

Laurelmont

Community Association



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

Tuesday, August 31, 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)
August 31, 2021

CALL TO ORDER	6:00pm
I. HOMEOWNER HEARINGS	pg.4
A. 86 Primrose – Ramp in Common Area – 6:10pm	pg.5-6
B. 17 Willowood – Unapproved Lattice	pg.7-9
C. 49 Primrose – Wooden Fence	pg.10-11
II. ARCHITECTURAL APPLICATION	
A. 10 Primrose – Window Replacement	pg.12-18
III. ASSESSMENT COLLECTION	
A. Judgement Non-Renewal	pg.19-32
IV. HOMEOWNER CORRESPONDENCE	pg.33-44
V. DELINQUENCY REPORT	pg.45-46
VI. HOMEOWNER NON-COMPLIANCE	pg.47-51
VII. 3RD PARTY CONTRACTS	
A. Wood Trim Replacement & Painting Project	
a. Pacific Western & Prestige References	pg.52-53
B. Pool Maintenance Contract	pg.54-55
ADJOURN	7:00pm

Meeting Will Be Held Via
Zoom Conference Call

Meeting ID: 407 571 2760
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
August 31, 2021**

CALL TO ORDER

7:00pm

I. WELCOME

II. HOMEOWNER FORUM

III. CONSENT CALENDAR

- A. Approval of the 7-27-21 Executive Session Minutes
- B. Approval of the 7-27-21 Regular Session Minutes
- C. Acceptance of the July 2021 Financials

pg.56
supplemental
pg.57-61
pg.62-66
+supplemental

IV. UNFINISHED BUSINESS

- A. Wood Trim Replacement & Painting Project

discussion

V. NEW BUSINESS

- A. Assessment Collection
 - a. Judgement Non-Renewal
- B. Parking Enforcement
 - a. August Tow Alerts
- C. Common Area Repairs & Maintenance
 - a. 49 Primrose – Pilaster Replacement
 - b. Lighting Maintenance Proposals
 - c. Accurate Termite Annual Renewal
- D. Landscape Maintenance & Enhancements
 - a. 18 Primrose – Tree Trimming
 - b. 21 Pepperwood – Tree Removal
 - c. 23 Primrose – Tree Removal
 - d. 23-25 Primrose Greenbelt
 - e. 31 Primrose Slope – Controller Replacement
 - f. 53 Primrose – Irrigation Valve Repair
 - g. 67 Willowood – Tree Removal
 - h. 69 Willowood Slope – Mainline Repair
 - i. Harvest Monthly Report

discussion
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pg.70-75
pg.76-84
pg.85-94
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pg.96-97
pg.98-99
pg.100
pg.101-102
pg.103
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pg.106-107
pg.108-110
pg.111-121

VI. MANAGEMENT REPORT

- A. Work Orders
- B. Reference Material

pg.122-130
pg.131-151

ADJOURN

8:30pm

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

Laurelmont

Community Association

MEMORANDUM

Date: August 27, 2021
To: Board of Directors
From: Management
Subject: Private Homeowner Hearings

The Homeowner from 86 Primrose was called to hearing for failure to remove the unapproved ramp that was built into the common area.

17 Willowood has been called to hearing before the Board of Directors for failure to remove an unapproved lattice fixed to the building. At the June meeting, the Board decided to allow the Homeowner to keep the lattice so long as it was not fixed to the building and if they paid for any damages done. The lattice is still attached to the building.

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.

Each photo included with the notices were taken on August 3, 2021. 86 Primrose is the only Homeowner to have responded this month and their hearing is scheduled for 6:10pm.

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 -

08/04/2021

Ellen Story Dupuy
86 Primrose
Aliso Viejo CA 92656

Re: 86 Primrose, Aliso Viejo CA 92656

Dear Ellen Story Dupuy:

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

Date: TBD Call Management to Schedule.
YOU MUST CALL TO SCHEDULE THIS APPOINTMENT

Place: Via Teleconference: Please contact Management for access code

Violation: **Inside and Outside Installations - 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: Call to hearing for failure to remove the unapproved ramp built into common area. Please contact Management to schedule.

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 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 --

08/04/2021

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.**

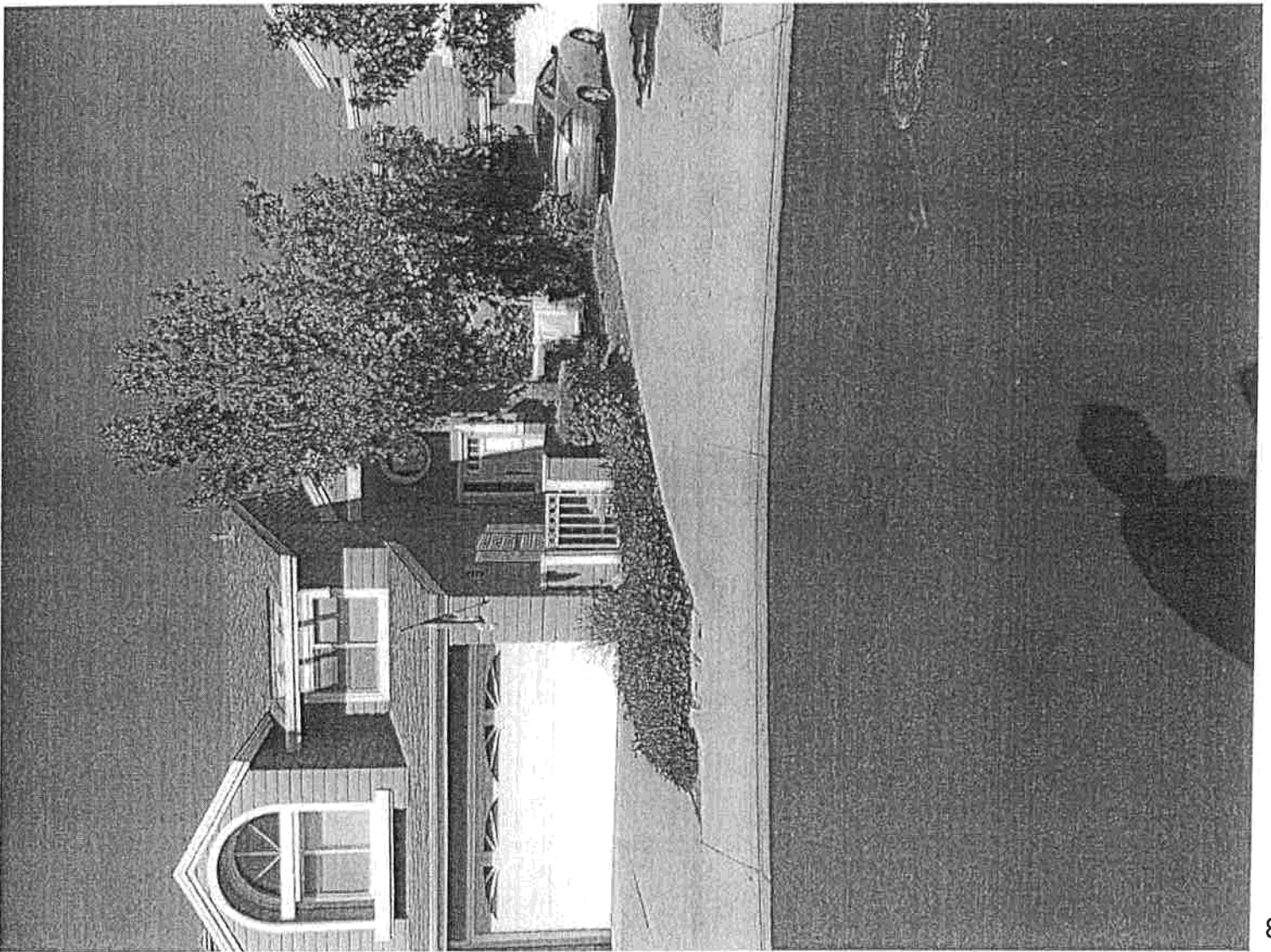
Action required to resolve: As per Management's email on 6-30-21, the Board has denied your request to keep the lattice on your home due to possible damage to common area property. Please remove the lattice and repair any damages caused to the building.

