

Laurelmont

Community Association



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

Tuesday, June 29, 2021

Meeting Held Via Teleconference

Executive Session
6:00pm

Regular Session
7:00pm

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)
June 29, 2021

CALL TO ORDER	6:00pm
I. PRIVATE HOMEOWNER MEETING	pg. 4
A. 17 Willowood – Unapproved Lattice	pg. 5-18
B. 49 Primrose – Wooden Fence	pg. 19
II. HOMEOWNER CORRESPONDENCE	
A. 27 Willowood – Fee Removal Request	pg. 20-22
B. Pool Condition Response	pg. 23
III. ARCHITECTURAL APPLICATION	
A. 54 Pepperwood – Window & Patio Door Replacement	pg. 24-31
B. 86 Primrose – Patio Replacement & Additions	pg. 32-38
IV. HOMEOWNER NON-COMPLIANCE	pg. 39-41
V. DELINQUENCY REPORT	pg. 42-43
VI. 3RD PARTY CONTRACTS	
A. Wood Trim Replacement & Painting Project	pg. 44
ADJOURN	7:00pm

Meeting Will Be Held Via
Zoom Conference Call

Meeting ID: 331 159 6073
Password: 6532

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 ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
REGULAR SESSION AGENDA
June 29, 2021**

CALL TO ORDER

7:00pm

I. WELCOME

II. HOMEOWNER FORUM

III. CONSENT CALENDAR

- | | |
|--|-----------|
| A. Approval of the 5-25-21 Executive Session Minutes | pg. 45 |
| B. Approval of the 5-25-21 Regular Session Minutes | pg. 46-48 |
| C. Acceptance of the May 2021 Financials | pg. 49-52 |
| a. Associa PCM Charges | pg. 53-57 |
| b. 15 Primrose – Drywall Patch Invoice | pg. 58-61 |
| | pg. 62-68 |

IV. UNFINISHED BUSINESS

- | | |
|---|------------|
| A. Wood Trim Replacement & Painting Project | discussion |
| B. Reserve Study Update | pg. 69-72 |

V. NEW BUSINESS

- | | |
|--|-------------|
| A. Common Area Repairs & Maintenance | |
| a. 9 Primrose, 68 Willowood, 76 Primrose, 78 Primrose & 19 Primrose
– Wood Repair | pg. 73-101 |
| b. 41 Primrose – Rain Gutter, Drywall, & Wood Trim Repair | pg. 102-105 |
| c. 18 Primrose & 60 Willowood – Concrete Repair | pg. 106-118 |
| d. 70 Primrose – Asphalt Repair | pg. 119 |
| e. 73 Willowood – Siding Repair | pg. 120-121 |
| f. 25 Primrose – APM Report | pg. 122 |
| g. Parking Signs | pg. 123-127 |

PLEASE SEE BOARD PACKET 2

Laurelmont

Community Association

MEMORANDUM

Date: June 23, 2021
To: Board of Directors
From: Management
Subject: Private Homeowner Hearings

17 Willowood has been called to hearing before the Board of Directors for failure to remove an unapproved lattice fixed to the building. The Homeowner had previously submitted an architectural form in February 2020. The request change had been closed, which the Homeowner thought was approved. This application was resubmitted to Associa in January of this year after receiving courtesy notices and fines. The Board removed the fines after realizing the application had originally been overlooked. Please provide direction to Management on how to proceed.

49 Primrose has an unapproved wooden fence behind their home and was called to hearing before the Board of Directors for failure to replace it after receiving several courtesy notices. The Homeowner contacted Management and is looking to replace it. They are requesting parameters or requirements for the replacement fence. Please provide direction to Management so we may contact the Homeowner and advise.

To Management's knowledge, neither Homeowner will be attending their hearing.

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 --

06/01/2021

Jerry N Green
17 Willowood
Aliso Viejo CA 92656

Re: 17 Willowood, Aliso Viejo CA 92656

Dear Jerry N Green:

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 - Call to Hearing**

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.

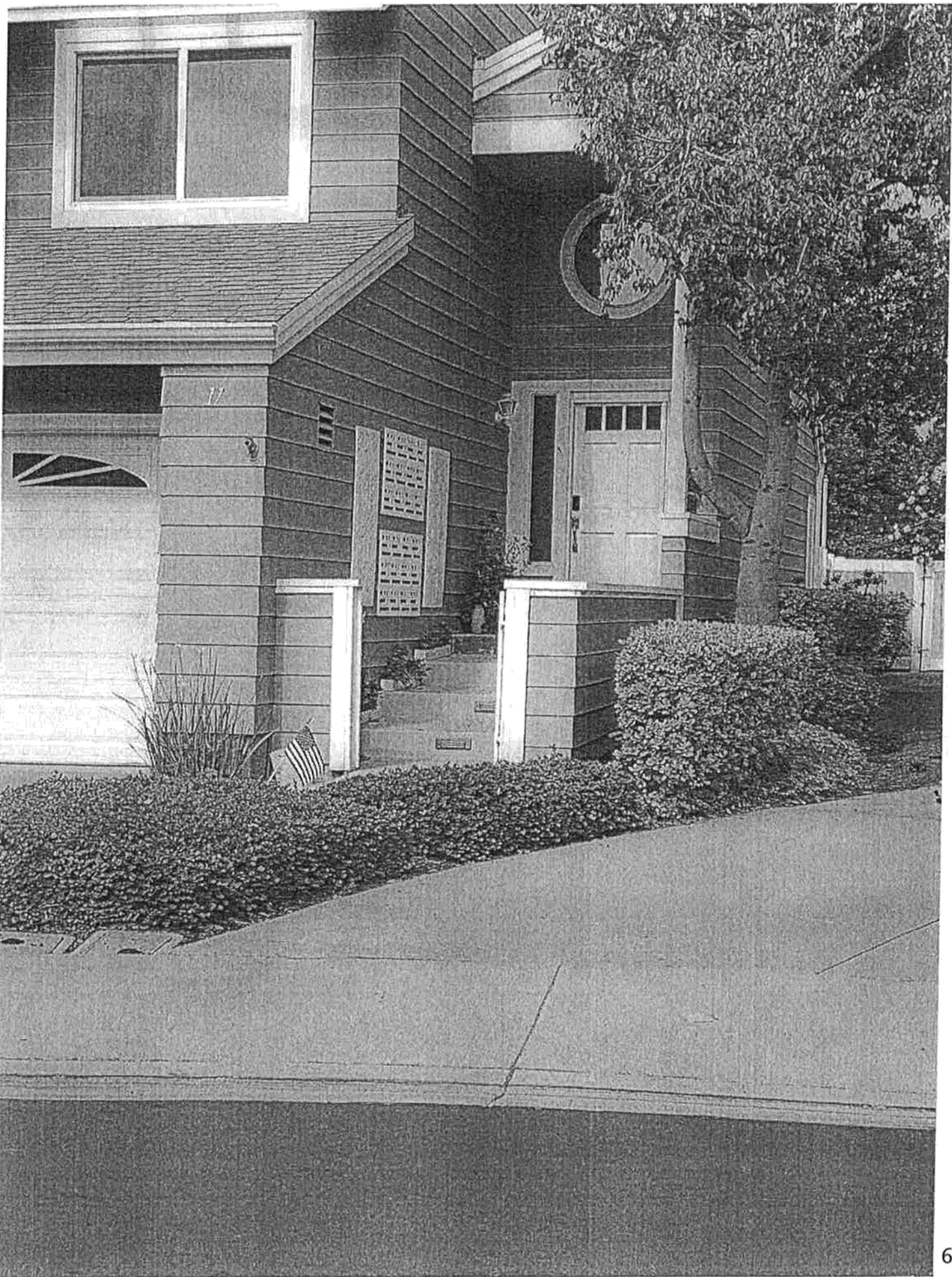
**Action required to resolve: Please remove the unapproved lattice attached to your home.
Thank you.**

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



rayna@otishoa.com

From: Nick Green <nick.green949@gmail.com>
Sent: Monday, April 19, 2021 2:09 PM
To: rayna@otishoa.com
Subject: 17 Willowood - front lattice violation response form
Attachments: 17 Willowood - architectural form.pdf; 17 Willowood Architectural Application - Front Lattice - 2.10.20.pdf; 17 Willowood - email chain.pdf; 17 Willowood - Violation response form 4.19.21.pdf

Hello, I'm responding to the violation notice I received for the lattice on my front walkway. I submitted the original architectural form February 2020 with the signature of 3 of my neighbors then uploaded it to the last HOA's website. I've attached proof of upload and response from 2/20/20. This came up again in January 2021 and I forwarded all my stuff to our previous HOA in the attached email chain. As you can see from that email I thought this was resolved.



I've attached the violation response form that was just sent, along with the original architectural form, screenshot of my upload back in 2020, and email chain from the last time this came up in January.

Please let me know if there is anything else you need from me.



-Nick Green
949-228-4008

6:21  


   95% 


  TownSq
app.townsq.io





townsq + **Associa**  **Bambi D. Green**
Laurelston1 Community Assoc. 



17 Willowood Architectural Application - Front Lattice
Installing of white lattice on front walkway/ side of garage




17 Willowood Architectural Application - Front Lattice - 2.10.20.pdf 

COMMENTS


 **Adi Martinez** 03/24/2020 02:09 PM
 Request changed to In process

 **Adi Martinez** 03/24/2020 02:05 PM
 Request changed to Closed

CREATED BY
 **Bambi D. Green**
 Address 17
 WILLOWOOD

STATUS
 Closed

CURRENT CATEGORY
 Architectural Application

 Last seen by management • 03/24/2020



**LAURELMONT COMMUNITY ASSOCIATION
REQUEST FOR ARCHITECTURAL APPROVAL**

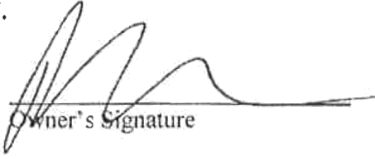
Homeowner Name: JERRY & BAMBA GREEN Date: 01/29/20
Address: 17 WILLOWOOD
Home Phone No.: 949 228 4008 Work Phone No.: SAME
Description of Improvement: Removed old lattice & Replaced w/new on front porch.

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.

JERRY (NICK) GREEN
Print Owner's Name:
Attachments:

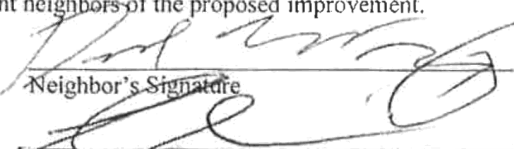
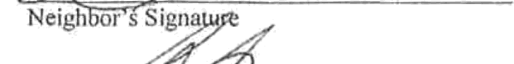
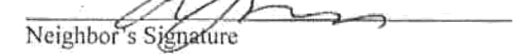

Owner's Signature

2/10/20
Date

- 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.

19 Willowood
Neighbor's Address
21 Willowood
Neighbor's Address
15 Willowood
Neighbor's Address


Neighbor's Signature

Neighbor's Signature

Neighbor's Signature

To be completed by Architectural Control Committee

Approved: _____ Conditions: _____
Denied: _____ Explanation: _____

By: Architectural Committee Member: _____



Nick Green <nick.green949@gmail.com>

Laurelmont Community Association 17 Willowood

11 messages

Nick Green <nick.green949@gmail.com>

Fri, Jan 29, 2021 at 2:27 PM

To: jessica.flicker@associa.us

Hello Jessica, I received a notice that there was an improvement done to my home without submitting an architectural request/form. I submitted that along with pictures 3/24/20. It shows that has been processed and closed. Now that I'm looking at my payments I see that I recently paid a \$25 fine for not submitting that request. Is there something that I'm missing? Why am I paying fines and receiving these notices?

Thank you for your help

-Nick Green
949-228-4008

Jessica Flicker <Jessica.Flicker@associa.us>

Mon, Feb 1, 2021 at 9:15 AM

To: Nick Green <nick.green949@gmail.com>

Hi Nick,

It looks like the fine was assessed back in June of 2020. I see that you submitted an application for hardscape and landscape in 2018, but I don't see any applications that were submitted in 2020 and none regarding the trellis on the exterior wall of your home.

Are we missing something on our end?

Thank you.

Jessica Flicker, CCAM®, CMCA®, AMS®

Community Association Manager

DRE License #01871417

Professional Community Management, An Associa® Company

Offices: Orange County, Los Angeles, San Diego & Inland Empire

O: (949) 465-2246 or (800) 369-7260

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From: Nick Green <nick.green949@gmail.com>
Sent: Friday, January 29, 2021 2:28 PM
To: Jessica Flicker <Jessica.Flicker@associa.us>
Subject: Laurelmont Community Association 17 Willowood

[EXTERNAL EMAIL] This email originated from outside of Associa.

[Quoted text hidden]

Nick Green <nick.green949@gmail.com>
 To: Jessica Flicker <Jessica.Flicker@associa.us>

Mon, Feb 1, 2021 at 6:26 PM

I took a screen shot of the application and request that's on my account. Looks like I submitted it 2/10/2020. It was processed by Adi Martinez on 3/24/2020

[Quoted text hidden]



Screenshot_20210201-182154_Chrome.jpg
275K

Jessica Flicker <Jessica.Flicker@associa.us>
 To: Nick Green <nick.green949@gmail.com>

Tue, Feb 2, 2021 at 3:55 PM

Thanks, Nick.

I will present this information to the Board at their next meeting, and we'll go from there.

[Quoted text hidden]

Nick Green <nick.green949@gmail.com>
To: Jessica Flicker <Jessica.Flicker@associa.us>

Tue, Feb 2, 2021 at 5:28 PM

I am now showing a \$250 fine for unapproved trellis. When is the next meeting? I don't want this to continue to accrue fines. I assume the fines that have been taken out are going to be reimbursed?

-Nick Green
949-228-4008

[Quoted text hidden]

Jessica Flicker <Jessica.Flicker@associa.us>
To: Nick Green <nick.green949@gmail.com>

Tue, Feb 2, 2021 at 5:30 PM

Hi Nick,

I just removed the fine that was assessed based on the information that you provided to me. The Board will review this information at the next meeting on February 23rd (you'll be receiving a recall-hearing invitation in the mail for it) and then we'll go from there.

[Quoted text hidden]
[Quoted text hidden]
[Quoted text hidden]

[Quoted text hidden]
[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]
[Quoted text hidden]

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[Quoted text hidden]

Nick Green <nick.green949@gmail.com>
To: Jessica Flicker <Jessica.Flicker@associa.us>

Tue, Feb 2, 2021 at 5:48 PM

Thank you!

[Quoted text hidden]

3 attachments

image001.png
23K



ASSOCIA IS CERTIFIED AS A
GREAT PLACE TO WORK!



image001.png
23K

ASSOCIA IS CERTIFIED AS A
GREAT PLACE TO WORK!



image001.png
23K

ASSOCIA IS CERTIFIED AS A
GREAT PLACE TO WORK!

Nick Green <nick.green949@gmail.com>
To: Jessica Flicker <Jessica.Flicker@associa.us>

Mon, Feb 22, 2021 at 9:12 AM


Hi Jessica, I received this notice in the mail. I see it's dated right after this email chain so I wanted to double check that this was already in the works to be sent out before we connected on the 2nd. I have not received any other notices about a hearing. Do I need to be on the zoom hearing tomorrow at 6:15pm?

Let me know.

Thanks for your help!

-Nick Green
949-228-4008

[Quoted text hidden]

 17 Willowood notice of fine - 2.3.21.pdf
413K

Jessica Flicker <Jessica.Flicker@associa.us>
To: Nick Green <nick.green949@gmail.com>

Mon, Feb 22, 2021 at 10:24 AM

Hi Nick,

Unless you would like to attend, it's not necessary as I have all of your emails and information. We're just required to send the results via USPS, so that's why you still received the letter.

Thank you.

Jessica Flicker, CCAM®, CMCA®, AMS®

Community Association Manager

DRE License #01871417

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From: Nick Green <nick.green949@gmail.com>
Sent: Monday, February 22, 2021 9:13 AM
To: Jessica Flicker <Jessica.Flicker@associa.us>
Subject: Re: Laurelmont Community Association 17 Willowood

[EXTERNAL EMAIL] This email originated from outside of Associa.

Hi Jessica, I received this notice in the mail. I see it's dated right after this email chain so I wanted to double check that this was already in the works to be sent out before we connected on the 2nd. I have not received any other notices about a hearing. Do I need to be on the zoom hearing tomorrow at 6:15pm?

Let me know.

Thanks for your help!

-Nick Green
949-228-4008

On Tue, Feb 2, 2021 at 5:48 PM Nick Green <nick.green949@gmail.com> wrote:

Thank you!

On Tue, Feb 2, 2021, 5:31 PM Jessica Flicker <Jessica.Flicker@associa.us> wrote:

Hi Nick,

I just removed the fine that was assessed based on the information that you provided to me. The Board will review this information at the next meeting on February 23rd (you'll be receiving a recall-hearing invitation in the mail for it) and then we'll go from there.

Thank you.

Jessica Flicker, CCAM®, CMCA®, AMS®

Community Association Manager

DRE License #01871417

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From: Nick Green <nick.green949@gmail.com>
Sent: Tuesday, February 2, 2021 5:28 PM
To: Jessica Flicker <Jessica.Flicker@associa.us>
Subject: Re: Laurelmont Community Association 17 Willowood

[EXTERNAL EMAIL] This email originated from outside of Associa.

I am now showing a \$250 fine for unapproved trellis. When is the next meeting? I don't want this to continue to accrue fines. I assume the fines that have been taken out are going to be reimbursed?

-Nick Green
949-228-4008

On Tue, Feb 2, 2021 at 3:55 PM Jessica Flicker <Jessica.Flicker@associa.us> wrote:

Thanks, Nick.

I will present this information to the Board at their next meeting, and we'll go from there.

Thank you.

Jessica Flicker, CCAM®, CMCA®, AMS®

Community Association Manager

DRE License #01871417

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[Quoted text hidden]

Nick Green <nick.green949@gmail.com>
To: Patches <bambigreen949@gmail.com>

Mon, Feb 22, 2021 at 10:27 AM

We do not need to attend tomorrow's HOA meeting

-Nick Green
949-228-4008
[Quoted text hidden]

Nick Green <nick.green949@gmail.com>
To: Jessica Flicker <Jessica.Flicker@associa.us>

Mon, Feb 22, 2021 at 10:28 AM

Thank you!

-Nick Green
949-228-4008
[Quoted text hidden]

VIOLATION RESPONSE FORM

Please set forth any and all defenses you claim to the Association's compliance division, including any action you have taken to correct the violation. Please complete this form and deliver, mail or fax to the Association within 15 days of the date of the notice. Please note that telephone calls are not acceptable responses to violation notices. You MUST respond in writing.

Owner(s) Name: Jerry N Green

Property Address: 17 Willowood

Violation: Inside and Outside Installations

Comments/Response:

This was resolved 1/22/21. I submitted an architectural form on 2/20/2020. Our last HOA removed the fines when I forwarded her the form that must have been overlooked. Why does this keep coming up?

please see all past correspondence attached to email.

Signature: 

Date: 4/19/21

Laurelmont Community Assn Board of Directors
c/o Otis HOA Management
23120 Alicia Parkway, Suite 215, Mission Viejo, CA 92692
Fax: 949-458-0570
e-mail: rayna@otishoa.com

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 --

06/01/2021

11851 Lambert LLC
8 Corporate Park Ste# 110
Irvine CA 92606

Re: 49 Primrose, Aliso Viejo CA 92656

Dear 11851 Lambert LLC:

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: **Fence Maintenance - Call to Hearing**

CC&R Article: 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 required 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.

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

Laurelmont

Community Association

MEMORANDUM

Date: June 23, 2021
To: Board of Directors
From: Management
Subject: Fee Removal Request – 27 Willowood

Since Otis HOA Management has been with Laurelmont, 27 Willowood has paid their dues each month on time. However, there is a remaining \$70.70 balance forward on their account. The Homeowners are requesting the Board waive their remaining balance, as they were out of town for several months and unaware of the change in dues.

Associa PCM advised them they would bring it to the Board for their consideration. The Homeowner has yet to be updated on the status of their request. Please advise Management.

From: Hamid Arshadi <hamid.arshadi1@gmail.com>
Sent: Friday, June 11, 2021 1:01 PM
To: Angie Ramos
Cc: Azita Arshadi; Hamid Arshadi
Subject: Re: Laurelmont COA - ACH Form

Hi Angie,

It was nice talking with you over the phone, and thank you for the information you forwarded to me. Regarding the extra \$70.70 remaining from the past, as I mentioned, the Associo-PCM had told me that they would present it to the Board and get a waiver of that amount. Unfortunately, they did not take care of it before their contract ended with the HOA Board.

The primary reason for the \$70.70 waiver is that for business reasons we were out of town in Arizona for a few months with no access to our mails in California at which time the Board increased the HOA dues. Since we had our monthly HOA payments with the Wells Fargo Bank's auto pay,

Therefore, we respectfully request the HOA Board's waiver of the \$70.70 fee at it's Board meeting of June 29th, as we have always been on time with our HOA's monthly payments.

Regards,
Hamid & Azita Arshadi

On Thu, Jun 10, 2021 at 11:06 AM Angie Ramos <angie@otishoa.com> wrote:

Mr. Arshadi,

Per your request, please see attached ACH form for auto pay, April and May statement. Once you have completed the ACH form, please forward over to me so we can get you set up for auto pay, effective July 10th.

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

Kindest Regards,

Angie M. Ramos

Operations Manager

FINANCIAL TRANSACTIONS - 06/22/21

27 Willowood
 Hamid Arshadi TTEE
 Unit ID: 232102143
 PREPAID BAL: . 0.00

DATE	PAYMT AMT	CHECK #	DEP DT	CODE	N/A	DESCRIPTION	AMOUNT	BALANCE
030121				APPLY CHARGES	A1	ASSESSMENT	479.85	479.85
031621	479.85	582139	031621	A1		ASSESSMENT	(479.85)	0.00
022821				INIT LIAB BAL	14	Balance Forward	70.70	70.70
040121				APPLY CHARGES	A1	ASSESSMENT	479.85	550.55
041921	479.85	377425	041921	A1		ASSESSMENT	(479.85)	70.70
050121				APPLY CHARGES	A1	ASSESSMENT	479.85	550.55
051421	479.85	555979	051421	A1		ASSESSMENT	(479.85)	70.70
060121				APPLY CHARGES	A1	ASSESSMENT	479.85	550.55
061521	479.85	097596	061521	A1		ASSESSMENT	(479.85)	70.70

From: Mouna Mikati <mounamikati@gmail.com>
Sent: Tuesday, June 15, 2021 11:52 AM
To: rayna@otishoa.com
Subject: Pool condition

Flag Status: Flagged

Hello Rayna,

I hope all is well with you and the heat is not getting to you too much :-). It's like summer decided to sprint into action this year!

I am emailing you regarding the Laurelmont Community pool condition. We received an email last week that the pool was closed due to an accident; after speaking to a few residents I found out it was a poop accident and the pool needed to be shock treated because of it.

This pool has experienced a lot of mishandling and mishaps in the past few years and has not been drained in over 6 years! Chlorine levels were not being properly monitored, chemicals were being wrongfully dumped, literally, filters/pumps were not functional and the water was tested and deemed "dead" by several professional pool vendors (something to do with total dissolved solids). All these findings have been shared with board members and Mark specifically should have all the pertinent documentation.

This pool needs to be drained and refilled with fresh water. Only then would proper monitoring with adequate functioning equipment ensure its proper maintenance in the future. Further chemically treating a pool that has accumulated a lot of chemicals over the years will not clean it nor restore its health and safety profile. Would you want to bathe in a bathtub that's been filled with water and left there while bleach was randomly added to it? Of course not, and we don't want to swim in that pool, it's filthy. The cost of draining is very minimal compared to the convenience and happiness this pool provides! It's the only amenity we have and we need to start putting more effort into the actual pool and less into the paint jobs of the wood around it. How nice would it be to just lounge in it during these scorching hot days!

I urge you to please take this issue to the board and your fellow association members and ensure that it gets resolved the **proper way**.

