees to pay court costs and reasonable attorney fees in the event of default or if this contract is sent to an attorney for enforcement of collection.
4. Any invoice not paid in 30 days is subject to 1½% service charge per month.
5. Champion Paving, Inc. is not responsible for underground utilities.

I/We accept this proposal and agree to pay the said amount in accordance with the terms set forth. All of the Terms and Conditions are incorporated herein and made a part hereof.

Date of Acceptance: \_\_\_\_\_

Signature: \_\_\_\_\_

6. Prices do not include testing, permits, inspections, soils or engineering.
7. Champion Paving, Inc. is not responsible for reflective cracking on resurfaced areas.
8. Champion Paving, Inc. is not responsible for drainage in asphalt areas with less than 1% slope.
9. Champion Paving, Inc. is not responsible for growth of vegetation.
10. Champion Paving Inc., is not liable for damage (caused by others) to new concrete, asphalt, seal coat, striping and surrounding areas.

I/We agree to furnish all labor materials and equipment for the completion, in a good and workmanlike manner, of the work described above.

Respectfully submitted

By: \_\_\_\_\_, Senior Project Manager





*New Construction > Remodel > HOA Services*

Lic# 1054607

Insured & Bonded

4/30/21

WO# 51

**Laurelmont  
Unit 9 pepperwood.  
Aliso Viejo CA. 92656**

**Repaint the right entry wall fade siding.**

***Scope of work:***

1. Place protection.
2. Renail the siding where it is necessary.
3. Apply caulking where it is necessary.
4. Inspect all siding on the wall for rotten area and report if is necessary change of order
5. Apply primer where it is necessary.
6. Apply one coat of the entire wall approx. 320 sf.
7. Clean up and pick up all of the debris.

**Total material and labor = \$995.00**

**Please note:**

- Does not include any other work not mentioned in this scope.

Phone # (714) 595-1479 - (714) 595-1478      E-mailMg21construction@gmail.com

Page 1



*New Construction • Remodel • HOA Services*

Lic# 1054607

Insured & Bonded

4/30/21

WO# 51

**Laurelmont  
Unit 9 pepperwood.  
Aliso Viejo CA. 92656**

**Replace one 6x6x14 structural post and replace 2= 2x8x2 cap.**

***Scope of work:***

1. Place protection.
2. Install temporary shorting at the roof area.
3. Remove the siding at the two locations approx. 32 sf for access to the disconnected post.
4. Cut off plywood ceiling approx. 2x2' for access to remove the post.
5. Remove the damaged post and dispose of.
6. Primer and paint the new lumber.
7. Cut and install the new 6x6x14 post and connect to the existing hardware.
8. Install siding back or new siding if it is necessary. Install plywood back at the ceiling.
9. Install 2= 2x8x2 cap.
10. Apply caulking to all of the edges.
11. Paint touch up to all of the new wood members.
12. Remove the temporary shorting.
13. Clean up and remove all of the debris.

**Total material and labor = \$1740.00**

**Please note:**

- Does not include any other work not mentioned in this scope.

Phone # (714) 595-1479 - (714) 595-1478      E-mailMg21construction@gmail.com

Page 1



Phone: (949) 598-0652  
Fax: (949) 598-0671  
Email: service@spectrumpinc.com  
PO Box 2402, Laguna Hills, CA 92654  
Lic. # B747726

www.spectrumpinc.com

May 1, 2021

Proposal No. 11995  
Work Order No. 49

Submitted To:

**Laurelmont Community Association**

C/O Otis HOA Management  
23120 Alicia Parkway, STE 215  
Mission Viejo, CA 92692

**RE: Wood Repairs**

**Location: 9 Pepperwood**

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**Scope of Work:**

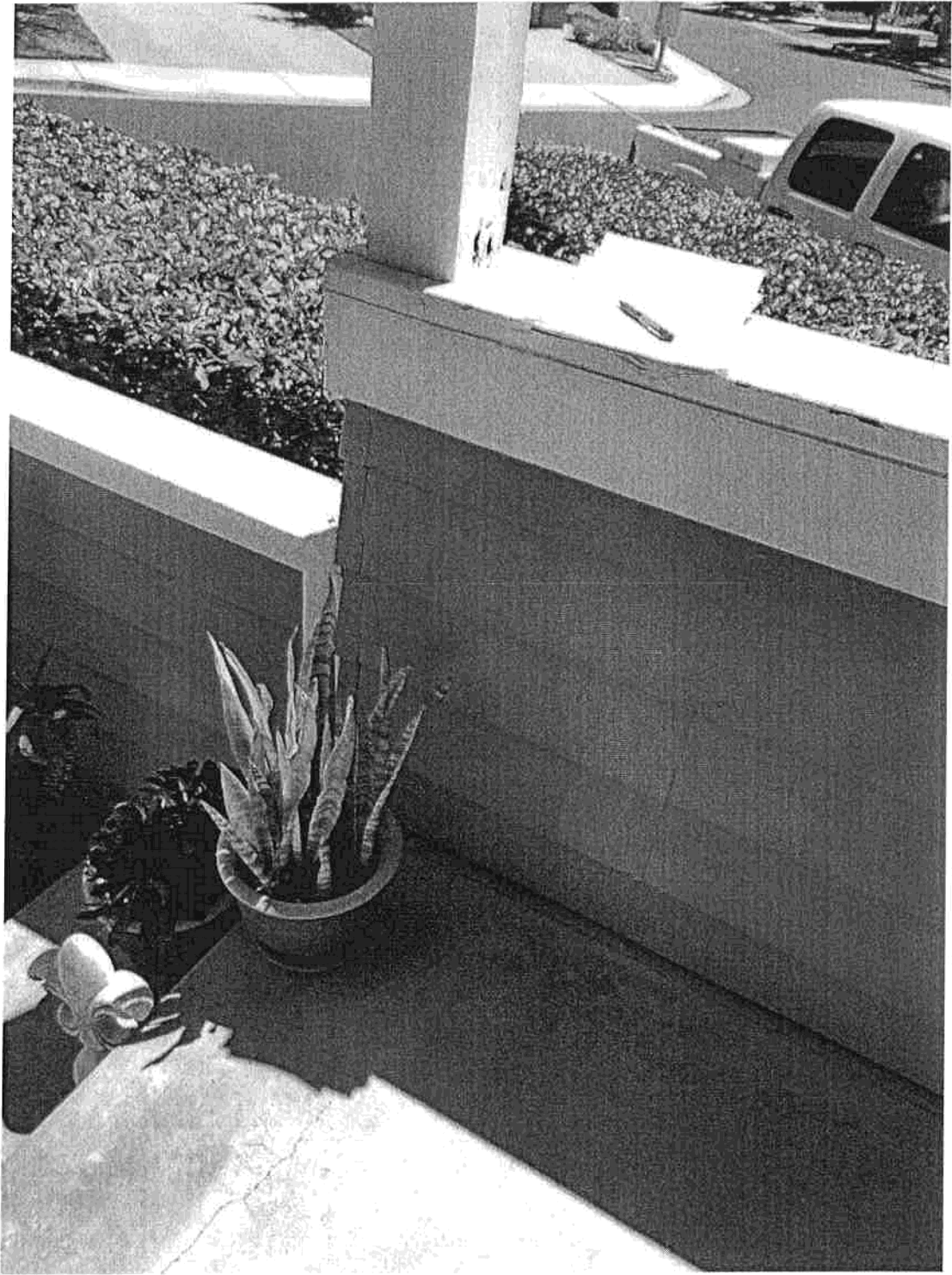
The wood has dry rot and or termite damage. The wood will be removed and replaced as called out. This proposal is for the wood at the front and side of the unit. There is wood trim near the garage, entry, and siding areas.

Post  
Cap  
entry siding outside top  
entry siding inside top  
2 x 2 x 4 at corner  
2 x 10 x 2 at gate

- Wood will be removed and replaced. Rough Douglas fir or Spruce number 2 or better
- Protect vegetation as needed
- Galvanized Nails will be used.
- All new wood will be 6 sided primed with Zinzer 123 or equivalent
- The wood will be polyurethane caulked.
- Areas will be re-papered with 60 min Building Paper as needed
- Areas of water intrusion will have Bitchethane installed.
- Paint to match all areas
- All old materials will be hauled away









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**Please Note:**

- *All work shall be completed in a workman-like manner and in compliance with all building codes and other*
- *Property Services, Inc assumes that on approval of work to be done that the association has had appropriate approval to commence work on area of*
- *Homeowner responsible for removing all personal belongings from areas prior to work being completed. Although we make every effort to use caution Spectrum Property Services, Inc is not responsible for any items left in construction area.*

---

**Payment Terms**

Laurelmont will pay the contractor for the material and labor to be performed under the contract sum of **One Thousand Eight hundred Ninety Four dollars (\$1,894)**, subject to additions and deductions pursuant to authorized change orders. City/County permits, drawings, plan checks fees etc. are not part of this contract. Permits, plans and or drawings can be requested as an authorized change order. Please note acceptance of this proposal and a work order approving such will be the same and enforceable as a signature to this proposal by the board of directors. All unsigned proposals will indicate emergency work to be performed and approved. Net 30

**Distribution of Specifications to Other Contractors:** This proposal is proprietary and for customer only. Specifications of this proposal may NOT be distributed without the written approval of Spectrum Property Services, Inc. If specifications are distributed without written consent then Spectrum Property Services, Inc has the option of charging the association 25% of the contract amount

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**Terms and Conditions**

**License and Insurance:** All work shall be completed in a workman-like manner and in compliance with all building codes and other applicable laws. To extent required by law all work shall be performed by individuals duly licensed and authorized by law to perform said work. Contractor may at its discretion engage subcontractors to perform work hereunder, provided Contractor shall fully pay said subcontractor and in all instances remain responsible for the proper completion of the contract. Contractor shall furnish Owner with appropriate releases or waivers of lien for all work performed or materials provided at the time the next periodic payment shall be due. Contractor warrants it is adequately insured for injury to its employees and others incurring a loss or injury as a result of the acts of the Contractor or its employees or subcontractors.

**Wrought Iron:** *Wrought iron is very susceptible to rust, the best way to stop rust is to remove it. If you don't remove the rust, it can continue to spread. The rust inside the wrought iron cannot be removed unless cut out and replaced and will continue to spread and rust even if the surface rust is treated, primed and painted. The rust inside will continue to deteriorate the wrought iron. The rust forms when the rustproof coating on the wrought iron wears off, leaving the metal exposed to water, humidity, dirt, vegetation or other forms of moisture. Keeping wrought iron free of rust requires regular maintenance. If rusted wrought iron is just surface treated, primed and painted then we cannot guarantee how long it will last before the inside rust spreads through the wrought iron again and shows through. When treating, priming and painting rusted wrought iron contractor cannot guarantee a smooth, new looking surface. Paint might not match exactly due to age and wear of paint on existing/adjacent wrought iron.*

**Exclusions:** City/County permits, engineering, drawings, testing, surveys, layout, easements, plan checks fees etc. are not part of this contract. Permits, plans, engineering and or drawings can be requested as an authorized change order.

**Change Orders:** All change orders shall be in writing and approved by both owner/client/approved representative (community manager) and Contractor, and shall be incorporated in, and become a part of the contract. Contractor cannot prevent and will not guarantee against consequential damage due to the delay in approving a change order including but not limited to water damage, mold, and loss of use. Removal and or replacement of non-visible material that has deterioration including but not limited to dry rot and insect infestation may be necessary and these charges shall be billed as extra work to the Association.

**Work Notice & Clean Up:** Spectrum Property Services Inc. will notify the residents *48 hours* before commencing work. Contractor agrees to remove all debris and leave premises in broom clean condition daily.

**Non-compliance by homeowners/residents:** Non-compliance by homeowners/residents which results in the physical and or verbal abuse of any of Spectrum Property Services Inc. employees will result in a breach of contract and the association will be held responsible for damages and delays.

**Personal Property:** Spectrum Property Services Inc. will do its best in protecting all personal property. It is the homeowner's responsibility to remove all valuables from area. Spectrum Property Services Inc. Will not be responsible for any stolen or broken property.

**Contract Delay:** Spectrum Property Services Inc. shall not be liable for any delay due to circumstances beyond its control including strikes, casualty or general unavailability of materials. Spectrum Property Services Inc. shall not be liable for non-compliance by homeowners/residents by not complying with the terms of the contract including but not limited to removing all personal items from construction area.

**Time-Frame Application:** Work shall be performed during business hours Monday thru Friday, except for Holidays and inclement weather.

**Hazardous Materials:** Spectrum Property Services, Inc. does not assume any responsibility for the investigation, detection or remediation of any existing hazardous materials, including but not limited to lead, mold or asbestos ("Hazardous Materials"),. Hazardous materials abatement is not a condition of this project unless stated in scope of work; association/client/homeowner and or customer has the option for an outside company to review area for hazardous materials. Spectrum Property Services, Inc. assumes that on approval of work to be done that the association/client has had appropriate approval to commence work on area(s) and that all Hazardous Materials have been remediated and has had testing completed and cleared by independent party. If any Hazardous Materials are discovered during repairs, the association will be notified before proceeding with the project. Association/client assumes the sole responsibility for testing and remediation of any Hazardous Materials as well as disclosing any such conditions to all affected homeowners/residents within the association whose properties are affected.

**Landscape/Sprinklers/Utilities:** Spectrum Property Services, Inc. will do its best to not damage any landscaping due to repairs but due to the nature of the repairs some landscaping will be disturbed and might need to be replaced by association. Not included are costs associated with the locating, removal, relocating and or protection of any utilities or sprinkler systems, either above and or below ground. These costs, if required, shall be billed as a change order.

**Notice to Owner:** You, the homeowner (the "Buyer") have the right to require that your Contractor furnish you with a performance and payment bond or use a joint control approved by



the Registrar of Contractors. You, the Buyer, may cancel this transaction at any time prior to midnight of the third business day (in the case of disaster repairs, seventh business day) after the day of this transaction. See the attached Notice of Cancellation form for an explanation of this right.

**Warranty:** Contractor warrants all work performed for a period of 12 months following completion. Spectrum Property Service, Inc. cannot be held liable for defects in material including but not limited to splitting, bowing, twisting, cracking, lifting, seeping and or warping. Spectrum Property Service, Inc. cannot be held liable for damages from natural causes including but not limited to, earthquakes, floods, hurricanes, thunderstorms, mud slides, rains, fires, snow/hailstorms, tsunami and or tornados. Spectrum Property Service, Inc. cannot be held liable for damages from sprinklers, vandalism, reactive aggregates, compaction failures, expansive soils, sulfate conditions, erosions, ground/slope movement, mold, animals, and or residents/quests/homeowners.





**Acceptance of this proposal:** - The aforementioned specifications, conditions and cost are satisfactory and hereby accepted, thus creating a binding contract. Each party hereby acknowledges that it has been given the opportunity to have its independent counsel to review this agreement prior to executing it. Walk-thru will be made by an authorized board member within 10 days of notification. If walk-thru is not completed, payment is made, then the job is deemed acceptable. All past invoices subject to 1.5% per month service charge (after 30 days). Customer agrees to pay attorney fees and collection expenses in the event of a delinquent payment. In the event Owner shall fail to pay any periodic or installment payment due hereunder, Contractor may cease work without breach pending payment or resolution of any dispute.

**Distribution of Specifications to Other Contractors:** This proposal is proprietary and for customer only. The information presented herein is the property of Spectrum Property Services, Inc. Any reproduction or distribution without the expressed written consent of Spectrum Property Services, Inc. is in violation of implied confidentiality. *If specifications are distributed without written consent then Spectrum Property Services, Inc. has the option of charging the association 25% of the contract amount.*

**Expiration of unsigned Contract:** This proposal is good for 30 days from date of contract.

Chris Newman

5/1/2021

Spectrum Representative	Date	Authorized Representative	Date
			

# Laurelmont

## Community Association

### MEMORANDUM

**Date:** March 25, 2021  
**To:** Board of Directors  
**From:** Management  
**Subject:** Roof Repair Proposal

The Board previously approved repair work to be done on 46 Willowood's roof in the amount of \$2,305.00. While the work was completed and the leak was addressed, the scope of work unfortunately did not address a second leak in the back of the home that this Homeowner had requested on numerous occasions to be looked at. The Homeowner, Associa, and Otis all requested Superior Roofing to include this in their scope of work. They did not.