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: rayna@otishoa.com
Sent: Wednesday, June 30, 2021 11:30 AM
To: 'Nick Green'
Subject: RE: 17 Willowood - front lattice violation response form

Good morning Nick,

I presented the information you provided me to the Board of Directors at last night's meeting regarding the lattice on your home. Unfortunately, they would like the lattice taken down as they are concerned for the damage that may be caused to the building. You may keep it, as long as it is not attached to the building. Is there anyway for you to remove it and repair the damages caused to the building? We do not allow anything to be fixed to the buildings for that reason.

Thank you,

Rayna Schonwit
Community Manager

OTISHOA
MANAGEMENT

23120 Alicia Parkway Suite 215

Mission Viejo, CA 92692

888-516-6532

rayna@otishoa.com

www.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

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

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 --

08/04/2021

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**

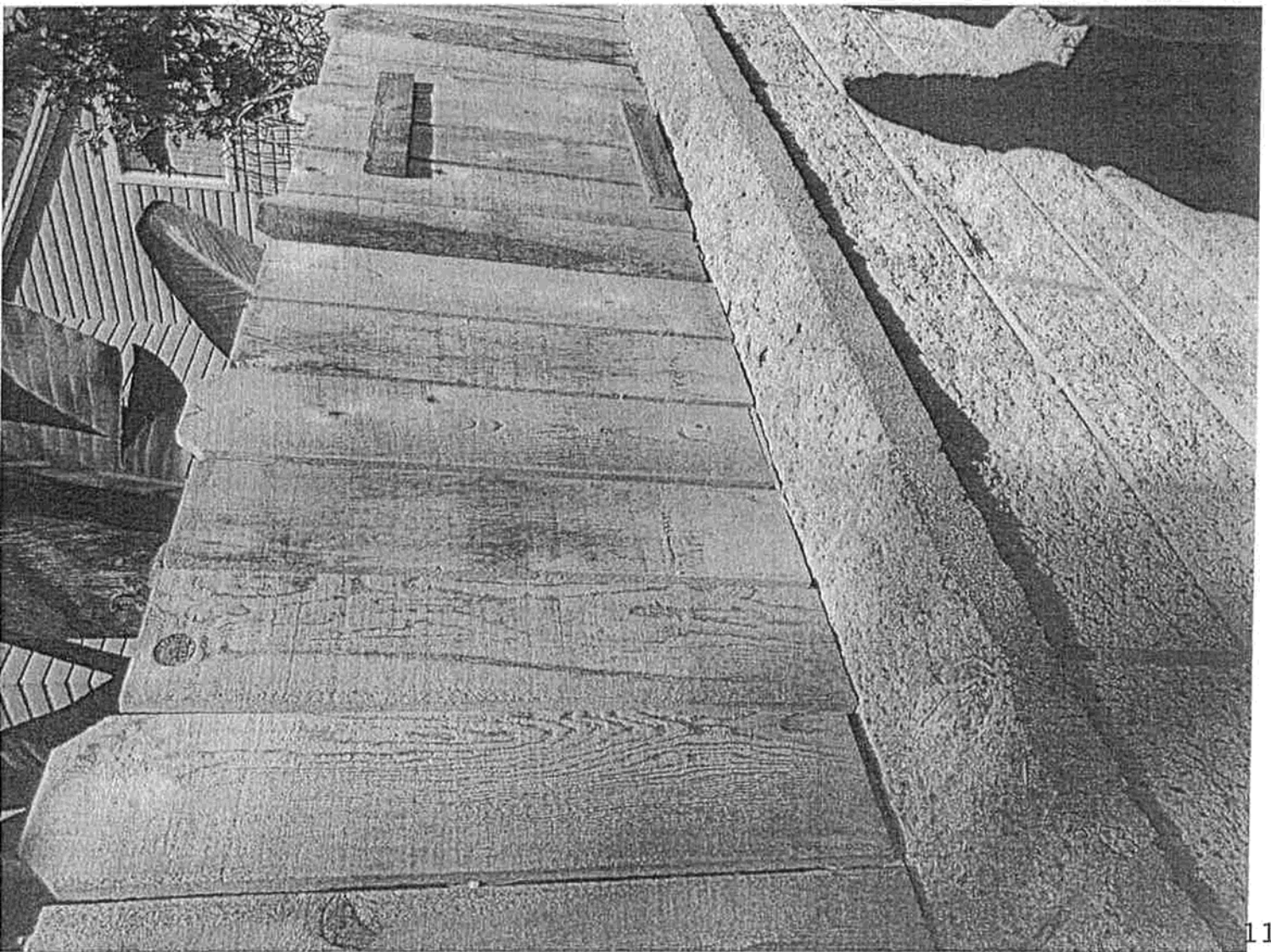
Action required to resolve: Call to hearing for failure to comply with the Association's request to remove the wooden fence and submit an architectural application to replace it. Please contact Management to schedule.

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: August 27, 2021
To: Board of Directors
From: Management
Subject: 10 Primrose Architectural Application

The Homeowner from 10 Primrose is requesting the Board's approval to replace their kitchen garden window with a single hung tilt vinyl window. Please see the attached architectural application, plans, and neighbor awareness signatures for your review. The Homeowner is requesting immediate approval.

LAURELMONT COMMUNITY ASSOCIATION
REQUEST FOR ARCHITECTURAL APPROVAL

SUBMIT 3 COMPLETED COPIES WITH REQUESTED DOCUMENTATION TO MANAGEMENT

Homeowner Name: Janis Brown - DeJom Date: 8-5-21

Address: 10 PRIMROSE

Home Phone No.: 949-285-1334 Work Phone No.: —

Description of Improvement:

Replacing the Kitchen garden window
with a single hung tilt vinyl window,
Simonton Daylight MAX, white vinyl, Low E³,
Argon, Retrofit, Dual Pane

Contractor Information:

Contractor's Name: Calif. Replacement Windows License No.: 918800 Phone No.: 714-632-7767

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.

12 PRIMROSE
Neighbor's Address

ERI BLACK
Neighbor's Signature

1 Primrose
Neighbor's Address

[Signature]
Neighbor's Signature

3 PRIMROSE
Neighbor's Address

[Signature]
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: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/30/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Global Shield Insurance Agency 511 E. 1st St. Suite H Tustin CA 92780	CONTACT NAME: Lina Sanchez PHONE (A/C, No, Ext): (877) 303-6425 E-MAIL ADDRESS: Lina@GlobalShieldAgency.com	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED California Replacement Windows, Inc. 1129 N Kraemer Blvd. Anaheim CA 92806	INSURER A : James River Insurance Company	NAIC # 12203
	INSURER B : General Star Indemnity Company	0031-11967
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

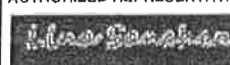
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR BI/PD Deductible \$2,500 <input checked="" type="checkbox"/> Primary & Non-Contributory GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Max per policy \$5,000,000	Y	Y	00073154-4	08/01/2020	09/01/2021	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE \$ \$ \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Business Personal Property Special form			IMA324553C	08/01/2020	09/01/2021	Business Pers. Propty \$257,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

Certificate Holder is listed as Additional Insured, with respect to the General Liability
 Re Designed Premises : 1129 N. Kraemer Blvd, Anaheim, CA 92806 or at the agreed Project Location