Many thanks,

Mouna

JUN 14 2021

LAURELMONT COMMUNITY ASSOCIATION
REQUEST FOR ARCHITECTURAL APPROVAL

SUBMIT 3 COMPLETED COPIES WITH REQUESTED DOCUMENTATION TO MANAGEMENT

Homeowner Name: Andrea Lu Date: 6/9/2021

Address: 54 Pepperwood

Home Phone No.: 949-233-9520 Work Phone No.: _____

Description of Improvement:
Windows and patio door replacements.

Contractor Information:
Contractor's Name: 1st Class Windows License No.: 314022 Phone No.: 714-643-9807
Certificate of Insurance showing Laurelmont Community Association as additional insured setting forth the following coverage: (1) General liability \$1 Million Combined Single Limit per occurrence - includes property damage, bodily injury, completed operations; (2) Automobile liability - covering owned and non-owned vehicles, \$1 Million Combined Single Limit per occurrence; and (3) Workers' Compensation - per statutory requirements for the State of California.

Submission Instructions:
Completed applications should be mailed to: **Otis HOA Management, 23120 Alicia Parkway, Suite 215, Mission Viejo, CA 92692.** Applications that are not complete will be returned to the owner detailing the missing information required to complete the application.

Attachments:
 Diagram 3 copies (showing details of project, dimensions of property line, grading and drainage). Attach any photos to illustrate the scope of work being requested.
 3 copies of this form
 3 copies of contractor certificate of insurance

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.

54 Pepperwood
Neighbor's Address

Karla Petrucci
Neighbor's Signature

52 PEPPERWOOD
Neighbor's Address

WJ
Neighbor's Signature

53 Pepperwood
Neighbor's Address

WJ
Neighbor's Signature

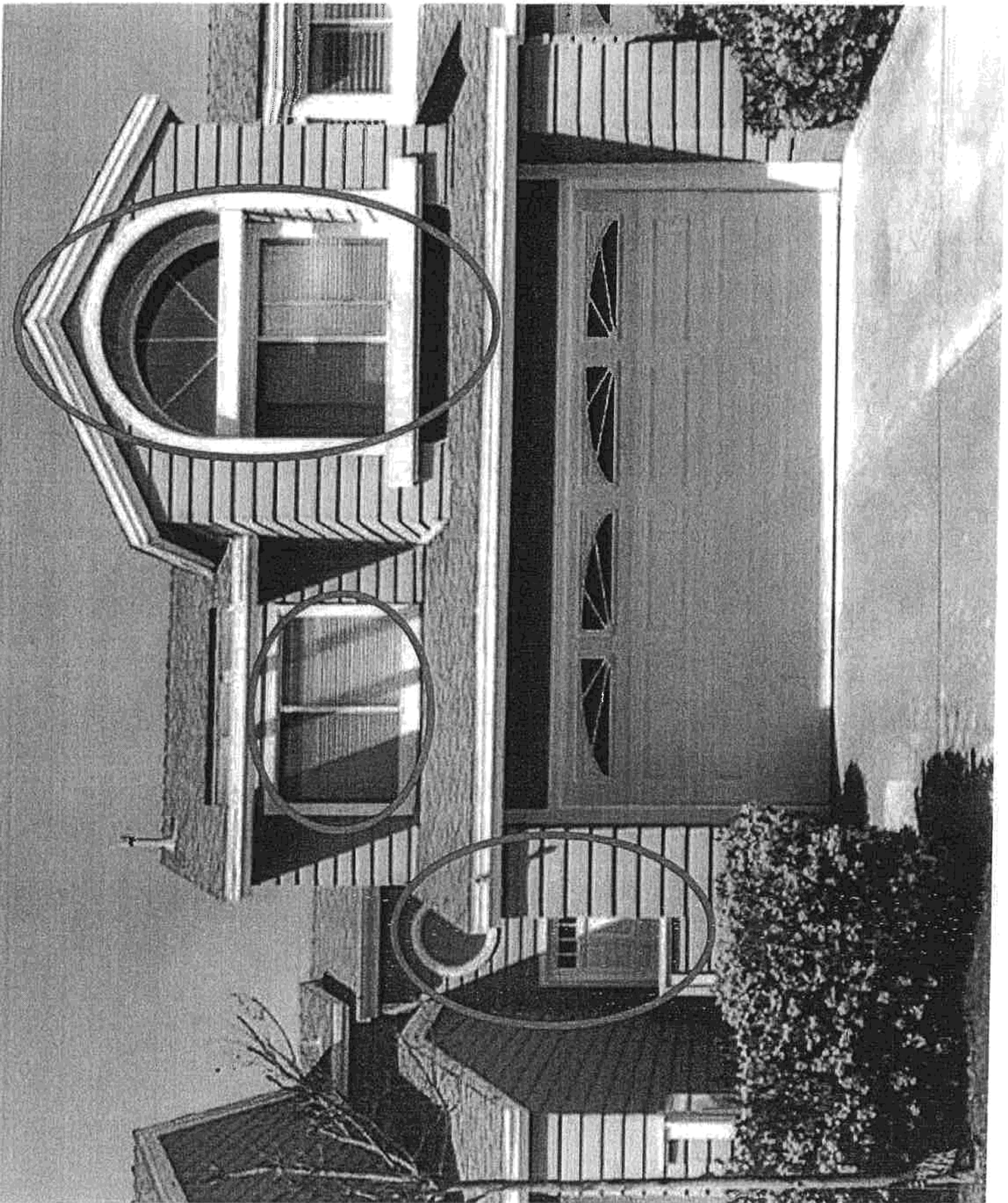
Do Not Write Below This Line

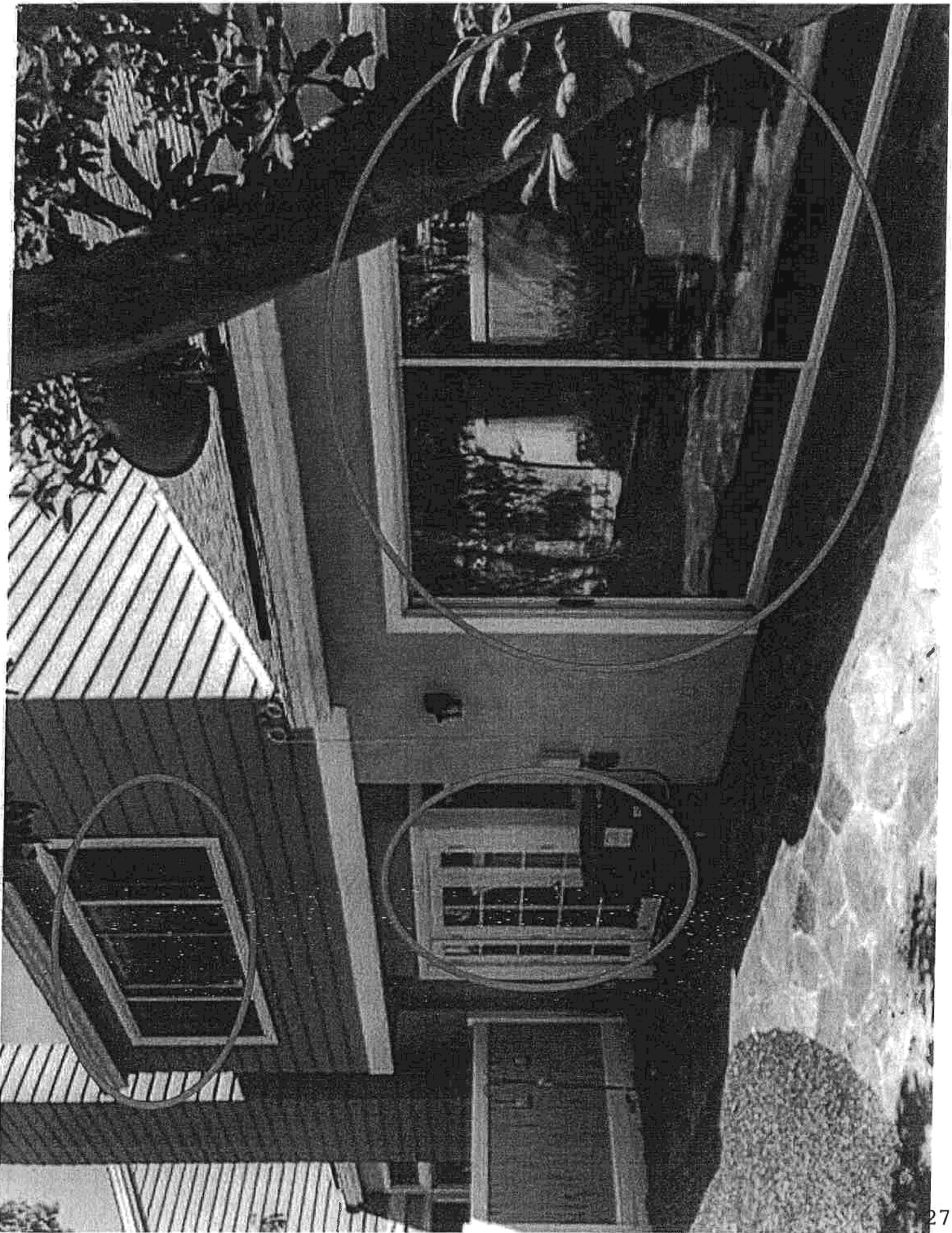
Architectural Control Committee

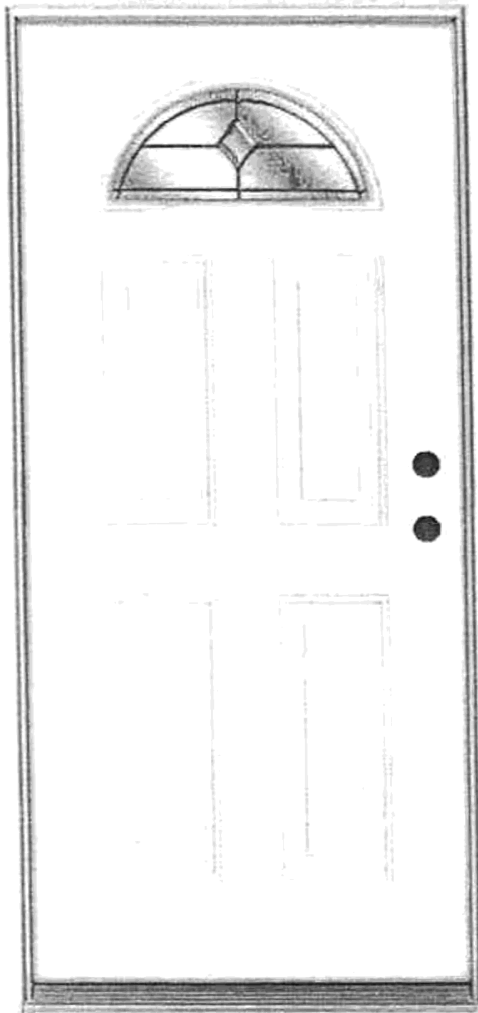
Approved: _____ Conditions: Approvals are subject to all permits and building codes applicable

Denied: _____ Explanation: _____

By: Architectural Committee Member: _____







36 in. x 80 in. Left Hand Inswing Fan Lite Valentia
Decorative Glass White Finished Fiberglass Prehung Front
Door

by **MP Doors** > (Brand Rating: 4.2/5) ⓘ

★★★★★ ⓘ > Write a Review Questions & Answers (2)

\$479⁰⁰

OR

\$80⁰⁰ per month* suggested payments with 6
months* financing on this \$479 purchase* ⓘ

Apply for a Home Depot Consumer Card

Color/Finish: **Smooth White**



Common Door Size (WxH) in.: **36 x 80**

36 x 80

Door Handing: **Left-Hand/Inswing**


Left-Hand/Inswing

Right-Hand/Inswing



 **Phone:**
714) 673-3900

 **Email:**
Info@1stclassvinylwindows.com

 **Address:**
10422 Trask Ave Ste A, Garden Grove, CA 92843

 **Hours:**

Monday	9AM-5PM
Tuesday	9AM-5PM
Wednesday	9AM-5PM
Thursday	9AM-5PM
Friday	9AM-5PM
Saturday	Closed
Sunday	Closed

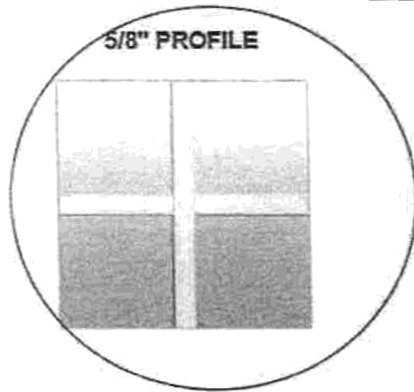


VINYL ENHANCEMENTS

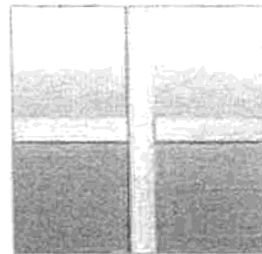
Grid Options

Add an elegant element to your windows and doors with a grid design. With several patterns to choose from and the benefit of having the grids placed inside the insulated glass unit, cleaning your windows is easy and convenient.

FLAT GRID

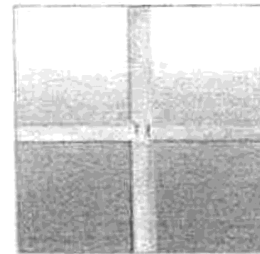


1" PROFILE

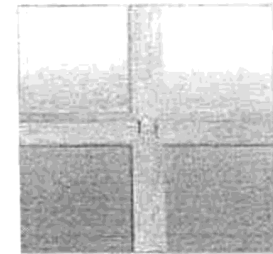


SCULPTURED GRID

5/8" PROFILE



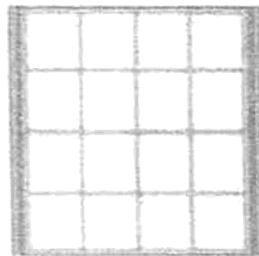
1" PROFILE



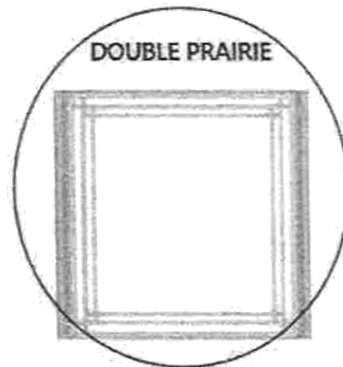
Grid Patterns

Grids are available in several varieties to include colonial, double-prairie, marginal, and several variants of marginal as well. For a complete list of combinations please contact a representative.

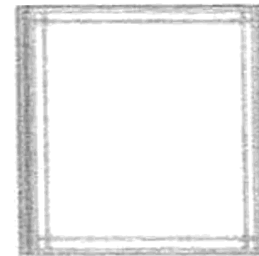
COLONIAL



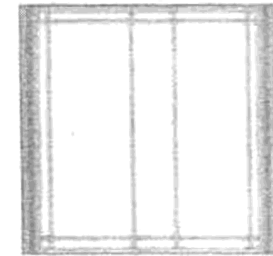
DOUBLE PRAIRIE

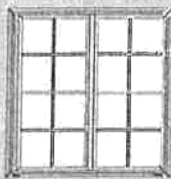
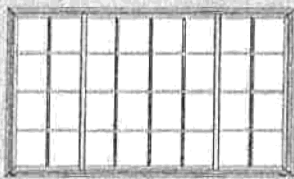
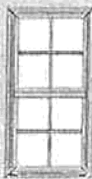
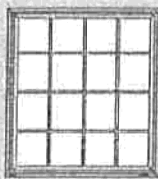

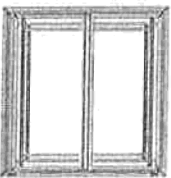
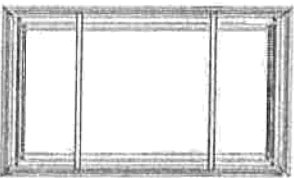
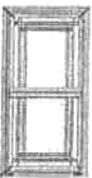
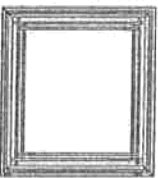


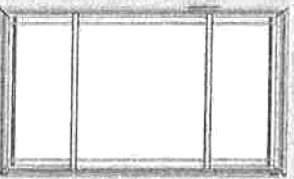
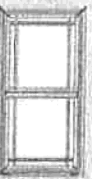
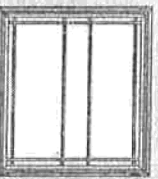
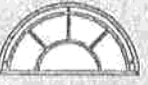
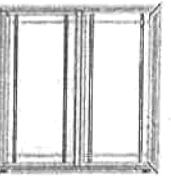
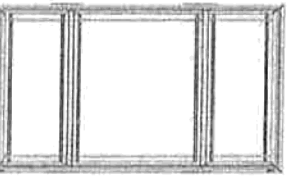
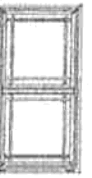


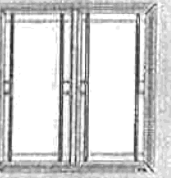
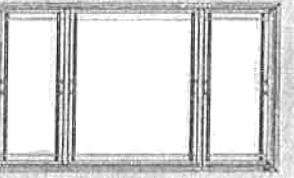
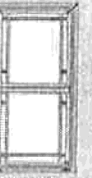


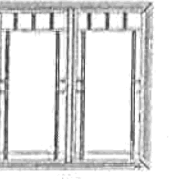
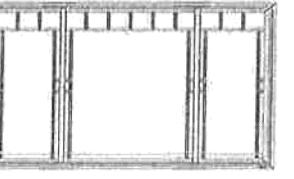
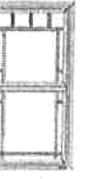
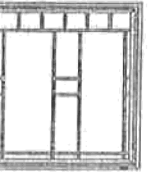



MARGINAL MG 9



MARGINAL MG 11



WINDOW CONFIGURATIONS					
	XO or XX	XOX	DH-SH	O	HALF ROUND ARCH
Colonial	 XO Colonial A-4W-4H	 XOX Colonial A-8W-4H	 DH/SH Colonial A-2W-4H	 O Colonial A-4W-4H	 Arch Half Round Colonial A-Ahr-Sunstar 1
Double Prairie	 XO Double Prairie E-Dp 22	 XOX Double Prairie E-Dp 27	 DH/SH Double Prairie E-Dp 22	 O Double Prairie E-Dp 17	 Arch Half Round Double Prairie E-Ahr-Dp-Top-8
Marginal	 XO Marginal C-Mg 18	 XOX Marginal C-Mg 27	 DH/SH Marginal C-Mg 12	 O Marginal C-Mg 15	 Arch Half Round Marginal C-Ahr-MG Top-9
Marginal	 XO Marginal B-Mg 12	 XOX Marginal B-Mg 15	 DH/SH Marginal B-Mg 12	 O Marginal B-Mg 9	 Arch Half Round Marginal B-Ahr-MG Top-5
Marginal	 XO Marginal D-Mg 26	 XOX Marginal D-Mg 39	 DH/SH Marginal D-Mg 16	 O Marginal D-Mg 21	 Arch Half Round Marginal D-Ahr-MG Top-9
Marginal	 XO Marginal F-Mg 28	 XOX Marginal F-Mg 42	 DH/SH Marginal F-Mg 17	 O Marginal F-Mg 22	 Arch Half Round Marginal F-Ahr-MG Top-7

Homeowner Name: Ellen Dupuy Date: 5-28-2021
Address: 86 Primrose Aliso Viejo, CA 92656
Home Phone No.: 408-718-0504 Work Phone No.: _____

MAY 28 2021

Description of Improvement: Replace deteriorating slab patio with travertine and flagstone, adding room for flower beds & decorative plantings.

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.

Ellen Dupuy Ellen Dupuy 5-28-2021
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.

I spoke with neighbors ahead of time. approval now is awkward.

_____ Neighbor's Address	_____ Neighbor's Signature
_____ Neighbor's Address	_____ Neighbor's Signature
_____ Neighbor's Address	_____ Neighbor's Signature

To be completed by Architectural Control Committee

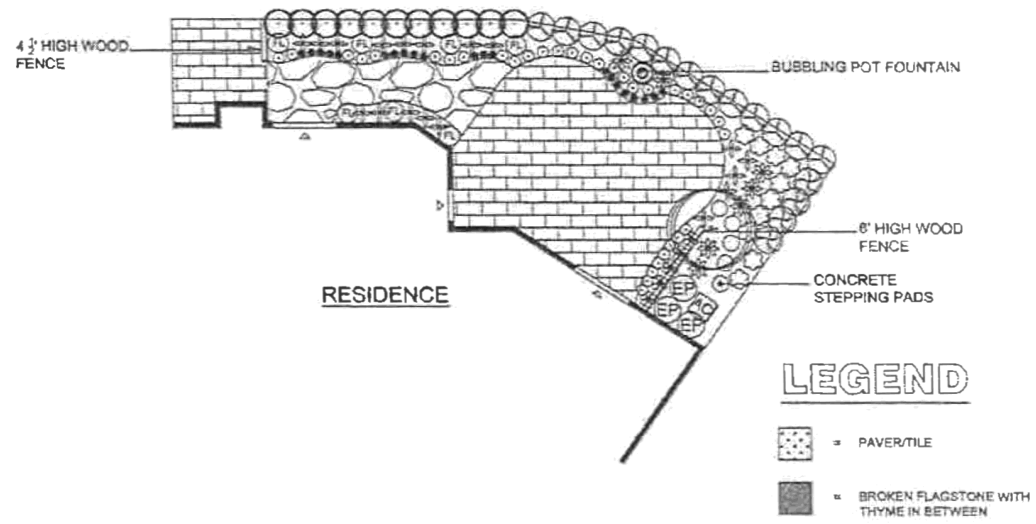
Approved: _____ Conditions: _____

Denied: _____ Explanation: _____

By: Architectural Committee Member: _____

PLANT LIST

	BOTANICAL NAME	COMMON NAME	QTY.	SIZE
○		EXISTING TREE	-	
⊙	PODOCARPUS HENKELII	HENKEL'S PODOCARPUS		15GAL
⊙	PRUNUS CAROLINIANA	CAROLINA LAUREL CHERRY	4	5GAL
EP		EXISTING POTTED PALMS	3	
⊙	HEMEROCALLIS	BLACK EYED SUSAN	7	5GAL
⊙	BOUGAINVILLEA GLABRA	BOUGAINVILLEA	5	5GAL
⊙	AGAPANTHUS ORIENTALIS	LILY OF THE Nile	10	5GAL
⊙	RHOODODENDRUS	AZALEA	34	1GAL
⊙	DIETES BICOLOR	FORTNIGHT LILY	18	5GAL
FL	LAVENDULA STOECHAS	FRENCH LAVENDER	4	5GAL
⊙	FESTUCA GLAUCA	BLUE FESCUE GRASS	20	1GAL



DUPUY RESIDENCE

86 PRIMROSE, ALISO VIEJO, CA 92626

SCALE: 1/8" = 1'

Vendor



About Us

Our Services



Custom Masonry & Hardscape

Custom Outdoor Kitchens and Custom Decks

Construction/Installation Services

Landscape & Architectural Plans

Landscape & Architectural Design Consulting

Custom Outdoor Lighting

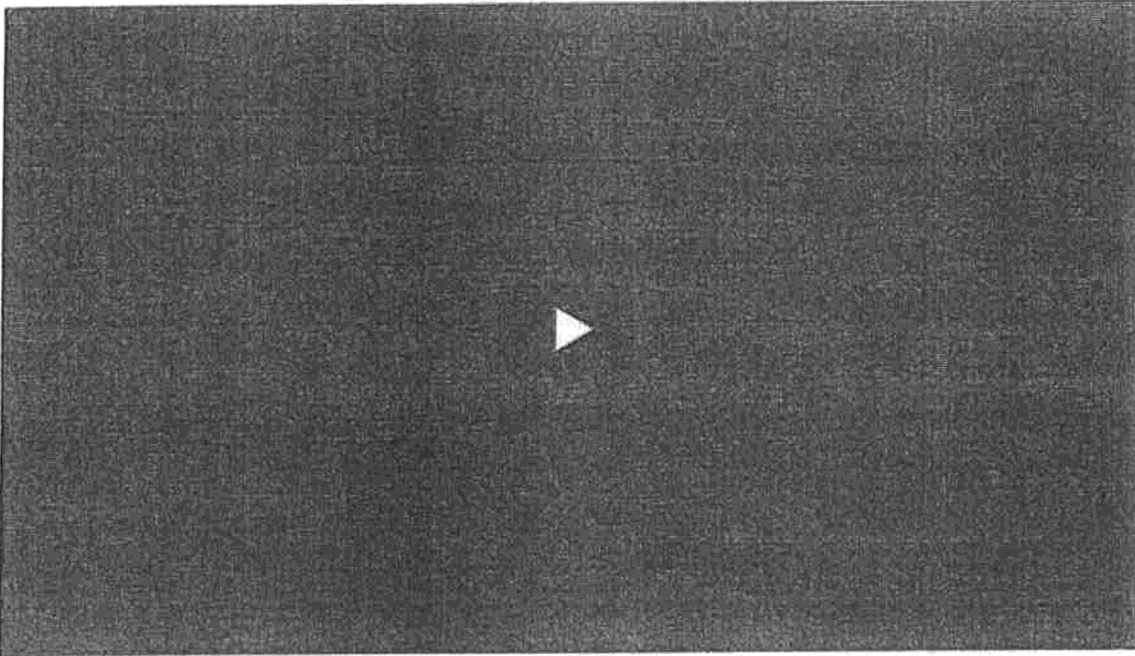
Irrigation & Drainage systems

Going GREEN Together

Galleries



Video Projects



With over 20 years experience in the industry, Colorworks Landscape Design Inc. pride ourselves on our A+ customer service, custom landscape designs, and quality installations. We are a true, stand and deliver company that has built our reputation on turning dreams into reality.