Management requested Superior Roofing to go out and complete the job at no further cost to the Association because of their mistake. The vendor stated they would have to do a water test first to find the leak and provide us a proposal

One of Management's preferred vendors, Roofing Standards, was called for advice. In their professional recommendation, one should not be doing a water test knowing there may be a leak issue. Management requested Roofing Standards to go out to inspect. If they found minor repairs were needed, it would be included in the trip charge of \$475.00. Unfortunately, the scope of work was found to be much more extensive. Please see the following proposal to repair the leak in the roof at 46 Willowood. If approved, Roofing Standards will waive their trip fee.

- Roofing Standards - **\$3,500.00**

Management seeks the Board's direction regarding this proposal.



State Lic#741302

# ROOFING STANDARDS

**SETTING THE STANDARD IN THE ROOFING BUSINESS**

Client: OTIS Hoa Management  
Attn: Rayna Schonwit  
P: 888-516-6532  
E: rayna@otishoa.com

Project: Shingle Repair  
Name:  
Address: 46 Willowood  
City: Aliso Viejo

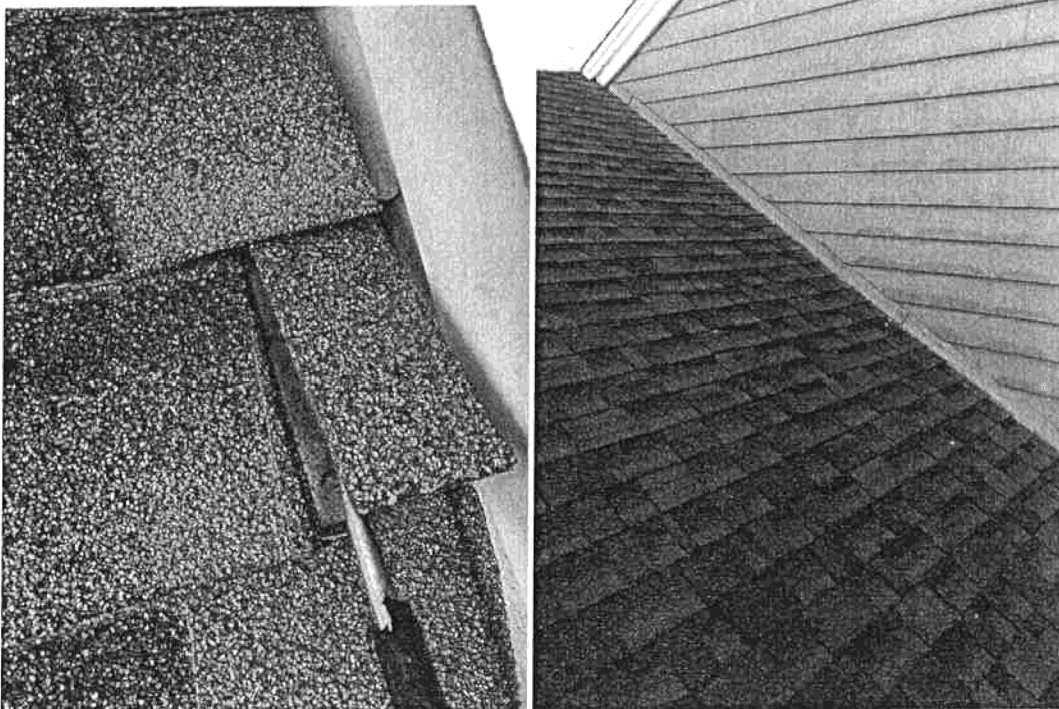
Bid: MR 21-960  
Date: 5/6/21  
Contact: Matt Roe  
P: 714-993-9715 ext 20  
E: Matt@RoofingStandards.com

We propose to furnish all materials and perform all labor necessary to complete the following:

**Material:** Asphalt composition shingles (Standard 30-year shingles, manufacturers standard color options)

**SCOPE OF WORK: Remove and repair leaking tin shingle transition**

1. The leak is determined to be caused by the tin shingles being installed in the wrong sequence and the asphalt shingles at the transition are too short of a piece and allowing water inside the home.
2. Remove the asphalt shingles, felt paper and tin shingles in the area where water is getting in. Haul away off site for proper disposal.
3. Supply and install 1(one) layer of manufacturer approved 30# felt paper underlayment.
4. Install new tin shingles properly to replace the existing which were installed improperly. Lap the tin shingles into the asphalt shingles to correct the installation defect and leak source.
5. Install new asphalt shingles per manufacturers recommendations on approximately 150 square feet to allow for a proper tie in to the existing materials. Color to match similar to the existing shingles.
6. Spray paint roof top metal flashings in the work area as needed to match similar to the shingle color.
7. Seal fasteners and penetrations as needed.
8. Haul away all roofing debris and clean up job site complete in a clean professional manner.





**PRICING:**

All roofing work performed as described above: \$3,500.00 Accept \_\_\_\_\_

**NOTES:**

- \*\*Permit cost is NOT included in the above pricing, permit is not necessary for this scope of work\*\*
- \*\*No work is included other than what is specifically listed above\*\*
- \*\*Payment to be: Net 30 due upon completion\*\*

**ACCEPTANCE:**

Acceptance of Proposal: (Client) I/we have read, understand, and agree to all the prices, terms and specifications of this agreement. Upon signing I/we authorize Roofing Standards Inc. to complete work as specified above. Payments are to be paid to Roofing Standards Inc. according to payment terms listed above. (Contractor) All material is guaranteed to be as specified, and the above scope of work to be completed in a substantial workmanlike manner.

You are hereby authorized to furnish all materials and labor required to complete the work according to the terms of this proposal, for which we agree to pay as described above.

Accepted: \_\_\_\_\_

Date: \_\_\_\_\_

## Exhibit B

THE TERMS AND CONDITIONS APPEARING ON THE FOLLOWING DOCUMENTS ARE INCORPORATED INTO AND MADE A PART OF THIS DOCUMENT. PLEASE INITIAL AND RETURN WITH CONTRACT.

1. **NOTICE TO OWNER.** CONTRACTORS ARE REQUIRED BY LAW TO BE LICENSED AND REGULATED BY THE CONTRACTOR'S STATE LICENSE BOARD. ANY QUESTIONS CONCERNING A CONTRACTOR MAY BE REFERREDE TO: THE REGISTRAR, CONTRACTOR'S STATE LICENSE BOARD, 9821 BUSINESS PARK DR., SACRAMENTO, CALIFORNIA, 95827. MAILING ADDRESS: P.O. BOX 26000, SACRAMENTO, CALIFORNIA 95826.

Under the California Mechanics Lien Law any contractor, subcontractor, laborer, supplier, or other person who helps to improve your property, but is not paid for his/her work or supplies, has a right to enforce a claim against your property. This means that after a court hearing, your property could be sold by a court officer and proceeds of the sale used to satisfy the indebtedness. This can happen even if you have paid your contractor in full, if the subcontractors, laborers, or suppliers remain unpaid.

To preserve their right to file a claim or lien against your property, certain claimants such as subcontractors or material suppliers are required to provide you with a document entitled "Preliminary Notice". Original (or prime) contractors and laborers for wages do not have to provide this notice. A Preliminary Notice is not a lien against your property. Its purpose is to notify you of persons who may have a right to file a lien against your property, if they are not paid. (Generally, the maximum time allowed for filing a claim or lien against your property is 90 days after completion of you project).

TO INSURE EXTRA PROTECTION FOR YOURSELF AND YOUR PROPERTY, YOU MAY WISH TO TAKE ONE OF MORE OF THE FOLLOWING STEPS.

- Require the your contractor supply you with a payment and performance bond(not a license bond), that provides that the bonding company will either complete the project or pay damages up to the amount of the bond, for a minimal fee of approx.. three(1 ½) percent. This payment and performance bond as well as a copy of the construction contract should be filed with the county recorder for your further protection.
- Require that payments be made directly to subcontractors and material suppliers through a joint control. Any joint control agreement should include the addendum approved by the Registrar of Contractors.
- Issue joint checks for payment, made out to both your contractor and subcontractors or material suppliers involved in the project. This will help to insure that all persons due payment are actually paid.
- After making payment on any completed phase of the project, and before making any further payment, require your completed phase of the project and before making any further payment, require your contractor to provide you with unconditional lien releases signed by each material supplier, subcontractor, and laborer involved in that portion of the work for which payment was made. On projects involving improvements to a single family residence or a duplex owned by individuals, the persons signing these releases lose the right to file a claim against your property. In other types of construction this protection may still be important, but may not be as complete. TO PROTECT YOURSELF UNDER THIS OPTION YOU MUST BE CERTAIN THAT ALL MATERIAL SUPPLIERS, SUBCONTRACTORS, AND LABORERS HAVE SIGNED.

2. **PAYMENT SCHEDULE.** Terms are net cash on completion of work performance by ROOFING STANDARDS, INC.

3. **SERVICE CHARGE ON DELINQUENT ACCOUNTS.** There will be a one and one-half percent (1 ½%) per month charge on all delinquent accounts. Total APR of 18% per year.

4. **PERFORMANCE OF WORK.** ROOFING STANDARDS, INC. shall furnish all supervision, material, supplies and equipment, except as otherwise provided, and perform all labor required for the completion of the work in accordance with all provisions of the original contract and of the specifications, plans and addenda referred to therein, all of which are made a part of this agreement. ROOFING STANDARDS, INC. provides a (5) five year guarantee of all work performed (except where exclusions are noted) by them which remains unaltered by any third party or entity without the express written permission of ROOFING STANDARDS, INC..

5. **DESTRUCTION OF PREMISES.** If the building is destroyed by fire or other catastrophe, ROOFING STANDARDS, INC. shall be paid the contract value of all work performed by them at the time of destruction and shall be relieved of any further obligation under the contract.

6. **RESPONSIBILITY FOR SUBCONTRACTOR'S PRICE.** Until the subcontractor receives a copy of this subcontract signed by the contractor, this subcontract shall be considered an offer, which can be withdrawn by the subcontractor at any time by written notice to the contractor. The subcontractor is not responsible if the contractor relies on the subcontract price for compiling a prime bid unless subcontractor has received a fully executed subcontract.

7. **ADDITIONAL WORK.** Should the owner, contractor, construction lender, architect, engineer, or any public body or inspector direct any modification or addition to the work already contracted for, the cost shall be added to the contract price.

8. **ATTORNEY FEES.** In the event either party becomes involved in litigation arising out of this contract the performance or interpretation thereof, the court in such litigation shall award reasonable attorney fees and costs to the prevailing party. Unless judgment goes by default, the attorney fee award shall not be computed in accordance with any court schedule, but shall be such as to fully reimburse all attorney fees actually Incurred in good faith.

9. **ASBESTOS/HAZARDOUS SUBSTANCE DISCLAIMER.** ROOFING STANDARDS, INC. scope of work shall not include the identification, detection, abatement, encapsulation or removal of asbestos or similar hazardous substances. If ROOFING STANDARDS, INC. encounters any such asbestos products, materials or hazardous substances in the course of performing its work at the job site and ROOFING STANDARDS, INC. determines that such materials present a hazard to its employees, ROOFING STANDARDS, INC. shall have the right to discontinue its work, remove its employees from the jobsite, and/or terminate the contract. ROOFING STANDARDS, INC. shall have the right to prohibit its employees from performing any work or being present on the endangered site until such products or materials, and any hazards connected therewith are located, abated, encapsulated or removed. ROOFING STANDARDS, INC. shall receive an extension of time to complete its work thereunder and compensation for delays encountered as a result of such situation and correction.

10. **PONDING/DRAINAGE.** We cannot we responsible for ponding on, or drainage of, low roof areas caused by existing structural deficiencies.

11. **WARRANTIES.** ROOFING STANDARDS, INC. shall hold all final labor and manufacturer warranties until all monies are paid (Includes labor, material and change orders). All payments not received within terms may result in a lien on the property.

\_\_\_\_\_ Initial

## Exhibit C

### General Information:

- ROOFING STANDARDS, Inc. does not assume responsibility for the contents stored within or around the building.
- ROOFING STANDARDS, Inc. will work in a careful manner in efforts to prevent any damages to building or surrounding areas of property.
- If driveway access is required to during the removal of existing roofing, deliver of material, or installation of roofing, ROOFING STANDARDS, Inc. assumes no responsibility for damages to driveway caused by weight of trucks.
- Residents should protect their personal items located on the patios or balconies.
- ROOFING STANDARDS, Inc. may need to access the patios or balconies to clean debris that may fall during the roofing project. If access is not permitted ROOFING STANDARDS, INC. is not responsible for the damages or cleaning at a later date.
- During the day workers will be working on and around the building.
- During the roof removal stage ROOFING STANDARDS, INC. will be staged at the rear garages of the building. Cars may not be able to enter or exit during the removal stage of the project.
- ROOFING STANDARDS, Inc. is not responsible for the detailing or cleaning of vehicles parked in the parking structure or around the building.
- ROOFING STANDARDS, Inc. is not responsible for damages Incurred to vehicle tires around during work hours.
- ROOFING STANDARDS, Inc. is not responsible for the replacement or servicing of HVAC units during the roofing project.
- ROOFING STANDARDS, Inc. is not responsible for the removal or recalibration of satellite dishes or cable wiring if equipment is installed on roof or roof fascia.
- ROOFING STANDARDS, Inc. is not responsible for damages Incurred to sprinkler lines installed under roof substrate or on roof top.
- ROOFING STANDARDS, Inc. is not responsible for the replacement of existing conduit blocking unless noted in scope of work.
- ROOFING STANDARDS, Inc. is not responsible for any interior damages occurring during roofing project due to structural defects (deteriorated substrate, improper blocking, deteriorated joists and or rafters).
- ROOFING STANDARDS, Inc. shall provide crews from 7:00 am till 5:00 pm unless other hours are approved by ROOFING STANDARDS, Inc. and Owner/Prime Contractor.
- ROOFING STANDARDS, Inc. will not provide off site housing for residents who work during the night and sleep during the day or shift work productivity due to noise over certain areas of building.
- Any items connected to the building structure must be removed prior to re-roofing. For example tarps, trellis, plants in the back yards located behind the rear of the building structure.
- We recommend closing all windows and sliding doors to prevent dust from entry the units. Blinds, curtains, and window shades should be drawn for privacy.
- There will be construction noise during the workday (saws, compressors, nail guns, blowers, hammers, loading equipment, and generators). We will try to keep the noise levels to a minimum during the roofing process. The roof removal process is the noisiest part of the project.
- If no toilet is provided ROOFING STANDARDS, Inc. will provide a Port-O-John on the project premises during the roofing project at no additional expense to owner.

\_\_\_\_\_ Initial

**rayna@otishoa.com**

---

**From:** Matt Roe <matt@roofingstandards.com>  
**Sent:** Thursday, May 6, 2021 8:31 AM  
**To:** rayna@otishoa.com  
**Subject:** Re: Service Call Form  
**Attachments:** MR 21-960 - 46 Willowood, Aliso Viejo.pdf

Rayna,

Sorry for getting back to you about this so late. I had my guys go check it out late last week and then the foreman went into the hospital from a reaction after getting his covid shot, I just got the info from him yesterday afternoon. The charge for the inspection/leak determination is \$475, if this repair scope gets approved I'll go ahead and waive the initial \$475 fee.

Please see the attached and let me know if you have any questions.

Thank you,

On Mon, Apr 26, 2021 at 4:14 PM <[rayna@otishoa.com](mailto:rayna@otishoa.com)> wrote:

Thank you for the update!

**Rayna Schonwit**

**otishoa**  
**MANAGEMENT**

*23120 Alicia Parkway Suite 215*

*Mission Viejo, CA 92692*

*888-516-6532*

*[rayna@otishoa.com](mailto:rayna@otishoa.com)*

*[www.otishoa.com](http://www.otishoa.com)*

We have moved offices! We are now at 23120 Alicia Parkway Suite 215. Please update your records accordingly.