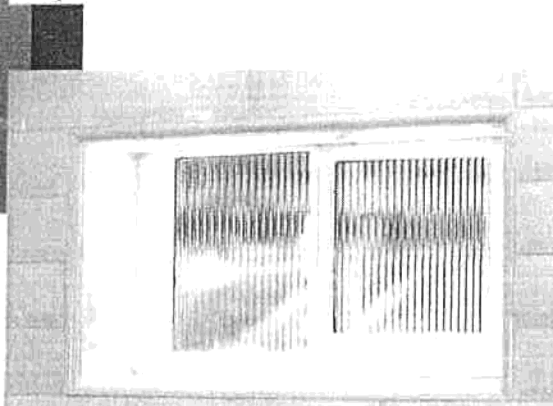
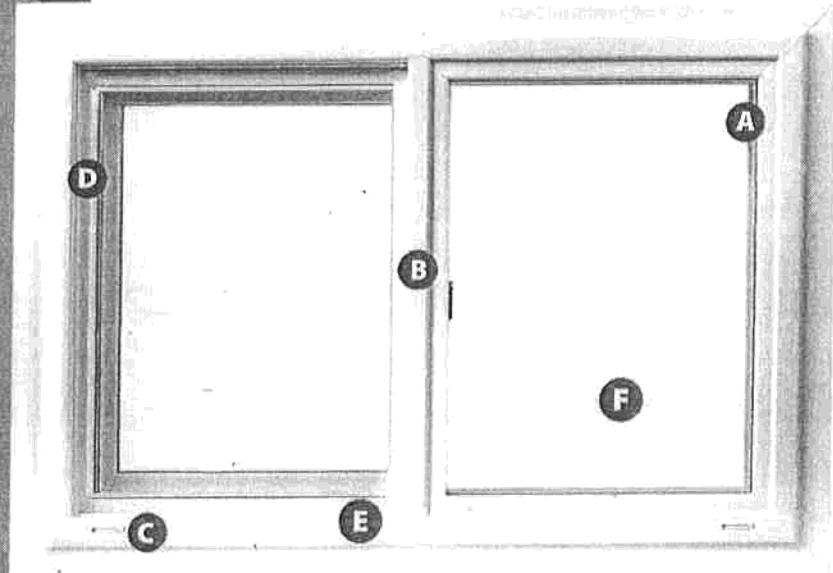
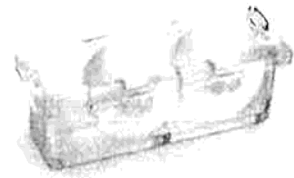
Policy Period Amended

CERTIFICATE HOLDER Laurelmont Community Association C/O Janis DeJohn 10 Primerose Aliso Viejo CA 92656	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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The Simonton difference is in the details.

- A** A mitered glazing bead provides a neatly finished appearance.
- B** The interlock features the same narrow, low profile design as the frame, for attractive symmetry.
- C** Weep holes are covered by small baffles to keep insects out and to provide a finished look.
- D** Integrated Pull Rails allow you to handle the screen from anywhere along the edge and will never break out like pull tabs can.
- E** Stainless Steel pin axle wheels for ergonomic rolling
- F** Double Strength Glass is standard to reduce thermal and stress cracks. Single strength is 3/32." Double strength is 1/8." Many competitors use single strength.



Single-strength glass vs. double strength glass shown actual size thickness.

3/32"

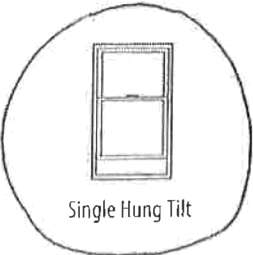
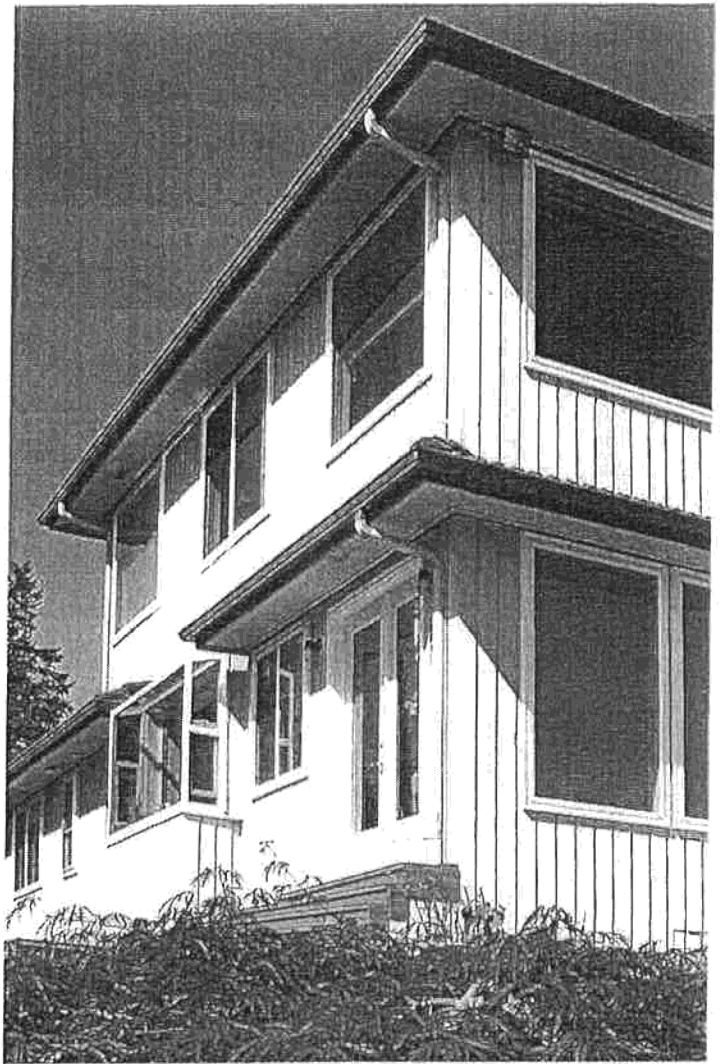
1/8"

Custom sizes ensure a perfect fit for virtually any application—even as small as this operable 18" x 8.5" bath Slider.

Step 1 Select your operating style.

Dare to dream.

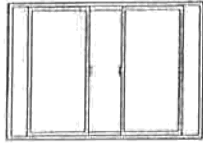
Replacing your old windows with beautiful Simonton DaylightMax™ windows and doors is the perfect opportunity to transform your home with exciting geometrics, completely new styles or mullied configurations. If you can dream it, you can make it happen with Simonton and DaylightMax.



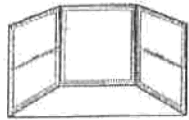
Single Hung Tilt



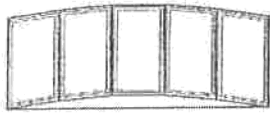
Single Slider



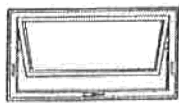
End Vent Slider



Bay



Bow



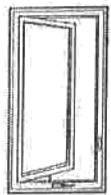
Awning



Picture



Geometric

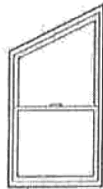


Casement

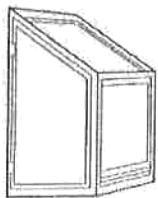


Operable Radius Geometric

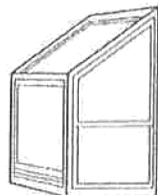
A geometric window provides an unforgettable stylish accent. DaylightMax operable geometric windows are fully functional.