Colorworks Landscape Design Inc. specializes in developing a unique and creative environment that fits your family's style. Our design team will strategically create a masterpiece you will love, sure to bring about natural works of art for any home. Colorworks Landscape Design Inc. Mission statement is based on the belief that our customers' needs are of utmost importance.

We map our knowledge of plants, landscape designs and vendor relationships that offer the lowest material pricing in the market place to meet those needs.

results in repeat customers and referrals. Our mission is to create the most comfortable and unforgettable experience for our customer, to sustain a life long relationship delivering superb customer service and unsurpassed landscape innovations.

We specializes in developing a unique and creative environment.

[CONTACT US](#)

Website - colorworkslandscape.net
Mail - colorworkslandscape@gmail.com
714-833-3114
Lic No . 992036 Bond 100244098





Laurelmont Community Assn CCR History Report Detailed Report by Street Address

Pepperwood

23 Pepperwood Sarvenaz Rachedi Lot/Unit #: 017 Account #: 145485917

#	CCR Code	Active	Type	Create	Request	Closed	Next Action
# 1	TSH - Trash Bins	YES	Violation	06/01/2021	N/A		NONE

Summary: Trash Bins

Detailed Description

CC&Rs Section 8.10 Rubbish Removal. Containers shall be exposed to view of neighboring Residences only when set out for a reasonable period of time (not to exceed twelve (12) hours before and after scheduled trash collection hours).

Action to Resolve

Please remove trash bins out of view from the street after collection times. Thank you.

#	CCR Code	Active	Type	Create	Request	Closed	Next Action
# 2	MTN - Maintenance	YES	Violation	06/01/2021	N/A		NONE

Summary: Plant 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 remove the plant in your front walkway that is growing up the side of the building. Thank you.

36 Pepperwood Paul Laca Lot/Unit #: 028 Account #: 145490128

#	CCR Code	Active	Type	Create	Request	Closed	Next Action
# 1	MTN - Maintenance	YES	Violation	06/01/2021	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 remove owl from common area fencing. Thank you.

59 Pepperwood Randall A Perkins Lot/Unit #: 045 Account #: 145507845

#	CCR Code	Active	Type	Create	Request	Closed	Next Action
# 1	PRK - Parking	YES	Violation	06/01/2021	N/A		NONE

Summary: Parking

Detailed Description

CC&Rs Section 8.02 Parking and Vehicular Restrictions. No Owner shall park, store, or keep anywhere on the Property or on any public streets abutting or visible from the Property any large commercial-type vehicle. No Person shall park, store, or keep any recreational vehicle...on the Property or on any public street abutting or visible from the Property except wholly within a garage and only with the garage door closed.

Action to Resolve

Please move commercial or recreational vehicle out of view of the street. Thank you.

Primrose

21 Primrose Daniel Fazio Lot/Unit #: 071 Account #: 145539571

Laurelmont Community Assn CCR History Report Detailed Report by Street Address

Primrose

21 Primrose	Daniel Fazio	Lot/Unit #:	071	Account #:	145539571
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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>
# 1	ARC - Inside and Outside Installations	YES	Violation	06/01/2021	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 American flag lights from the side of your home. Thank you.

40 Primrose	Jacob Shumate	Lot/Unit #:	084	Account #:	145549284
-------------	---------------	-------------	-----	------------	-----------

	<u>CCR Code</u>	<u>Active</u>	<u>Type</u>	<u>Create</u>	<u>Request</u>	<u>Closed</u>	<u>Next Action</u>
# 1	MTN - Maintenance	NO	Violation	06/01/2021	N/A	06/21/2021	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 trim the trees in your back yard so they do not hang over the common area or lean against common area fencing. Thank you.

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

	<u>CCR Code</u>	<u>Active</u>	<u>Type</u>	<u>Create</u>	<u>Request</u>	<u>Closed</u>	<u>Next Action</u>
# 3	MTN - Maintenance	YES	Violation	06/01/2021	N/A		NONE

Summary: Fence Maintenance - Call to Hearing

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
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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>
# 4	MTN - Maintenance	YES	Violation	06/01/2021	N/A		NONE

Summary: Maintenance - Final Letter

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.

59 Primrose	Shahrock Zekavati	Lot/Unit #:	101	Account #:	145575101
-------------	-------------------	-------------	-----	------------	-----------

Laurelmont Community Assn
CCR History Report
Detailed Report by Street Address

Primrose

59 Primrose	Shahrock Zekavati	Lot/Unit #:	101	Account #:	145575101
-------------	-------------------	-------------	-----	------------	-----------

	<u>CCR Code</u>	<u>Active</u>	<u>Type</u>	<u>Create</u>	<u>Request</u>	<u>Closed</u>	<u>Next Action</u>
# 2	MTN - Maintenance	YES	Violation	06/01/2021	N/A		NONE

Summary: Plant 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 and maintain the plant in your front walkway so it is away from the building and is neat in appearance. Thank you.

<u>Type</u>	<u>Date</u>	<u>Note</u>
Note	06/07/2021	I received your letter about Plant Maintenance for 59 Primrose Aliso Viejo, CA 92656 Tomorrow one person will come to trim and maintain the plant in the front walkway of 59 Primrose Aliso Viejo. Generally every month someone will to land Skipping front and back of this townhouse.

Willowood

17 Willowood	Jerry N Green	Lot/Unit #:	135	Account #:	192926135
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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>
# 3	ARC - Inside and Outside Installations	YES	Violation	06/01/2021	N/A		NONE

Summary: Inside and Outside Installations - Call to Hearing

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.

48 Willowood	Ann Michael	Lot/Unit #:	157	Account #:	145459157
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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>
# 1	MTN - Maintenance	YES	Violation	06/01/2021	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 yard so they are away from the common area. Thank you.

AGED OWNER BALANCES: AS OF May 31, 2021
ACCOUNT NUMBER SEQUENCE

* - Previous Owner or Renter

ACCOUNT #	UNIT #	NAME/ADDRESS	CURRENT	OVER 15	OVER 45	OVER 75	TOTAL
145403186	186	Shahindokht Majidi	0.00	479.85	0.00	0.00	479.85
145404184	184	Noreen Stacy Dunlap	0.00	0.85	0.00	0.85	1.70
145413171	171	Mark Cody	0.00	479.85	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
145433119	119	Hamid Zandieh	0.00	479.85	0.00	0.00	479.85
145448145	145	Brian D Campbell	0.00	479.85	0.00	3474.47	3954.32
145454152	152	Linda Long	0.00	0.10	0.00	0.00	0.10
145460155	155	Nancy A Watteyne	0.00	479.85	0.00	160.00	639.85
145468130	130	Susan Oshiro	0.00	479.85	479.85	0.00	959.70
145482014	014	Sid Ross*	0.00	0.00	0.00	22.85	22.85
145501054	054	James T Mcnamee	0.00	479.85	0.00	50.37	530.22
145511738	038	Christine A Muzyka	0.00	0.04	0.00	0.00	0.04
145525643	043	Craig T Petrine Casey	0.00	0.00	0.00	166.70	166.70
145526949	049	GLEN JEFFRIES	0.00	479.85	479.85	479.85	1439.55
145545077	077	Brian Donald Emerson	0.00	479.85	479.85	4699.92	5659.62
145546379	079	Kraig D Margulies	0.00	0.00	0.00	6235.74	6235.74
145548983	083	Sabella Family Trust	0.00	25.00	0.00	0.00	25.00
145549284	084	Jacob Shumate	0.00	22.85	0.00	0.00	22.85
145571105	105	Robert Lewis Williston	0.00	379.70	0.00	0.00	379.70
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	0.00	70.70	70.70
236774162	162	Brooke Granata	0.00	479.85	479.85	479.85	1439.55
236774162	162	John Poor*	0.00	0.00	0.00	457.00	457.00
240872375	075	Jacqueline Orloff	0.00	479.85	0.00	479.85	959.70
TOTAL:			0.00	7229.29	1919.40	16778.15	25926.84

AGED OWNER BALANCES: AS OF May 31, 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	0.00	7204.29	1919.40	1439.55	10563.24
02	NSF charges	1200	0.00	25.00	0.00	0.00	25.00
14	Balance Forward	1200	0.00	0.00	0.00	15338.60	15338.60
GRAND TOTAL			0.00	7229.29	1919.40	16778.15	25926.84

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ELINQUENCY AMOUNT
01200	Accounts Receivable	25926.84
TOTAL		\$25926.84



Date: June 22, 2021
 RE: Laurelmont (197 homes)
 Attendees: Rayna Schonwit, Scott Otis, Josh Kersten, Board of Directors,
 and Ross Construction Management

❖ **Wood and Paint Project**

• **Wood Project**

➤ Pot shelf – Mock Pot Shelf Selected

- Remove pot shelf and install 2x10 bellyband with metal flashing
 - Pac West - \$1,485.00 per location
 - Pac West - \$1,485.00 + WindsorOne markup
 - Prestige - \$2,275.00 per location (DF#1)
 - Prestige - \$2,455.00 per location (WindsorOne)

➤ Chimney Cap Replacement

- Pacific Western (assumed 18ft)
 - DF#1 - \$520.74
 - WindsorOne - \$722.88
- Prestige/CPR
 - DF#1 - \$500.00
 - WindsorOne - \$700.00

➤ Wood Project Comparison

- Any price increase or decrease will be based on these numbers presented at time of bid. Both will have some edits based on inflation.
- Pacific Western
 - DF#1 – \$122,460.82
 - WindsorOne - \$161,564.82
- Prestige/CPR
 - DF#1 - \$124,927.00
 - WindsorOne - \$159,906.56

• **Paint Project**

➤ New Base Bid – Spot prime community & full prime top caps. Paint one coat

- Pacific Western - \$199,977.32
- Prestige/CPR - \$177,300.00

➤ Option 1 – Full prime community and top caps. Paint one coat

- Pacific Western - \$289,216.13
- Prestige/CPR - \$310,275.00

➤ Option 2 – Paint chimney metal housing

- *Price is assuming each home has one chimney totaling 197
- Pacific Western - \$15,474.35
 - \$78.55 each
- Prestige/CPR - \$49,250.00
 - \$250 each

LAURELMONT COMMUNITY ASSOCIATION
CONSENT CALENDAR
June 29, 2021

- A. **BE IT RESOLVED** that the May 25, 2021, Executive Session Minutes of the Board of Directors are approved as presented.
- B. **BE IT RESOLVED** that the May 25, 2021, Regular Session Minutes of the Board of Directors are approved as presented.
- C. **BE IT RESOLVED** that the Financial Statements dated May 2021 are approved as presented.

**LAURELMONT COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
EXECUTIVE SESSION MINUTES
May 25, 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, May 25, 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 (absent)

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 at 6:02pm.

**ARCHITECTURAL
APPLICATION:**

Management presented an architectural application submitted by 48 Primrose for the Board's review. Mr. Walther motioned to approve the replacement of windows and the patio door at this home. Mr. James seconded and by a vote of 4-0, the motion passed.

**PRIVATE
HOMEOWNER
MEETING:**

The Homeowner from 86 Primrose was called to hearing before the Board of Directors for unapproved architectural work completed and a port-a-potty in the common area. It was brought to Management's attention that the Homeowner had also built a permanent ramp in the common area connecting to her backyard.

The Homeowner from 86 Primrose attended the hearing. The Board and Management recommended she fill out an architectural application and schedule an inspection with Management and the Board.

**DELINQUENCY
REPORT:**

The Board was presented with the Delinquency Report for the month of April. Mr. Otis with Otis HOA Management advised the Board that he will contact Homeowners that are past due to see if they would be willing to do a payment plan. Management will follow up with the collections' attorney for an update on any accounts that may be with them;

Management will update the Board accordingly. Moving forward on the most delinquent accounts will be included on the agenda if there is no movement on them in the next month.

**3RD PARTY
CONTRACTS:**

The Board was presented with the draft reserve study from Advanced Reserve Solutions. Management will work on validating the numbers in the reserve study before the final is presented.

Conor Ross and Justin Koch with Ross Management joined the executive portion of the meeting to provide an update on the wood trim replacement and painting project. The Board discussed possible alternatives to using wood. Ross Construction will put together a drawing for alternative options and Management will schedule them to join the next meeting.

**ADJOURNMENT/
RECONVENMENT:**

In order to begin the Regular Session Meeting on schedule, Mr. James motioned to adjourn the Executive Session at 7:00pm. The Executive Session reconvened at 8:43pm.

**HOMEOWNER
CORRESPONDENCE:**

The Board reviewed an email from a Homeowner expressing concern for the opening of the pool.

**PRIOR MANAGEMENT
COMPANY'S ACTION**

LIST: Management provided an update on the status of the firewall issue at 32/34 Pepperwood. Mr. Otis advised that Management will attempt to obtain the "as built" drawings for Laurelmont Community Association.

**HOMEOWNER
NON-COMPLIANCE:**

A report from Spectrum Property Services and Management was presented to the Board from their inspection at 51 Primrose. Several Board members agreed that the crack in 53 Primrose's wall is Homeowner responsibility.

Management will request 51 Primrose to submit an architectural application for the unapproved work that was done.

ADJOURN: There being no further business to come before The Board, Mr. James motioned to adjourn the meeting at 9:08pm. Mr. Walther seconded, and by a vote of 4-0 the motion passed.

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

APPROVED:

Tom James, Board President

DIRECTOR CERTIFICATE

I, Patrick Whitfield, hereby certify that I am the Director at Large 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 May 25, 2021 as approved by the Chairman of the meeting.

Patrick Whitfield, Director at Large

Date

**LAURELMONT COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
REGULAR SESSION MINUTES
May 25, 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, May 25, 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 (absent)

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:

Fourteen (14) Homeowners joined the open forum portion of the meeting.

Management was advised by a Homeowner that the water levels in the spa are inconsistent.

Another Homeowner expressed concern that personal information was shared with the previous parking vendor after notice of termination took place.

One Homeowner wanted to follow up on a service request that was submitted in March. Management will follow up with the Homeowner after the meeting.

High HOA fees were brought up during the Homeowner forum portion of the meeting. The Homeowner also advised that the landscapers are using the leaf blower excessively and have entered their front gate to do so.

Paying off the repipe loan was brought up by a Homeowner who had concerns about the Association's financing.

A Homeowner advised Management that their service request was completed, but the landscape company left some branches that they would like removed.

The last subject of discussion was about moving forward with a community forum. Management will look into the idea and get back to the Membership.

CONSENT

CALENDAR: Mr. James motioned to approve the April 27, 2021, Executive and Regular Session Minutes. Mr. Walther seconded and by a vote of 4-0 the motion passed.

During the financials discussion, Ms. Sandacz questioned why the gas was turned on during the time that the pool was closed. Mr. James advised it was turned on for work to be done and was possibly not shut off after completion. Ms. Sandacz requested the accounting department create a GL code to track the repipe expense on the financial report. She also wanted to follow up on the administration and storage fees charged by Associa before the change in Management.

Ms. Sandacz motioned to approve the April 2021 financials. Mr. James seconded and by a vote of 4-0 the motion passed.

UNFINISHED BUSINESS:

PARKING PATROL

UPDATE: The Board requested Management to post the new safelist rules from Courtesy Patrol Specialists on the website and to send out an email blast to the Membership. The Board also wanted to know if new signage would be installed by Courtesy.

POOL AMENITY:

Management provided the Board with an update on engaging a subscription with poolcomm to monitor the pool. It was brought to Management's attention that there may be an issue with the pool heater. Management will follow up with Scott from Aqualine.

WOOD TRIM REPLACEMENT & PAINTING PROJECT:

The Board would like to see the drawings provided by Ross Construction for modifying the pot shelf. Mr. Walther volunteered his pot shelf for the project.

RESERVE STUDY:

The Board discussed the draft reserve study and Management advised they will contact vendors to assist in validating the numbers.

**NEW
BUSINESS:**

**COMMON AREA
MAINTENANCE:**

A proposal from Champion Paving to install 30 new parking signs was presented to the Board in the amount of \$1,650.00. The Board found the bid to be costly, and Mr. Whitfield motioned to purchase the signs himself and install them in the community at no cost.

Proposals from MG Construction and Spectrum Property Services were reviewed by the Board to repair the dry rot at 9 Pepperwood. The Board agreed that this should be handed during the upcoming wood project and tabled the discussion.

Management presented the Board with a proposal from Roofing Standards to repair previous work that was done incorrectly on the roof at 46 Willowood. The Board would like Management to obtain competitive bids and follow up with vendors that may have done the original repairs to see if they can return to complete the project.

A proposal to caulk the cracks at 73 Willowood was presented to the Board. It was decided that Mr. James and Mr. Whitfield would inspect the other homes on the slope to see if they are experiencing the same issue. The bid for 73 Willowood was tabled.

Management updated the Board on proposals for the 18 Primrose concrete repair and 70 Primrose asphalt patching. A bid from Champion paving was received and Management is working on obtaining competitive bids.

**LANDSCAPE
MAINTENANCE
& ENHANCEMENTS:**

Harvest Landscape provided three (3) proposals for the Boards review that were requested at the last landscape walk.

A proposal to re-sod the planter bed due to rabbit damage at 80 Willowood was presented in the amount of \$1,062.00. Another proposal was presented to install a new tree where an old tree was removed and replace the damaged turf in the area next to 21 Pepperwood in the amount of \$3,013.00. The Board found them to be costly and would like the areas looked at again during the next landscape walk. Management will request Harvest to provide alternative options for the areas of concern.

Harvest removed dead plant material next to 53 Primrose. Management presented a proposal to plant new plants in the bare area. Mr. James

motioned to plant (13) 5-gallon Agapanthus in the amount of \$656.50. Mr. Walther seconded and by a vote of 4-0, the motion passed.

**MANAGEMENT
REPORT:**

WORK ORDERS:

A Homeowner spoke up about outstanding issues with their home and inquired about why it was not included on the agenda. Management advised the Homeowner of the status and will follow up with the Homeowner after the meeting.

Mr. Whitfield requested an update on the filings of CID, SI, and taxes. Mr. Otis advised he will be contacting the federal tax board to request an update. Management will update the Board accordingly.

ADJOURN: There being no further business to discuss, Mr. James made a motion to adjourn the meeting at 8:43PM. Ms. Sandacz seconded the motion and by a vote of 4-0 the motion to adjourn passed.

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

APPROVED:

Tom James
Board President

DIRECTOR CERTIFICATE

I, Patrick Whitfield, hereby certify that I am the Director at Large 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 May 25, 2021, as approved by the Chairman of the meeting.

Date: _____

Patrick Whitfield, Director at Large

Laurelmont Community Association

Financial Statements

prepared for the Board of Directors

For the month and period ending:

May 31, 2021

Note:

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



Laurelmont Community Association

Balance Sheet
As of 05/31/21

ASSETS

CURRENT ASSETS

OPERATING FUNDS

Pacific Western Bank	\$ 28,119.60	
Union Bk Prior Op	1,819.60	
Due To\From Reserve	(133,118.06)	

TOTAL OPERATING FUNDS

\$ (103,178.86)

RESERVE FUNDS

Pacific Western Bank MMA	\$ 1,756,835.18	
Union Bank Prior MM	(846.00)	
Morgan Stanley MM	1,570,321.94	
Due To\From Operating	133,118.06	

TOTAL RESERVE FUNDS

\$ 3,459,429.18

OTHER ASSETS

Accounts Receivable	\$ 25,926.84	
Allowance for Bad Debt	(12,100.37)	
Other Prepaid Expenses	25.55	
Clearing/Suspense Account	1,155.00	

TOTAL OTHER ASSETS

\$ 15,007.02

TOTAL ASSETS

\$ 3,371,257.34

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LIABILITIES & EQUITY

CURRENT LIABILITIES

Prepaid Owner Assessments	\$ 17,305.04	
Delinquency Fee Payable	1,415.00	
Federal Tax Payable	4,409.00	
Franchise Tax Payable	1,480.00	
Loan - Pacific Premier Repipe	844,624.27	

TOTAL CURRENT LIABILITIES

\$ 869,233.31

RESERVES

Cooling Systems	\$ 8,438.17	
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Laurelmont Community Association

Balance Sheet
As of 05/31/21

Landscape	11,019.59		
Irrigation	57,292.78		
Lighting	14,332.42		
Doors	79,185.08		
Fences, Gates/Walls	415,909.87		
Gas Lines	159,941.25		
Signs	5,224.91		
Painting	427,950.50		
Pools/Spas	90,656.62		
Streets & Drives	239,716.24		
Roofs	1,406,439.25		
Mailboxes	24,891.70		
Siding/Wood Replacement	198,804.74		
Trees	40,048.27		
Termites	38,610.47		
Plumbing	98,922.71		
Taxes	(7,451.00)		
Contingency	97,215.57		
Reserve Interest	52,280.04		
TOTAL RESERVES		\$ 3,459,429.18	
EQUITY			
Retained Earnings	\$ (983,886.52)		
CURRENT YEAR NET INCOME(LOSS)	26,481.37		
SUBTOTAL EQUITY		\$ (957,405.15)	
TOTAL LIABILITIES & EQUITY			\$ 3,371,257.34
			=====

Laurelmont Community Association

Income/Expense Statement
Period: 05/01/21 to 05/31/21

Account	Description	Current Period			Year-To-Date			Yearly Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
INCOME:								
04010	Assessments	94,530.45	94,530.45	.00	472,652.25	472,652.25	.00	1,134,365.40
04130	Reserve Interest	55.43	.00	55.43	1,179.92	.00	1,179.92	.00
04140	Late Charges	95.98	.00	95.98	155.22	.00	155.22	.00
04190	Miscellaneous	.00	.00	.00	25.00	.00	25.00	.00
04230	Compliance Fines	.00	.00	.00	250.00	.00	250.00	.00
Subtotal Income		94,681.86	94,530.45	151.41	474,262.39	472,652.25	1,610.14	1,134,365.40
EXPENSES								
Utilities								
05020	Electricity	.00	1,500.00	1,500.00	1,793.69	7,500.00	5,706.31	18,000.00
05030	Gas	.00	541.67	541.67	252.28	2,708.35	2,456.07	6,500.00
05070	Water	.00	3,098.58	3,098.58	1,579.56	15,492.90	13,913.34	37,183.00
Utilities		.00	5,140.25	5,140.25	3,625.53	25,701.25	22,075.72	61,683.00
Land Maintenance								
05510	Contract Landscape	12,470.40	12,470.40	.00	62,351.60	62,352.00	.40	149,644.80
05550	Landscape Extras	680.00	416.67	(263.33)	745.56	2,083.35	1,337.79	5,000.00
05555	Landscaping - Other	.00	448.28	448.28	.00	2,241.40	2,241.40	5,379.35
05560	Sprinkler Repair	94.54	416.67	322.13	2,635.79	2,083.35	(552.44)	5,000.00
05850	Tree Maintenance	.00	1,413.75	1,413.75	85.00	7,068.75	6,983.75	16,965.00
05950	Back Flow Inspection	.00	41.67	41.67	.00	208.35	208.35	500.00
Land Maintenance		13,244.94	15,207.44	1,962.50	65,817.95	76,037.20	10,219.25	182,489.15
Pool Maintenance								
06010	Contract Pool Service	.00	575.00	575.00	900.00	2,875.00	1,975.00	6,900.00
06040	Pool Chemicals	.00	83.33	83.33	5,166.00	416.65	(4,749.35)	1,000.00
06060	Pool Supplies/Repairs	.00	541.67	541.67	1,499.25	2,708.35	1,209.10	6,500.00
Pool Maintenance		.00	1,200.00	1,200.00	7,565.25	6,000.00	(1,565.25)	14,400.00
Contract Maintenance								
07010	Building-Rpr/Maint	.00	833.33	833.33	6,000.88	4,166.65	(1,834.23)	10,000.00
07020	Janitorial - Contract	.00	446.67	446.67	915.00	2,233.35	1,318.35	5,360.00
07030	Janitorial - Supplies	.00	125.00	125.00	460.87	625.00	164.13	1,500.00
07050	Common Areas - Repipe Proje	.00	8,341.65	8,341.65	.00	41,708.25	41,708.25	100,099.85