---

**From:** Matt Roe <matt@roofingstandards.com>  
**Sent:** Monday, April 26, 2021 2:16 PM  
**To:** [rayna@otishoa.com](mailto:rayna@otishoa.com)

# Laurelmont

## Community Association

### MEMORANDUM

**Date:** April 22, 2021  
**To:** Board of Directors  
**From:** Management  
**Subject:** Landscape Maintenance & Enhancement Proposals

Please see the following landscape maintenance and enhancement proposals provided by Harvest as requested on the monthly landscape walk.

• 80 Willowood	\$1,062.00 – re-sod the planter bed due to rabbit damage
• 21 Pepperwood	\$3,013.00 – install a new tree where old tree was removed and replace damaged turf in the area
• 53 Primrose	\$656.50 – plant new plants in bare area between homes
<b>Total</b>	<b>\$4,731.50</b>

Please see the monthly Landscape Report for April 2021.

Management looks to the Board for direction regarding these proposals.



# PROPOSAL # 88497

**Customer:**

Laurelmont Community Association  
Otis HOA Management  
23120 Alicia Parkway, Suite 215  
Mission Viejo, CA 92692

**Date:** May 4, 2021

**Expire date:**

**Revision:**

**Source:** Property Inspection

**Reference:**

**PLANTING PROPOSAL**

**Address:**

80 Willowood, Aliso Viejo, CA 92656, USA

**Location:**

84 Willowood

**Project description:**

The following proposal has been requested during the landscape to re-sod the planter bed due to rabbit damage.

**Materials/Labor needed to perform the project**

Qty	Description		UOM	Price
150	SOD, ST. AUGUSTINE	\$5.68	SQ FT	\$852.00
6	LANDSCAPE TECHNICIAN HOURS	\$35.00	HOUR	\$210.00
			<b>Subtotal</b>	<b>\$1,062.00</b>

**Address:**

21 Pepperwood, Aliso Viejo, CA, USA

**Location:**

in between 19 and 21 Pepperwood

**Project description:**

The following proposal has been requested during the landscape walk to install a 24" box Crepe Myrtle tree and also to replace the damage turf at the same area.

**Materials/Labor needed to perform the project**

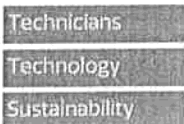
Qty	Description		UOM	Price
1	24-inch box Lagerstroemia x 'Muskogee' (Muskogee Crape Myrtle)	\$435.00	EA	\$435.00
350	SOD, ST. AUGUSTINE	\$5.68	SQ FT	\$1,988.00
10	LANDSCAPE TECHNICIAN HOURS	\$35.00	HOUR	\$350.00
5	LEAD LANDSCAPE TECHNICIAN HOURS	\$48.00	HOUR	\$240.00
			<b>Subtotal</b>	<b>\$3,013.00</b>

**Address:**

55 Primrose, Aliso Viejo, CA 92656, USA

**Location:**

In between 51 and 52 Primrose



8030 E. Crystal Drive  
Anaheim, CA 92807

T +1 714 693 8100  
F +1 714 693 8123

**Source:** Property Inspection

**Date:** May 4, 2021

**Reference:**

**Expire date:**

**Revision:**

**Project description:**

The following proposal has been requested during the landscape walk to add 5-gallon Carissa green beauty or 5-gallon Agapanthus to fill in a planter bed where we recently remove some of the unwanted old plant material.

**Materials/Labor needed to perform the project**

Qty	Description		UOM	Price
13	5-gallon Carissa macrocarpa 'Boxwood Beauty' ( Boxwood Beauty/Compact Natal Plum )	\$25.00	EA	\$325.00
13	5-gallon Agapanthus africanus 'African' (African Lily)	\$25.50	EA	\$331.50
0	LANDSCAPE TECHNICIAN HOURS	\$35.00	HOURL	\$0.00
			<b>Subtotal</b>	<b>\$656.50</b>
<b>TOTAL ESTIMATE:</b>				<b>\$4,731.50</b>

By approving this proposal, you ("Customer") the (Association representative, managing agent, homeowner, business community manager or agent) recognize, understand and agree that the work represented herein is not included in the scope of work of any other agreement. You the "Customer" hereby release Harvest Landscape Enterprises, Inc. from any and all liability for items damaged below ground or any unforeseen problems that may result from performance of services discussed in this proposal. You guarantee ownership of the proposed work area and you further agree that Harvest shall not be held liable for and agree to indemnify and hold Harvest harmless against any future claims relating to the services performed. In the event inclement weather interrupts the performance of duties, work will be restarted at our earliest convenience. Inclement weather includes, but is not limited to: high winds, rain, thunderstorms, etc. You are responsible for notifying homeowners/tenants/ businesses that perishable items need to be removed from the work area prior to the commencement of the above proposed work. In the event services are interrupted due to unforeseen obstruction by homeowners or tenants (cars, personal property, etc.), so that rescheduling is required, a \$500.00 trip charge will be applied to the total invoice for any subsequent visits needed to complete the work. You agree to pay a one time \$50 late charge and 1.5% per month late charge (18.0% per annum) or the highest allowed by law for late payment of the invoice resulting from the above proposal. Late charges will begin on the day following invoice due date. The prices quoted on this proposal are valid for a period of 45 days. Harvest Landscape Enterprises, Inc. reserves the right to re-evaluate and adjust the pricing as necessary for proposals approved after the 45-day period.

Please let me know what you decide.

Thank You,

Fernando Lopez  
gutierrez

Proposal Approved:

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

**Source:** Property Inspection  
**Reference:**

**Date:** May 4, 2021  
**Expire date:**  
**Revision:**

**Location of the Proposed Work**



- 1 80 Willowood, Aliso Viejo, CA 92656, USA Location: 84 Willowood
- 2 21 Pepperwood, Aliso Viejo, CA, USA Location: in between 19 and 21 Pepperwood
- 3 55 Primrose, Aliso Viejo, CA 92656, USA Location: In between 51 and 52 Primrose



**Source:** Property Inspection

**Reference:**

**Date:** May 4, 2021

**Expire date:**

**Revision:**

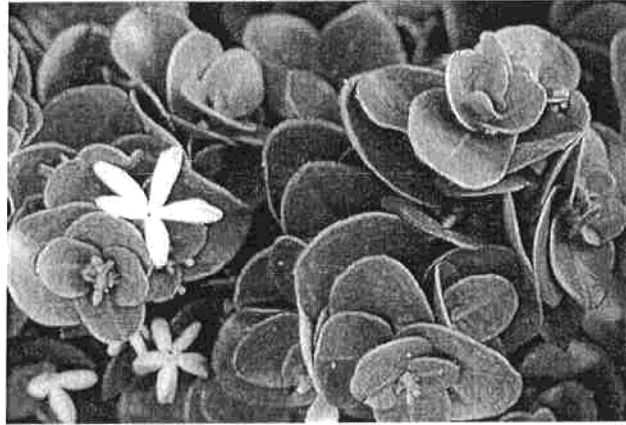
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### Plants and trees to be used on the proposal

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5-gallon *Agapanthus africanus* 'African' (African Lily)  
Exposure: Full Sun, Partial Shade  
E/D: Evergreen  
Water: Medium Water, Low Water  
Color: White and Blue  
Season: Spring Summer  
USDA H.Z.: 8 to 11



5-gallon *Carissa macrocarpa* 'Boxwood Beauty' ( Boxwood Beauty/Compact Natal Plum )  
Exposure: Full Sun  
E/D: Evergreen  
Water: Medium  
Color: White  
Season: Year Round  
USDA H.Z.: 7 to 10

# Laurelmont Community Association

## MEMORANDUM

**Date:** May 19, 2021  
**To:** Board of Directors  
**From:** Management  
**Subject:** Tree Removal Proposal

The Homeowner at 60 Willowood reported water intrusion in her downstairs bathroom during heavy rain. The removal of a tree causing the concrete walkway to tilt toward the home was approved by the Board in the amount of \$950.00. The Homeowner reports there are actually two trees causing damage and they both need to be removed.

Harvest provided a proposal to remove the second tree for the same amount - **\$950.00**.

Please see the proposal on the following page and direct Management on how to proceed.



# PROPOSAL # 88956

**Customer:**  
 Laurelmont Community Association  
 Otis HOA Management  
 23120 Alicia Parkway, Suite 215  
 Mission Viejo, CA 92692

**Date:** May 19, 2021

**Expire date:**

**Revision:**

**Source:** Customer Request

**Reference:** Angie Ramos

## TREE REMOVAL ESTIMATE

**Address:**  
 60 Willowood, Aliso Viejo, CA, USA

**Location:**  
 Tag Id #1 / In front of the house / stump grind where machine accessible.

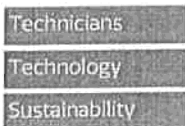
**Project description:**

The following proposal is to remove the dead or dying tree(s) listed below. An ISA Certified Arborists has determined that the removals are necessary. Harvest crews are trained in proper rigging and roping to safely perform the removal(s), but due to the size and nature of removing trees, there is a high possibility of damage to the surrounding landscape.

**Materials/Labor needed to perform the project**

Qty	Description		UOM	Price
1	Lophostemon confertus (Brisbane Box)	\$950.00	EA	\$950.00
			<b>Subtotal</b>	<b>\$950.00</b>
<b>TOTAL ESTIMATE:</b>				<b>\$950.00</b>

By approving this proposal, you ("Customer") the (Association representative, managing agent, homeowner, business community manager or agent) recognize, understand and agree that the work represented herein is not included in the scope of work of any other agreement. You the "Customer" hereby recognize Harvest Landscape Enterprises, Inc. ("Harvest") has evaluated the tree(s) listed above for trimming potential only. You accept that the overall general health of the tree(s) listed above has not been evaluated and any health issues are pre-existing. You guarantee ownership of the tree(s) listed above and you further agree that Harvest shall not be held liable for and agree to indemnify and hold Harvest harmless against any future claims relating to tree health, as they have been deemed "pre-existing", including but not limited to: rot, falling, branch failure, death, etc. Tree spiking will not be used in most cases, but in some instances, palm tree trimming for example, spiking may be necessary. Harvest will use ladders and bucket trucks when necessary and as accessibility allows. Harvest cannot be liable if death due to disease results from tree spiking. In the event inclement weather interrupts the performance of tree service duties, work will be restarted at our earliest convenience. Inclement weather includes, but is not limited to: high winds, rain, thunderstorms, etc. You are responsible for notifying homeowners/tenants/ businesses that perishable items need to be removed from the affected work area prior to the commencement of tree services. It is your responsibility to ensure that the trimming of the tree(s) does not violate any federal, state or local laws as they apply to: windrows, protected tree species, destruction of protected or endangered wildlife habitat, Local, State or Federal registered landmarks, easements. In the event the contracted tree services are interrupted and cannot be completed due to unforeseen obstruction by homeowners or tenants (cars, personal property, etc.), so that rescheduling is required, a \$500.00 trip charge will be applied to the total invoice for any subsequent visits needed to complete the work. You agree to pay a one time \$50 late charge and pay 1.5% per month late charge (18.0% per annum) or the highest allowed by law for late payment of the invoice resulting from the above proposal. Late charges will begin on the day following invoice due date. The prices quoted on this proposal are valid for a period of 45 days. Harvest Landscape Enterprises, Inc. reserves the right to re-evaluate and adjust the pricing as necessary for proposals approved after the 45-day period.



8030 E. Crystal Drive  
 Anaheim, CA 92807

T +1 714 693 8100  
 F +1 714 693 8123

PG 1 / 3

hlei.us

**Source:** Customer Request  
**Reference:** Angie Ramos

**Date:** May 19, 2021  
**Expire date:**  
**Revision:**

Please let me know what you decide.

Thank You,

Sergio Tejada

Proposal Approved: \_\_\_\_\_ (Authorized Signature)  
 \_\_\_\_\_ (Print Name)  
 \_\_\_\_\_ (Title)  
 \_\_\_\_\_ (Date)

**Location of the Proposed Work**

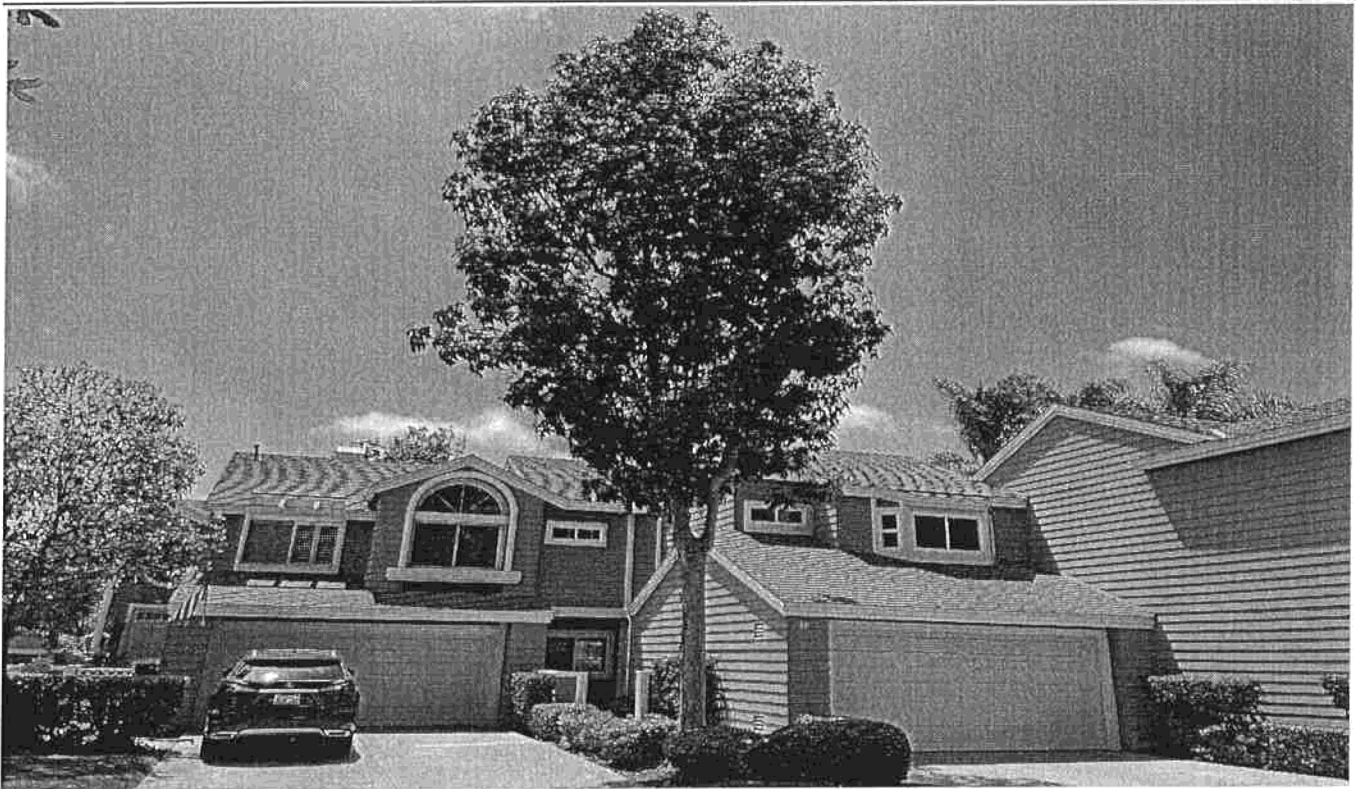


1 60 Willowood, Aliso Viejo, CA, USA Location: Tag Id #1 / In front of the house / stump grind where machine accessible.