Operable Trapezoid Geometric

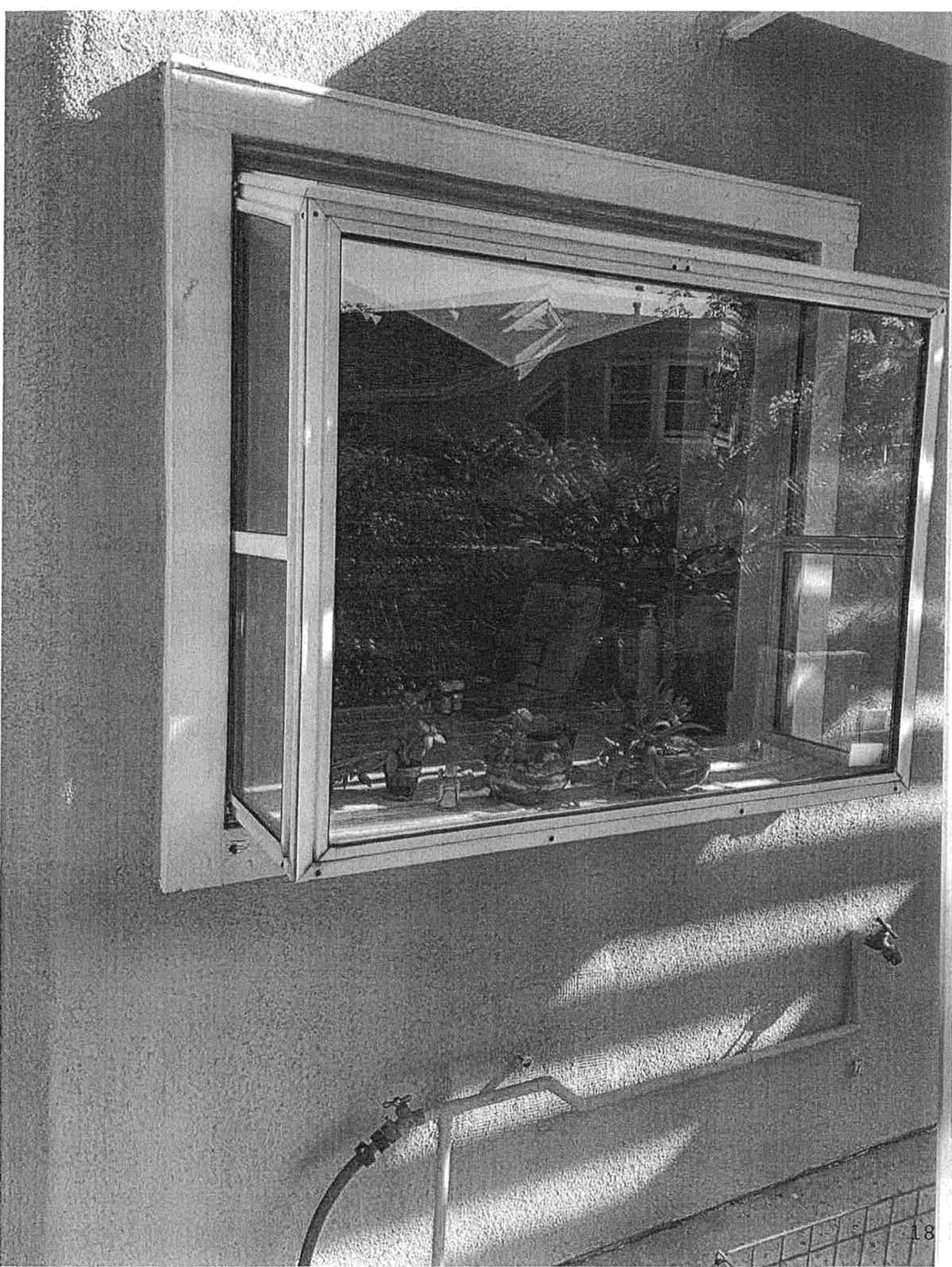


Garden Window Operable Casement



Garden Window Operable Single Hung

▲ Replace a Picture window with a bay or bow window and help open up your home and bring the outside in.



Laurelmont

Community Association

MEMORANDUM

Date: August 27, 2021
To: Board of Directors
From: Management
Subject: Judgement Non-Renewal Recommendation

Management received the following letter from The Judge Law Firm regarding Laurelmont CA v. Navone (BK) of 10 Willowood. Please see the attached letter and case history report.

- The Judgement is about to reach the 10-year mark and is set to expire
- The Judgement is renewable for another 10 years at the same cost to the Association
- Renewal will cost around \$500-700
- The Judge Law Firm believes that further collection is unlikely
- The two options are:
 - Renew the Judgement and continue with current collection terms
 - **Indefinitely close the file at no cost to the Association (except fees owed from the last monthly invoice)**
- If their office does not hear back from the Board of Directors, they will assume they have opted to not renew and let it expire (rendering all delinquent amounts owed as uncollectable)



James Judge, Esq., Senior Attorney
jjudge@thejudgefirm.com
David Mangikyan, Esq., Associate Attorney
dmangik@thejudgefirm.com

August 3, 2021

Board of Directors
Laurelmont Community Association
c/o Otis Property Management
23120 Alicia Parkway Suite# 212 Mission Viejo, CA 92692

IMPORTANT
RESPONSE REQUIRED

Re: Laurelmont CA v. Navone (BK)
Our File No. 6400.0010
Your Account No. 4240075 3
Property Address: 10 Willowood, Aliso Viejo, CA 92656

Judgment Non-Renewal Recommendation

Dear Board of Directors,

Our office obtained judgment on May 21, 2012 for the above referenced matter. This judgment includes assessment awarded by the court through February 15, 2012 in the amount of \$ 7,382.61, as well as post-judgment attorney's fees, cost and interest accruing at the rate of 10% per annum.

Please note that the judgment associated with the above captioned file is about to reach the 10 year mark and as such is set to expire. The judgment is renewable for another 10 years at some cost to the association and if not renewed, the judgment will be lost forever and uncollectable.

Costs and Fees associated with renewal will amount to approximately \$500-\$700 and will be billed to the association as we complete the renewal process. However, our office has reviewed this account and has determined that renewal of the judgment may not be a prudent business decision for the board due to a combination of many factors that in our opinion make the collection of this matter unlikely. This is due to a variety of factors such as information previously obtained via asset reports along with the debtor's advanced age.

Thus, we offer the board two options:

1. Renew the Judgment and continue in conformity with our current collection terms, which provide that the Association will advance post-judgment attorney's fees/costs which our firm will in turn seek to recover from the Defendant in order to reimburse the Association. Our office will continue to periodically investigate the debtor's assets in hopes of discovering an avenue for collection;
2. Indefinitely close this file, which will result in our office ceasing all collection efforts on the judgment. Normally, closing a file renders outstanding attorney's fees and costs immediately due and payable. However, the Association will not be charged anything for exercising this option, as it is doing so on our recommendation and as such only any fees/costs owing via the last monthly invoice provided will be due.



THE JUDGE LAW FIRM

James Judge, Esq., Senior Attorney

james@thejudgefirm.com

David Mangikyan, Esq., Associate Attorney

davidm@thejudgefirm.com

Please note that the Board of Directors has 30 days from the date of this letter to provide us with a decision on how to proceed with the file in question. If the board needs additional time to make a decision on this matter our please contact our office to inform us of the same. Should our office not hear back from the Board of Directors within the next 45 days, we may be forced to conclude that the Board of Directors has opted to not renew the judgment and instead let the judgment expire rendering all delinquent amounts owing uncollectable.

For further information, you may contact Felipe Hermosillo via email at felipe@thejudgefirm.com. Please do not hesitate to contact our office. Thank you.

Very Truly Yours,

James A. Judge, Esq.

- Option 1: renew the judgment and proceed with collections as normal under the current terms of the collection agreement as outlined above
- Option 2: close the account indefinitely

Signature _____ Date _____

Print Name _____ Title _____

Signature _____ Date _____

Print Name _____ Title _____



CASE HISTORY REPORT

Otis Property Management

Association: Laurelmont Community Association

Scott

23120 Alicia Parkway Suite# 212

Mission Viejo, CA 92692

Your Account: 4240075 3

Matter Name: Laurelmont CA v. Navone (BK)