Laurelmont Community Association

Income/Expense Statement
Period: 05/01/21 to 05/31/21

Account	Description	Current Period			Year-To-Date			Yearly Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
07150	Roof Repairs	420.00	2,754.00	2,334.00	59,090.19	13,770.00	(45,320.19)	33,048.00
08020	Electrical Repairs	.00	235.17	235.17	.00	1,175.85	1,175.85	2,822.00
08050	Common Area	.00	833.33	833.33	1,908.00	4,166.65	2,258.65	10,000.00
08055	General Repairs	.00	1,250.00	1,250.00	2,950.40	6,250.00	3,299.60	15,000.00
08070	Lighting	.00	.00	.00	120.00	.00	(120.00)	.00
08110	Pest Control	758.50	890.00	131.50	2,650.00	4,450.00	1,800.00	10,680.00
08115	Pest Control - Termites	.00	.00	.00	275.00	.00	(275.00)	.00
08120	Plumbing Repairs	.00	1,689.74	1,689.74	19,500.00	8,448.70	(11,051.30)	20,276.92
08130	Gate & Monuments	.00	458.33	458.33	2,712.00	2,291.65	(420.35)	5,500.00
08140	Security Patrol	753.94	718.04	(35.90)	1,507.88	3,590.20	2,082.32	8,616.48
Contract Maintenance		1,932.44	18,575.26	16,642.82	98,090.22	92,876.30	(5,213.92)	222,903.25
Administration								
09010	Bad Debts	.00	233.33	233.33	.00	1,166.65	1,166.65	2,800.00
09020	Audit/Tax Preparation	1,300.00	100.00	(1,200.00)	3,089.38	500.00	(2,589.38)	1,200.00
09080	State Taxes	.00	.00	.00	333.58	.00	(333.58)	.00
09090	License & Permits	.00	50.00	50.00	725.00	250.00	(475.00)	600.00
09110	Insurance	.00	3,981.25	3,981.25	13,438.57	19,906.25	6,467.68	47,775.00
09117	Earthquake Ins	.00	1,225.00	1,225.00	9,294.18	6,125.00	(3,169.18)	14,700.00
09120	Legal Services	.00	500.00	500.00	1,726.35	2,500.00	773.65	6,000.00
09130	Management Services	7,400.00	2,770.00	(4,630.00)	16,639.34	13,850.00	(2,789.34)	33,240.00
09140	Interest Expense - Repipe Loa	4,670.42	4,166.67	(503.75)	20,351.61	20,833.35	481.74	50,000.00
09160	Printing & Mailing	.00	858.33	858.33	278.52	4,291.65	4,013.13	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)	1,350.00	531.25	(818.75)	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	2,083.35	1,363.18	5,000.00
Administration		14,045.42	14,407.50	362.08	72,682.07	72,037.50	(644.57)	172,890.00
Reserve Allocations								
09610	Reserve Contribution	40,000.00	40,000.00	.00	200,000.00	200,000.00	.00	480,000.00
09791	Interest Adjustment	55.43	.00	(55.43)	1,179.92	.00	(1,179.92)	.00
Reserve Allocations		40,055.43	40,000.00	(55.43)	201,179.92	200,000.00	(1,179.92)	480,000.00
TOTAL EXPENSES		69,278.23	94,530.45	25,252.22	448,960.94	472,652.25	23,691.31	1,134,365.40
Current Year Net Income/(loss)		25,403.63	.00	25,403.63	25,301.45	.00	25,301.45	.00

Laurelmont Community Association

Income/Expense Statement

Actual spreadsheet Start date: 01/01/21 Cutoff date: 03/31/21

		JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	Total
07010	Building-Rpr/Maint	.00	3,239.88	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	3,239.88
07020	Janitorial - Contract	.00	915.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	915.00
07030	Janitorial - Supplies	.00	460.87	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	460.87
07150	Roof Repairs	.00	45,270.19	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	45,270.19
08055	General Repairs	.00	2,950.40	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,950.40
08110	Pest Control	.00	604.00	533.50	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,137.50
08120	Plumbing Repairs	.00	15,075.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	15,075.00
08130	Gate & Monuments	.00	2,224.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,224.00
08140	Security Patrol	.00	.00	753.94	.00	.00	.00	.00	.00	.00	.00	.00	.00	753.94
Contract Maintenance		.00	70,739.34	1,287.44	.00	.00	.00	.00	.00	.00	.00	.00	.00	72,026.78
Administration														
09080	State Taxes	.00	333.58	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	333.58
09110	Insurance	.00	5,589.00	(1,032.52)	.00	.00	.00	.00	.00	.00	.00	.00	.00	4,556.48
09117	Earthquake Ins	.00	2,544.66	5,322.52	.00	.00	.00	.00	.00	.00	.00	.00	.00	7,867.18
09120	Legal Services	.00	976.35	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	976.35
09130	Management Services	.00	5,539.34	3,700.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	9,239.34
09140	Interest Expense - Repipe Loan	.00	8,469.15	3,772.91	.00	.00	.00	.00	.00	.00	.00	.00	.00	12,242.06
09160	Printing & Mailing	.00	278.52	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	278.52
09165	Office Supplies	.00	1,497.23	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,497.23
09166	Storage	.00	2,484.20	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	2,484.20
09450	Other Professional Fees	.00	753.94	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	753.94
09475	Miscellaneous	.00	720.17	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	720.17
Administration		.00	29,186.14	11,762.91	.00	.00	.00	.00	.00	.00	.00	.00	.00	40,949.05
Reserve Allocations														
09610	Reserve Contribution	.00	80,000.00	40,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	120,000.00
09791	Interest Adjustment	.00	1,097.01	13.41	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,110.42

GL Account Analysis
Laurelmont Community Association
5090 - Office Supplies
From January 01, 2021 To June 16, 2021

Date	Batch	Source	Project	Description	Reference	Amount
						Opening Balance:
						0.00
01/01/2021	2482668	RV Accrue Expenses		Accrue Professional Community Mgmt	2021-01-03-14550	(20.00)
				Accrue Professional Community Mgmt	2021-01-03-14550	(439.20)
				Accrue Professional Community Mgmt	2021-01-03-14550	(16.10)
				Accrue Professional Community Mgmt	2021-01-03-14550	(5.46)
				Accrue Professional Community Mgmt	2021-01-03-14550	(0.78)
01/03/2021	2491135	AP Professional Community Mgmt		Electronic Billing Statement		16.10
				Billing Statement		439.20
				Standard #10 Envelope with Window		5.46
				AP Check Stock		20.00
				Standard #10 Envelope without Window		0.78
					Total January, 2021:	0.00
02/01/2021	2517774	AP Professional Community Mgmt		Standard #10 Envelope with Window		3.98
				Electronic Billing Statement		17.25
				AP Check Stock		13.00
				Billing Statement		436.80
				Standard #10 Envelope without Window		3.00
				Envelope 9 x 12		3.00
02/25/2021	2522093	AP Professional Community Mgmt		Envelope 9 x 12		3.00
				AP Check Stock		13.00
				Standard #10 Envelope with Window		4.20
				Departure/Transition Fee		1,000.00
					Total February, 2021:	1,497.23
					Ending Balance:	1,497.23

GL Account Analysis
Laurelmont Community Association
5100 - Records Storage
From January 01, 2021 To June 16, 2021

Date	Batch	Source	Project	Description	Reference	Amount
						Opening Balance:
01/01/2021	2482668	RV Accrue Expenses		Accrue Professional Community Mgmt		0.00
01/03/2021	2491135	AP Professional Community Mgmt		Electronic Data Storage	2021-01-03-14550	(25.00)
						25.00
					Total January, 2021:	0.00
02/01/2021	2517774	AP Professional Community Mgmt		Electronic Data Storage		30.00
				Record Storage		15.20
02/25/2021	2522093	AP Professional Community Mgmt		Record Storage		2,409.00
				Electronic Data Storage		30.00
					Total February, 2021:	2,484.20
					Ending Balance:	<u>2,484.20</u>

From: Sharon Anderson <Sharon.Anderson@associa.us>
Sent: Wednesday, June 16, 2021 12:25 PM
To: Stephanie Raymond; rayna@otishoa.com
Subject: RE: Laurelmont Invoice Question
Attachments: Laurelmont PCM - GL Acct 5100 Storage 2021.pdf; Laurelmont PCM - GL Acct 5090 2021.pdf

Flag Status: Flagged

Hello Stephanie,

The attached should help in explaining the charges. They are from different billing invoices, but I think the descriptions are self-explanatory.

The storage amount of 2,409 is the annual storage fee charged for storage boxes of records that belongs to the association. It is a 30.00 per/box charge and is billed annually. The other "electronic data charges" are charge monthly for computer file storage.

Office supplies are regular monthly reimbursable charges in accordance with the contract's fee schedule.

Hope this helps. Thank you.

Sharon Anderson, CCAM®

Corporate Accountant

Professional Community Management – An Associa® Company– *Delivering unsurpassed management and lifestyle services to communities worldwide.*

27051 Towne Centre Drive, Suite 200 Foothill Ranch, CA 92610

O: 949-768-7261

D: 949-465-2488

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GREAT PLACE TO WORK!**

Three ways to connect:

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From: Stephanie Raymond

Sent: Wednesday, June 16, 2021 11:55 AM

Laurelmont

Community Association

MEMORANDUM

Date: June 23, 2021
To: Board of Directors
From: Management
Subject: 15 Primrose – James LeCourt Plumbing & MG Construction Invoice

Before Otis HOA Management was with Laurelmont, Associa was taking care of a mainline leak in the shared wall of 15 Primrose. In order to access the leak, the drywall needed to be cut.

While the leak invoice has already been paid by the HOA, there is a note in Strongroom requesting Management to bill the Homeowner. On the invoice, it specifies that there is a gap between flange and toilet, which possibly makes it Homeowner responsibility.

At the March 2021 Board meeting, the Board approved MG Construction to do drywall patch back if prime and paint was included in the amount of \$460.00. The invoice was rejected in Strongroom, and it was requested that this be discussed at the upcoming meeting to determine responsibility.

Please provide direction on responsibility and advise if we need to request reimbursement from the Homeowner for the leak and/or bill the Homeowner for the drywall repair.



27176 Burbank - Foothill Ranch, CA 92610

State License - #868279

Billing Inquiries
Phone: (949) 661-8002

Fax: (949) 661-8203

Invoice

Date	Invoice #
3/31/2021	91693

Bill To
Laurelmont Community C/o Otis Management 23120 Alicia Parkway #212 Mission Viejo CA 92692

Job Address
Lance K Godbout 15 Primrose Aliso Viejo CA 92656 (60883)

P.O. No.	Terms	Rep
5	Net 30	JH

Quantity	Description	Rate	Serviced	Amount
1	<p>Service Call - Plumber returned once JLP received the cleared asbestos report from management - camera inspection</p> <p>A.) Plumber arrived on-site wearing the proper PPE. B.) Upon arrival, plumber attempted to remove toilet and due to it being grouted in, plumber could not remove the toilet in unit #15. C.) Tenant advised plumber that roter company informed him that the toilet was removed by roter company to clear the drain. D.) Upon further investigation, plumber observed that the roter company had not removed the toilet they only used a toilet augur. E.) Tenant could not verify if the toilet had or had not been removed by the roter company. Tenant only observed the roter company had a handheld snake. F.) Cut drywall in tested section below toilet drain line in the garage. G.) Cut out a 2-foot section of 3-inch ABS pipe to video inspect drain line both ways, to the toilet flange and to the drop to the mainline.</p>	575.00	3/8/2021	575.00T

Thank you for your business.	Total
	Payments/Credits
	Balance Due

APR 08 2021
8120 575. ⁰⁰
AP



27176 Burbank - Foothill Ranch, CA 92610

State License - #868279

Billing Inquiries
 Phone: (949) 661-8002
 Fax: (949) 661-8203

Invoice

Date	Invoice #
3/31/2021	91693

Bill To
Laurelmont Community C/o Otis Management 23120 Alicia Parkway #212 Mission Viejo CA 92692

Job Address
Lance K Godbout 15 Primrose Aliso Viejo CA 92656 (60883)

P.O. No.	Terms	Rep
5	Net 30	JH

Quantity	Description	Rate	Serviced	Amount
	H.) During video-inspection, plumber observed a gap between the flange and toilet. Due to the gap between flange and toilet, when the toilet back-ups it leaks into the garage ceiling. I.) Replaced cut out section of drain pipe with two no hub bands. J.) Cleaned up work area and left in good working condition. NOTE: Unit ready for drywall.		3/8/2021	

Thank you for your business.	Total
	Payments/Credits
	Balance Due



27176 Burbank - Foothill Ranch, CA 92610

State License - #868279

Billing Inquiries
Phone: (949) 661-8002

Fax: (949) 661-8203

Invoice

Date	Invoice #
3/31/2021	91693

Bill To
Laurelmont Community C/o Otis Management 23120 Alicia Parkway #212 Mission Viejo CA 92692

Job Address
Lance K Godbout 15 Primrose Aliso Viejo CA 92656 (60883)

P.O. No.	Terms	Rep
5	Net 30	JH

Quantity	Description	Rate	Serviced	Amount
	Sales Tax	0.00%	3/8/2021	0.00

Thank you for your business.	Total	\$575.00
	Payments/Credits	\$0.00
	Balance Due	\$575.00

M
G
C

M G Construction

12582 Tours Ave. 714-595-1479 mg21construction@gmail.com
 Garden Grove CA. 92843 F: Fax Number Website

Bill To: **Laurelmont Community Ass. C/O** Phone: **888-516-6532**
Otis HOA Manangement
 Address: **23120 Alicia Parkway, Suite 214** Fax:
Mission Viejo CA Email: www.otishoa.com Invoice Date: 4/15/21

Invoice for: Patch back drywall

Invoice # 100

WO #	Address	Detail	Detail	Price
14	15 Primerose Aliso Viejo CA.	patch back drywall		\$ 460.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
			Other	
			Deposit Received	
			TOTAL	\$ 460.00

Make all checks payable to M G Construction.
 Total due in <#> days. Overdue accounts subject to a service charge of <#>% per month.

**COMMON AREA
MAINTENANCE:**

Ms. Sandacz motioned to approve Superior Roofing repairs for 46 Willowood and 82 Primrose in the amount of \$5,555.00. Mr. James seconded and by a vote of 3-2 the motion passed.

Management will follow up with Harvest for a previously requested proposal to remove the tree at 60 Willowood causing the concrete to lift. Ms. Sandacz motioned to approve option 2 of Spectrum's proposal for 17 Willowood and 69 Primrose in the amount of \$542.00 each and the proposal to do panel replacement at 60 Willowood in the amount of \$1,368.22. Mr. Kasavan seconded and by a vote of 5-0 the motion passed.

Mr. Whitfield motioned to approve remediation repairs by ServiceFirst for 53 and 55 Pepperwood in the amount not to exceed \$750.00. Mr. Walther seconded and by a vote of 5-0 the motion passed.

- The Board was presented with competitive bids to repair the drywall in 15 Primrose's bathroom after plumbing repairs. Mr. James motioned to approve MG Construction's bid if they included prime and paint in the amount of \$460.00. Mr. Whitfield seconded and by a vote of 5-0 the motion passed.

FHA RENEWAL:

Management was pleased to announce that the Association has been FHA approved. The Board would now like Management to work on VA approval.

The Board would like to know what procedures are in place to ensure taxes are being filed and paid on time. Management will follow up with Associa and the auditor.

RESERVE STUDY

PROPOSAL: Ms. Sandacz motioned to approve the proposal from Advanced Reserve Solutions option 1 with 1a in the amount of \$1,350.00. Mr. James seconded and by a vote of 4-1 the motion passed.

**INSURANCE
POLICY**

RENEWAL: Ms. Sandacz motioned to approve the master insurance policy renewal proposal in the amount of \$37,030.00. Mr. Kasavan seconded, and by a vote of 5-0 the motion passed.

Ms. Sandacz motioned to approve the earthquake insurance policy renewal proposal in the amount of \$21,617.88. Mr. Kasavan seconded, and by a vote of 4-1 the motion passed.

Phone # 888-516-6532	Laurelmont Community Assn C/O OTIS HOA Management 23120 Alicia Pkwy, Ste 215 Mission Viejo, CA 92692	Work Order # 29
Fax #		Date Printed 6/22/2021
Work Order		

Summary: 15 Primrose Drywall Repair & Paint

Assigned To: MG CONSTRUCTION
12582 Tours Ave.
Garden Grove, CA 92843
Phone #: 714 595-1479
Fax #:

Create Date: 04/02/2021 **Target Date:**
Status: Closed **Closed Date:** 4/15/2021
W/O Type: BOD - Board Approved Proposal
W/O Auth.: RAY - Rayna Schonwit

Job Details

Job Location

15 Primrose #
Aliso Viejo, CA 92656

Contact Info

Contact: Lance K Godbout
Phone: 9492330066 **Phone 2:** 9492753938
Account #: 145536666 **Lot/Unit #:** 066

Special Instructions

Detailed Description

4/2/21- Approved proposal to repair the drywall and prime & paint for 15 Primrose in the amount of \$460.00. Please contact the tenant at (760) 217-6312 to schedule. Thank you!

4/15/21 Work completed - AMR

Laurelmont

Community Association

MEMORANDUM

Date: June 23, 2021
To: Board of Directors
From: Management
Subject: Reserve Study Update

Management has been working diligently to validate the numbers on the draft reserve study. Please see the below update:

- Ben's Asphalt and Champion Paving estimate the Asphalt Overlay to be about \$2.00 per square foot, which is in line with the reserve study numbers.
- Roofing Standards and McCormack Roofing advise \$4.50-5.50 per square foot for shingle roofs, which may be less than the "current cost" in the draft reserve study, currently estimating \$6.50 per square foot.
- Accurate Termite will provide a renewal option for the annual treatment program in the amount of \$24,625.00 for one year which may decrease the current cost of the fumigation line item.
- Management is still working to obtain a replacement cost for the (8) backflows in the community and to replace the irrigation controllers with RainMaster smart controllers to validate the existing numbers.

Management is proposing to make the following edits to the draft reserve study:

- Make Asphalt Repair a single line item with a 1-year useful life so that the Board has a yearly allocation of around \$8,000.00 per year for asphalt repairs throughout the community.
- Change the Asphalt Seal Coat remaining life from 3 years to 1, 2 and 3 years so the streets that are the worst get taken care of first, and so the cost is spread out over the course of 4 years.
- Change Concrete Repair's useful life to 1 year so the Board has a yearly allocation of around \$5,000.00 per year.
- Change the Mailbox useful life to 1 year and current cost to around \$1,600.00 (as provided by Hillcrest Construction for (1) 16 cluster-box) per year.

Laurelmont Community Association
Calculation of Percent Funded
Sorted by Category

	Remaining Life	Useful Life	Current Cost	Fully Funded Balance
010 Streets				
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)	1 2	1 4	\$5,704.24 \$8,000.00	\$1,426.06
Streets - Asphalt, Repair (Primrose)	5	4	\$15,339.68	\$3,834.92
Streets - Asphalt, Repair (Willowood)	5	4	\$9,033.24	\$2,258.30
Streets - Asphalt, Seal Coat (Pepperwood)	2 8	4	\$4,914.42	\$1,228.61
Streets - Asphalt, Seal Coat (Primrose)	1 8	4	\$13,215.72	\$3,303.93
Streets - Asphalt, Seal Coat (Willowood)	3 5	4	\$7,782.46	\$1,945.62
Streets - Concrete, Repair	0	1 2	\$10,000.00 \$5,000.00	\$10,000.00
Sub Total	0-11	2-20	\$456,959.73	\$212,572.43
020 Roofing				
Roofing - Composition Shingle - \$4.50-5.50/sq ft	2	25	\$2,077,727.00	\$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
Sub Total	2	19-25	\$2,781,047.00	\$2,557,534.74
030 Painting				
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
Sub Total	1-5	4-12	\$398,606.65	\$27,564.22
040 Fencing, Gates & Walls				
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
Sub Total	10-19	25-51	\$856,091.74	\$538,569.50
050 Lighting				
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
Sub Total	5-14	20-41	\$20,360.00	\$15,845.51
060 Pool Area				
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
Sub Total	0-22	4-41	\$137,520.11	\$75,686.60
070 Grounds				
Grounds - Mailboxes	17	17	\$34,500.00 \$1,000.00	\$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
Sub Total	6-7	15-20	\$44,490.00	\$27,942.06

Laurelmont Community Association

Calculation of Percent Funded

Sorted by Category

	Remaining Life	Useful Life	Current Cost	Fully Funded Balance
<u>080 Landscape</u>				
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
Sub Total	1-8	15-37	\$23,085.00	\$17,155.38
<u>090 Miscellaenous</u>				
Gas Line Repairs	0	1	\$30,000.00	\$30,000.00
Plumbing Repairs	0	1	\$30,000.00	\$30,000.00
Termite Control - Fumigation - \$24,025 / yr	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
Sub Total	0-10	1-40	\$449,103.29	\$172,193.84
Contingency	n.a.	n.a.	n.a.	\$109,351.93
Total	0-22	1-51	\$5,167,263.51	\$3,754,416.22
Anticipated Reserve Balance				\$3,379,610.00
Percent Funded				90.02%

Laurelmont

Community Association

MEMORANDUM

Date: June 23, 2021
To: Board of Directors
From: Management
Subject: Common Area Repairs & Maintenance

Please see the below summary of proposals obtained for common area repairs and maintenance.

Wood Repairs	
9 Primrose	MG Construction - \$590.00 ServiceFirst - \$1,530.00
68 Willowood	MG Construction - \$660.00
76 Primrose	MG Construction - \$1,190.00
78 Primrose	MG Construction - \$590.00 Pacific Rim - \$755.00 Spectrum - \$978.00
19 Primrose	Spectrum - \$1,284.00



Service First Restoration

27071 Cabot Road, Suite # 105
Laguna Hills, CA 92653
1(888)88-First

Client: Laurelmont (HOA) Job# 21-0611 REC P
Property: 9 Primrose
Aliso Viejo, CA, 92656

Home: (888) 516-6532

Operator: BILL

Estimator: Bill Valles
Position: Senior Recon Manager
Company: ServiceFirst Restoration
Business: 27071 Cabot Rd #105
Laguna Hills , CA 92653

Cellular: (562) 810-5038
E-mail: bill@callservicefirst.com

Type of Estimate: <NONE>

Date Entered: 3/21/2021

Date Assigned:

Price List: CAOG8X_MAY21
Labor Efficiency: Restoration/Service/Remodel
Estimate: LAURELMONT-HOA-2
File Number: WO# 7

Estimate only includes work described and is subject to change in the event of and not limited to hidden damages and unforeseen issues out of our control. In the event the scope of work changes, only the cost of the deducted work and profit will be credited to client. Hazardous material testing/abatement/disposal, city fees/permits/code requirements, fireproofing and major flood prep excluded unless otherwise noted.