**Source:** Customer Request  
**Reference:** Angie Ramos

**Date:** May 19, 2021  
**Expire date:**  
**Revision:**

**Project Photos** Taken for proposal



# Summary of April 2021

*Prepared for*

**Laurelmont Community Association**

**May 19, 2021**

IGNACIO CHAVEZ | 7146204113 | [Ignacio.Chavez@hlel.us](mailto:Ignacio.Chavez@hlel.us)

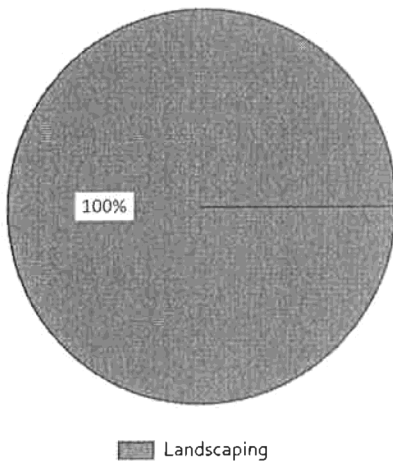
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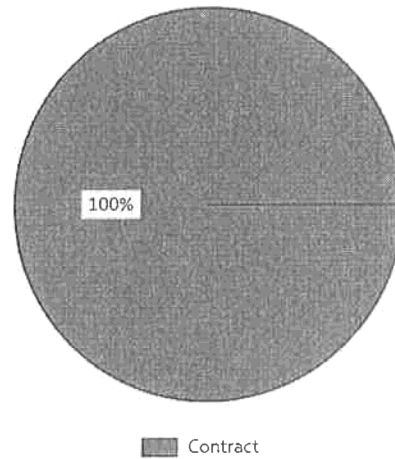
## Completed Work Order Summary

In this section of the report you will see the **completed work orders grouped by job type and also billing type**. In the bottom graph we show you the total work orders closed each month with yearly historical figures for comparison.

### WORK ORDER BY JOB TYPE

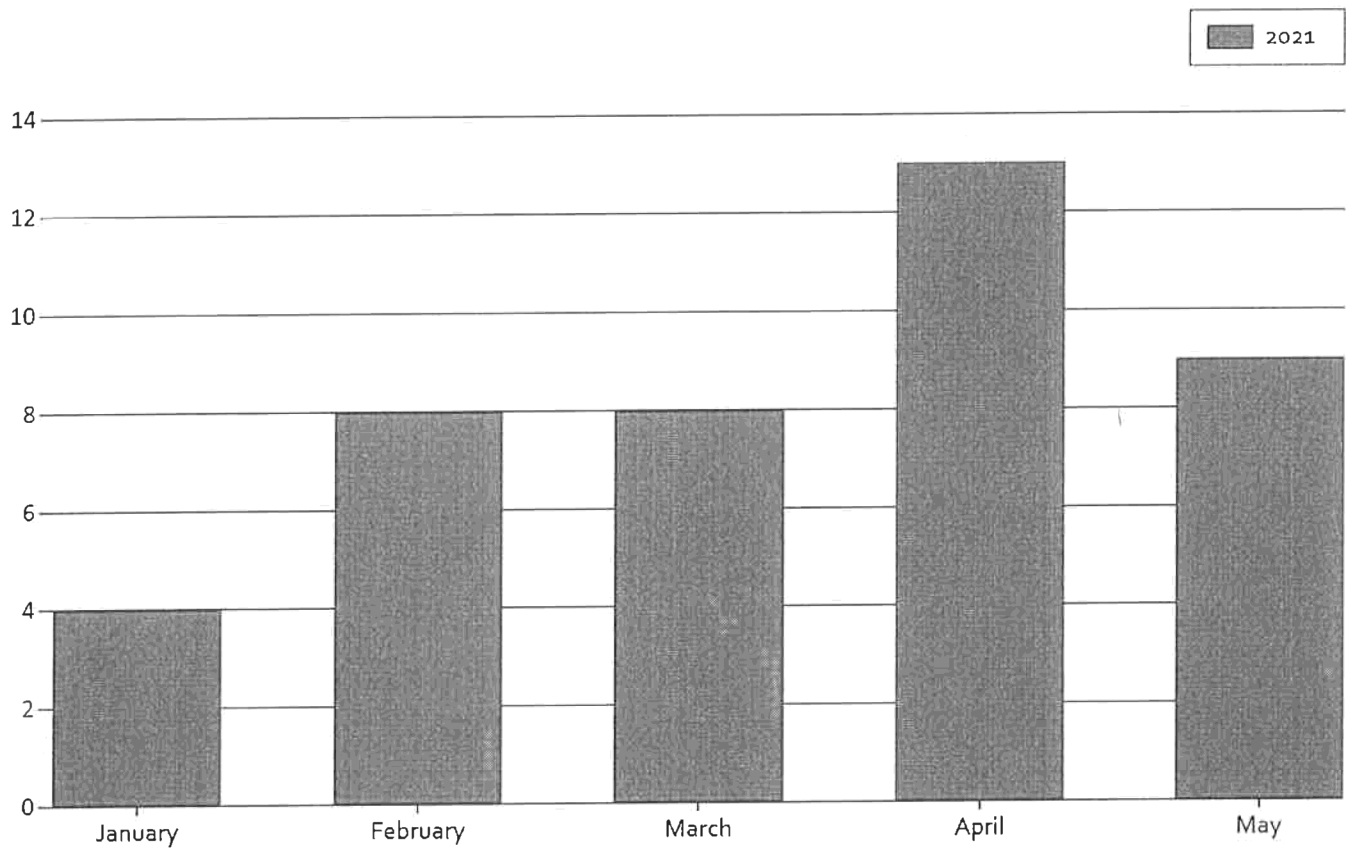


### WORK ORDER BY BILLING TYPE



## Completed Work Order Summary (Continued)

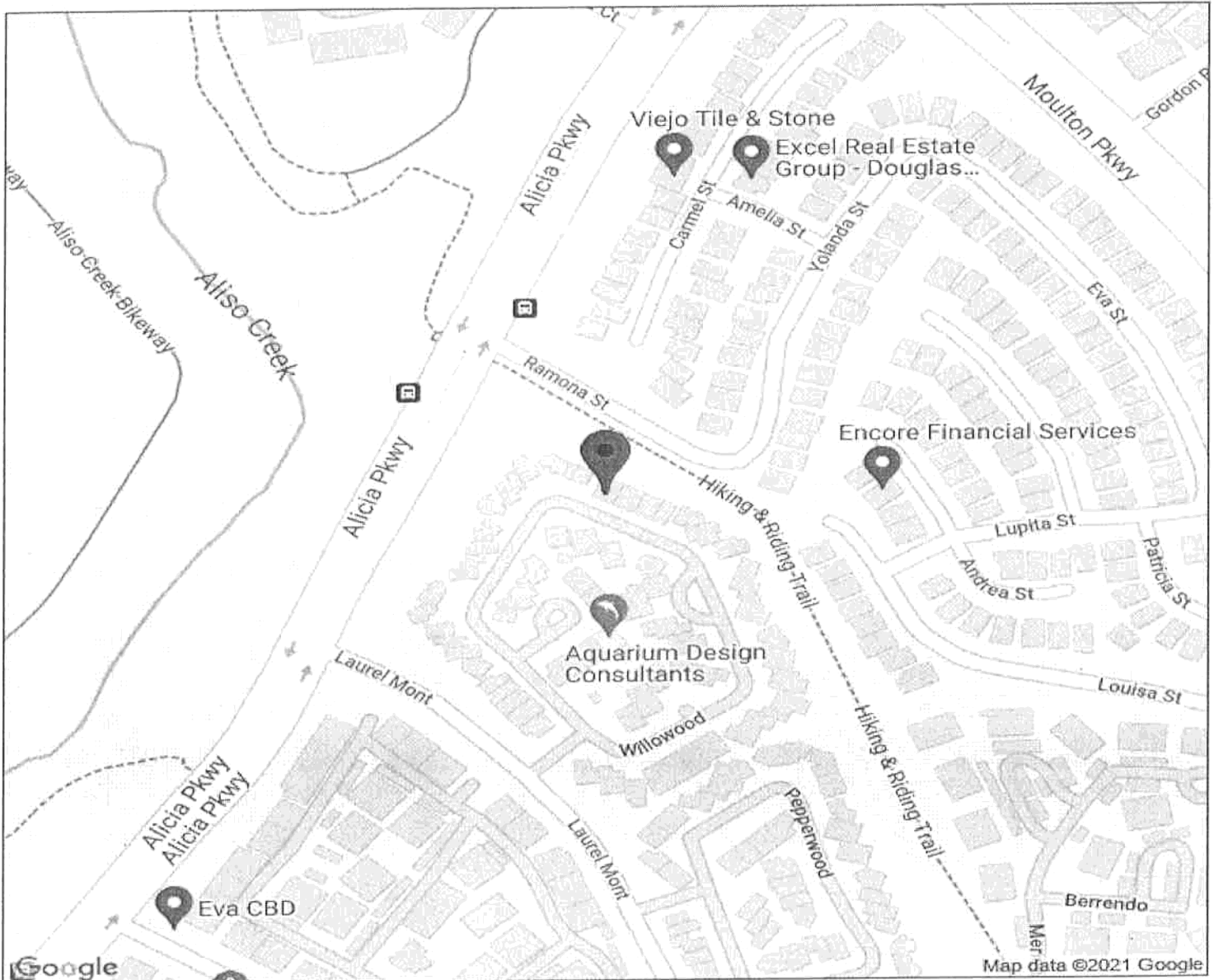
### TOTAL COMPLETED WORK ORDERS PER MONTH AND YEAR





## Completed Work Order Mapped Locations

In this section of the report we provide you with a map that displays pinned locations of all the completed work orders in the time period of this report. This is done using our mapping technology built into our Harvest Mobile App which is used everyday by Supervisors, Foreman, and Irrigators to help get their job done better and also to help provide you with more information.



## Completed Work Order Detailed Breakdown

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In this section of the report we breakdown each work order that was completed during the reported period. This gives you an accurate picture of what we at Harvest have done throughout the property.

**Work Order #:** 306552  
**Customer PO #:**

**Job Type :** Landscaping  
**Completed Date:** Apr 01, 2021

**Invoice # :**  
**Invoice Total:**

**Address :** 44 Willowood,  
Laguna Hills, CA 92656, USA

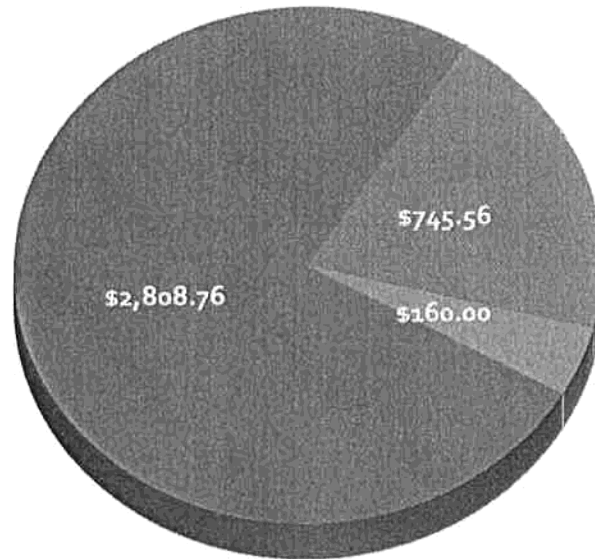
**Project Description:** Remove the small portion of dead Acacia  
**Action Taken:** The dead Acacia has been removed.



## Completed Work Order Detailed Breakdown (continued)

In this section of the report we **breakdown each work order that was completed during the reported period**. This gives you an accurate picture of what we at Harvest have done throughout the property.

■ Irrigation - \$2,809   ■ Landscaping - \$746   ■ Tree Maintenance - \$160



## YTD Expenditures by Month

Invoice Month	Irrigation	Landscaping	Tree	Repair	Chemicals	Construction
January	\$0.00	\$29.56	\$160.00	\$0.00	\$0.00	\$0.00
February	\$284.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
March	\$286.20	\$36.00	\$0.00	\$0.00	\$0.00	\$0.00
April	\$1,810.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
May	\$428.00	\$680.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Totals:</b>	\$2,808.76	\$745.56	\$160.00	\$0.00	\$0.00	\$0.00

**Grand Total** \$3,714.32

## Proposals Waiting for Approval

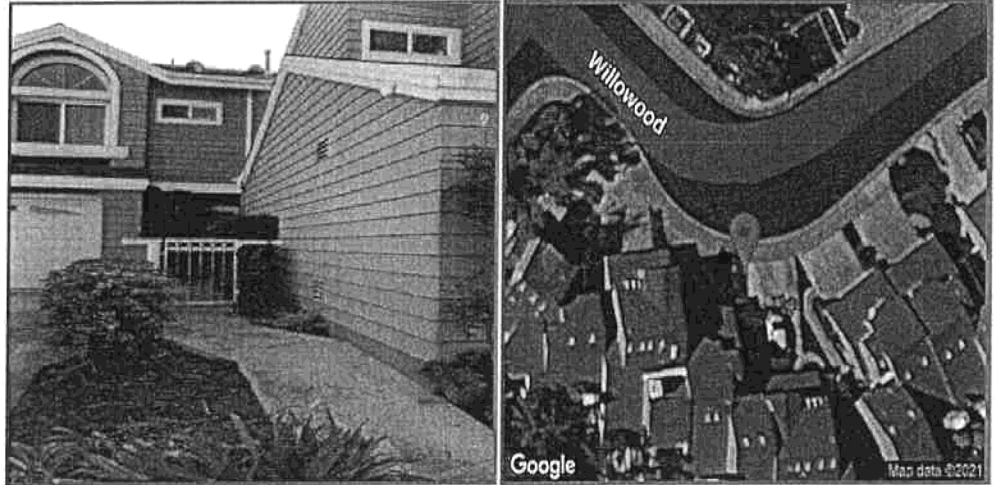
In this section you will see a list of all the proposals that we are still awaiting a decision for. We only display the pending proposals that were created within the last 180 days. If there are any missing that go back further than that, please let us know and we will provide you with any needed information.

**Job Type:** Landscaping  
**Proposal#:** 85768  
**Date:** Jan 08, 2021  
**Amount:** \$273.00

**Address:** 97 Willowood, Aliso Viejo, CA  
92656, USA

**Proposed by:** MELQUIADES MARTINEZ

**Status:** PENDING CUSTOMER REVIEW



**Description:** The following is my estimate to install the plant material noted below per our walk on 1-8-2021 requested

## Status of Proposal that have been approved

In this section of the report we breakdown each work order that was completed during the reported period. This gives you an accurate picture of what we at Harvest have done throughout the property.

Proposal	Description	Dates	WorkOrder #	WorkOrder Status
86910	<b>Address Location:</b> 15 Primrose, Laguna Hills, CA, USA Laguna Hills	<b>Proposal date:</b> 03/08/2021	308687	COMPLETED
	<b>Description of Work:</b>  24	<b>Aproval date:</b> 04/01/2021		
		<b>WO Completed:</b> 05/03/2021		

Proposal	Description	Dates	WorkOrder #	WorkOrder Status
86912	<b>Address Location:</b> 21 Primrose, Aliso Viejo, CA, USA Laguna Hills	<b>Proposal date:</b> 03/08/2021	306226	COMPLETED
	<b>Description of Work:</b>  10	<b>Aproval date:</b> 03/10/2021		
		<b>WO Completed:</b> 03/19/2021		

Proposal	Description	Dates	WorkOrder #	WorkOrder Status
87698	<b>Address Location:</b> 17 Willowood, Aliso Viejo, CA, USA Aliso Viejo	<b>Proposal date:</b> 04/06/2021	309634	OPEN
	<b>Description of Work:</b>  37	<b>Aproval date:</b> 04/12/2021		
		<b>WO Completed:</b>		

Proposal	Description	Dates	WorkOrder #	WorkOrder Status
87702	<b>Address Location:</b> 60 Willowood, Aliso Viejo, CA, USA Aliso Viejo	<b>Proposal date:</b> 04/06/2021	309879	OPEN
	<b>Description of Work:</b>  signed Manager	<b>Aproval date:</b> 04/13/2021		
		<b>WO Completed:</b>		

Proposal	Description	Dates	WorkOrder #	WorkOrder Status
87716	<b>Address Location:</b> 76 Primrose, Aliso Viejo, CA, USA Laguna Hills	<b>Proposal date:</b> 04/06/2021	311660	COMPLETED
	<b>Description of Work:</b>  Signed Proposal	<b>Aproval date:</b> 04/28/2021		
		<b>WO Completed:</b> 05/12/2021		

Proposal	Description	Dates	WorkOrder #	WorkOrder Status
87720	<b>Address Location:</b> 85 Primrose, Laguna Hills, CA, USA Laguna Hills	<b>Proposal date:</b> 04/06/2021	311653	OPEN
	<b>Description of Work:</b>  Signed Proposal	<b>Aproval date:</b> 04/28/2021		
		<b>WO Completed:</b>		

Proposal	Description	Dates	WorkOrder #	WorkOrder Status
87741	<b>Address Location:</b> 68 Willowood, Aliso Viejo, CA 92656, USA Aliso Viejo	<b>Proposal date:</b> 04/07/2021	311881	OPEN
	<b>Description of Work:</b>  Signed Proposal	<b>Aproval date:</b> 04/30/2021		
		<b>WO Completed:</b>		

Proposal	Description	Dates	WorkOrder #	WorkOrder Status
87747	<b>Address Location:</b> 18 Primrose, Allso Viejo, CA, USA Laguna Hills	<b>Proposal date:</b> 04/07/2021	311612	OPEN
	<b>Description of Work:</b> Signed Proposal	<b>Approval date:</b> 04/28/2021		
		<b>WO Completed:</b>		

Proposal	Description	Dates	WorkOrder #	WorkOrder Status
87752	<b>Address Location:</b> 18 Primrose, Allso Viejo, CA, USA Laguna Hills	<b>Proposal date:</b> 04/07/2021	311611	OPEN
	<b>Description of Work:</b> Signed Proposal	<b>Approval date:</b> 04/28/2021		
		<b>WO Completed:</b>		

Proposal	Description	Dates	WorkOrder #	WorkOrder Status
88496	<b>Address Location:</b> 84 Willowood, Allso Viejo, CA 92656, USA	<b>Proposal date:</b> 05/04/2021	313198	OPEN
	<b>Description of Work:</b> 67	<b>Approval date:</b> 05/07/2021		
		<b>WO Completed:</b>		



## Aged Receivables Report

In this section of the report we have included the aged receivables for unpaid Invoices. Please review over this report and let us know what needs to be done in order to collect payment.