Address: 10 Willowood, Aliso Viejo

Page: 1 of 11

Report Date: 8/5/2021

Matter Number: 6400.0010

Foreclosed: Feb 15, 2012 **Lawsuit Filed:** 11/10/2011

Judgment Date: 5/21/2012 **BK Filed:** 2/24/2011

Judgment Amount: \$7,382.61 **BK Closed:** 6/7/2011

Date	Description	Hours	Costs/Trust
2/19/2010	New matter Received from client / Open new file / Order vesting report / Review for Best Method of Collection/ Amount To Collect: \$1857.94	1	
2/19/2010	Review of Title Report showing the Defendant is currently on title	0.1	
2/19/2010	Review lien from Management Company and enter Recorder's instrument number in database	0.1	
2/19/2010	Order Foreclosure Activity/vesting report from title company	0.2	
2/19/2010	Review Notice of Default recorded by lender against property on 1/7/10 INSTR# 2010000006578	0.3	
2/19/2010	Check written to: THE JUDGE LAW FIRM		\$95.32
	Title-Foreclosure Reports / Deeds Title-Foreclosure Reports / Deeds		
3/2/2010	Order Pacer Report to determine if homeowner has filed Bankruptcy - No BK found that is relevant to the subject debt to Association	0.1	
3/2/2010	Letter to delinquent owner(s) - Intent to file law suit	1	
7/8/2010	Review of Title Report showing the Defendant is currently on title	0.1	
7/8/2010	Review BK Report to determine if homeowner has filed Bankruptcy; No Bankruptcy Found at this Time.	0.1	
7/8/2010	Request current ledger from Management Company to prepare money complaint.		
7/8/2010	Ledger has been received from client.	0.1	
7/8/2010	Prepare Complaint for Money/File with Court once returned - send out for process service pursuant to Association instructions	1	
7/8/2010	Check written to: Clerk of the Court		\$205.00
	Court Clerk / Filing Fee / Summons and Complaint Court Clerk / Filing Fee / Summons and Complaint		

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Matter Name: Laurelmont CA v. Navone (BK)

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Report Date: 8/5/2021

Matter Number: 6400.0010

Foreclosed:	Feb 15, 2012	Lawsuit Filed:	11/10/2011
Judgment Date:	5/21/2012	BK Filed:	2/24/2011
Judgment Amount:	\$7,382.61	BK Closed:	6/7/2011

Date	Description	Hours	Costs/Trust
7/15/2010	Review of file: Civil Case Cover Sheet, Summons, Complaint Filed 7/15/10	0.3	
7/16/2010	Prepare Instructions for Process Server; Assigned to APS	0.5	
7/28/2010	Review confirmation from defendant(s) have been located and served; awaiting original Proof of Service	0.3	
8/4/2010	Payment Received from Client - CK#19131		\$95.32
8/5/2010	Review and File Proof of Service -- All delinquent owners served on 07/27/10 (Maria Cecilia Navone) at 10 Willowood, Aliso Viejo, CA 92656	0.2	
8/9/2010	Telephone conference with homeowner re: payoff	0.3	
8/12/2010	Check written to: Affirmative Process Service 2271 W. Malvern Ave., Suite 416 Fullerton, CA 92833 Process Server's/Skip Trace Fees, Invoice #1260 Process Server's/Skip Trace Fees -		\$225.00
8/16/2010	Letter to owner(s) of record demanding payment of past due assessments: \$6577.56 due by 9/1/10	1	
8/26/2010	Homeowner telephoned -- Our office attempted to return call and left message.	0.2	
9/10/2010	Email to client re: proposed payment plan; requested response	0.2	
9/10/2010	Email to Defendant advising that our office has forwarded their correspondence to the Board for review	0.3	
9/10/2010	Review of email from client informing next Board meeting will be held on 9/27 to which matter will be reviewed	0.2	
9/13/2010	Review Proof of Service Filed with Court On: 8-11-10	0.1	
9/29/2010	Payment Received from Client - CK#19177		\$205.00
10/19/2010	Review of Board approved payment plan; notice to homeowner to follow	0.2	
10/19/2010	Request current ledger from Management Company		
10/19/2010	Ledger has been received from client.	0.1	
10/19/2010	Payment Received from Client - CK#19214		\$225.00
10/25/2010	Letter to Delinquent owner advising that payment plan has been accepted; 58 month pplan commencing 11/5/10 in \$485.00 (last due 8/1/15 in \$380.74)	0.8	
11/29/2010	Court Hearing; CASE MANAGEMENT CONFERENCE SCHEDULED FOR 01/10/2011 AT 01:30:00 PM IN LH04 AT HARBOR JUSTICE CENTER - LAGUNA HILLS.		
12/2/2010	Payment Received from Homeowner - CK#2547 (signed agreement)		\$485.00
12/2/2010	Receipt of Payment Plan Installment - Defendant Continuing with Payment Plan accepted by Board of Directors.	0.1	
12/2/2010	Email to homeowner - copy of stipulation, which is to be signed and returned with Dec. payment so office may proceed with NCS	0.2	
12/14/2010	Review BK Report to determine if homeowner has filed Bankruptcy; No Bankruptcy Found at this Time.	0.1	

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Report Date: 8/5/2021

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Foreclosed:	Feb 15, 2012	Lawsuit Filed:	11/10/2011
Judgment Date:	5/21/2012	BK Filed:	2/24/2011
Judgment Amount:	\$7,382.61	BK Closed:	6/7/2011

Date	Description	Hours	Costs/Trust
12/14/2010	Preparation of Notice of Case Management Conference/Case Management Statement	0.3	
1/7/2011	Preparation of Appearance Package for 1/10/11 Case Management Conference Hearing	0.3	
1/13/2011	Court Hearing; CMC - (1/10/11). Matter continued to 4/12/11 @ 1:30 p.m., OCSC - Laguna Hills/Dept. LH4.	0.3	\$275.00
2/28/2011	Review BK Report to determine if homeowner has filed bankruptcy; Chapter 7 found; FILE ON HOLD; file to BK Department	0.3	
3/7/2011	Letter to Board for authorization to monitor Chapter 7 bankruptcy; email to Client 03/07/11.	0.3	
3/7/2011	Preparation of Notice of Stay of Proceedings; forward to attorney for review and signing.	0.3	
3/7/2011	Check written to: Coastal Court Services PO Box 11946 Newport Beach, CA 92658 Delivery - Notice of Stay of Proceedings: Court- OC Messenger Service / Delivery		\$12.95
3/9/2011	Received Notice of Chapter7 Bankruptcy Filed on 2/24/11; File on HOLD; Forward to BK Department	0.5	
3/28/2011	Receipt of: Notice of stay of proceedings. Filed on: 3/17/11	0.2	
4/11/2011	Preparation of Appearance Package for 4/12/11 Case Management Conference Hearing.	0.3	
4/18/2011	Court Hearing; Results of 4/12/11 Case Management Conference Hearing; continued to 8/9/11 at 1:30 pm in Dept: LH04 of the OCSC Laguna Hills Courthouse.		\$275.00
4/21/2011	Review of Board authorization to monitor bankruptcy.	0.2	
4/21/2011	File to Bankruptcy Attorney for review and analysis of bankruptcy.	0.5	
4/22/2011	Court Hearing; Results of 4/12/11 hearing; CMC continued to 8/9/11 at 1:30 in LH04 for Bankruptcy/Review/CMC Hearing. Plaintiff to give notice.		\$500.00
5/3/2011	Review Chapter 7 Bankruptcy; order & review bankruptcy documents; file Notice (if needed); analyze debtor's schedule and advise the association of its recovery within 30 to 60 days.	1	\$250.00
6/14/2011	Received Notice of Bankruptcy, Discharge of Debtor Filed on: 6/7/2011; Forward to Attorney for review	0.2	
6/30/2011	Letter to Board of Directors regarding Bankruptcy matter. (7.06)	0.8	
7/6/2011	Payment Received from Client - CK#19455		\$827.95
7/12/2011	Court Hearing; CMC scheduled for 8/9/11 @ 1:30, OCSC- Laguna Hills- LH04		
7/12/2011	Preparation of Notice of Case Management Conference/Case Management Statement	1	
7/12/2011	Check written to: Coastal Court Services PO Box 11946 Newport Beach, CA 92658 Delivery - Notice of CMC & CMS- OCSC Laguna Hills Messenger Service / Delivery		\$19.95
8/3/2011	Request current ledger from Management Company		

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Judgment Amount:	\$7,382.61	BK Closed:	6/7/2011