Service First Restoration

27071 Cabot Road, Suite # 105
Laguna Hills, CA 92653
1(888)88-First

LAURELMONT-HOA-2

Rear Elevation

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
1. Framing & Rough Carpentry (Bid Item)	1.00 EA	0.00	1,275.00	0.00		1,530.00
<i>Remove and replace 10x2 wood rot fascia approx 18 ft. Replace 10x2 fascia above slider approx 12 lf. Prime and paint new Fascia. Mask all work areas. Clear and haul debris</i>						
Totals: Rear Elevation				0.00		1,530.00
Line Item Totals: LAURELMONT-HOA-2				0.00	255.00	1,530.00



New Construction • Remodel • HOA Services

Lic# 1054607

Insured & Bonded

5/24/21

WO# 77

**Laurelmont
Unit 9 Primrose Aliso Viejo CA.**

Dry rot Wood.

Scope of work:

1. Place protection.
2. Remove and dispose 1= 2x10x14 bell band.
3. Inspect behind for interior damage and report if it is necessary for extra work.
4. Install new paper.
5. Primer and paint the new wood.
6. Install the new 2x10x14.
7. Apply caulking to all of the edges.
8. Touch up the stucco holes.
9. Primer and paint the stucco from old patio header.
10. Clean up and pick up all of the debris.

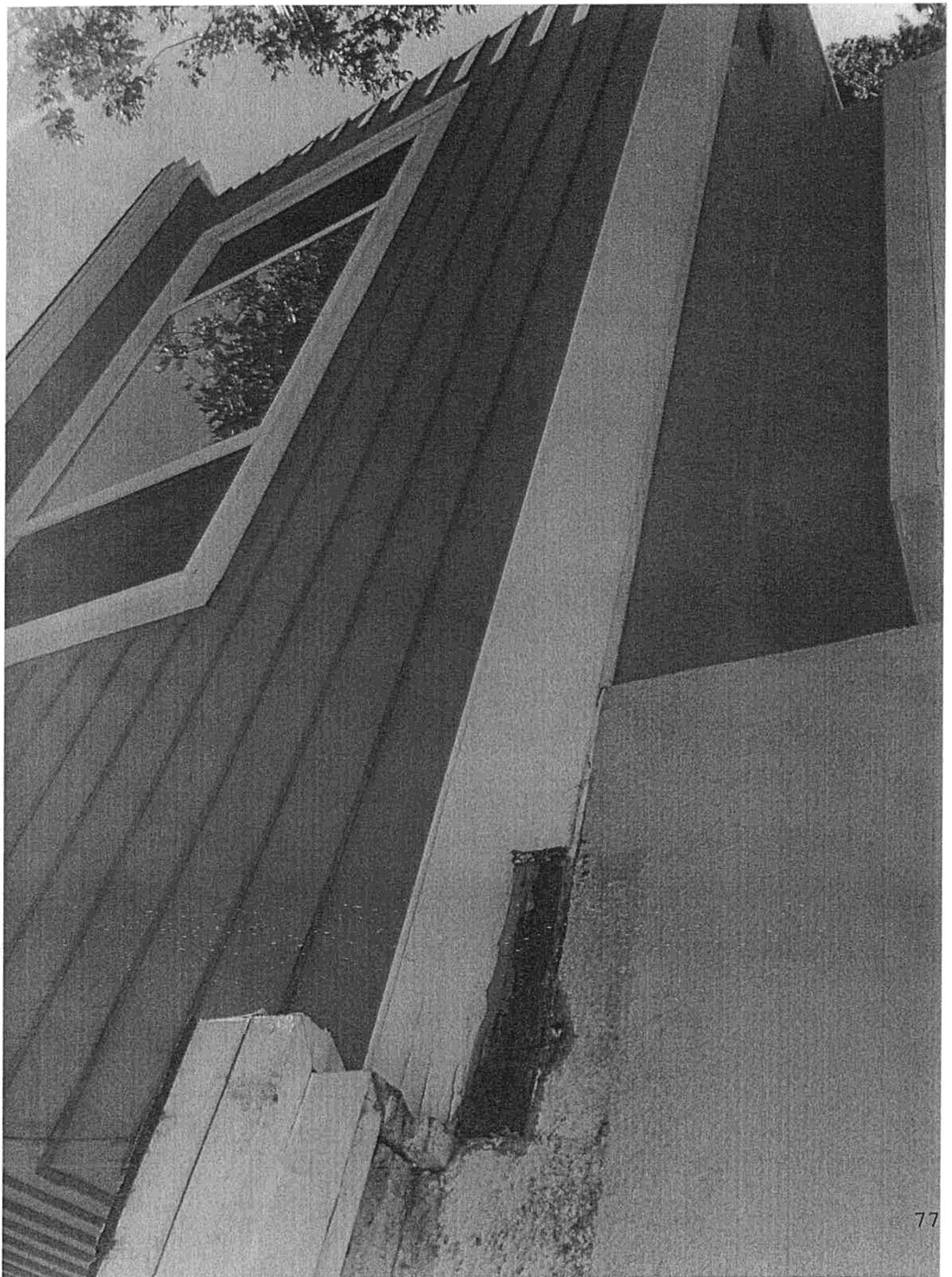
Total material and labor = \$590.00

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

5/24/21

**Laurelmont
68 Willowood, Aliso Viejo CA.**

Wood damage discovered after the tree was removed by others.

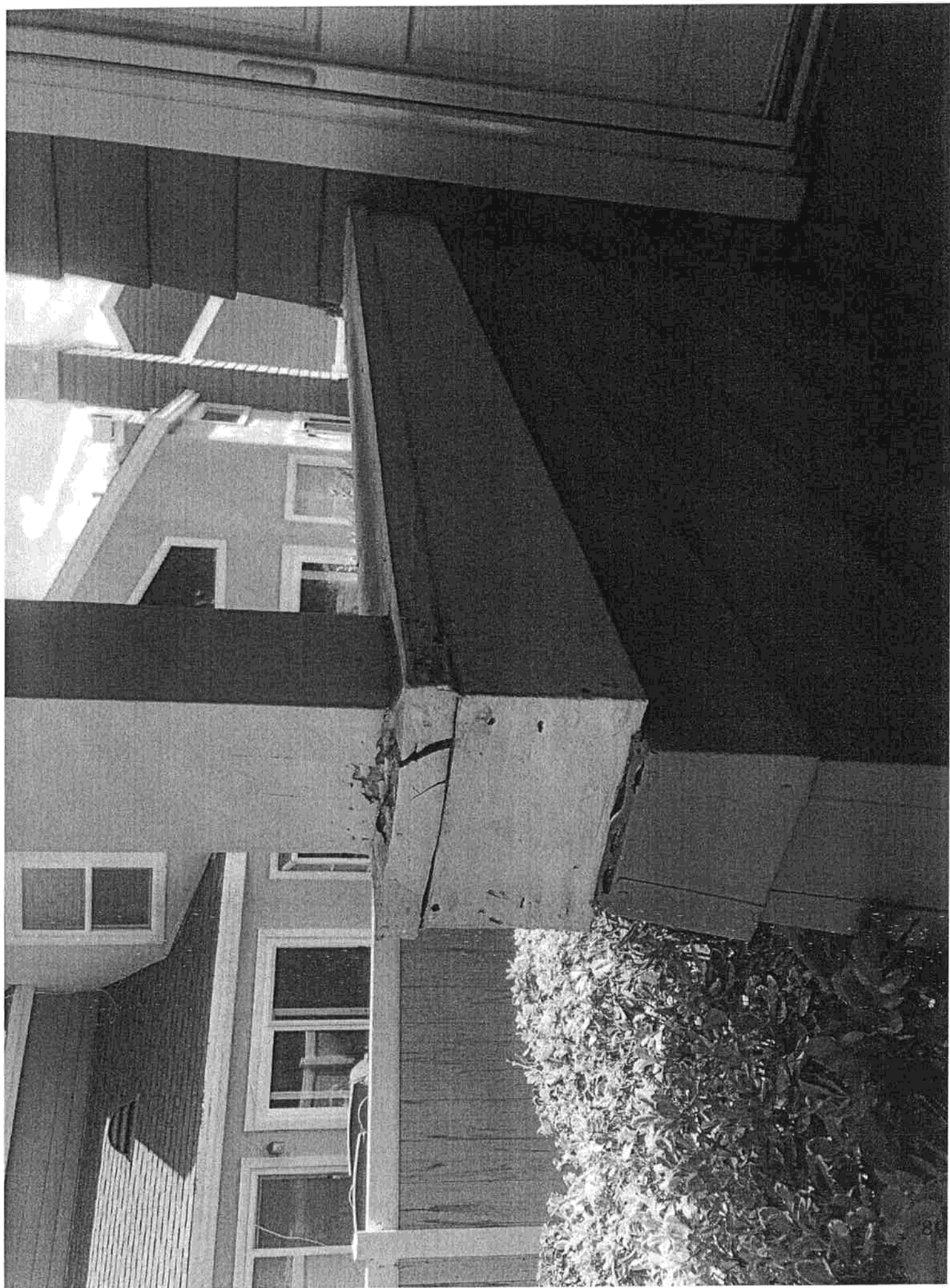
Scope:

1. Place protection
2. Prime and paint all new materials.
3. Remove and dispose 1= 2x10x8, 2= 2x6x8, 1= 2x6x1
4. Inspect post and report if is necessary to replace if not patch post
5. Cut and install new 1= 2x8, 2= 2x8x8, 1= 2x6x1
6. Apply caulking to all edges.
7. Apply one coat of paint to new wood members.
8. Clean up and dispose of.

Total= 660.00

NOTE:

- Does not include any other work not mention in this scope of work







New Construction • Remodel • HOA Services

Lic# 1054607

Insured & Bonded

5/24/21

**Laurelmont
76 Primerose, Aliso Viejo CA.**

WO# 87

Termite Report repair

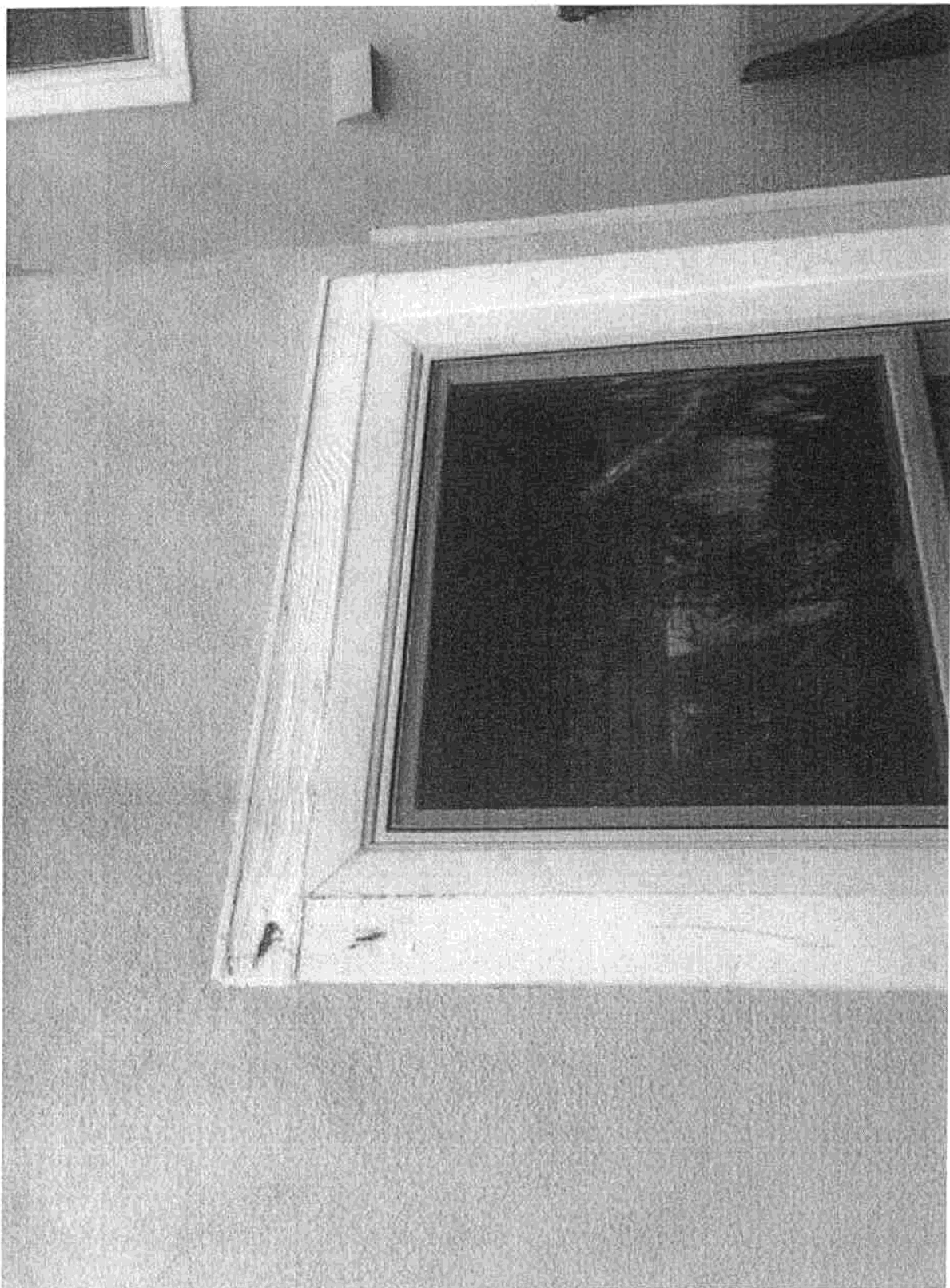
Scope:

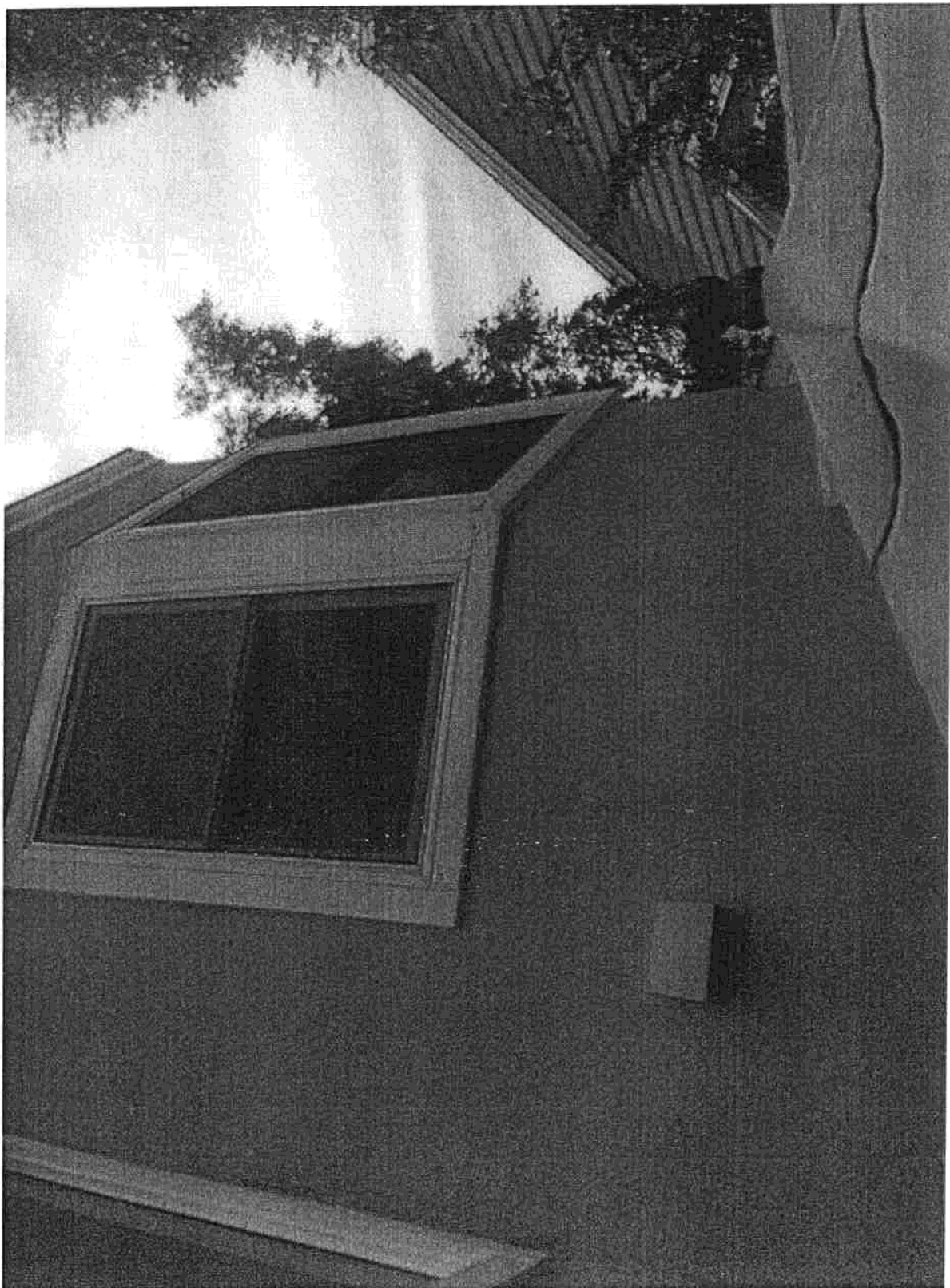
1. Place protection to all work area
2. Primer and paint all new wood members.
3. 9-A Remove and dispose 1= 2x10x5 fascia board, 1= 2x6x5 fascia board.
4. Inspect for interior damage and report if it is necessary extra work.
5. Cut and install new 1= 2x10x5 fascia board, 1= 2x6x5 fascia board.
6. 9-A lower window remove and replace 2= 2x4x4 window trim.
7. 9-A upper window remove and replace 2= 2x4x5 window trim
8. 11-A 2nd floor patch the damaged fascia board approx. 2x4x1 detail.
9. Clean up and dispose of all debris from all work areas.

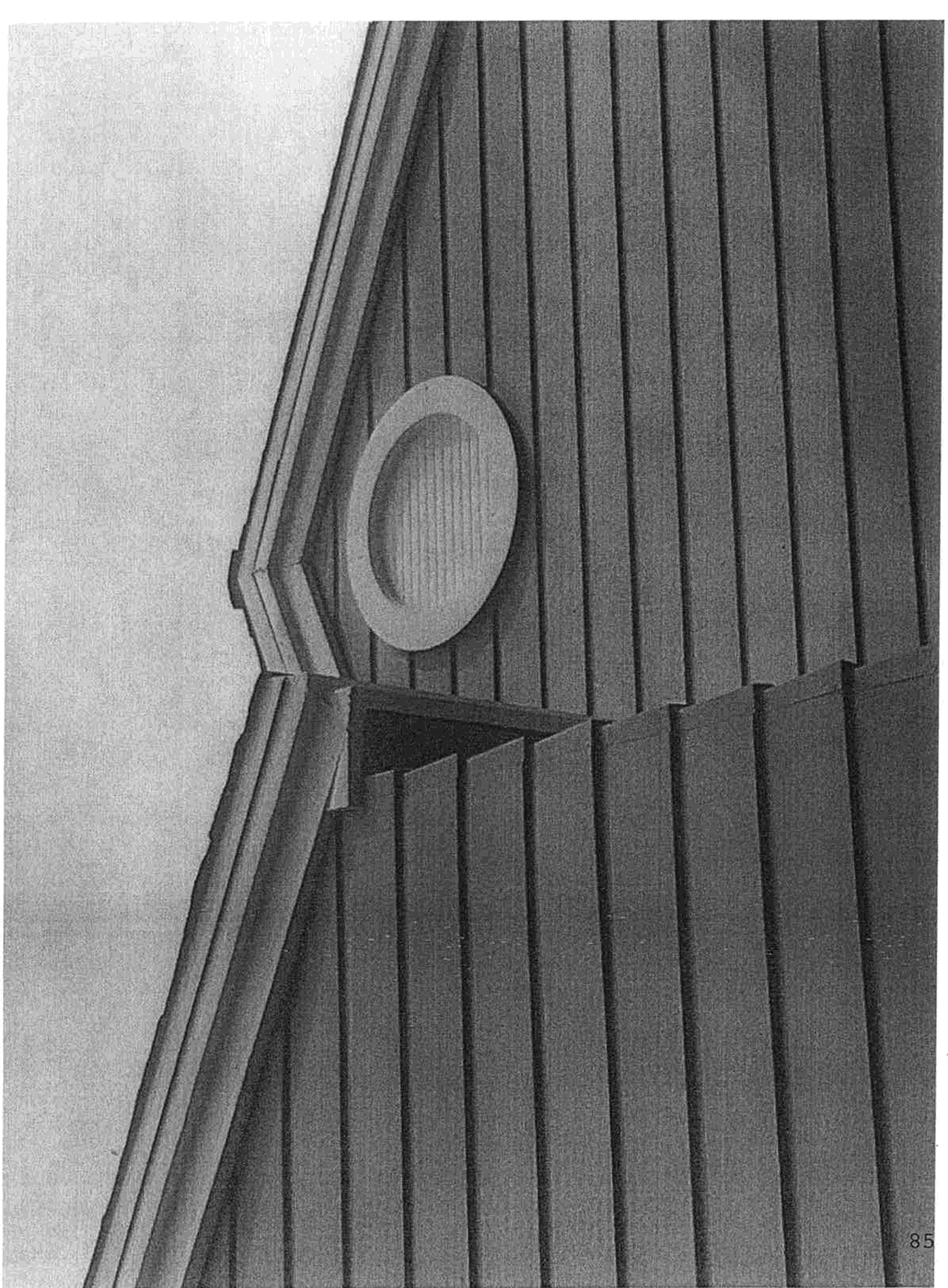
Total= 1,190.00

NOTE:

- Does not include any other work not mention in this scope of work









New Construction • Remodel • HOA Services

Lic# 1054607

Insured & Bonded

5/27/21

WO# 91

Laurelmont

Unit 78 Primrose

Mission Viejo CA. 92692

Repair the 2x8 fence cap and replace the trim.

Scope of work:

1. Place protection.
2. Replace the 1x2x8 trim.
3. Repair the existing 2x8x21 fence cap - sand - primer caulking primer and paint.
4. Caulking the joints at the entry pony wall approx. 4x21.
5. Apply primer and paint the pony wall.
6. Clean up and pick up all of the debris.