Invoice #	Due Date	Invoice Total	Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	91 + Days	Balance
169885	02/28/2021	\$75.00				\$75.00		
174370	05/29/2021	\$445.19	\$445.19					
174381	05/29/2021	\$68.16	\$68.16					
174382	05/29/2021	\$68.16	\$68.16					
174639	05/31/2021	\$12,470.40	\$12,470.40					
174851	06/02/2021	\$600.00	\$600.00					
175081	06/04/2021	\$156.20	\$156.20					
175119	06/05/2021	\$26.38	\$26.38					
175440	06/13/2021	\$80.00	\$80.00					
175612	06/16/2021	\$70.50	\$70.50					
175660	06/16/2021	\$174.92	\$174.92					
<b>Totals:</b>		\$14,159.91	\$0.00	\$0.00	\$0.00	\$75.00		<b>\$14,234.91</b>

<b>Current:</b>	<b>\$14,159.91</b>
<b>1 - 30 Days:</b>	<b>\$0.00</b>
<b>31 - 60 Days:</b>	<b>\$0.00</b>
<b>61 - 90 Days:</b>	<b>\$75.00</b>
<b>90 Days +:</b>	
<b>Balance:</b>	<b>\$14,234.91</b>

**Laurelmont Community Assn**  
**Work Order History - 05/19/2021**

Detailed Report

<b>W/O #</b> 49	<u><b>Create Date</b></u> 04/28/2021	<u><b>W/O Type</b></u> RFP Request for Proposal	<u><b>Lot/Unit #</b></u> 007	<u><b>Account #</b></u> 145478107	<u><b>Active</b></u> NO	<u><b>Closing Date</b></u> 05/03/2021
	<b>Authorization:</b> ANG Angie Ramos			<b>Assign to :</b> SPECTR		
	<b>Summary:</b> Request for Proposal			<b>SPECTRUM PROPERTY</b>		
	<u><b>Job Location</b></u> 9 Pepperwood #	<u><b>Contact Name</b></u> Carol A Danna		<b>SERVICES</b>		
	<b>Phone (1):</b>					

**Detailed Description:** 4/28/21 - Homeowner Reports: I live in a unit with a large wood post and entry walk way. The paint and wood has been rotting away as well as the wooden post. I feel this needs attention VERY soon. Thank you.

If you could please inspect the wood post, entry walk way for any wood rot, and submit a proposal for the repairs. Please call the homeowner Carol at 949-637-5748 to schedule the inspection.

If you have any questions, please feel free to call me. Thank you.

5/3/21 - Proposal received in the amount of \$1,894.00 to inspect the wood post and entry walk way for any wood rot. AMR,

<b>W/O #</b> 50	<u><b>Create Date</b></u> 04/28/2021	<u><b>W/O Type</b></u> RFP Request for Proposal	<u><b>Lot/Unit #</b></u> 007	<u><b>Account #</b></u> 145478107	<u><b>Active</b></u> YES	
	<b>Authorization:</b> ANG Angie Ramos			<b>Assign to :</b> PRAS		
	<b>Summary:</b> Request for Proposal			<b>PACIFIC RIM ARCHITECTURAL</b>		
	<u><b>Job Location</b></u> 9 Pepperwood #	<u><b>Contact Name</b></u> Carol A Danna		<b>SRVC</b>		
	<b>Phone (1):</b>					

**Detailed Description:** 4/28/21 - Homeowner Reports: I live in a unit with a large wood post and entry walk way. The paint and wood has been rotting away as well as the wooden post. I feel this needs attention VERY soon. Thank you.

If you could please inspect the wood post, entry walk way for any wood rot, and submit a proposal for the repairs. Please call the homeowner Carol at 949-637-5748 to schedule the inspection.

If you have any questions, please feel free to call me. Thank you.

<b>W/O #</b> 51	<u><b>Create Date</b></u> 04/28/2021	<u><b>W/O Type</b></u> RFP Request for Proposal	<u><b>Lot/Unit #</b></u> 007	<u><b>Account #</b></u> 145478107	<u><b>Active</b></u> YES	
	<b>Authorization:</b> ANG Angie Ramos			<b>Assign to :</b> MGC		
	<b>Summary:</b> Request for Proposal			<b>MG CONSTRUCTION</b>		
	<u><b>Job Location</b></u> 9 Pepperwood #	<u><b>Contact Name</b></u> Carol A Danna		<b>Phone (1):</b>		

**Detailed Description:** 4/28/21 - Homeowner Reports: I live in a unit with a large wood post and entry walk way. The paint and wood has been rotting away as well as the wooden post. I feel this needs attention VERY soon. Thank you.

If you could please inspect the wood post, entry walk way for any wood rot, and submit a proposal for the repairs. Please call the homeowner Carol at 949-637-5748 to schedule the inspection.

If you have any questions, please feel free to call me. Thank you.

<b>W/O #</b> 52	<u><b>Create Date</b></u> 04/28/2021	<u><b>W/O Type</b></u> EML Email Received	<u><b>Lot/Unit #</b></u> 185	<u><b>Account #</b></u> 145429185	<u><b>Active</b></u> NO	<u><b>Closing Date</b></u> 05/19/2021
	<b>Authorization:</b> KAT Kathy FLing			<b>Assign to :</b> HLE		
	<b>Summary:</b> Bushes Infected			<b>HARVEST LANDSCAPE ENT.</b>		
	<u><b>Job Location</b></u> 84 Willowood #	<u><b>Contact Name</b></u> Elissa Spiegel		<b>INC</b>		
	<b>Phone (1): 714-746-2471</b>					

**Detailed Description:** Homeowner Reports: Landscape issue I was told by a Harvest employee that the bushes on the south side of my driveway (between 84-86) has a disease identified by the black and white spots. There is also disease on the bush in along the front walkway of 84. The disease needs to be treated to stop the degradation and prevent further issues.

Please inspect the bushes indicated and treat them as needed.

Proposal received in the amount of \$182.40.

5/19/21- Work order completed. RS

# Laurelmont Community Assn Work Order History - 05/19/2021

## Detailed Report

<b>W/O #</b> 53	<b>Create Date</b> 04/28/2021	<b>W/O Type</b> BOD Board Approved Proposal	<b>Lot/Unit #</b> 040	<b>Account #</b> 145510440	<b>Active</b> NO	<b>Closing Date</b> 05/19/2021
	<b>Authorization:</b> RAY	Rayna Schonwit				<b>Assign to :</b> SER1ST
	<b>Summary:</b>	53 Pepperwood Approved Proposal				SERVICEFIRST RESTORATION, INC
	<b>Job Location</b>	53 Pepperwood #	<b>Contact Name</b>			<b>Phone (1) :</b> 9492904030
			Kenneth Carter			
	<b>Detailed Description:</b> 4-28-21- Approved proposal to remove & replace wood rot frame and prime and paint new frame in the amount of \$825.00. Please provide before and after photos. Please confirm receipt. Please contact Homeowner to schedule work. Thank you.					
	5/19/21- Work has been completed. RS					
<b>W/O #</b> 54	<b>Create Date</b> 04/28/2021	<b>W/O Type</b> BOD Board Approved Proposal	<b>Lot/Unit #</b> 042	<b>Account #</b> 145509442	<b>Active</b> NO	<b>Closing Date</b> 05/19/2021
	<b>Authorization:</b> RAY	Rayna Schonwit				<b>Assign to :</b> SER1ST
	<b>Summary:</b>	55 Pepperwood Approved Proposal				SERVICEFIRST RESTORATION, INC
	<b>Job Location</b>	55 Pepperwood #	<b>Contact Name</b>			<b>Phone (1) :</b> 9496435336
			Louise V Gureghian			
	<b>Detailed Description:</b> 4-28-21- Approved Proposal to remove & replace wood rot fascia and prime and paint new wood in the amount of \$1,995.00. Please take before and after photos. Please confirm receipt. Please call the Homeowner to schedule work. Thank you!					
	5/19/21- Work has been completed. RS					
<b>W/O #</b> 55	<b>Create Date</b> 04/28/2021	<b>W/O Type</b> BOD Board Approved Proposal	<b>Lot/Unit #</b> 069	<b>Account #</b> 145553169	<b>Active</b> YES	
	<b>Authorization:</b> RAY	Rayna Schonwit				<b>Assign to :</b> HLE
	<b>Summary:</b>	Harvest Approved Proposal 87752				HARVEST LANDSCAPE ENT. INC
	<b>Job Location</b>	18 Primrose #	<b>Contact Name</b>			<b>Phone (1) :</b> 9496805777
			Kathleen A Garrett			
	<b>Detailed Description:</b> 4-28-21- Approved proposal #87752 to remove the tree behind 18 Primrose as proposed in the amount of \$400.00. Please confirm receipt and advise scheduled date of completion. Please advise when work has been completed. Thank you.					
<b>W/O #</b> 56	<b>Create Date</b> 04/28/2021	<b>W/O Type</b> BOD Board Approved Proposal	<b>Lot/Unit #</b> 069	<b>Account #</b> 145553169	<b>Active</b> YES	
	<b>Authorization:</b> RAY	Rayna Schonwit				<b>Assign to :</b> HLE
	<b>Summary:</b>	Approved Proposal #87747				HARVEST LANDSCAPE ENT. INC
	<b>Job Location</b>	18 Primrose #	<b>Contact Name</b>			<b>Phone (1) :</b> 9496805777
			Kathleen A Garrett			
	<b>Detailed Description:</b> 4-28-21- Approved proposal #87747 to perform a crown reduction on the tree outside of 18 Primrose in the amount of \$140.00. Please confirm receipt and provide a scheduled date of completion. Please advise when work has been completed. Thank you!					
<b>W/O #</b> 57	<b>Create Date</b> 04/28/2021	<b>W/O Type</b> BOD Board Approved Proposal	<b>Lot/Unit #</b> 110	<b>Account #</b> 145566110	<b>Active</b> NO	<b>Closing Date</b> 05/12/2021
	<b>Authorization:</b> RAY	Rayna Schonwit				<b>Assign to :</b> HLE
	<b>Summary:</b>	Approved Proposal #87716				HARVEST LANDSCAPE ENT. INC
	<b>Job Location</b>	76 Primrose #	<b>Contact Name</b>			<b>Phone (1) :</b> 9493480832
			Jefferey M Veeder			<b>Phone (2) :</b> 949-285-4746
	<b>Detailed Description:</b> 4-28-21- Approved Proposal #87716, but instead of installing a 15 gallon, please install a 5-gallon in the amount not to exceed \$150.00. Please confirm receipt and provide a scheduled date of completion. Please advise when work has been completed. Thank you!					
	5/12/21- Work has been completed, per vendor and photos. RS					

# Laurelmont Community Assn Work Order History - 05/19/2021

## Detailed Report

<b>W/O #</b> 58	<b>Create Date</b> 04/28/2021	<b>W/O Type</b> BOD Board Approved Proposal	<b>Lot/Unit #</b> 117	<b>Account #</b> 145558117	<b>Active</b> YES	
	<b>Authorization:</b> RAY	Rayna Schonwit			<b>Assign to :</b> HLE	
	<b>Summary:</b>	Approved Proposal #87720			<b>HARVEST LANDSCAPE ENT.</b>	
	<b>Job Location</b> 85 Primrose #		<b>Contact Name</b> Jill Boultinghouse		<b>Phone (1) :</b> 9497022360	
					<b>Phone (2) :</b> 9497162274	
	<b>Detailed Description:</b> 4-28-21- Approved Proposal #87720 option 1 to plant (9) 5-gallons next to 85 Primrose in the amount of \$312.50. Please confirm receipt and provide a scheduled date of completion. Please advise when work has been completed. Thank you!					
<b>W/O #</b> 59	<b>Create Date</b> 04/28/2021	<b>W/O Type</b> BOD Board Approved Proposal	<b>Lot/Unit #</b> 174	<b>Account #</b> 145426174	<b>Active</b> YES	
	<b>Authorization:</b> RAY	Rayna Schonwit			<b>Assign to :</b> MGC	
	<b>Summary:</b>	MG Approved Proposal			<b>MG CONSTRUCTION</b>	
	<b>Job Location</b> 68 Willowood #		<b>Contact Name</b> Roberto Feliciano		<b>Phone (1) :</b> 9492823714	
	<b>Detailed Description:</b> 4-28-21- Approved proposal to repair the fence at 68 Willowood in the amount of \$990.00. Please confirm receipt and provide a scheduled date of completion. Please advise when work has been completed. Please prepare before and after photos. Thank you!					
<b>W/O #</b> 60	<b>Create Date</b> 04/28/2021	<b>W/O Type</b> BOD Board Approved Proposal	<b>Lot/Unit #</b> 174	<b>Account #</b> 145426174	<b>Active</b> NO	<b>Closing Date</b> 05/19/2021
	<b>Authorization:</b> RAY	Rayna Schonwit			<b>Assign to :</b> HLE	
	<b>Summary:</b>	Approved Proposal #87741			<b>HARVEST LANDSCAPE ENT.</b>	
	<b>Job Location</b> 68 Willowood #		<b>Contact Name</b> Roberto Feliciano		<b>Phone (1) :</b> 9492823714	
	<b>Detailed Description:</b> 4-28-21- Approved proposal #87741 to remove the tree next to 68 Willowood in the amount of \$1,300.00. Please confirm receipt and provide a scheduled date of completion. Please advise when work has been completed and prepare before and after photos. Thank you!					
	5/19/21- Tree has been removed, as verified by Board member. Management has requested they go to clean up debris left over from removal. RS					
<b>W/O #</b> 62	<b>Create Date</b> 04/30/2021	<b>W/O Type</b> BOD Board Approved Proposal	<b>Lot/Unit #</b> 166	<b>Account #</b> 194359166	<b>Active</b> YES	
	<b>Authorization:</b> RAY	Rayna Schonwit			<b>Assign to :</b> SPECTR	
	<b>Summary:</b>	60 Willowood approved proposal			<b>SPECTRUM PROPERTY</b>	
	<b>Job Location</b> 60 Willowood #		<b>Contact Name</b> Melissa M Lockett		<b>Phone (1) :</b>	
	<b>Detailed Description:</b> 4/30/21- Approved proposal #11817 to repair concrete in the walkway of 60 Willowood in the amount of \$1,368.22. Please contact the Homeowner to schedule. Thank you!					
<b>W/O #</b> 63	<b>Create Date</b> 05/03/2021	<b>W/O Type</b> WOR Work Order	<b>Lot/Unit #</b> 164	<b>Account #</b> 145421164	<b>Active</b> NO	<b>Closing Date</b> 05/19/2021
	<b>Authorization:</b> ANG	Angie Ramos			<b>Assign to :</b> ATP	
	<b>Summary:</b>	Termite repairs due to escrow			<b>ACCURATE TERMITE &amp;</b>	
	<b>Job Location</b> 58 Willowood #		<b>Contact Name</b> Arseny Kalinsky		<b>Phone (1) :</b> 9496433414	
					<b>Phone (2) :</b> 9492123143	
	<b>Detailed Description:</b> 5/3/21 - Per your report #65680 in the amount \$650.00, please proceed with the termite repairs at 58 Willowood due to escrow.					
	If you have any questions, please feel free to call me.					
	Thank you.					
	5/19/21 - Work completed - AMR					

**Laurelmont Community Assn**  
**Work Order History - 05/19/2021**

Detailed Report

W/O # 64      Create Date      W/O Type      Lot/Unit #      Account #      Active      Closing Date  
 05/04/2021      RFP      Request for Proposal      131      193147131      NO      05/11/2021  
**Authorization:** ANG      Angie Ramos      **Assign to :** MGC  
**Summary:** Request for Proposal      **MG CONSTRUCTION**  
Job Location      Contact Name      **Phone (1) :** 949-690-9800  
 13 Willowood #      HJ Bird-Gipson

**Detailed Description:** 5/4/21 - Request for proposal to repair or replace the damaged dryrot around the exterior window trim located at the behind the home on the left side downstairs. There is also dryrot by the front door next to the downspout on the lower right hand corner. Repairs are due to escrow closing Wednesday, 5/12/21.