Date	Description	Hours	Costs/Trust
8/8/2011	Preparation of Apperance Package for 8/9/11 Case Management Conference Hearing.	0.3	
8/16/2011	Ledger has been received from client.	0.1	
8/18/2011	BK Alternative Dispute Resolution Notice to Homeowner (ADR) (Pre and Post Petition)	0.5	
8/18/2011	Preparation of Resolutions To Foreclose - Email to client	0.3	
8/24/2011	Court Hearing; Results of 8/9/11 Case Management Conference Hearing; continued to 11/8/11 at 1:30 pm in Dept: LH04 of the OCSC Laguna Hills Courthouse.		\$500.00
9/23/2011	Email to client RE: status of Resolution to Foreclose	0.2	
10/20/2011	Review of Notice of Meeting of the Board of Directors -Resolution to Foreclose denied and instead approved to pursue a personal judgment on this debtor.	0.2	
10/25/2011	Request current ledger from Management Company		
10/26/2011	Ledger has been received from Client.	0.1	
10/26/2011	Review of Title Report showing the Debtor is currently on title; no foreclosure activity.	0.1	
10/26/2011	Preparation of First Amended Post Bankruptcy Complaint for Money and Notice of Termination of Stay.	0.5	
10/26/2011	Check written to: Coastal Court Services PO Box 11946 Newport Beach, CA 92658 Delivery - Amended Complaint: Court- OC Messenger Service / Delivery		\$19.95
10/27/2011	Payment Received from Client - CK#19517		\$519.95
11/10/2011	Court Hearing; Results of 11/8/11 Case Management Conference Hearing- continued to 2/14/12 at 1:30 at the OCSC Laguna Hills Facility.		
11/10/2011	Review of: Authorization from Defendant to discuss matter with Jose A. Gonzalez, Erika Rodriguez, and Criselda Vandeventer of Gonzalez Realty; saved to file.	0.2	
11/11/2011	Review request for Rush Demand from escrow -- Prepare and submit demand for settlement to: Claudia with Security National Escrow via email at 3:38 p.m.	1	
12/13/2011	Prepare instructions for Private Investigator to locate and serve First Amended Complaint on delinquent owner(s); Emailed to R.Barr	0.3	
12/16/2011	Telephone conference with defendant: disputing service at her work (that it's an "invasion of privacy"); advised to send dispute to office in writing	0.3	
1/9/2012	Review and File Proof of Service -- All delinquent owners served on 12/16/11 (Maria Cecilia Navone) at Work Address: Orange County Dept of Social Services, 23330 Moulton Parkway, Laguna Hills, CA 92653	0.2	
1/9/2012	Check written to: Coastal Court Services PO Box 11946 Newport Beach, CA 92658 Delivery - POS - Court: OC Messenger Service / Delivery		\$19.95

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Judgment Amount:	\$7,382.61	BK Closed:	6/7/2011

Date	Description	Hours	Costs/Trust
1/13/2012	Process Server's/Skip Trace Fees -Payment Made to Private Investigator - Via Amex Card - Invoice #:11-3460 Private Investigator's Fees - Paid With Amex Card		\$225.00
1/13/2012	Review of Title Report showing the Defendant is currently on title; NTS recorded on 12/28/11; Sale scheduled for 1/24/12.	0.1	
1/20/2012	Review Proof of Service Filed with Court On:01/13/2012	0.1	
1/20/2012	Review email from defendant re: settlement offer of \$3,000 - send to file; response to follow	0.2	
2/6/2012	Request current ledger from Management Company		
2/7/2012	Ledger has been received from client.	0.1	
2/7/2012	Email to client re settlement offer from defendant; response requested	0.5	
2/7/2012	Letter to Defendant advising that our office has forwarded their correspondence to the Board for review	0.1	
2/13/2012	Preparation of Appearance Package for 2/14/12 Case Management Conference hearing.	0.3	
2/16/2012	Court Hearing; Results of 2/14/12 Case Management Conference Hearing; continued to 5/15/12 at 1:30 pm in Dept: LH04 of the OCSC Laguna hills courthouse.		
3/2/2012	Email to Jennifer with Bankers Asset Management re: her request for post-foreclosure amounts owing by the bank; advised that we are currently only handling the account against the previous owner and as such she will need to contact the management company for any post-foreclosure amounts owing by the bank.	0.2	
3/2/2012	Review of Title Report showing the Defendant is currently on title. NO TDUS recorded at this time.	0.1	
3/6/2012	Payment Received from Client - CK#19612		\$264.90
3/28/2012	Review of Attorney Directive- office to proceed with collection of Money Complaint	0.2	
3/28/2012	Review of Court Website: No Answer Found. Proceed with Entry of Default.	0.2	
3/28/2012	Review BK Report to determine if homeowner has filed Bankruptcy; No Current Bankruptcy Found at this Time.	0.1	
3/28/2012	Prepare Request for Dismissal of lawsuit as to fictitiously named defendants preparatory to entry of judgment against named defendants	0.1	
3/28/2012	Prepare Request to Enter Default - Send original to Court for filing and entry of default -- Send copies to delinquent owner(s)	0.3	
3/28/2012	Prepare Declaration in Lieu of Personal Testimony -- Send original to Association management for completion and signature of Declaration and attachment of current ledger	0.6	
3/28/2012	Check written to: Coastal Court Services PO Box 11946 Newport Beach, CA 92658 Delivery - Default Package- OC Messenger Service / Delivery		\$19.95
4/3/2012	Review of Original Declaration In Lieu of Personal Testimony Signed by Client: Save to File.		

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Date	Description	Hours	Costs/Trust
4/19/2012	Review of Title Report showing the Defendant is NOT currently on title. TDUS recorded on 2/15/12; saved in the client folder. New Owner: DEUTSCHE BANK NATIONAL TRUST COMPANY,	0.1	
4/19/2012	Ledger has been received from client through TDUS and has been saved in the client folder.	0.1	
4/30/2012	Preparation of Appearance Package for 5/15/12 Case Management Conference hearing.	0.3	
5/1/2012	Review Request to Enter Default & Dismissal of does entered and filed on:4/24/2012		
5/3/2012	Review of Title Report showing the Defendant is NOT currently on title	0.1	
5/3/2012	Review signed Declarations / Prepare proposed Money Judgment for post-BK sums	1.5	
5/3/2012	Check written to: Coastal Court Services PO Box 11946 Newport Beach, CA 92658 Delivery - Judgment - Court - OC Messenger Service / Delivery		\$19.95
5/3/2012	Letter to Board of Directors for authority to retain Private Investigator to locate assets to satisfy Judgment	0.5	
6/7/2012	Review of letter from client; AUTHORIZED to proceed with Asset Search/ORAP; Save to client folder - Prepare instructions to investigator once judgment filed and returned	0.1	
6/8/2012	Court Hearing; Results of 5/15/12 Case Management Conference Hearing; matter continued to 8/14/12 at 1:30 pm in Dept: LH04 of the OCSC Laguna Hills Courthouse.		
6/20/2012	Review of signed Money Judgment from Court - Judgment entered on 5/21/2012; \$7,382.61	0.2	
6/20/2012	Prepare Abstracts of Judgment -- Submit originals to Court and County Recorder for issuance and recordation	0.7	
6/20/2012	Check written to: Clerk of the Court Miscellaneous Court Filing Fee - abstract Miscellaneous Court Filing Fee		\$125.00
6/20/2012	Check written to: Coastal Court Services PO Box 11946 Newport Beach, CA 92658 Delivery - abstract Messenger Service / Delivery		\$7.95
6/30/2012	Payment Received from Client - CK#19707		\$39.90
8/1/2012	Review of Board accepted settlement - send to file; response to follow after confirmation of accounting (ASC), and verification from client as settlement accepted by Board is less than assessment balance owing	0.2	
8/3/2012	Review of Abstracts of Judgment -- Submit 5 originals to Court With Instructions to Return Originals For Recordation	1	
8/9/2012	Email to client re: status of Board settlement	0.1	

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Judgment Amount:	\$7,382.61	BK Closed:	6/7/2011