Total material and labor = \$590.00

Please note:

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



Pacific Rim Architectural Services, Inc

949-338-8825
Sam@pacificrimarchitectural.com
www.pacificrimarchitectural.com

ADDRESS

Laurelmont Community Assn.
c/o -Otis HOA Management
23120 Alicia Pkwy
Suite 212
Mission Viejo, CA 92692
Attn: Angie Ramos

Estimate 3188

DATE 05/28/2021

P.O. NUMBER

94

PROJECT/JOB

Wood Repairs

REFERENCE

78 Primrose

JOB LOCATION

Laurelmont Community Association
78 Primrose
Dana Point, CA 92629

DESCRIPTION

AMOUNT

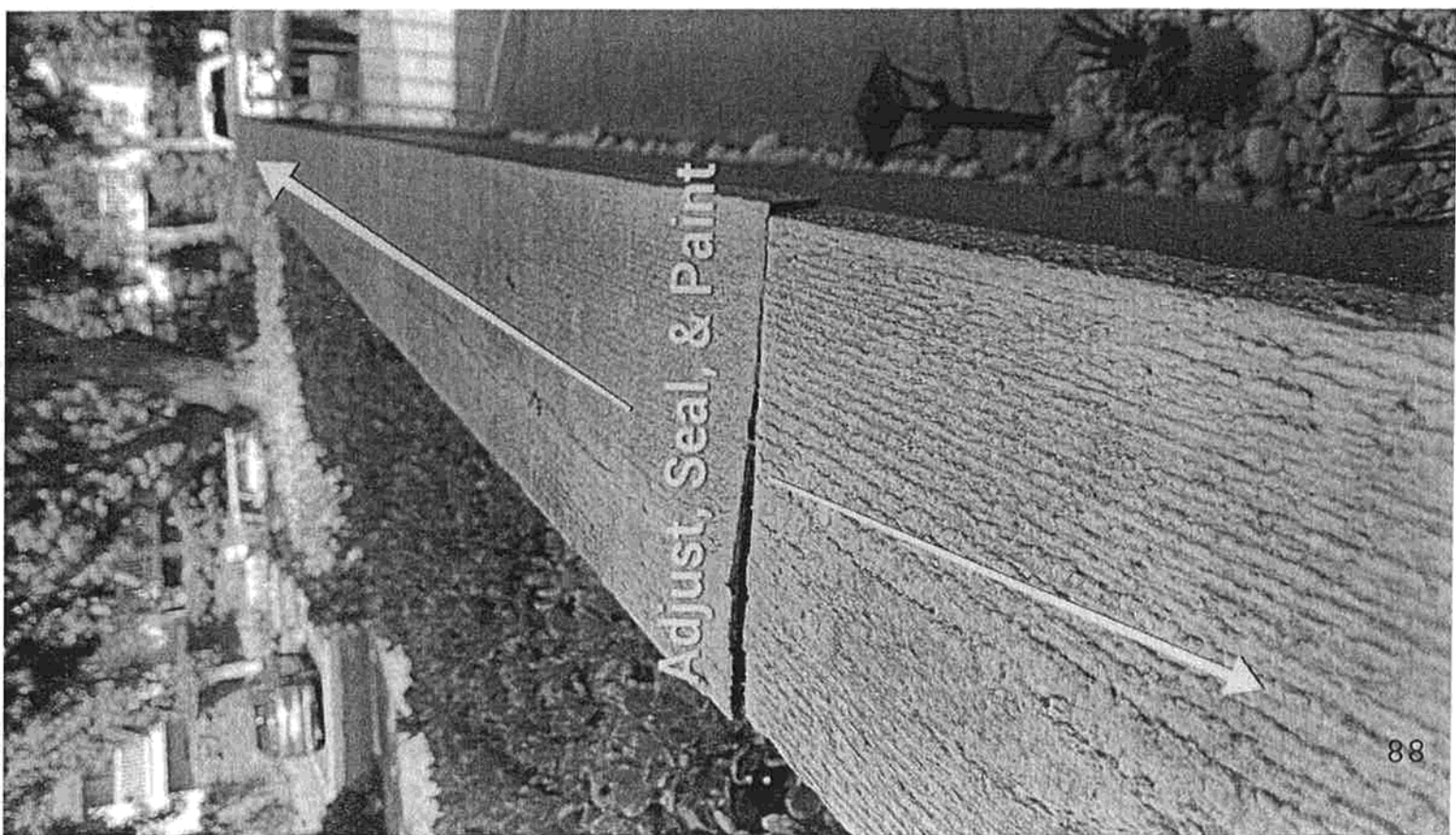
Pacific Rim Architectural Services Inc., proposes to furnish material and labor to complete the following scope of work as requested.
Pricing based on site visit made on Thursday 05/27/21.

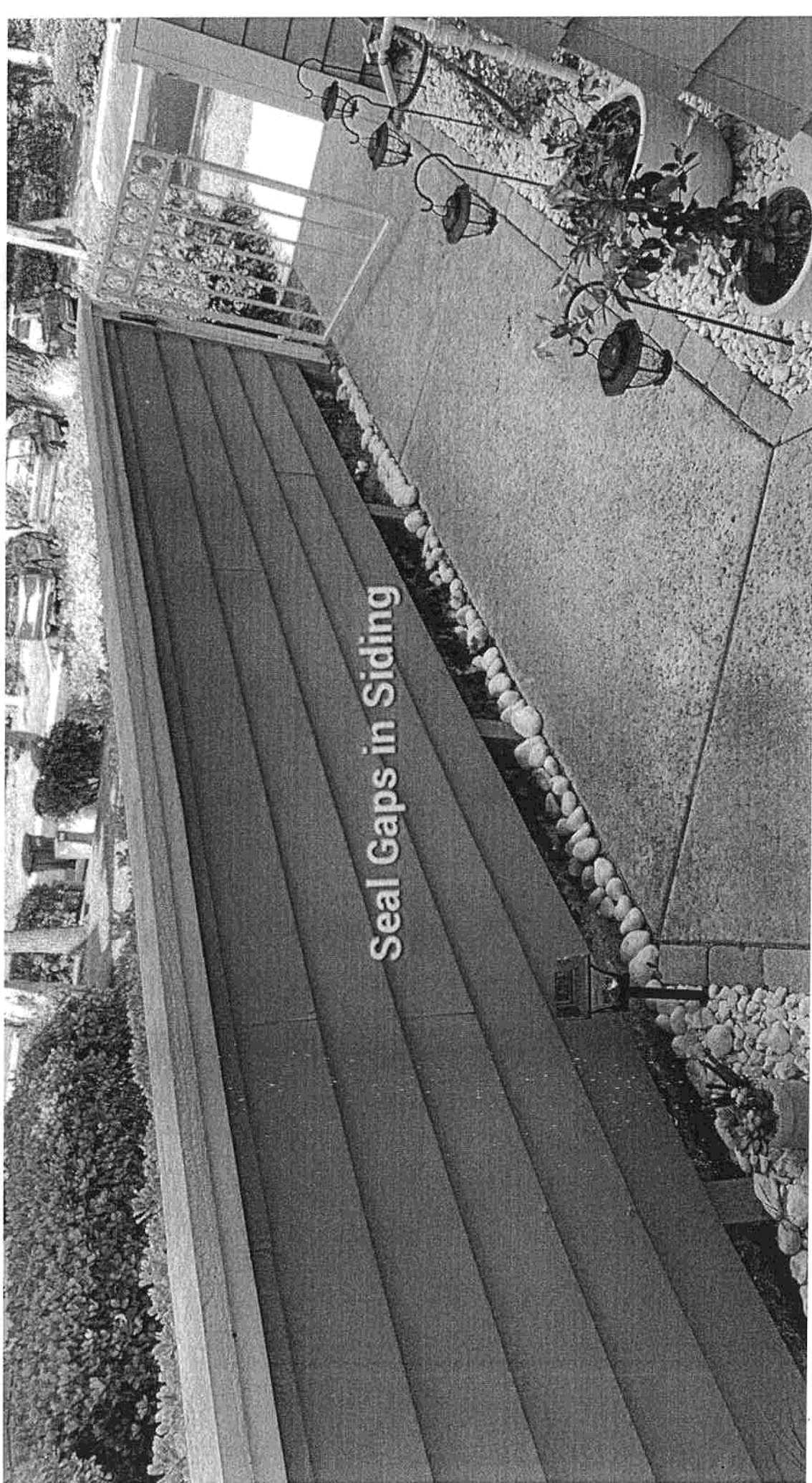
Click on the link below to view job photos.
<https://app.companycam.com/galleries/uoYVMt2H>

- 1) Adjust top cap to level, sand where raised and apply sealant between seams. 755.00
- 2) Remove and replace damaged 1" x 2" wood trim at front gate.
- 3) Patch adjacent trim piece with 'Bondo' and sand to a smooth finish.
- 4) Apply sealant to wood seams and interior wall siding as necessary to seal openings.
- 5) Apply primer to all repaired areas.
- 6) Purchase and apply matching paint to top cap, repaired areas, and interior wall siding.
- 7) Clean up and remove all debris.

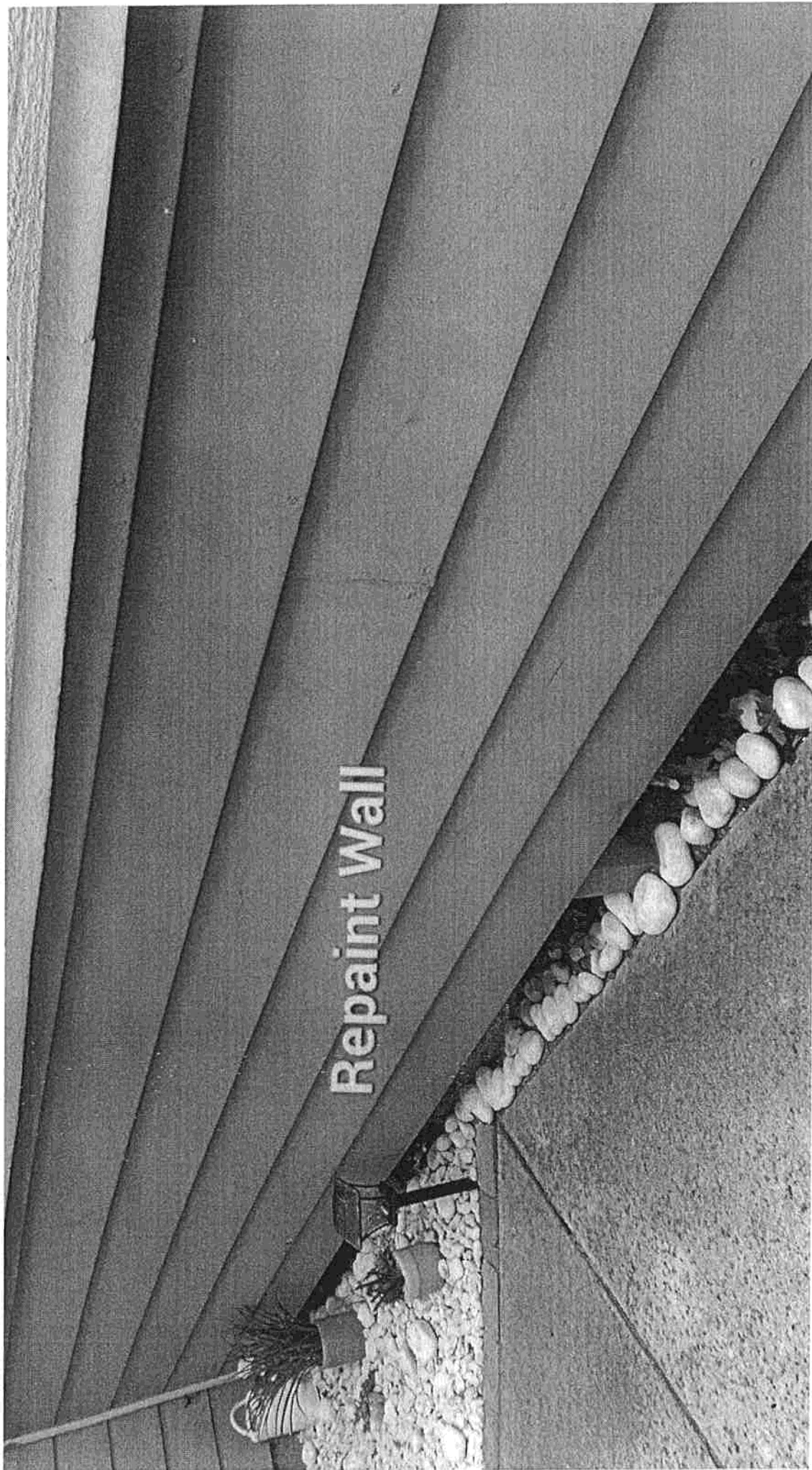
NOTE: Upon approval, if there are color codes for the associations paint, please provide.

TOTAL \$755.00

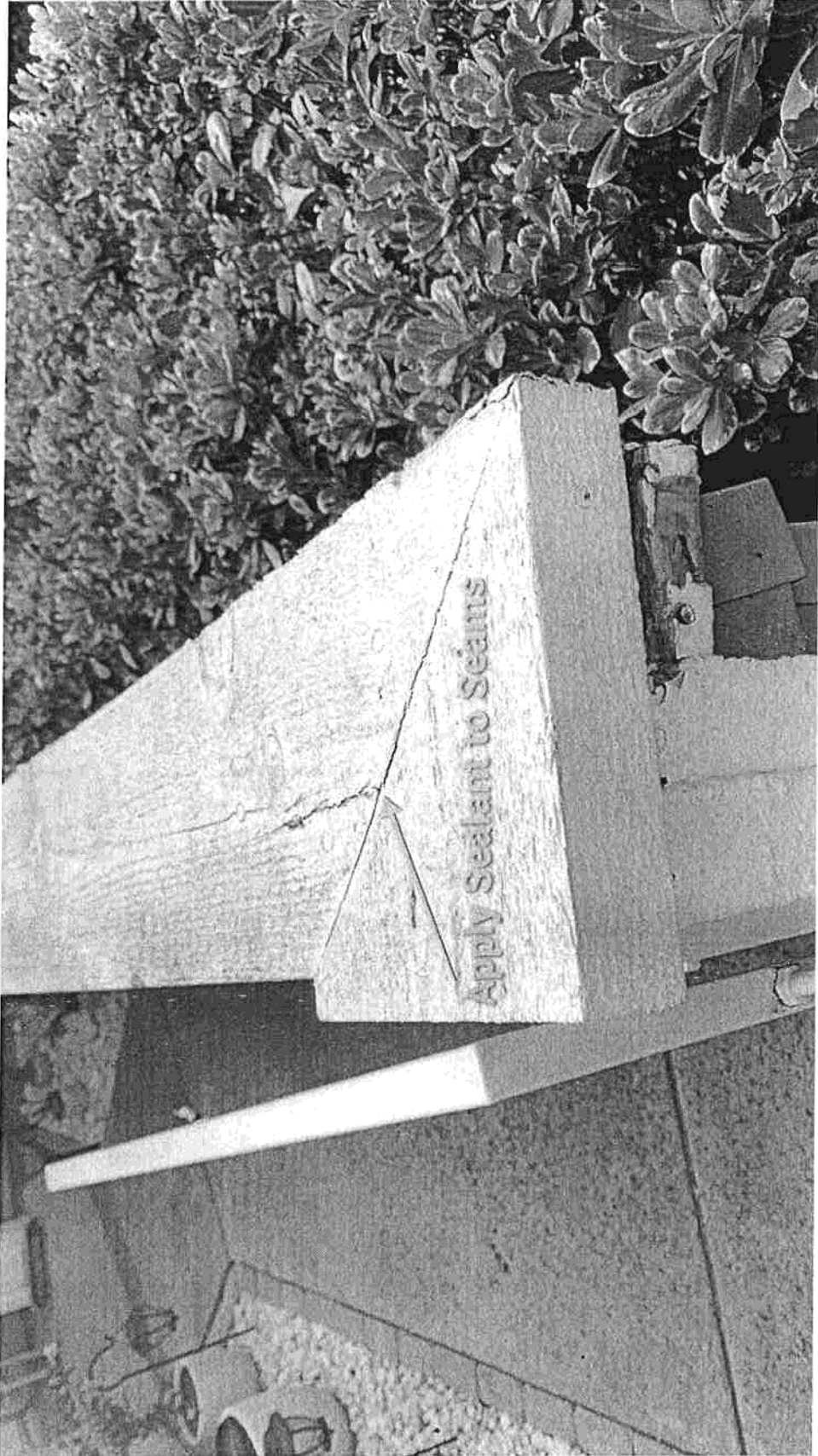




Seal Gaps in Siding



Repaint Wall



www.spectrumpsin.com

June 5, 2021

Proposal No. 12150
Work Order No. 90

Submitted To:

Laurelmont Community Association

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

RE: Wood Repairs

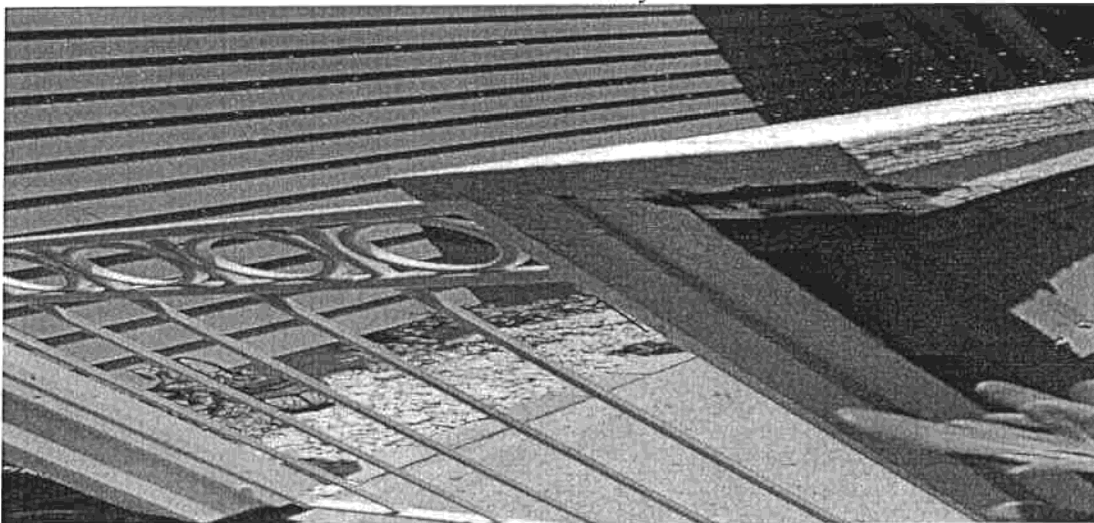
Location: 78 Primrose

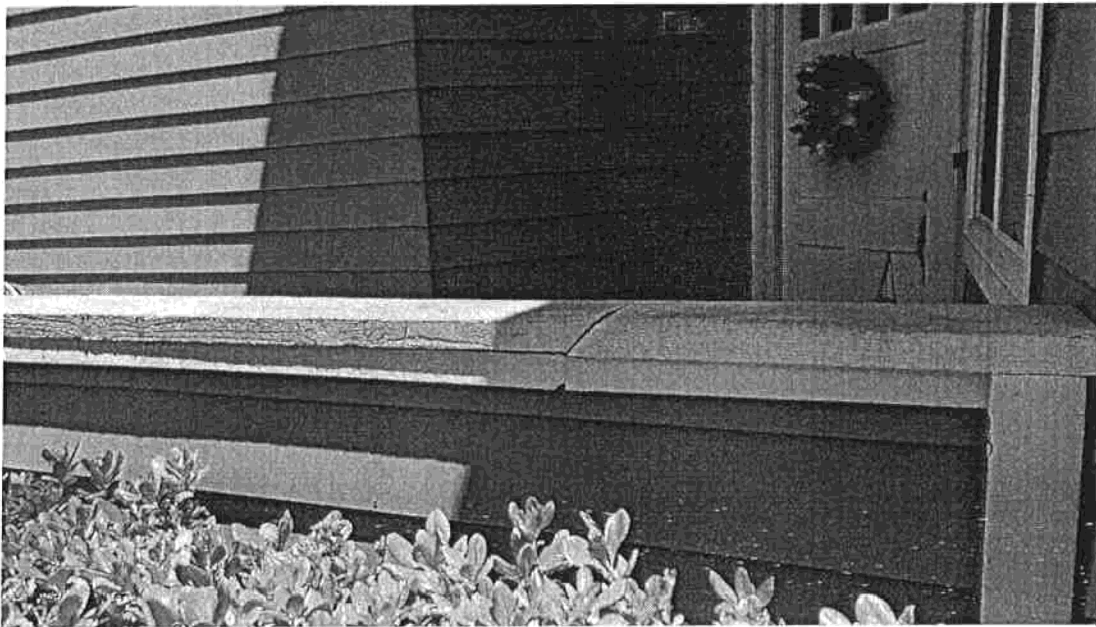
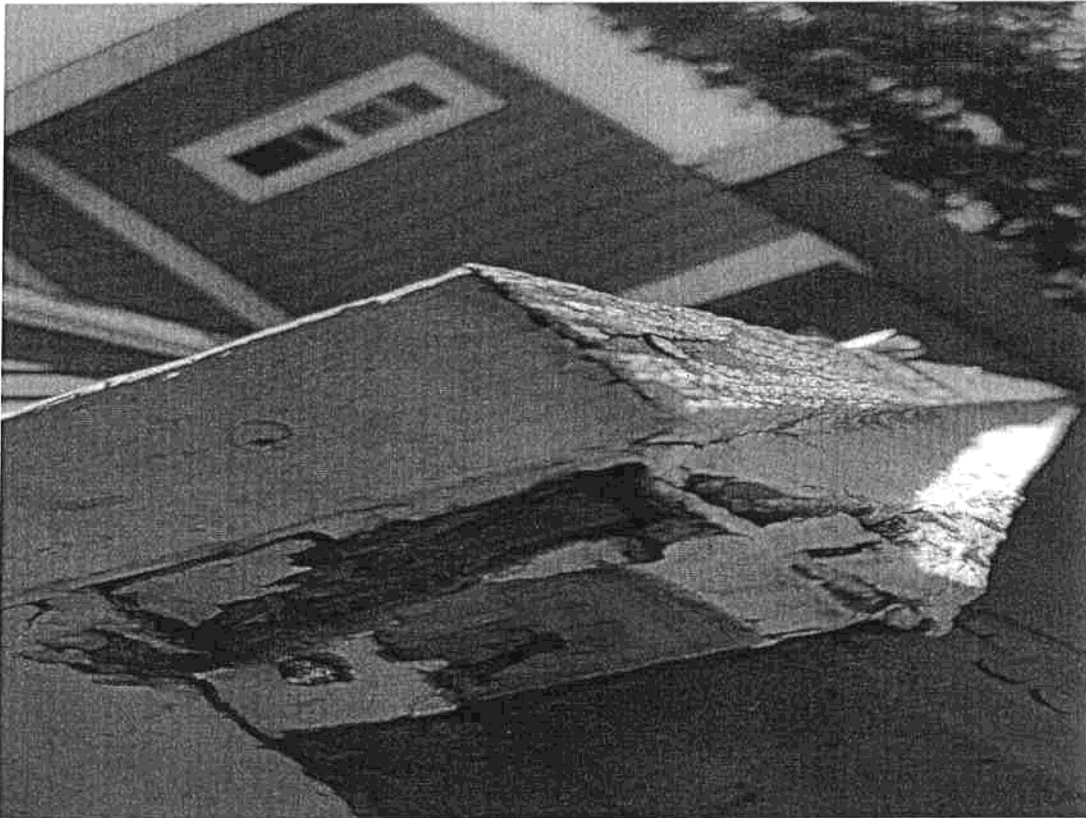
Scope of Work:

The wood at the front entrance of the unit has damage. The wood will be removed and replaced to match.