Please inspect the window trim, lower right hand corner by the front and submit a proposal for the repairs. Approved at a NTE \$500.00

Thank you.

5/11/21 - Work has been completed - AMR

W/O # 65      Create Date      W/O Type      Lot/Unit #      Account #      Active      Closing Date  
 05/05/2021      WOR      Work Order      037      145522737      NO      05/07/2021  
**Authorization:** ANG      Angie Ramos      **Assign to :** JAM  
**Summary:** Water leak coming from shower      **JAMES LECOURT PLUMBING**  
Job Location      Contact Name      **Phone (1) :** 9498561037  
 50 Pepperwood #      John Paulson      **Phone (2) :** 9496835316

**Detailed Description:** 5/5/21 - Tenant is reporting water is leak coming from the 2nd floor shower down to the garage.

If you could please inspect and submit report to HOA. Please contact tenant Nastafa at 949-278-2477 he will be available after 10AM tomorrow morning.

If you have any questions, please feel free to call me.

Thank you.

5/7/21 - Work has been completed (HO responsibility and payment was received onsite) AMR

W/O # 66      Create Date      W/O Type      Lot/Unit #      Account #      Active      Closing Date  
 05/06/2021      WOR      Work Order      095      212767795      NO      05/19/2021  
**Authorization:** RAY      Rayna Schonwit      **Assign to :** SPECTR  
**Summary:** Spectrum Inspection      **SPECTRUM PROPERTY**  
Job Location      Contact Name      **Phone (1) :**  
 51 Primrose #      Scott Plosker      **SERVICES**

**Detailed Description:** 5/6/21- Request for an inspector with Spectrum to join myself and a Board member in inspecting a home that did unapproved construction that may have caused damage to neighbor's home (large crack in wall). We would appreciate your expert opinion. Please send someone out to join us today, 5/6, at 3:30pm. Thank you!

5/6/21- Work order completed. RS

W/O # 67      Create Date      W/O Type      Lot/Unit #      Account #      Active  
 05/07/2021      MGT      Management      185      145429185      YES  
**Authorization:** RAY      Rayna Schonwit      **Assign to :** HLE  
**Summary:** Treat Hedge for Aphids      **HARVEST LANDSCAPE ENT.**  
Job Location      Contact Name      **Phone (1) :** 714-746-2471  
 84 Willowood #      Elissa Spiegel

**Detailed Description:** 5/7/21- Approved proposal to treat the hedges in front of 84 Willowood for aphids in the amount of \$182.40. Thank you.

# Laurelmont Community Assn Work Order History - 05/19/2021

## Detailed Report

W/O #	Create Date	W/O Type	Lot/Unit #	Account #	Active
68	05/11/2021	RFP Request for Proposal	177	204278177	YES
<b>Authorization:</b> RAY Rayna Schonwit					<b>Assign to :</b> SER1ST
<b>Summary:</b> Exterior Cracks					SERVICEFIRST RESTORATION,
<b>Job Location</b>			<b>Contact Name</b>		<b>Phone (1) :</b>
73 Willowood #			Thomas L James		
<b>Detailed Description:</b> 5/11/21- "we have active soil slippage in the community, particularly in those buildings located on the slope by the trail.					
<p>These photos are from the front of my unit where my garage meets 71 Willowood. I will be sending additional photos from the rear of the house, one showing the patio sliding away from the structure, as well as one from the inside showing a crack in the wallboard from this problem.</p> <p>Please open a work order to get estimates to clean up and seal the exterior cracks and prevent moisture intrusion."</p> <hr/> <p>Per the Homeowner, please provide a proposal to seal the exterior cracks to prevent moisture intrusion. Please see photos attached. Thank you!</p>					

W/O #	Create Date	W/O Type	Lot/Unit #	Account #	Active
69	05/11/2021	RFP Request for Proposal	177	204278177	YES
<b>Authorization:</b> RAY Rayna Schonwit					<b>Assign to :</b> SPECTR
<b>Summary:</b> Exterior Cracks					SPECTRUM PROPERTY
<b>Job Location</b>			<b>Contact Name</b>		<b>Phone (1) :</b>
73 Willowood #			Thomas L James		
<b>Detailed Description:</b> 5/11/21- "we have active soil slippage in the community, particularly in those buildings located on the slope by the trail.					
<p>These photos are from the front of my unit where my garage meets 71 Willowood. I will be sending additional photos from the rear of the house, one showing the patio sliding away from the structure, as well as one from the inside showing a crack in the wallboard from this problem.</p> <p>Please open a work order to get estimates to clean up and seal the exterior cracks and prevent moisture intrusion."</p> <hr/> <p>Per the Homeowner, please provide a proposal to seal the exterior cracks to prevent moisture intrusion. Please see photos attached. Thank you!</p>					

W/O #	Create Date	W/O Type	Lot/Unit #	Account #	Active
70	05/12/2021	RFP Request for Proposal	086	217053086	YES
<b>Authorization:</b> RAY Rayna Schonwit					<b>Assign to :</b> SPECTR
<b>Summary:</b> Concrete Cracking					SPECTRUM PROPERTY
<b>Job Location</b>			<b>Contact Name</b>		<b>Phone (1) :</b> 949-315-5344
42 Primrose #			Saeed Amirnazari		
<b>Detailed Description:</b> 5/12/21- Please provide a proposal to repair the cracked concrete on this Homeowners driveway. Please see the photos attached. Thank you!					

W/O #	Create Date	W/O Type	Lot/Unit #	Account #	Active
71	05/12/2021	RFP Request for Proposal	086	217053086	YES
<b>Authorization:</b> RAY Rayna Schonwit					<b>Assign to :</b> HLE
<b>Summary:</b> Tree Roots Cracked Concrete					HARVEST LANDSCAPE ENT.
<b>Job Location</b>			<b>Contact Name</b>		<b>Phone (1) :</b> 949-315-5344
42 Primrose #			Saeed Amirnazari		
<b>Detailed Description:</b> 5/12/21- Please go out and inspect the trees near the driveway of this home. The driveway has cracks in it and the Homeowner suspects it is from tree roots. Please provide a proposal to remove the tree if you suspect it is causing damage to the concrete. Thank you!					

# Laurelmont Community Assn Work Order History - 05/19/2021

## Detailed Report

<b>W/O #</b> 72	<b>Create Date</b> 05/12/2021	<b>W/O Type</b> RFP Request for Proposal	<b>Lot/Unit #</b> 070	<b>Account #</b> 232303170	<b>Active</b> YES	
	<b>Authorization:</b>	ANG Angie Ramos			<b>Assign to :</b>	SPECTR
	<b>Summary:</b>	Request for Proposal				SPECTRUM PROPERTY
	<b>Job Location</b>	19 Primrose #	<b>Contact Name</b>	Esteban Guijarro	<b>Phone (1):</b>	
<b>Detailed Description:</b> 5/12/21 - Homeowner is reporting there is wood deteriorating in entry of his front porch and there is beam that has dryrot.						
If you could please inspect and submit a proposal for the repairs. Please contact homeowner Esteban 562-382-3592 to schedule.						
Thank you.						
<b>W/O #</b> 73	<b>Create Date</b> 05/12/2021	<b>W/O Type</b> BOD Board Approved Proposal	<b>Lot/Unit #</b>	<b>Account #</b>	<b>Active</b> NO	<b>Closing Date</b> 05/19/2021
	<b>Authorization:</b>	RAY Rayna Schonwit			<b>Assign to :</b>	AQUAL
	<b>Summary:</b>	Approved Proposal Acid Controllers				AQUALINE POOL SERVICE
	<b>Job Location</b>		<b>Contact Name</b>		<b>Phone (1):</b>	
<b>Detailed Description:</b> 5/12/21- Approved proposal to install (2) acid pumps and (1) storage tank for controllers in the amount of \$1,555.21. Please install as soon as possible. We would like to open the pool by the weekend. Thank you!						
5/13/21- Work has been completed, as verified by Board member. RS						
<b>W/O #</b> 74	<b>Create Date</b> 05/14/2021	<b>W/O Type</b> RFP Request for Proposal	<b>Lot/Unit #</b> 107	<b>Account #</b> 145569107	<b>Active</b> YES	
	<b>Authorization:</b>	RAY Rayna Schonwit			<b>Assign to :</b>	CHAMP
	<b>Summary:</b>	Asphalt Patching				CHAMPION PAVING, INC.
	<b>Job Location</b>	70 Primrose #	<b>Contact Name</b>	Raymond M Lewis	<b>Phone (1):</b>	949-290-9115
<b>Detailed Description:</b> 5/14/21- Please provide a proposal to do patch work on the asphalt near 70 Primrose. Please see photo attached. Thank you!						
<b>W/O #</b> 75	<b>Create Date</b> 05/17/2021	<b>W/O Type</b> RFP Request for Proposal	<b>Lot/Unit #</b> 060	<b>Account #</b> 145533760	<b>Active</b> YES	
	<b>Authorization:</b>	RAY Rayna Schonwit			<b>Assign to :</b>	SER1ST
	<b>Summary:</b>	Wood Rot 9 Primrose				SERVICEFIRST RESTORATION,
	<b>Job Location</b>	9 Primrose #	<b>Contact Name</b>	Kimberly Razi	<b>Phone (1):</b>	
<b>Detailed Description:</b> 5/17/21- Homeowner reports wood rot on the back of home. Please go out to inspect and provide a proposal to repair. Please contact the Homeowner to schedule. Thank you!						
<b>W/O #</b> 76	<b>Create Date</b> 05/17/2021	<b>W/O Type</b> RFP Request for Proposal	<b>Lot/Unit #</b> 060	<b>Account #</b> 145533760	<b>Active</b> YES	
	<b>Authorization:</b>	RAY Rayna Schonwit			<b>Assign to :</b>	SPECTR
	<b>Summary:</b>	Wood Rot 9 Primrose				SPECTRUM PROPERTY
	<b>Job Location</b>	9 Primrose #	<b>Contact Name</b>	Kimberly Razi	<b>Phone (1):</b>	
<b>Detailed Description:</b> 5/17/21- Homeowner reports wood rot on the back of home. Please go out to inspect and provide a proposal to repair. Please contact the Homeowner to schedule. Thank you!						



# Laurelmont Community Assn Work Order History - 05/19/2021

## Detailed Report

<b>W/O #</b> 77	<b>Create Date</b> 05/17/2021	<b>W/O Type</b> RFP Request for Proposal	<b>Lot/Unit #</b> 060	<b>Account #</b> 145533760	<b>Active</b> YES	
	<b>Authorization:</b> RAY	Rayna Schonwit			<b>Assign to :</b> MGC	
	<b>Summary:</b>	Wood Rot 9 Primrose			MG CONSTRUCTION	
	<b>Job Location</b>		<b>Contact Name</b>		<b>Phone (1) :</b>	
	9 Primrose #		Kimberly Razi			
	<b>Detailed Description:</b> 5/17/21- Homeowner reports wood rot on the back of home. Please go out to insepct and provide a proposal to repair. Please contact the Homeowner to schedule. Thank you!					
<b>W/O #</b> 78	<b>Create Date</b> 05/17/2021	<b>W/O Type</b> RFP Request for Proposal	<b>Lot/Unit #</b> 166	<b>Account #</b> 194359166	<b>Active</b> NO	<b>Closing Date</b> 05/19/2021
	<b>Authorization:</b> RAY	Rayna Schonwit			<b>Assign to :</b> SER1ST	
	<b>Summary:</b>	60 Willowood Insepction			SERVICEFIRST RESTORATION,	
	<b>Job Location</b>		<b>Contact Name</b>		<b>Phone (1) :</b>	
	60 Willowood #		Melissa M Lockett			
	<b>Detailed Description:</b> 5/17/21- Please go out to inspect the interior of 60 Willowood due to water intrusion issues. Please provide a proposal for remediation if needed. Please contact the Homeowner to schedule. Thank you!					
	5/19/21- No moisutre found except in garage where hosebib is leaking. Please see work order 84. Severson called out to repair leak. No leak found. RS					
<b>W/O #</b> 79	<b>Create Date</b> 05/17/2021	<b>W/O Type</b> RFP Request for Proposal	<b>Lot/Unit #</b> 166	<b>Account #</b> 194359166	<b>Active</b> YES	
	<b>Authorization:</b> RAY	Rayna Schonwit			<b>Assign to :</b> 041620	
	<b>Summary:</b>	60 Willowood Inspection			DRYMASTER	
	<b>Job Location</b>		<b>Contact Name</b>		<b>Phone (1) :</b>	
	60 Willowood #		Melissa M Lockett			
	<b>Detailed Description:</b> 5/17/21- Please go out to inspect the interior of 60 Willowood due to water intrusion issues. Please provide a proposal for remediation if needed. Please contact the Homeowner to schedule. Thank you!					
<b>W/O #</b> 80	<b>Create Date</b> 05/17/2021	<b>W/O Type</b> RFP Request for Proposal	<b>Lot/Unit #</b> 069	<b>Account #</b> 145553169	<b>Active</b> YES	
	<b>Authorization:</b> RAY	Rayna Schonwit			<b>Assign to :</b> ALPHA	
	<b>Summary:</b>	18 Primrose Concrete Leveling Proposal			ALPHA REGIONAL, INC.	
	<b>Job Location</b>		<b>Contact Name</b>		<b>Phone (1) :</b> 9496805777	
	18 Primrose #		Kathleen A Garrett			
	<b>Detailed Description:</b> 5/17/21- Request for proposal to level the concrete in front of 18 Primrose. Thank you!					
<b>W/O #</b> 81	<b>Create Date</b> 05/17/2021	<b>W/O Type</b> RFP Request for Proposal	<b>Lot/Unit #</b> 069	<b>Account #</b> 145553169	<b>Active</b> YES	
	<b>Authorization:</b> RAY	Rayna Schonwit			<b>Assign to :</b> CHAMP	
	<b>Summary:</b>	18 Primrose Concrete Leveling Proposal			CHAMPION PAVING, INC.	
	<b>Job Location</b>		<b>Contact Name</b>		<b>Phone (1) :</b> 9496805777	
	18 Primrose #		Kathleen A Garrett			
	<b>Detailed Description:</b> 5/17/21- Request for proposal to level the concrete in front of 18 Primrose. Thank you!					
<b>W/O #</b> 82	<b>Create Date</b> 05/17/2021	<b>W/O Type</b> WOR Work Order	<b>Lot/Unit #</b>	<b>Account #</b>	<b>Active</b> YES	
	<b>Authorization:</b> RAY	Rayna Schonwit			<b>Assign to :</b> ROYA	
	<b>Summary:</b>	Back Gate Key Fob Not Working			ERIC P. SMITH	
	<b>Job Location</b>		<b>Contact Name</b>		<b>Phone (1) :</b>	
	<b>Detailed Description:</b> 5/17/21- Please go out to repair the key pad/fob on the back gate of the Laurelmont pool. 100 Willowood. Please confirm receipt.					