Date	Description	Hours	Costs/Trust
8/14/2012	Review of email from client (Lisa) re: net amount Association would receive should settlement be accepted; advised Association would only receive a portion of their cost reimbursement should settlement be confirmed	0.2	
9/5/2012	Email to client requesting status of confirmation of settlement	0.2	
9/11/2012	Payment Received from Client - CK#19745		\$132.95
9/20/2012	Email to client requesting status of confirmation of settlement Second Request	0.2	
9/28/2012	Called management company (Lisa) and left message in voice mail re: status of settlement acceptance/counter	0.3	
10/9/2012	Review of email from client: Board has not met for the past two months; emailed client to confirm when the next scheduled Board meeting will be; client confirms Board will be discussing settlement tonight	0.2	
10/25/2012	Email to client requesting results of Board meeting	0.2	
10/30/2012	Email to client requesting results of Board meeting Second Request	0.2	
10/31/2012	Review of confirmation from client to accept previous \$3,000.00 settlement - saved to file; agreement to follow	0.2	
10/31/2012	Online - Legal Research via Lexis to find alternate mailing addresses; none found	0.1	
10/31/2012	Preparation of Settlement Agreement: \$3,000.00 due 11/9/12; fax, email and mail	0.3	
11/13/2012	Prepare instructions to investigator to locate assets to satisfy Judgment. May take 30-60 days for results. Emailed to R.Barr	0.6	
11/14/2012	Review BK Report to determine if homeowner has filed Bankruptcy; No Bankruptcy Found at this Time.	0.1	
11/14/2012	Review of Abstracts Issued On: 08/07/12	0.2	
11/14/2012	Check written to: OC Recorder Miscellaneous County Recorder Fee; Abstract Of Judgments Miscellaneous County Recorder Fee; Abstract Of Judgments		\$20.00
11/14/2012	Check written to: LA County Recorder P.O. Box 53115 Los Angeles, CA 90053 Miscellaneous County Recorder Fee; Abstract Of Judgments Miscellaneous County Recorder Fee; Abstract Of Judgments		\$33.00
11/14/2012	Check written to: Riverside County Recorder P.O. Box 751 Riverside, CA 92502 Miscellaneous County Recorder Fee; Abstract Of Judgments Miscellaneous County Recorder Fee; Abstract Of Judgments		\$27.00

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Date	Description	Hours	Costs/Trust
11/14/2012	Check written to: SB County Recorder 222 West Hospitality Lane San Bernardino, CA 92415 Miscellaneous County Recorder Fee; Abstract Of Judgments Miscellaneous County Recorder Fee; Abstract Of Judgments		\$24.00
11/14/2012	Check written to: SD County Recorder 1600 Pacific Coast Highway, Rm 260 San Diego, CA 92101 Miscellaneous County Recorder Fee; Abstract Of Judgments Miscellaneous County Recorder Fee; Abstract Of Judgments		\$22.00
11/14/2012	Check written to: Coastal Court Services PO Box 11946 Newport Beach, CA 92658 Delivery - Abstracts Messenger Service / Delivery		\$158.75
11/14/2012	Prepare Writ of Execution -- Submit original to Court To Be Issued- Orange and Riverside	0.3	
11/14/2012	Check written to: Clerk of the Court Miscellaneous Court Filing Fee Miscellaneous Court Filing Fee		\$25.00
11/14/2012	Check written to: Clerk of the Court Miscellaneous Court Filing Fee Miscellaneous Court Filing Fee		\$25.00
11/14/2012	Check written to: Coastal Court Services PO Box 11946 Newport Beach, CA 92658 Delivery - Writ Messenger Service / Delivery		\$23.95
11/16/2012	Review Writ of Execution; Sent to Court	0.2	
11/26/2012	Review Of Abstract Of Judgment; Forward to County Recorders	0.4	
11/30/2012	Review Recorded Abstracts Recorded In:San Diego On:11/27/2012 Instrument #:2012-0740588	0.1	
12/5/2012	Review Recorded Abstracts Recorded In:San Bernardino On:11/29/2012 Instrument #:2012-0509643	0.1	
12/5/2012	Review Recorded Abstracts Recorded In:Los Angeles On:11/29/2012 Instrument #:2012-1818857	0.1	
12/5/2012	Review Recorded Abstracts Recorded In:Riverside On:11/29/2012 Instrument #:2012-0576333	0.1	

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Foreclosed: Feb 15, 2012

Lawsuit Filed: 11/10/2011

Judgment Date: 5/21/2012

BK Filed: 2/24/2011

Judgment Amount: \$7,382.61

BK Closed: 6/7/2011

Date	Description	Hours	Costs/Trust
12/6/2012	Review Recorded Abstracts Recorded In:Orange On:11/28/2012 Instrument #:2012-000733762	0.1	
2/5/2013	Payment Received from Client - CK#19869		\$358.70
2/12/2013	Review of Coastal Sheriff's POS: Bank of the West, Susan Gannon, Customer Service Manager, 2/11/2013	0.2	
2/21/2013	Email to Richard Barr re: status of Asset Report.	0.2	
2/22/2013	Review of email from Richard Barr: Asset Report should be sent to our office today.	0.2	
2/22/2013	Review of California Secretary of State Website to confirm active status and correct name of association.		
2/22/2013	Review BK Report to determine if homeowner has filed Bankruptcy; No Current Bankruptcy Found at this Time.	0.1	
2/22/2013	Prepare Memorandum of Costs and Interest Accrued After Judgment -- Submit original to Court Clerk for filing -- Send copy to delinquent owner(s)	0.6	
2/22/2013	Preparation of Post Judgment Attorney Fee Declaration	0.5	
2/22/2013	Check written to: Coastal Court Services PO Box 11946 Newport Beach, CA 92658 Delivery - Memo of Costs Messenger Service / Delivery		\$23.95
2/26/2013	Review Asset Report -- Case ready for Post Judgment Team	0.4	
2/26/2013	Review Writ of Execution Issued for OC & RI - Prepare and Issue Levy	0.2	
3/5/2013	Review BK Report to determine if homeowner has filed Bankruptcy; No Bankruptcy Found at this Time.	0.1	
3/5/2013	Prepare Instructions to Marshal to Levy on Bank Account: Bank of the West; OC Sheriff (714) 569-3700; Sent via Process Server	0.7	
3/5/2013	Check written to: Orange County Sheriff Marshal's Fees - Bank Levy Marshal's Fees		\$35.00
3/5/2013	Check written to: Coastal Court Services PO Box 11946 Newport Beach, CA 92658 Delivery - Personal Service of Bank Levy Messenger Service / Delivery		\$84.95
3/5/2013	Prepare Instructions to Marshal to Levy on Bank Account: Chase Bank; OC Sheriff (714) 569-3700; Sent via Process Server	0.7	
3/5/2013	Check written to: Orange County Sheriff Marshal's Fees - Bank Levy Marshal's Fees		\$35.00

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Date	Description	Hours	Costs/Trust
3/5/2013	Check written to: Coastal Court Services PO Box 11946 Newport Beach, CA 92658 Delivery - Personal Service of Bank Levy Messenger Service / Delivery		\$84.95
3/12/2013	Review of Coastal Sheriff's POS: Chase Bank, Erika Robledo, Personal Banker, 3/11/2013	0.2	
4/29/2013	Payment Received from Client - CK#19932		\$263.85
5/1/2013	Review Filed Memo of Cost	0.1	
6/12/2013	Check written to: Richard Barr Investigations 27762 "L1" Antonio Parkway, #605 Ladera Ranch, CA 92694 Private Investigator's Fees - 12-2417 Private Investigator's Fees -		\$250.00
6/21/2013	Telephone conference with Chase Bank - no deposit accounts located.	0.3	
6/21/2013	Telephone conference with Bank of the West - no funds located.	0.3	
7/23/2013	Review BK Report to determine if homeowner has filed Bankruptcy; No Bankruptcy Found at this Time.	0.1	
7/23/2013	Review of Memo of Garnishee (OC County Sheriff's) no bank account located - Bank of the West	0.1	
7/23/2013	Review of Memo of Garnishee (OC County Sheriff's) no bank account located - Chase Bank	0.1	
8/16/2013	Preparation of Case Summary Report for Attorney Review	1	
9/3/2013	Review BK Report to determine if homeowner has filed Bankruptcy; No Bankruptcy Found at this Time.	0.1	
9/5/2013	File Currently Under Review by Attorney	0.2	
9/10/2013	Payment Received from Client - CK#19995		\$250.00
10/1/2013	Review of Attorney's instructions re.: write off & review in 2 years; No Current Assets Found	0.2	
12/19/2013	Letter to Board of Directors advising write-off of balance on account as bad debt; review case in 2 years; no asset found at the present time.	0.2	
12/1/2015	Re-Opened File is on Hold Pending Letter to Client		
5/10/2016	Review BK Report to determine if homeowner has filed Bankruptcy; No Bankruptcy Found at this Time.	0.1	
5/10/2016	Review of Lexis Nexis for updated addresses, bankruptcy and defendant information. Defendant in 60's and is retired. Also no additional addresses.	0.2	
7/18/2016	Re-Opened File is on Hold Allow Abstract of Judgment to Satisfy Case - File to be reviewed at a later time in order to determine if there are new assets to pursue (debtor could be collecting social security benefits)	0.1	
3/6/2017	Review of file per client request - account was closed on 10/01/2013 pending review for assets at a later time. Office recommends file remain closed and allow abstract to satisfy judgment.	0.2	
5/23/2018	File is on Hold Pending Collections via Abstract of Judgment - File to be reviewed at a later time		