2 x 8 x 20 rough
2 x 8 x 3
2 x 2 x 20

- 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





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 **Nine hundred Seventy Eight dollars (\$978)**, 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

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

6/5/2021

Spectrum Representative	Date	Authorized Representative	Date
			



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

www.spectrumpsin.com

June 5, 2021

Proposal No. 12151
Work Order No. 72

Submitted To:

Laurelmont Community Association

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

RE: Wood Repairs

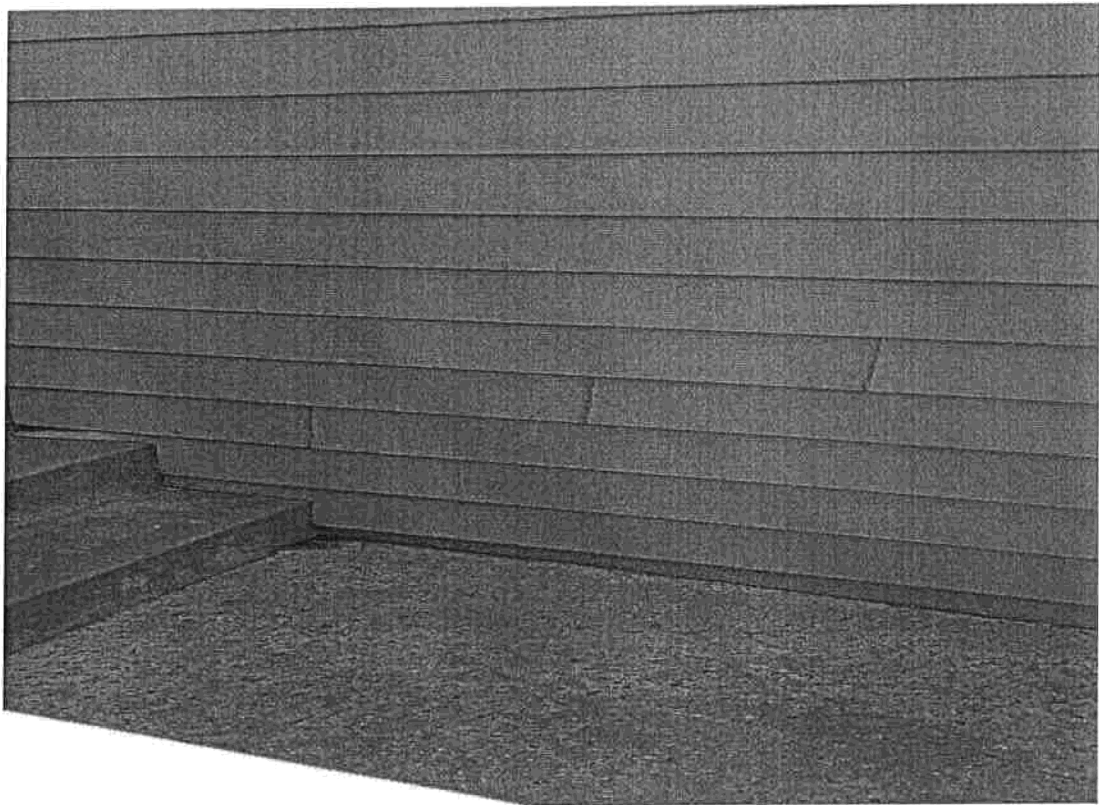
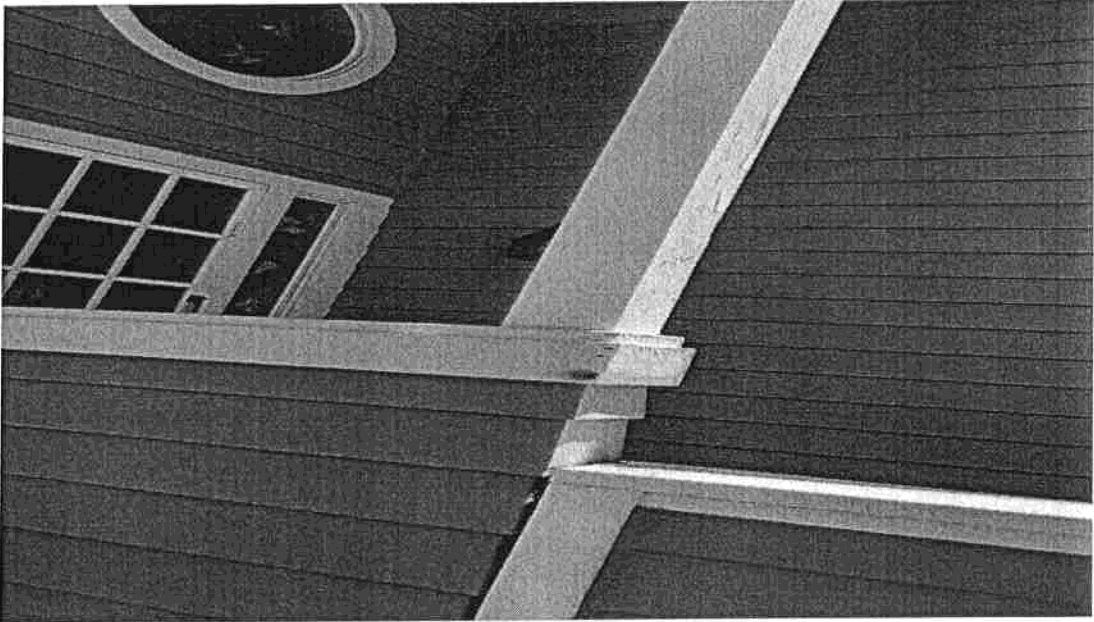
Location: 19 Primrose

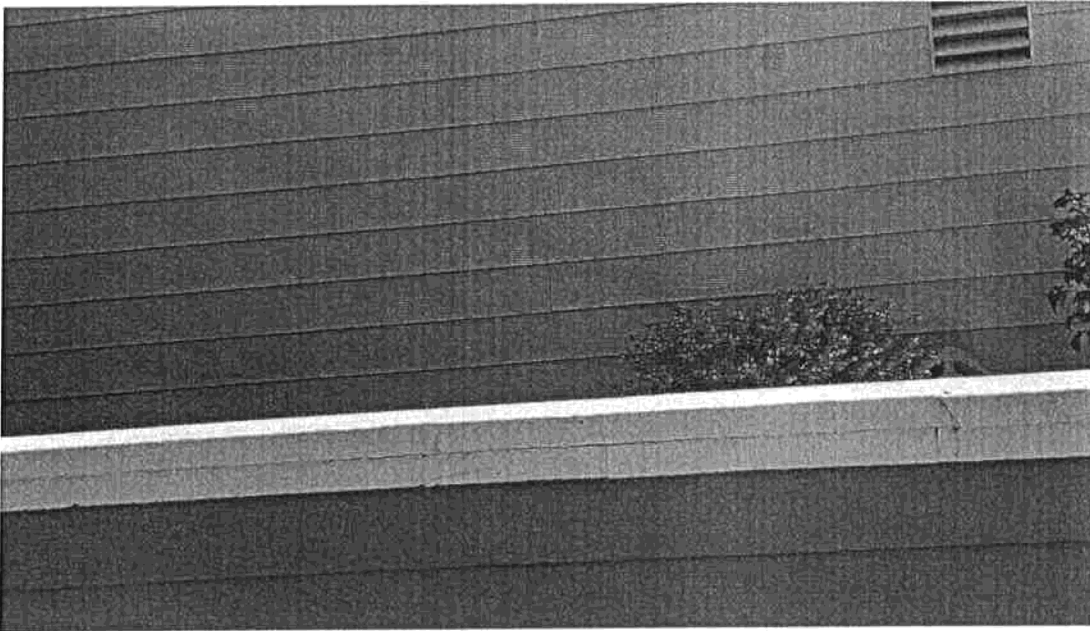
Scope of Work:

The wood at the front entrance of the unit has damage. The wood will be removed and replaced to match.

2 x 8 x 20 rough
2 x 6 x 16 sp fascia
12' hardie siding
2 x 8 x 8 smooth DF

- 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





Please Note:

- *All work shall be completed in a workman-like manner and in compliance with all building codes and other*
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Payment Terms

Laurelmont will pay the contractor for the material and labor to be performed under the contract sum of **One Thousand Two hundred Eighty Four dollars (\$1,284)**, 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

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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.*

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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.

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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

6/5/2021

Spectrum Representative

Date

Authorized Representative

Date

5

Laurelmont

Community Association

MEMORANDUM

Date: June 23, 2021
To: Board of Directors
From: Management
Subject: Common Area Repairs & Maintenance

Please see the below summary of proposals obtained for common area repairs and maintenance.

41 Primrose	
Rain Gutter	MTZ Sheetmetal - \$490.00
Drywall Repair from Roof Leak	MG Construction - \$1,350.00
Wood Trim Repair – water intrusion	MG Construction – \$990.00
Total	\$2,830.00

MTZ SHEETMETAL, INC

Lic # 1005966
Roofing, Gutters, Sheetmetal

1879 W Commonwealth Ave
Unit K,
Fullerton CA 92833
Phone 1 (800) 674-3439
info@mtzsheetmetal.com

NAME: KEVIN
STREET: 41 PRIMOROSA
CITY: NLISO VIEJO
HOME/CELL: 949) 215-4114

ESTIMATOR: ROCELIO
ESTIMATE DATE: 6-15-20
INSTALL DATE: _____
E-MAIL: _____

FT. GUTTER <u>87</u> @ _____ Total \$ _____ _____ 1 story D.S. @ _____ Total \$ _____ _____ 2 story D.S. @ _____ Total \$ _____ _____ 3 story D.S. @ _____ Total \$ _____	CUSTOM MITER Inside _____ / Outside _____ / Total _____ BOX MITERS Inside _____ / Outside _____ / Total _____ LEADER HEADS <input type="checkbox"/> Copper <input type="checkbox"/> Aluminum Qty. _____ <input type="checkbox"/> 2X3 <input type="checkbox"/> 3" Round \$ _____	RAIN GUTTER COLOR : <u>WHITE</u> DOWN SPOUT COLOR <u>CAPE BLUE</u>
<input type="checkbox"/> LEAFGUARD ft _____ @ _____ Total \$ _____ <input type="checkbox"/> GUTTER REM. ft _____ @ _____ Total \$ _____ <input type="checkbox"/> DRIP EDGE ft _____ @ _____ Total \$ _____	Next Schedule Appt Date: _____ \$: _____	Cleaning <input type="checkbox"/> Biannually <input type="checkbox"/> Annually HOW DID YOU HEAR ABOUT US? <input type="checkbox"/> Truck <input type="checkbox"/> Google <input type="checkbox"/> Yelp <input type="checkbox"/> Bing <input type="checkbox"/> Other

	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"> GUTTER STYLE <input checked="" type="checkbox"/> 5" <input type="checkbox"/> 6" <input checked="" type="checkbox"/> LOGGE <input type="checkbox"/> 5" <input type="checkbox"/> 6" <input type="checkbox"/> 1/2 ROUND <input type="checkbox"/> 5" <input type="checkbox"/> 6" <input type="checkbox"/> ANGLE FACE <input type="checkbox"/> 5" <input type="checkbox"/> 6" <input type="checkbox"/> BOX GUTTER </td> <td style="width:50%;"> DOWNSPOUT STYLE <input checked="" type="checkbox"/> 2X3 <input type="checkbox"/> 3X4 <input type="checkbox"/> 3"RD <input type="checkbox"/> 2X3 SMOOTH <input type="checkbox"/> 3" COPPER <input type="checkbox"/> 2X3 COPPER </td> </tr> <tr> <td colspan="2" style="text-align: center;"> GUTTER TYPE <input type="checkbox"/> ALUM <input type="checkbox"/> GALVANIZED <input type="checkbox"/> COPPER </td> </tr> <tr> <td colspan="2" style="text-align: center;"> PAYMENT OPTIONS <input type="checkbox"/> CASH\$ _____ <input type="checkbox"/> CHECK# _____ <input type="checkbox"/> CC _____ CVS _____ Exp _____ </td> </tr> <tr> <td colspan="2"> SUBTOTAL: \$ _____ DISCOUNT % _____ = \$ _____ TOTAL: \$ _____ DEPOSIT \$ <u>490.00</u> </td> </tr> </table>	GUTTER STYLE <input checked="" type="checkbox"/> 5" <input type="checkbox"/> 6" <input checked="" type="checkbox"/> LOGGE <input type="checkbox"/> 5" <input type="checkbox"/> 6" <input type="checkbox"/> 1/2 ROUND <input type="checkbox"/> 5" <input type="checkbox"/> 6" <input type="checkbox"/> ANGLE FACE <input type="checkbox"/> 5" <input type="checkbox"/> 6" <input type="checkbox"/> BOX GUTTER	DOWNSPOUT STYLE <input checked="" type="checkbox"/> 2X3 <input type="checkbox"/> 3X4 <input type="checkbox"/> 3"RD <input type="checkbox"/> 2X3 SMOOTH <input type="checkbox"/> 3" COPPER <input type="checkbox"/> 2X3 COPPER	GUTTER TYPE <input type="checkbox"/> ALUM <input type="checkbox"/> GALVANIZED <input type="checkbox"/> COPPER		PAYMENT OPTIONS <input type="checkbox"/> CASH\$ _____ <input type="checkbox"/> CHECK# _____ <input type="checkbox"/> CC _____ CVS _____ Exp _____		SUBTOTAL: \$ _____ DISCOUNT % _____ = \$ _____ TOTAL: \$ _____ DEPOSIT \$ <u>490.00</u>	
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PAYMENT OPTIONS <input type="checkbox"/> CASH\$ _____ <input type="checkbox"/> CHECK# _____ <input type="checkbox"/> CC _____ CVS _____ Exp _____									
SUBTOTAL: \$ _____ DISCOUNT % _____ = \$ _____ TOTAL: \$ _____ DEPOSIT \$ <u>490.00</u>									

Clients Signature: _____
My signature indicates my agreement to the terms of this contract, which I agree to pay in full

Date: _____

Signature: _____

Date: _____

A \$ 25.00 (twenty five) FEE for Return checks



New Construction • Remodel • HOA Services

Lic# 1054607

Insured & Bonded

6/18/21

WO# 126

**Laurelmont
41 Primrose
Aliso Viejo, CA, 92656**

Interior damage drywall at the living room.

Scope of work:

1. Place protection.
2. Cut damaged drywall.
3. Inspect the inside frame and report if any necessary extra repairs.
4. Install new drywall at the ceiling approx. 9x4.
5. Mud tape texture.
6. After it is dry, come back and apply primer and paint.

Total material and labor = \$1350.00

Please note:

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



New Construction • Remodel • HOA Services

Lic# 1054607

Insured & Bonded

6/19/21

WO# 123

**Laurelmont
41 Primrose
Aliso Viejo, CA, 92656**

Exterior Repair

Scope of work:

1. Place protection.
2. Side window, replace 1=2x4x14 window trim.
3. Caulking all around the window.
4. Apply primer and paint to the new wood members and entire trims.
5. Apply primer at the inside water stain from an old leak and apply one coat paint to the window seal.
6. At birck wall, remove the loose brick cap and save.
7. Fill the cracks with rapid set concrete for the stone.
8. Install the cap back. **Note: the crack may appear back in the future because of the earth moving.**
9. Clean up and pick up all of the debris.

Total material and labor = \$990.00

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

Laurelmont

Community Association

MEMORANDUM

Date: June 23, 2021
To: Board of Directors
From: Management
Subject: Common Area Repairs & Maintenance

Please see the below summary of proposals obtained for common area repairs and maintenance.

Concrete Repairs	
18 Primrose	Champion Paving (replace) - \$2,900.00 Alpha Regional – option 1 (grind) - \$350.00 Option 2 (replace) - \$585.00 Patriot Paving (grind) - \$795.00
60 Willowood (approved via email)	Spectrum - \$3,878.90

Asphalt Repair	
70 Primrose	Patriot Paving - \$4,995.00 Champion Paving - \$3,600.00



Champion Paving

1175 N. Van Horne Way
Anaheim, CA 92806
Ph (714) 284-1100

Contractors License #595611
www.championpaving.com

Bid Proposal & Contract

Date: 5/25/2021

Project Manager: Zach Hughes

Bid #: 6899

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: 18 Primrose
Aliso Viejo, CA
92656

Scope of Work	Qty	Rate	Total
CONCRETE - REMOVE AND REPLACE: 1. Remove 6 inches of existing concrete driveway, curb and gutter , approx. 91 square feet in 1 location. 2. Haul spoils to legal dump site. 3. Replace 6 inches of existing concrete driveway, curb and gutter , approx. 91 square feet in 1 location. COST		2,900.00	2,900.00

Total	\$2,900.00
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TERMS AND CONDITIONS & ACCEPTANCE AND AUTHORIZATION

- Prices subject to change if not accepted within 30 days.
- Terms: 100% due upon presentation of invoice.
- 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.
- Any invoice not paid in 30 days is subject to 1 1/4% service charge per month.
- Champion Paving, Inc. is not responsible for underground utilities.

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

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.

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

Date of Acceptance: _____

By: _____
Zach Hughes , Senior Project Manager

Signature: _____



Lic. # B-783526

2822 Walnut Ave., Suite A, Tustin, CA 92780
Tel: (714) 734-3994 Fax: (714) 734-3821

06/02/21

Laurelmont Community Association
c/o, Rayna Schonwit - Community Manager
Otis HOA Management
23120 Alicia Parkway, Suite 215
Mission Viejo, CA 92692

Estimate: Repair the uplifted sidewalk concrete section adjacent to #18 Primrose.

Description: See photos. ARI inspected this previously ground sidewalk uplift. It currently measure a 1" offset. ARI is proposing the following two options to remedy the safety hazard:

1) Grind the offset flush. ARI will grind the uplifted section from the offset point to a point 20 inches onto the previously ground section. This will eliminate the formation of a "hump" in the sidewalk if the grind is to abrupt (see photo #2)

Total: \$350.00

2) Cut the concrete on both sides of the offset two feet from offset (4 ft. total); remove the cause of the offset; form and pour a new reinforced sidewalk section (4 ft. x 3-1/2 ft.) doweled to the two remaining concrete end sections; broom finish the concrete.

Total: \$585.00

Respectfully Submitted,

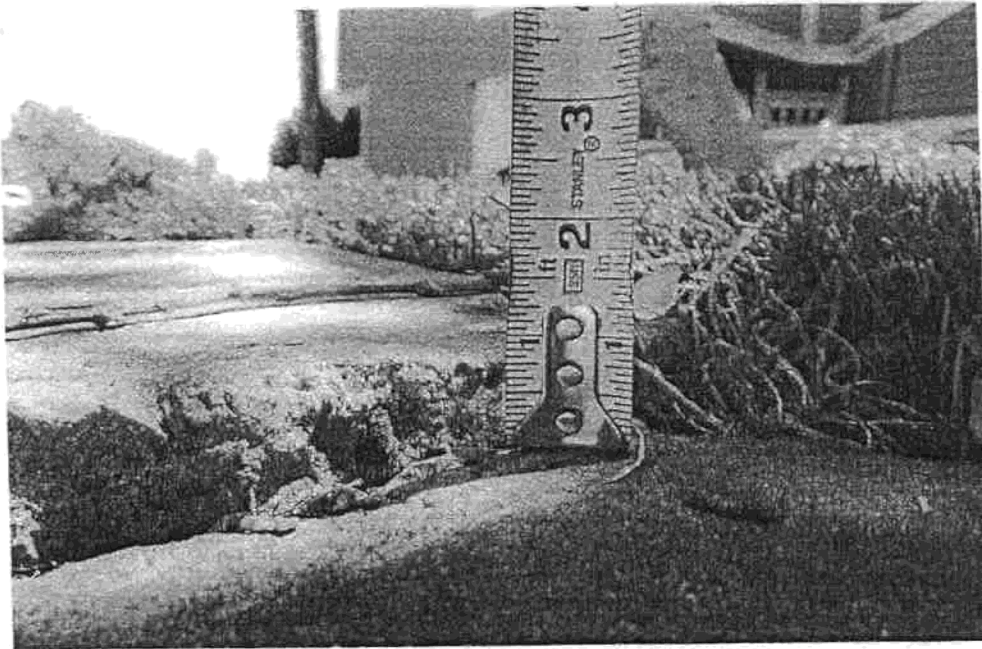
Accepted,

Omied Janaraghi - ARI Sales Manager

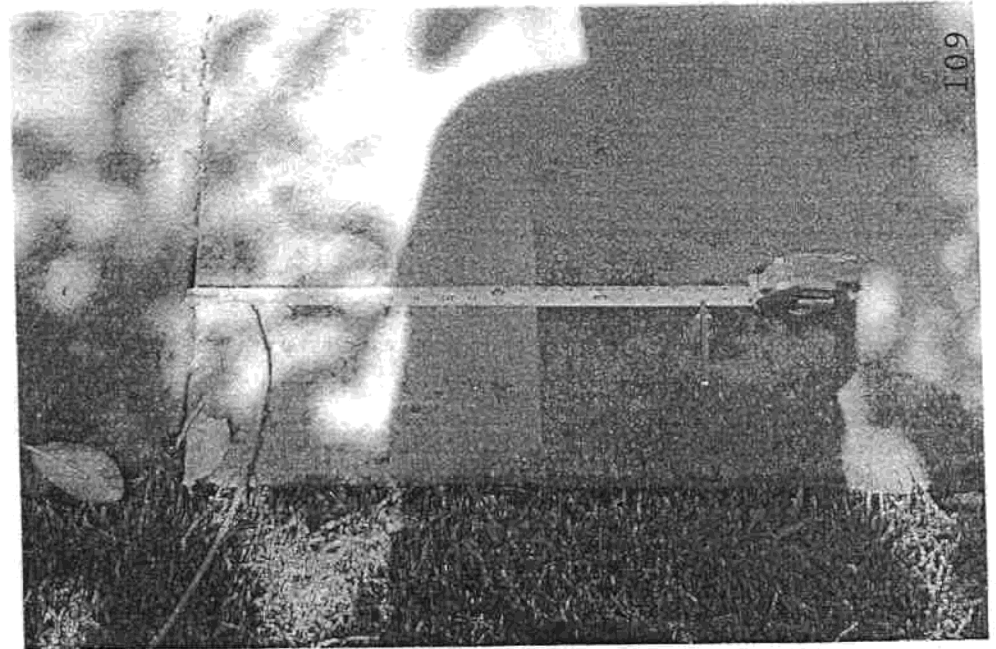
6/2/21
Date

Association Representative

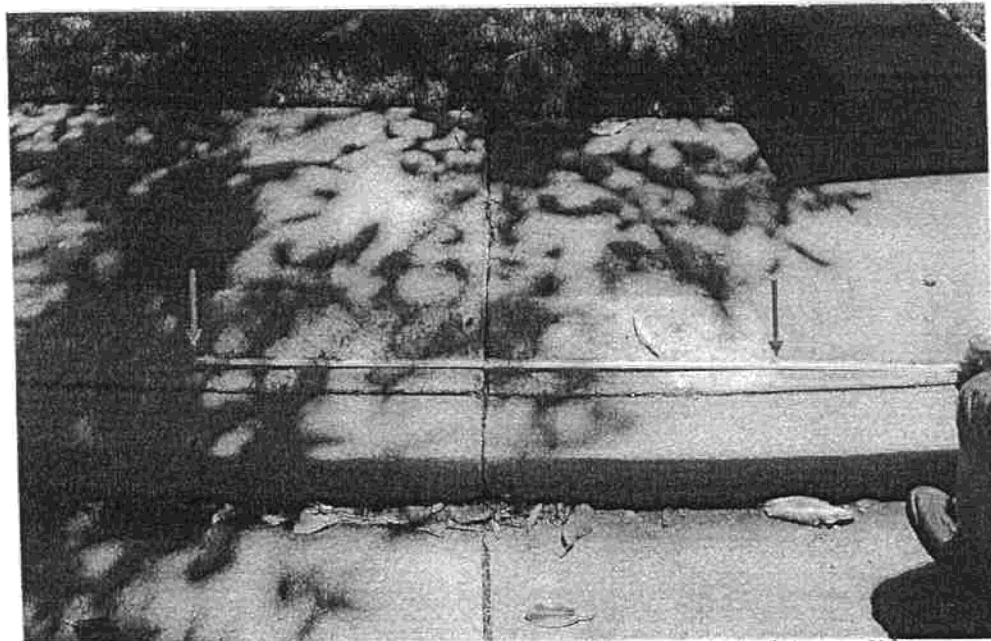
Date



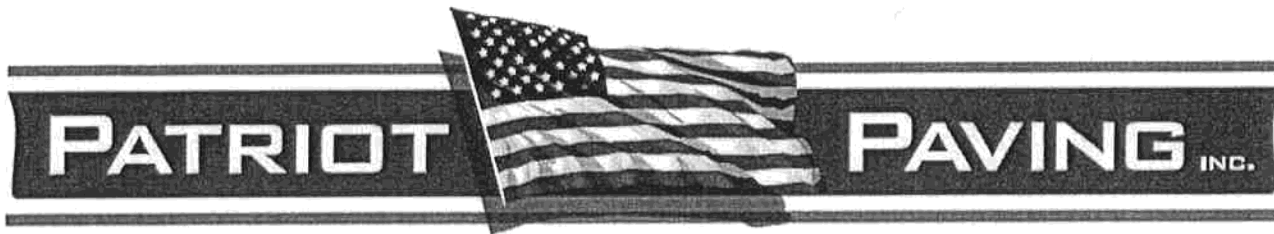
Note 1 inch vertical uplift.



Option #1—ARI will grind the offset back to the point indicated to prevent a “hump” from forming.



Cut the concrete where indicated; remove the cause of the uplift; pour new reinforced concrete.



A Disabled Veteran Business Enterprise #62540
License #929054

**PROPOSAL & CONTRACT
#8831**

Company Information:

OTIS HOA Management
23120 Alicia Parkway Suite 215
Mission Viejo, CA

Attn: Rayna Schonwit

Phone: 888-516-6532

Email: Rayna@otishoa.com

Job Information:

Laurelmont HOA - Mission Viejo

18 Primrose

Aliso Viejo, CA

DATE: 05/28/21

We hereby propose to furnish all labor, materials, equipment and supervision necessary to complete the following:

JOB DESCRIPTION

Grind Concrete Sidewalk

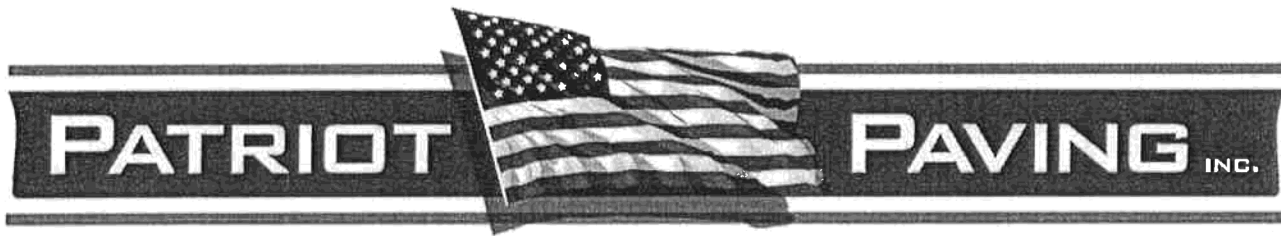
Use Concrete grinder to grind down 4'x2'x2" section of sidewalk that has become a tripping hazard.