# Laurelmont Community Assn Work Order History - 05/19/2021

## Detailed Report

<b>W/O #</b> 83	<b><u>Create Date</u></b> 05/17/2021	<b><u>W/O Type</u></b> RFP Request for Proposal	<b><u>Lot/Unit #</u></b> 166	<b><u>Account #</u></b> 194359166	<b><u>Active</u></b> NO	<b><u>Closing Date</u></b> 05/19/2021
	<b>Authorization:</b> ANG	Angie Ramos			<b>Assign to :</b> HLE	
	<b>Summary:</b>	Request for Proposal			<b>HARVEST LANDSCAPE ENT.</b>	
	<b><u>Job Location</u></b> 60 Willowood #		<b><u>Contact Name</u></b> Melissa M Lockett		<b>Phone (1) :</b>	

**Detailed Description:** 5/17/21 - Homeowner is reporting there is another tree in her front yard that may need to be removed as well.

Per my telephone conversation with Moises Salinas earlier this afternoon, he is able to go out this week to inspect the tree and submit a proposal (please attached photo). Harvest is scheduled to remove one tree next week, but we would like to have both trees removed at the same time.

If you have any questions, please feel free to call me.

Thank you.

5/19/21- Proposal received in the amount of \$950.00. RS

<b>W/O #</b> 84	<b><u>Create Date</u></b> 05/18/2021	<b><u>W/O Type</u></b> WOR Work Order	<b><u>Lot/Unit #</u></b> 166	<b><u>Account #</u></b> 194359166	<b><u>Active</u></b> NO	<b><u>Closing Date</u></b> 05/19/2021
	<b>Authorization:</b> ANG	Angie Ramos			<b>Assign to :</b> SEV	
	<b>Summary:</b>	Water leaking at hose bib			<b>SEVERSON PLUMBING</b>	
	<b><u>Job Location</u></b> 60 Willowood #		<b><u>Contact Name</u></b> Melissa M Lockett		<b>Phone (1) :</b> 949-306-6992	

**Detailed Description:** 5/18/21 - The hose bib located by the garage is leaking.

Could you please inspect and make any necessary repairs. Please contact homeowner Melissa at 949-306-6992.

Thank you.

5/19/21- Per vendor, osebib not broken, hose is leaking, Homeowner will be billed for trip fee. RS

<b>W/O #</b> 85	<b><u>Create Date</u></b> 05/19/2021	<b><u>W/O Type</u></b> WOR Work Order	<b><u>Lot/Unit #</u></b>	<b><u>Account #</u></b>	<b><u>Active</u></b> YES	
	<b>Authorization:</b> RAY	Rayna Schonwit			<b>Assign to :</b> PTC001	
	<b>Summary:</b>	Clean Pool Furniture & Spider Webs			<b>PERSONAL TOUCH CLEANING</b>	
	<b><u>Job Location</u></b>		<b><u>Contact Name</u></b>		<b>Phone (1) :</b>	

**Detailed Description:** 5/19/21- Please ensure to clean the pool furniture and spider webs in the pool area of Laurelmont. This was requested several weeks ago and Homeowners are complaining. Thank you!

<b>W/O #</b> 86	<b><u>Create Date</u></b> 05/19/2021	<b><u>W/O Type</u></b> WOR Work Order	<b><u>Lot/Unit #</u></b>	<b><u>Account #</u></b>	<b><u>Active</u></b> YES	
	<b>Authorization:</b> RAY	Rayna Schonwit			<b>Assign to :</b> AQUAL	
	<b>Summary:</b>	Please Clean Deep End of Pool Floor			<b>AQUALINE POOL SERVICE</b>	
	<b><u>Job Location</u></b>		<b><u>Contact Name</u></b>		<b>Phone (1) :</b>	

**Detailed Description:** 5/19/21- Homeowner reports that there is a film and some leaves at the bottom of the pool in the deep end at Laurelmont. Please clean. Thank you!

**Laurelmont Community Assn**  
**Work Order History - 05/19/2021**

Detailed Report

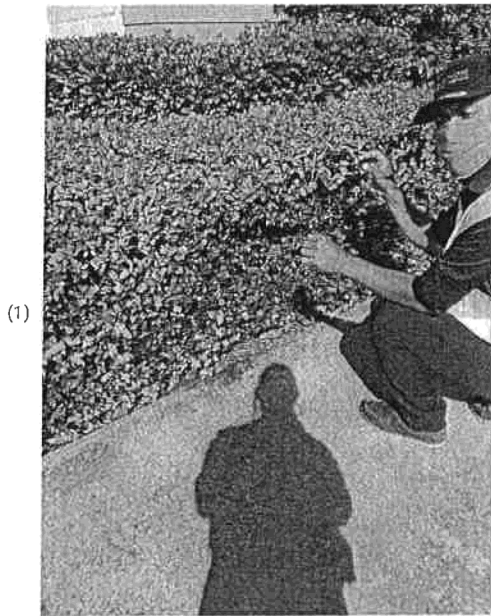
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<b>W/O #</b> 87	<b>Create Date</b> 05/19/2021	<b>W/O Type</b> RFP Request for Proposal	<b>Lot/Unit #</b> 110	<b>Account #</b> 145566110	<b>Active</b> YES
	<b>Authorization:</b> ANG	Angie Ramos			<b>Assign to :</b> MGC
	<b>Summary:</b>	Request for Proposal			MG CONSTRUCTION
	<b>Job Location</b> 76 Primrose #		<b>Contact Name</b> Jefferey M Veeder		<b>Phone (1) :</b> 949-933-4746
<b>Detailed Description:</b>	5/19/21 - We would like to request a proposal to repair or replace wood dryrot this was found during a termite inspection. The property is currently in escrow and the homeowner would like this taken care of. Please see yellow highlighted on the attached Termite Report.				
	Please contact homeowner Jefferey Veeder at 949-933-4746.				
	If you have any questions, please feel free to call me. Thank you.				

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Contact: Rayna Schonwit  
Company: Otis HOA Management  
Phone: 888-516-6532  
Email: rayna@otishoa.com

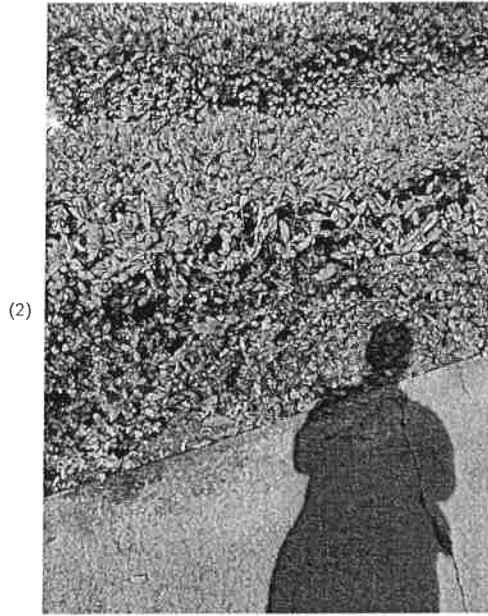
Created: Tue 04 May 10:55 2021  
Location: Laurelmont Community Association  
Title: 5/4/21 9:00am  
No. Items: 8



Laur\_5421900A\_210504105530.jpeg

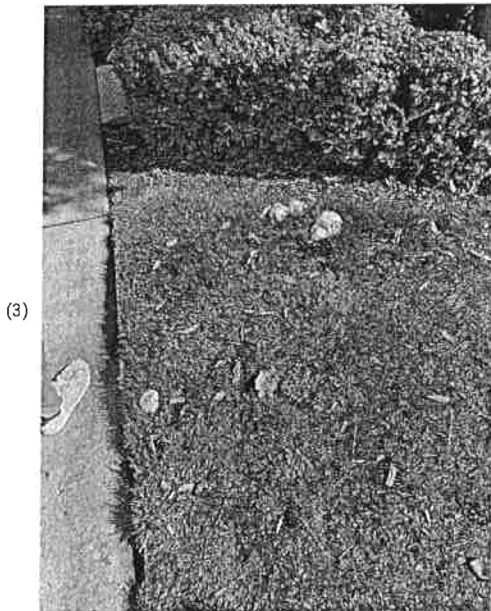
Created: Tue 04 May 10:55 2021

Diseased plants, expecting a proposal from Harvest to treat it at 84 Willowood



Laur\_5421900A\_210504105530\_1.jpeg

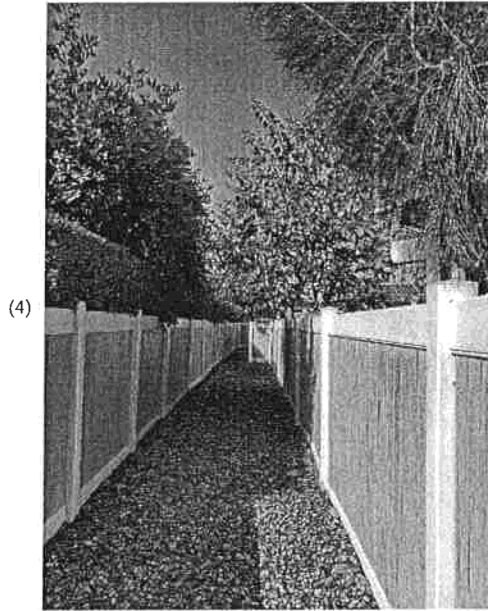
Created: Tue 04 May 10:55 2021



Laur\_5421900A\_210504105530\_2.jpeg

Created: Tue 04 May 10:55 2021

Mushrooms to be removed and a proposal from Harvest for sod at 84 Willowood



Laur\_5421900A\_210504105531\_2.jpeg

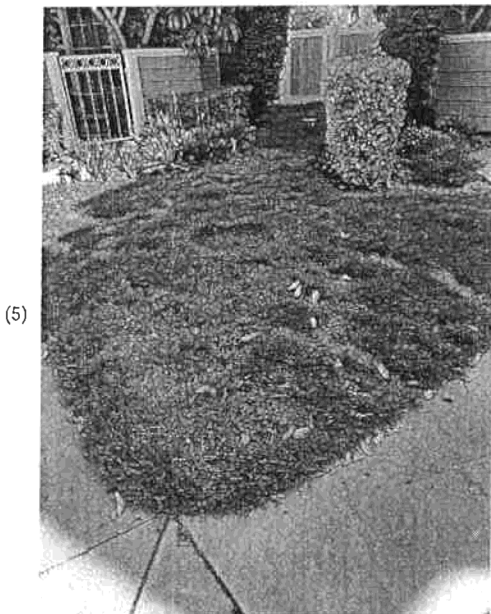
Created: Tue 04 May 10:55 2021

Courtesy notice to Homeowner at 85-87 Willowood to trim trees in backyard



Contact: Rayna Schonwit  
Company: Otis HOA Management  
Phone: 888-516-6532  
Email: rayna@otishoa.com

Created: Tue 04 May 10:55 2021  
Location: Laurelmont Community Association  
Title: 5/4/21 9:00am  
No. Items: 8



(5)

Laur\_5421900A\_210504105531\_3.jpeg

Created: Tue 04 May 10:55 2021

Proposal from Harvest to plant a tree and sod next to 21 Pepperwood

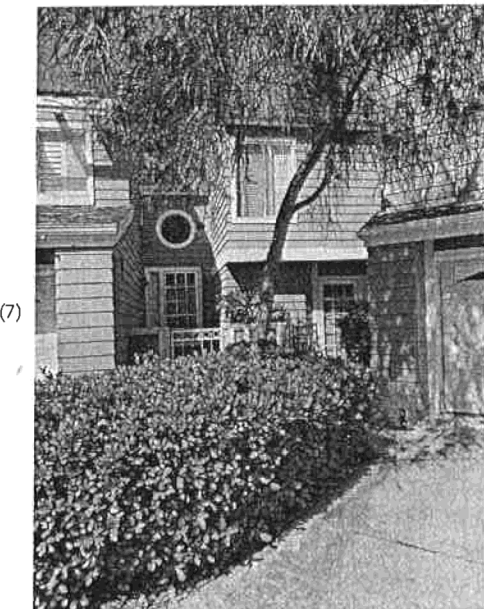


(6)

Laur\_5421900A\_210504105531\_6.jpeg

Created: Tue 04 May 10:55 2021

Management to obtain a proposal to level the concrete next to 18 Primrose



(7)

Laur\_5421900A\_210504105532.jpeg

Created: Tue 04 May 10:55 2021

Courtesy notice to 42-44 Primrose to remove Christmas lights



(8)

Laur\_5421900A\_210504105532\_1.jpeg

Created: Tue 04 May 10:55 2021

Management to obtain a proposal to patch the asphalt on Primrose



Contact: Rayna Schonwit                      Created: Tue 04 May 10:55 2021  
Company: Otis HOA Management            Location: Laurelmont Community Association  
Phone: 888-516-6532                        Title: 5/4/21 9:00am  
Email: rayna@otishoa.com                 No. Items: 8

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Kathy and Elissa from the landscape committee, Tom and Mark from the Board, Fernando with Harvest, and Josh and I with Otis attended the inspection.

Close violations for Homeowners that complied- 71 Pepperwood - tree maint.; 34 Primrose - trim trees away from chimney

New courtesy notice to 42-44 Primrose to take Christmas lights down, 85-87 Willowood to trim trees in backyard, 48 Pepperwood to trim trees in backyard

2nd courtesy notice to 65 Pepperwood for view obstruction, 9 Primrose for palm tree maint in backyard, 39 Primrose for unapproved lattice on home, 49 Primrose for wooden fence

3rd courtesy notice for 54 Primrose to trim trees in front courtyard

Call to Hearing notice to 86 Primrose for unapproved work and port a potty

Management will send out an email blast and include in the newsletter information about contacting Management instead of confronting Harvest landscapers about issues. Will also include rotation schedule and map.

Proposals from Harvest: 84 Willowood disease treatment, sod; 21 Pepperwood tree replacement, sod; 51-53 Primrose shrub replacement; 40 Primrose tree trimming; sds of growth regulator for whole community

Proposals Management will obtain: to patch asphalt on Primrose, to grind concrete next to 18 Primrose, will continue to work on contacting SDGE for LED streetlights

Management will send out an email blast to Homeowners regarding the spraying of growth regulator on Thursday and Friday of next week, 5/13 and 5/14 with SDS attached



**Budget Summary Report  
 Laurelmont Community Association  
 Dept: 424 - Laurelmont Community Assoc.  
 2021 Approved Budget**

	<b>2021 Budget</b>
<b>Assessment Income</b>	
4000 - Residential Assessments	1,134,365.40
<b>Total Assessment Income</b>	<b>1,134,365.40</b>
<b>User Fee Income</b>	
4225 - Key Fees	0.00
<b>Total User Fee Income</b>	<b>0.00</b>
<b>Collections Income</b>	
4700 - Collection Processing Fees	0.00
4710 - Late Fees & Interest	0.00
<b>Total Collections Income</b>	<b>0.00</b>
<b>Other Income</b>	
4810 - Compliance Fines	0.00
<b>Total Other Income</b>	<b>0.00</b>
<b>Investment Income</b>	
4910 - Interest Earned - Reserve Accounts	0.00
<b>Total Investment Income</b>	<b>0.00</b>
<b>Total Laurelmont Community Assoc. Income</b>	<b>1,134,365.40</b>
<b>Administrative</b>	
5010 - Bad Debt	2,800.00
5060 - Interest Incurred - Repipe Project	50,000.00
5105 - Reserve Studies	1,275.00
5195 - Other Administrative Services	5,000.00
<b>Total Administrative</b>	<b>59,075.00</b>
<b>Communications</b>	
5210 - Printing & Copying	10,000.00
5215 - Postage	300.00
<b>Total Communications</b>	<b>10,300.00</b>
<b>Insurance</b>	
5400 - Insurance Premiums	47,775.00
5425 - Earthquake Insurance Premiums	14,700.00
<b>Total Insurance</b>	<b>62,475.00</b>
<b>Utilities</b>	
6000 - Electric Service	18,000.00
6005 - Gas Service	6,500.00
6025 - Water Service	37,183.00
<b>Total Utilities</b>	<b>61,683.00</b>
<b>Landscaping</b>	
6100 - Grounds & Landscaping - Contract	149,644.80
6110 - Landscape Repair & Maintenance	5,000.00
6160 - Tree Maintenance	16,965.00
6199 - Landscape Other	5,379.35
6200 - Irrigation Repair & Maintenance	5,000.00
6310 - Backflow Device Inspection	500.00
<b>Total Landscaping</b>	<b>182,489.15</b>

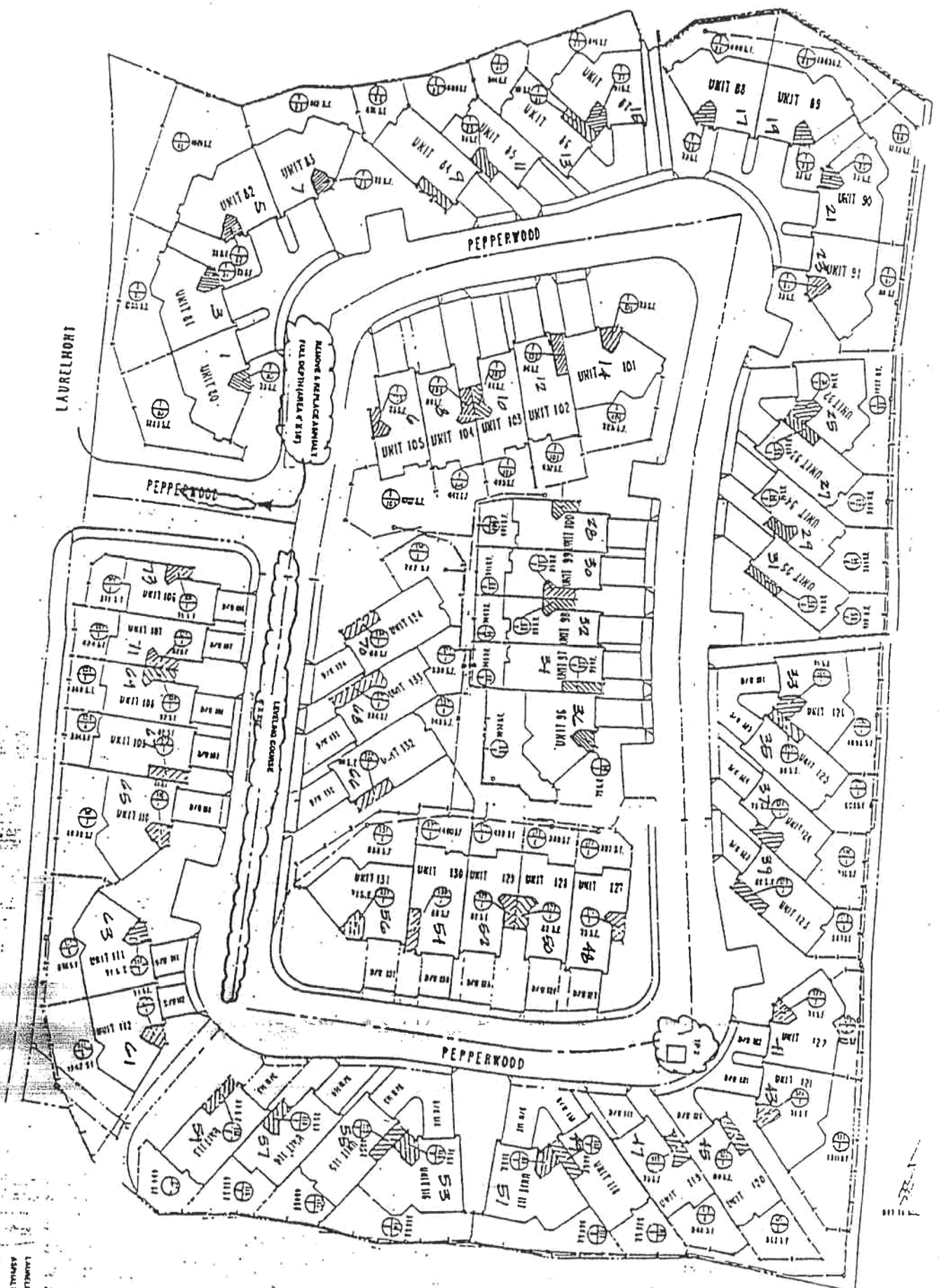


**Budget Summary Report**  
**Laurelmont Community Association**  
**Dept: 424 - Laurelmont Community Assoc.**  
**2021 Approved Budget**

	<b>2021 Budget</b>
<b>Property Protection</b>	
6440 - Property Protection	8,616.48
<b>Total Property Protection</b>	<b>8,616.48</b>
<b>Operations</b>	
6300 - Permits & Licenses	600.00
<b>Total Operations</b>	<b>600.00</b>
<b>Contracted Services</b>	
6430 - Janitorial Services	5,360.00
6434 - Pest Control	10,680.00
6438 - Pool Management	6,900.00
6495 - Street Sweeping Services	0.00
<b>Total Contracted Services</b>	<b>22,940.00</b>
<b>Repair &amp; Maintenance</b>	
6515 - Building Repair & Maintenance	10,000.00
6530 - Common Areas - Repipe project	100,099.85
6545 - Electrical Supplies/Repair & Maintenance	2,822.00
6595 - Gate & Monument Repair & Maintenance	5,500.00
6600 - General Repair & Maintenance	15,000.00
6635 - Janitorial Supplies & Maintenance	1,500.00
6695 - Plumbing Supplies/Repair & Maintenance	20,276.92
6700 - Pool Supplies/Repair & Maintenance	6,500.00
6702 - Pool Chemicals	1,000.00
6725 - Roof Repair & Maintenance	33,048.00
6795 - Other Supplies/Repair & Maintenance	10,000.00
<b>Total Repair &amp; Maintenance</b>	<b>205,746.77</b>
<b>Professional Services</b>	
7000 - Audit & Tax Services	1,200.00
7030 - Legal Services - General Counsel	6,000.00
7040 - Management Fees	33,240.00
7095 - Other Professional Services	0.00
<b>Total Professional Services</b>	<b>40,440.00</b>
<b>Reserves</b>	
9105 - Reserve Contribution Expense	480,000.00
<b>Total Reserves</b>	<b>480,000.00</b>
<b>Total Laurelmont Community Assoc. Expense</b>	<b>1,134,365.40</b>
<b>Total Laurelmont Community Assoc. Net Income / (Loss)</b>	<b>(0.00)</b>

**Budget Summary Report**  
**Laurelmont Community Association**  
**Dept: RESERVE - Reserves**  
**2021 Approved Budget**

	<b>2021 Budget</b>
<b>Investment Income</b>	
4905 - Reserve Contribution Income	480,000.00
4910 - Interest Earned - Reserve Accounts	0.00
<b>Total Investment Income</b>	<b>480,000.00</b>
<b>Total Reserves Income</b>	<b>480,000.00</b>
<b>Reserves</b>	
9834 - Contingency Reserve	13,980.60
9844 - Doors Reserve	35,632.08
9852 - Fences, Gates & Walls Reserve	94,725.60
9868 - Gas Lines Reserve	18,537.00
9884 - Irrigation Reserve	4,510.68
9886 - Landscape Reserve	7,771.80
9892 - Lighting Reserve	3,374.64
9902 - Mailbox Reserve	3,575.16
9914 - Painting Reserve	49,675.20
9918 - Pest Control Reserve	11,212.56
9920 - Plumbing Reserve	18,537.00
9924 - Pools & Spas Reserve	17,730.48
9936 - Roof Reserve	123,779.64
9944 - Siding/Wood Replacement Reserve	22,249.20
9946 - Signs Reserve	891.24
9952 - Street Reserve	53,817.12
<b>Total Reserves</b>	<b>480,000.00</b>
<b>Total Reserves Expense</b>	<b>480,000.00</b>
<b>Total Reserves Net Income / (Loss)</b>	<b>(0.00)</b>
<b>Total Association Net Income / (Loss)</b>	<b>(0.00)</b>



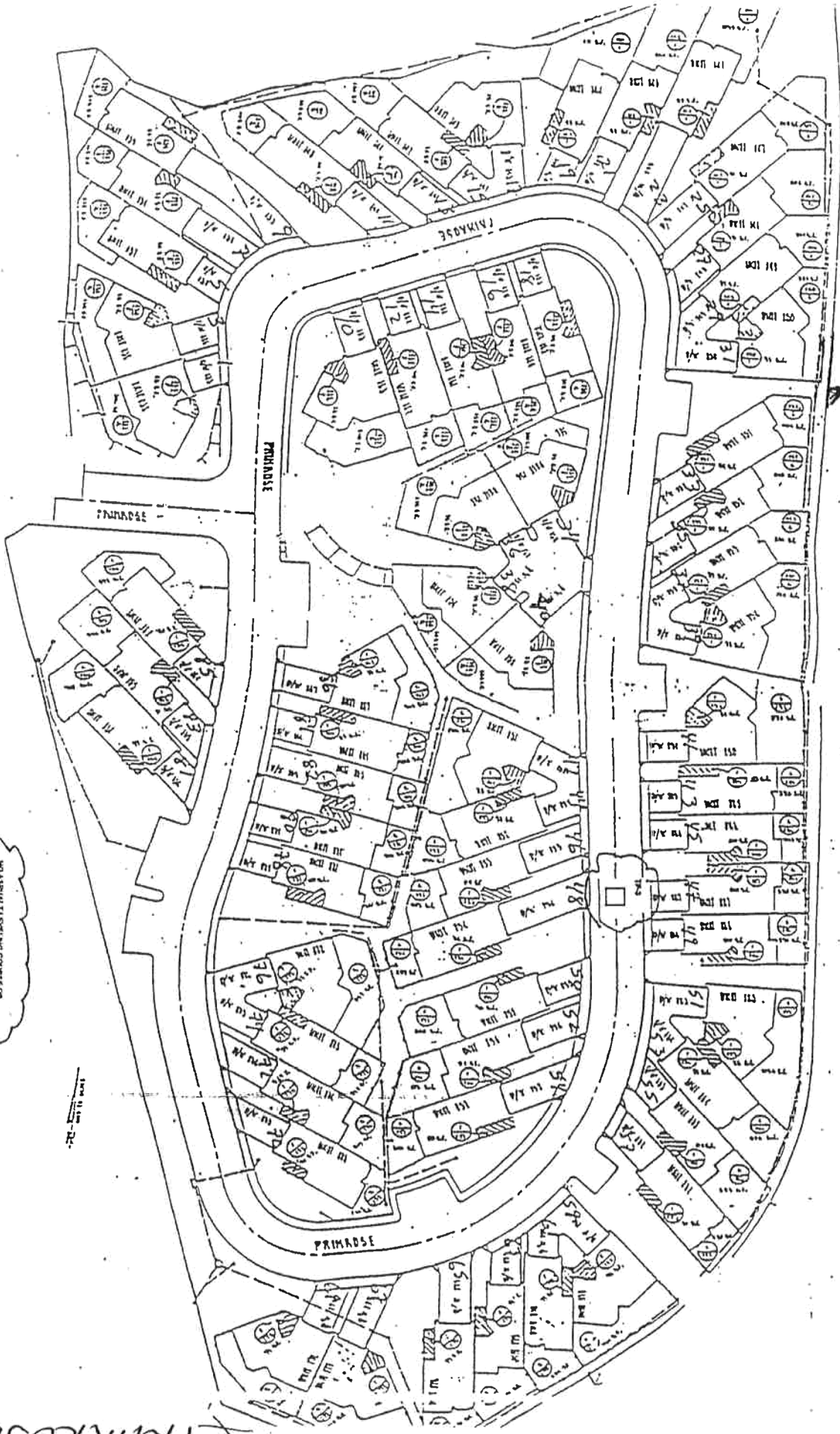
LAURELMONT  
 APARTMENT BUILDING  
 PLAN - SECTION POINT

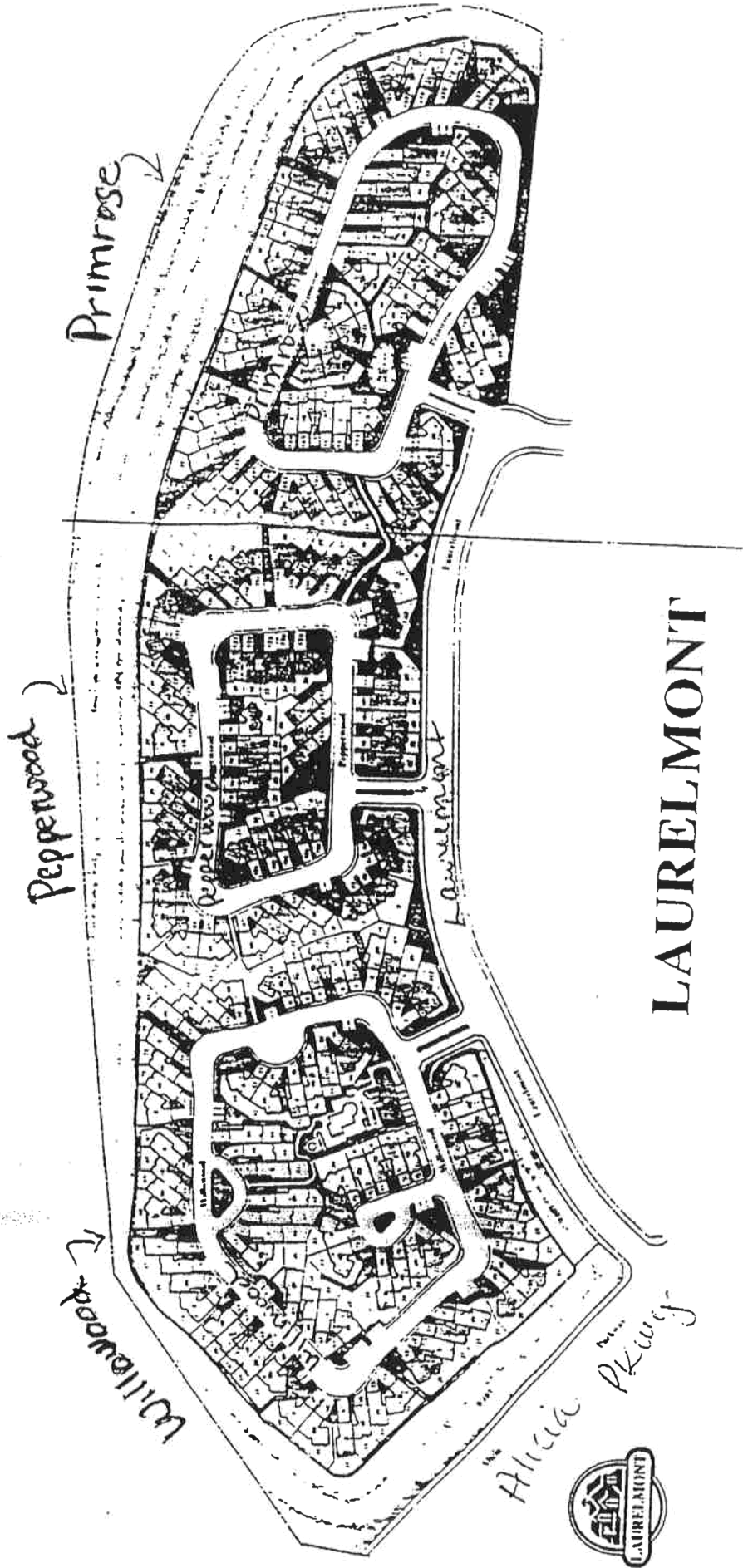


NO ASPHALT LEVELING COURSE OR  
 REMOVAL OF REINFORCEMENT REQUIRED  
 ON DRIVEWAYS

LABORATORY  
 ASPHALT ROAD DATA  
 PG. 3 OF 3  
 61254 - INCH PLOT

PRIMROSE





**LAURELMONT**