INITIAL TO ACCEPT _____ COST: \$795.00

Repair AC

Saw-cut and remove approximately (120) s.f. of broken and/or deteriorating asphalt in (1) area up to a depth of (4)" and haul spoils to legal dumpsite.
Re-compact approx. (120) s.f. of sub-grade in (1) area and pave with up to (4)" of new hot mix asphalt, laid in (1) lift. Roll and compact.

INITIAL TO ACCEPT _____ COST: \$4,995.00



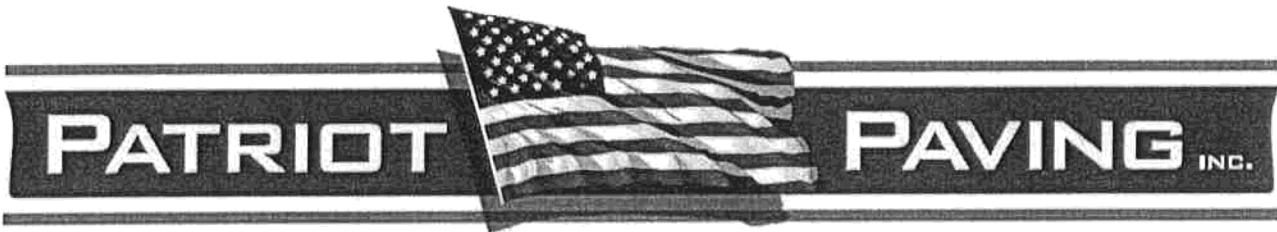
A Disabled Veteran Business Enterprise #62540
License #929054

Notes:

1. Price is based on doing the work in (1) phase, remove all asphalt in (1) day and pave the same day.
2. Price is based on existing asphalt not having petromat fabric. If the asphalt has petromat fabric price is subject to change to compensate for additional dump fees and trucking costs.
3. Price is based on existing asphalt being (4") thick. If asphalt is thicker price is subject to change to compensate for additional dump fees, trucking fees and material costs.
4. Does not include raising or lowering of manhole
5. Price is based on working Mon. – Fri.
6. Patriot Paving DIR #1000015961.
7. Price based on (1) weekday mobilization. Price to include traffic control and flagmen for Patriot Paving work during. Patriot Paving working hours only.

Exclusions:

1. Import or export of sub grade material
2. Project Labor Agreements, local hire and/or union requirements
3. Permits, testing, bonds and/or core samples
4. Truncated domes
5. Temporary striping
6. Thermoplastic striping
7. Prime coat
8. Off-site work
9. Street sweeping
10. Water meter and/or cost of water
11. Traffic control and warning signs on major public roads
12. Grading and/or grade stakes
13. Trench Plates
14. Repair of any unknown leaks
15. Repair of existing manhole



A Disabled Veteran Business Enterprise #62540
License #929054

**Due to the volatile oil market, all pricing shall be subject to current market conditions at the time of completion.*

NOTES AND EXCLUSIONS:

1. *Excludes: soils, engineering, testing, weed kill, import, export, permits and inspection fees, irrigation and electrical.*
2. *All objects and materials must be off surface prior to our arrival and water to be shut off (24) twenty-four hours prior to start of work.*
3. *During removal, grinding and/or pulverization, we cannot be responsible for damage to any utilities, wires, lines or improvements in or immediately under existing asphalt and/or concrete.*
4. *During removal, if the concrete and/or asphalt is thicker than proposed, has Petromat fabric in removals or the subgrade is unstable, the additional costs will be based on time, material and dump fees.*
5. *ADA compliance is not included in this proposal/contract unless specifically stated above.*
6. *Onsite water to be provided.*
7. *Patriot Paving Inc cannot be responsible for drainage on asphalt with grades less than 2%.*
8. *Edges tapered as smooth as possible and there is no guarantee against reflective cracking.*
9. *Patriot Paving Inc. cannot be responsible for the tracking of seal and/or striping paint for any reason after our application.*
10. *There is no guarantee on seal coating and/or striping paint adhering to oil/dirt saturated areas.*
11. *Seal coating is recommended to allow a minimum of (24) twenty-four hours dry time before foot or vehicular traffic.*
12. *Patriot Paving Inc. cannot be responsible for vandalism or markings of concrete and/or asphalt after installation.*
13. *Bid good for (45) forty-five days.*

TERMS AND CONDITIONS ON REVERSE ACCEPTANCE AND AUTHORIZATION BELOW

Date of Acceptance _____

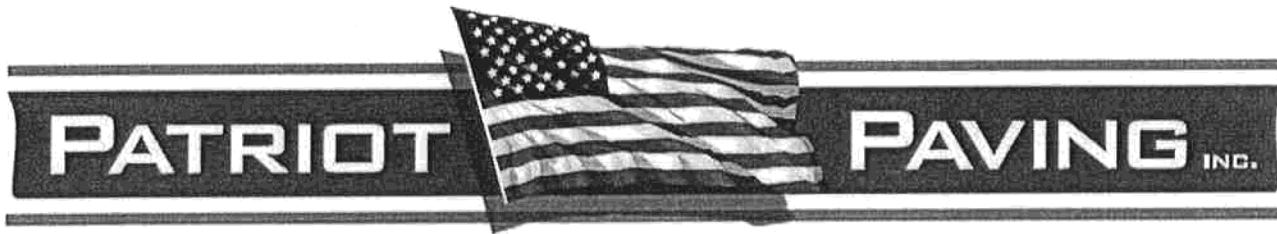
Print Name _____

RESPECTFULLY SUBMITTED

By _____

Jairo Mijares

OTIS HOA Management/Laurelmont HOA - Mission Viejo- Mission Viejo



A Disabled Veteran Business Enterprise #62540
License #929054

TERMS AND CONDITIONS

ALL TERMS AND CONDITIONS STATED HERE ARE A BINDING PART OF THIS CONTRACT
It is understood that payment is due upon 30 days after completion unless stated otherwise.

1. Buyer agrees to pay all court costs and reasonable attorney's fees in the event that this contract is turned over to an attorney for enforcement or collection, and Patriot Paving Inc is the prevailing party.
2. Any invoice not paid upon within terms will be subject to interest of 1.5% per month. An invoice is considered paid when Patriot Paving Inc. has payment in their possession.
3. Patriot Paving Inc. warrants that the material to be used will be as specified or equal quality, and that all work shall be performed in a workmanlike manner.
4. The job site must be ready for commencement of work by Patriot Paving Inc. as scheduled with buyer. This includes, but is not limited to:
 - a. The job site must be the same condition as when the job was bid. Any clean ups or changes that add to our costs may be billed to you as an additional charge. Any increase in square footage or work will be billed at unit cost determined by the pricing in the contract.
 - b. Patriot Paving Inc. shall be given the work site free of any debris or vehicles so that work may start upon arrival.
 - c. Any standing time or delays caused by others, outside the control of Patriot Paving Inc. will be billed as an additional charge.
 - d. All landscape water must be turned off (24) hours prior to commencement of work, and must remain off for (48) hours after completion of work to allow for the curing of materials. All areas where work was performed must remain closed to foot and vehicular traffic for a minimum of (24) hours after completion of work.
 - e. It is the owner's responsibility to notify any tenants or other interested parties at least (48) hours before the start of the project, if it is necessary for buyer to reschedule the job, he must notify Patriot Paving Inc. at least (48) hours in advance. If notice is not given in time, then a "move-in" fee will be charged for all preparations made.
 - f. If for any reason beyond the control of Patriot Paving Inc., an additional move should result, additional charges will apply.
 - g. Unless core samples of existing asphalt have been provided, during removal and replacement of existing asphalt, if thickness is more than proposed in the contract the buyer will be billed for additional thickness.
 - h. If any base or subgrade problems occur, buyer will be billed for additional labor, material or equipment required to remedy such subgrade problems.
5. Patriot Paving Inc. shall not be responsible for the following:
 - a. Any permits, licenses, fees, etc. unless provided in the contract.
 - b. Any damages to underground utilities not shown on blue prints or marked job site, including gate/signal/safety loops.
 - c. Any pavement sinking or setting resulting from failure or settling of subgrade from water erosion, improper grades, or underlying water problems, etc.
 - d. No responsibility for drainage on designed or existing fall of less than 1% on concrete or 2% on asphalt.
 - e. No responsibility for damage to rock or subgrade caused by water infiltration.
 - f. Any seal materials adhering to oil saturated spots or other substances that cause the seal not to bind properly to the asphalt. Normal cleaning procedures do not include the removal of oils.
 - g. Any damage resulting to the seal or asphalt if barricades are removed or taken down prior to the times set forth herein.
 - h. Any damage to cars, concrete, shoes, clothes, carports, or anything else as a result of going onto the work area prematurely.
 - i. Any damage that is not the direct result of negligence or willful misconduct of Patriot Paving Inc.
 - j. Any crack filling as it will settle and re-crack even though it is properly applied after the cracks have been filled, they will show through any seal coating.
6. All expenses incurred by Patriot Paving Inc. in repairing any damage caused by others, shall be added to the original contract price and invoiced as an additional cost.
7. Patriot Paving Inc. shall not be responsible for "power steering" or scuff marks on asphalt or seal. This is a normal occurrence (especially in hot weather) and usually blends back in and mends themselves in about 30 days.
8. The Owner or Agent shall hold harmless Patriot Paving Inc. from any and all claims whatsoever involving the property upon which work is to be performed, including property damage, bodily injury, death or any other occurrence other than resulting from sole negligence or willful misconduct of Patriot Paving Inc.
9. Price subject to the availability of asphalt and aggregate base and are contingent upon escalation and trucking costs of these material through the good date.
10. By signing the front of the proposal the buyer agrees to all terms and conditions unless otherwise stated specifically in proposal.



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

www.spectrumpsinc.com

May 27, 2021

Proposal No. 11817R
Work order: 17

SUBMITTED TO:

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

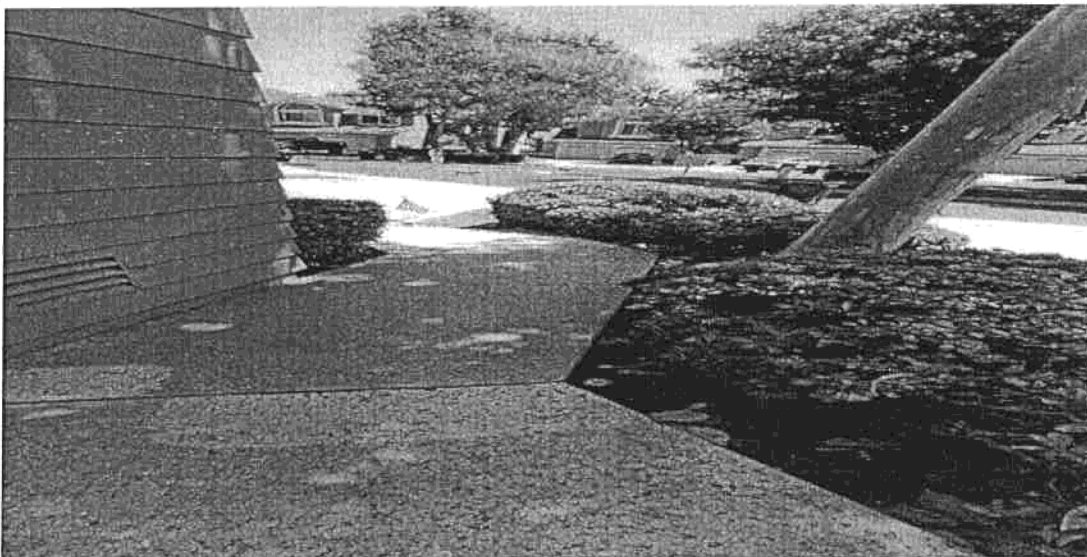
RE: concrete repairs

Job Site Location: 60 Willowood

Inspection: There is an area on the sidewalk where the concrete is lifted. There are tree roots that are damaging the concrete and creating a hazard. The tree is right up against the sidewalk and should be removed. The areas have been ground before. We will remove and replace the entire section of concrete. Approx. 3.5' x 38' and 5 x 5. Trees need to be removed by others.

Salt Finish

- Notify owner
- Saw cut area
- Hammer out areas
- The area will be dug up and formed.
- Remove tree roots as needed
- The new concrete area will be poured using minimum 2,500 PSI mix.
- Color to be standard concrete
- #3 Rebar will be used on 24" centers
- All concrete spoils and forms will be hauled away





Payment Terms:

Laurelmont Community Association will pay the contractor for the material and labor to be performed under the contract sum of **Three Thousand Eight Hundred Seventy Eight dollars and 90/100 (\$3,878.90)**, 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

Please Note:

- *The color and texture of the finished concrete will be matched as close as possible, but we cannot guarantee it to match exactly. Some variation may occur, especially during drying time.*
- *Residents shall refrain from walking on the new concrete for a **minimum of two (2) days** after completion. This is to allow the concrete to set up properly. Premature traffic may cause cracking. Follow-up repairs, if necessary, to be charged as change order.*
- *Contractor is not responsible for watching the concrete dry. Association will be responsible to ensure proper drying of concrete and possible security to guard wet concrete. Any damage resulting from animals, residents, homeowners and or guests will be the responsibility of association and will result in a change order. Please inform us if proposal is approved and you will require security so we can coordinate schedules.*
- *Contractor cannot guarantee against but not limited to cracking, lifting, aggregates, compaction failures, expansive soils, sulfate conditions, erosions, vandalism and or natural causes.*
- *Contractor 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.*
- *We do not make any claims to be an engineer. If homeowner is worried about movement, they should contact a soils engineer*
- *Permits for encroachment, soils stabilization, plan fees, demolition fees are excluded. Permits, bonds, and other inspection fees not provided in this proposal and will not be included.*
- *If the roots need to be removed we will remove them but association acknowledges that Spectrum Property Services, Inc is not responsible for any and all damage to the plant/tree material. We recommend that the Association consult with the Associations Landscaper and or Arborist to determine if removal of roots will cause damage to the plant material. We can coordinate working with Associations Landscaper to have them remove roots if advised with approval of proposal*

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.

Change Orders: All change orders shall be in writing and be signed by both Owner 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.

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

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 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.

Landscape: 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.

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, tsunamis 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. All disputes hereunder shall be resolved by binding arbitration in accordance with the rules of the American Arbitration Association.

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.

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

Chris Newman

5/27/2021

Spectrum Representative

Date

Authorized Representative

Date





Champion Paving

1175 N. Van Horne Way

Anaheim, CA 92806

Ph (714) 284-1100

Contractors License #595611

www.championpaving.com

Bid Proposal & Contract

Date: 5/25/2021

Project Manager: Zach Hughes

Bid #: 6898

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: 70 Primrose
Aliso Viejo, CA
92656

Scope of Work	Qty	Rate	Total
ASPHALT-REMOVE AND REPLACE: 1. Sawcut and remove deteriorated asphalt to a depth of 4 inches 2. Haul away to legal dump site. 3. Compact subgrade and apply tack coat to all vertical edges. 4. Install 4 inches of Hot Mix Asphalt to approximately 560 square feet. 5. Roll and compact to smooth finish. COST		3,600.00	3,600.00

Total	\$3,600.00
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TERMS AND CONDITIONS & ACCEPTANCE AND AUTHORIZATION

- Prices subject to change if not accepted within 30 days.
- Terms: 100% due upon presentation of invoice.
- 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.
- Any invoice not paid in 30 days is subject to 1 1/4% service charge per month.
- Champion Paving, Inc. is not responsible for underground utilities.

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

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.

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

Date of Acceptance: _____

By: _____
Zach Hughes, Senior Project Manager

Signature: _____



Service First Restoration

27071 Cabot Road, Suite # 105
Laguna Hills, CA 92653
1(888)88-First

Client: Laurelmont (HOA) Job# 21-0590 REC P
Property: 73 Willowood #177
Aliso Viejo, CA, 92656

Home: (888) 516-6532

Operator: BILL

Estimator: Bill Valles
Position: Senior Recon Manager
Company: ServiceFirst Restoration
Business: 27071 Cabot Rd #105
Laguna Hills , CA 92653

Cellular: (562) 810-5038
E-mail: bill@callservicefirst.com

Type of Estimate: <NONE>

Date Entered: 3/21/2021

Date Assigned:

Price List: CAOG8X_MAY21

Labor Efficiency: Restoration/Service/Remodel

Estimate: LAURELMONT-HOA-1

File Number: WO# 12104-5651

ServiceFirst cannot guarantee cracks will not reappear do to constant movement of foundation.

Estimate only includes work described and is subject to change in the event of and not limited to hidden damages and unforeseen issues out of our control. In the event the scope of work changes, only the cost of the deducted work and profit will be credited to client. Hazardous material testing/abatement/disposal, city fees/permits/code requirements, fireproofing and major flood prep excluded unless otherwise noted.



Service First Restoration

27071 Cabot Road, Suite # 105
Laguna Hills, CA 92653
1(888)88-First

LAURELMONT-HOA-1

Exterior Garage

Exterior Garage

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
1. Siding (Bid Item)	1.00 EA	0.00	795.00	0.00		954.00
<i>1. Remove old caulking left side above garage second story, down metal flashing and left corner on siding. 2. Re-caulk left side corners. 3. Spot paint to match as closet as possible.</i>						
Total: Exterior Garage				0.00		954.00

Exterior Backyard

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	O&P	TOTAL
2. Siding (Bid Item)	1.00 EA	0.00	695.00	0.00		834.00
<i>1. Remove old caulking left side second story corner. 2. Paint to match as close as possible 3. Seal cement crack in front of slider.</i>						
Totals: Exterior Backyard				0.00		834.00
Total: Exterior Garage				0.00	298.00	1,788.00
Line Item Totals: LAURELMONT-HOA-1				0.00	298.00	1,788.00

Animal Pest Management Services, Inc.

13655 Redwood Ct, Chino CA 91710 | (909) 591-9551

Work Order - Laurelmont - gophers behind 25 Primrose

Service Date	6/15/2021	Technician	Mark Martinez
Customer Name	Laurelmont Community Association	External Work Order #	134
Customer #	90605111	Internal Work Order #	97984-1
Service Location	25 Primrose Aliso Viejo, CA		
Pests	Gopher		
Bait Stations			
Traps			
Chemicals	1.62 x Avalon (Pocket gophers bait, strychnine) (lbs)		
Office Notes	Please treat gophers behind 25 Primrose. requested by Rayna Schonwit		
Recommendations	Inspected for activity found activity treated and knocked over gopher mounts on northwest side of willow woods dr surrounding areas of 25 primrose and back slope in-between primrose and pepperwood		

Laurelmont

Community Association

MEMORANDUM

Date: June 23, 2021
To: Board of Directors
From: Management
Subject: Parking Signs

There are 30 faded "No Parking" signs in the community that need to be replaced. Management obtained a proposal from Champion Paving to order and install 12"X18" NO PARKING signs. Mr. Whitfield motioned to order them himself and install at no further cost to the Association. Please see the summary below as proposed by Mr. Whitfield.

Champion Paving- 12"x18"	\$55.00 x 30 signs = \$1,650.00
Mr. Whitfield- 14"x10"	\$7.00-\$10.00 x 30 signs = \$210.00-300.00

Please provide direction regarding these options.



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

From: Patrick Whitfield <pawhky@yahoo.com>
Sent: Wednesday, May 26, 2021 1:03 PM
To: Jessica Sandacz
Cc: Thomas James; Mark Walther; Desmond Kasavan; Rayna Schonwit; Scott Otis; Patrick Whitfield
Subject: Re: No parking signs
Flag Status: Flagged

1. There are any number of signs with various messages available, and all for MUCH less than \$55. https://www.amazon.com/s?k=no+parking+any+time+sign&crd=2KOAXCVJ9B83L&srefix=No+Parking+any+Time%2Caps%2C252&ref=nb_sb_ss_sc_1_19

2. Not sure why anyone would think this is a "fire lane" sign as it does not say "fire lane". As far as I can tell, we don't have ANY identified "fire lanes" and thus, have no requirement for specific fire lane signs.

3. If we did have specific, designated fire lanes, a fire lane entrance sign is required pursuant to California Vehicle Code Section 22500.1. In fact, the requirement for a fire lane sign does not even require a metal sign. Painting on the curb is also allowed: (1) by a sign posted immediately adjacent to, and visible from, the designated place clearly stating in letters not less than one inch in height that the place is a fire lane, (2) by outlining or painting the place in red and, in contrasting color, marking the place with the words, "FIRE LANE", which are clearly visible from a vehicle, or (3) by a red curb or red paint on the edge of the roadway upon which is clearly marked the words "FIRE LANE".

4. It appears the only signs we need for towing vehicles are at the entrance and the information currently provided is sufficient. As provided for in [Vehicle Code §22658\(a\)\(1\)](#), associations may tow vehicles, without first issuing parking violations, if they install proper signage. Signage at the entrances of developments must meet the following requirements:

- In plain view at all entrances to the property,
- Not less than 17 inches by 22 inches in size, with lettering not less than 1 inch in height,
- Stating that public parking is prohibited and unauthorized vehicles will be towed at owner's expense,
- Providing the telephone number of the local traffic enforcement agency, and
- Providing the name and number of each company party to towing agreement with the association.

5. I find NO vehicle parking code affecting private HOAs, besides the "fire lane" issue above. We have no requirement to post signs and we can pretty much post what ever type of no parking sign we want.

These aren't bad and only \$7 each. https://www.amazon.com/Reflective-Aluminum-Protected-Resistant-Waterproof/dp/B085Q7J6HS/ref=sr_1_11?crd=2KOAXCVJ9B83L&dchild=1&keywords=no+parking+anytime+sign&qid=1622056096&sprefix=No+Parking+any+Time%2Caps%2C252&sr=8-11



5 Pack No Parking Anytime Sign with Arrows, No Parking Sign, Reflective .40 Rust Free Aluminum 14 x 10 Inches, UV Protected, Weather Resistant, Waterproof,...



Patrick A. Whitfield
714-501-7577

On Wednesday, May 26, 2021, 11:59:39 AM PDT, Jessica Sandacz <jesssandacz@gmail.com> wrote:

Are these fire lane signs? If so, there are specific compliance reqs, and I don't think these would be in compliance.

Take Care,

-Jess.

On Wed, May 26, 2021, 8:44 AM Patrick Whitfield <pawhky@yahoo.com> wrote:

\$9.99. Free shipping. Reuse old brackets and strapping. No additional cost. Additionally, as these mention towing, we have slightly more protection in the event of a towing issue.

No Parking Sign, Violators Will Be Towed Away at Vehicle Owners Expense, 14 X 10 Reflective .40 Rust Free Aluminum, UV Protected , Weather Resistant, Waterproof, Durable Ink, Easy to Mount

https://www.amazon.com/Violators-Reflective-Protected-Resistant-Waterproof/dp/B07QYQN9NV/ref=sr_1_5?dchild=1&keywords=No+Parking+Signs+Metal&qid=1622042485&sr=8-5

- 14 x 10 x 0.04 inches, made of sturdy and strong Reflective .40 Rust Free Aluminum UV Printed.
- Our Heavy-duty rustproof aluminum signs can withstand inclement weather without fading. Outdoor service life up to 7 years.
- 6 pre-drilled holes for easy mounting on any surface including walls, fence, post, poles and gates.
- Reflective Signs Are Hard to Ignore, Reflective signs illuminate when struck by light from headlights or any other source. This makes the message readable even in dark and low lighting.

Patrick A. Whitfield
714-501-7577