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Judgment Date: 5/21/2012 BK Filed: 2/24/2011

Judgment Amount: \$7,382.61 BK Closed: 6/7/2011

Date	Description	Hours	Costs/Trust
6/25/2020	File is on Hold Pending Collections via Abstract of Judgment - File to be reviewed at a later time	0.2	
7/8/2021	Review BK Report to determine if homeowner has filed Bankruptcy; No Bankruptcy Found at this Time. (J-R)	0.1	
7/8/2021	Online - Legal Research via Lexis to search for additional mailing addresses for Defendant; Mailing addresses found: 56 CAYMAN BRAC ALISO VIEJO, CA 92656. Defendant is (64) years old. (J-R)	0.2	
7/8/2021	Review of Title Report showing the Defendant is NOT currently on title for any additional properties at this time; Review of (3) properties from Lexis Nexis report. (J-R)	0.3	
8/3/2021	Email Letter to Client: Judgment Non-Renewal Authorization Request.	0.2	\$20.00
8/5/2021	Email from client: BOD will be reviewing at their next meeting. Email saved in the CF	0.1	\$10.00
	<p style="text-align: right;"> Client Payments: \$3,183.52 Defendant Payments: \$485.00 Total Payments: \$3,668.52 Client Disbursements: \$0.00 Costs Incurred: \$1,868.52 Attorney Fees Billed: \$1,870.00 Balance Held In Trust: 0.00 </p> <p>Please Note:</p> <p>In most cases, attorney's fees are not fully billed until the case is completely resolved. Consequently, the balance held in trust, if any, may not be available for disbursement to the Association pending a final resolution of this case.</p> <p>Foreclosed Date is the date Trustee's Deed Upon Sale (TDUS) was recorded. If no date is present, the we either do not have this information or it has not foreclosed. Please contact our office for the most up to date information</p> <p>To our bankruptcy clients: Our prevailing rate for hourly bankruptcy work is \$375. If you have any concerns with this please contact our office within 30 days of the date of this Report. Otherwise, we will assume you agree to continue protecting the association's interest with respect to Bankruptcy matters by allowing us to review, advise and protect the association.</p>		

Next Activity: 17-Sep-21 - F/U Judgment Renewal

Laurelmont

Community Association

MEMORANDUM

Date: August 27, 2021
To: Board of Directors
From: Management
Subject: Homeowner Correspondence

The Homeowner from 23 Primrose is requesting the Board's response regarding a request for tree removal. A proposal was received in the amount of \$695.00 and previously not approved by the Board. Please see the attached correspondence received from this Homeowner.

Please see the correspondence from the Homeowner at 21 Primrose asking what will be done with the greenbelt between 23 & 25 Primrose. It has been advised by Harvest that this area is a "problem area" for many reasons. The proposal provided by Harvest was in the amount of \$10,640.00, and the Board found it to be a lower priority.

The two proposals will be presented again during the landscape maintenance and enhancements portion of the regular session meeting in case the Board would like to take action.

rayna@otishoa.com

From: Lena Viger <lenaviger@yahoo.com>
Sent: Thursday, August 26, 2021 9:41 AM
To: rayna@otishoa.com; info@otishoa.com
Subject: Re: Encroaching tree leaves/branches

Good morning Rayna,

When does the board plan to respond? I sent the emails on July 22. Is it on the agenda for tomorrow's meeting?

Also, was I taken off the distribution list for the board meetings notifications? I used to receive emails with the upcoming meeting dates.

Please advise.

Thank you,
Lena

On Aug 19, 2021, at 10:42 AM, rayna@otishoa.com wrote:

Good morning,

They received your response on 8/5 and again on 8/15. The cost provided by the landscape company is \$695.00.

Thank you,

Rayna Schonwit
Community Manager

<image001.png>

23120 Alicia Parkway Suite 215

Mission Viejo, CA 92692

888-516-6532

rayna@otishoa.com

www.otishoa.com

From: Lena Viger <lenaviger@yahoo.com>
Sent: Thursday, August 19, 2021 10:40 AM
To: rayna@otishoa.com
Subject: Re: Encroaching tree leaves/branches

I understand but you should be able to answer two questions below.

Thank you.

Kind regards,
Lena Viger

On Aug 18, 2021, at 3:53 PM, rayna@otishoa.com wrote:

Thank you, Lena. I have followed up with the Board and am awaiting a reply.

Thank you,

Rayna Schonwit
Community Manager

<image001.png>

23120 Alicia Parkway Suite 215

Mission Viejo, CA 92692

888-516-6532

rayna@otishoa.com

www.otishoa.com

From: Lena Viger <lenaviger@yahoo.com>
Sent: Wednesday, August 18, 2021 3:52 PM
To: rayna@otishoa.com
Subject: Re: Encroaching tree leaves/branches

Hi Rayna,

Could you please respond?

Also, kindly confirm when the Board of Directors received my email and the cost of tree removal.

Thank you,
Lena

On Aug 12, 2021, at 11:14 AM, Lena Viger <lenaviger@yahoo.com> wrote:

Hi Rayna,

When should we expect the Board's response? It's been 3 weeks since my inquiry.

Thank you,
Lena

On Aug 5, 2021, at 9:06 AM, rayna@otishoa.com wrote:

Thank you, Lena! Waiting to hear back from the Board.

Thank you,

Rayna Schonwit
Community Manager

23120 Alicia Parkway Suite 215
Mission Viejo, CA 92692
888-516-6532
rayna@otishoa.com
www.otishoa.com

-----Original Message-----

From: Lena Viger <lenaviger@yahoo.com>
Sent: Wednesday, August 4, 2021 10:43 AM
To: rayna@otishoa.com
Subject: Re: Encroaching tree leaves/branches

Hi Rayna,

I'd like to follow up on my email below.

Thank you.

Kind regards,
Lena Viger

On Jul 22, 2021, at 2:46 PM, Lena Viger
<lenaviger@yahoo.com> wrote:

Hi Reyna,

As you can imagine, we are extremely disappointed with the board's decision about resolving our tree issue. It's

specially concerning because one board member, Patrick Whitfield, said that "it's just nuisance" and the reason for his vote against the motion was the cost of the removal, when both the President and the Vice President voted in favor.

California Civil Code section 3346 considers the encroachment of branches and roots onto your property to be a nuisance.

"Nuisance" is defined as a substantial interference with the "right to use and enjoy" the property which is my legal right as a homeowner.

If a decision has been made to remove other trees in the community, I believe our tree can be removed at the same time. It's a much smaller tree than the eucalyptus trees that got approved.

Could you please confirm that it costs \$2,500 to remove ONE tree as Patrick mentioned in the meeting?

If the board doesn't reconsider their decision, I will not sit there and let my property be destroyed by leaves and branches that fall all over our patio furniture on a daily basis and litter the property. I will need to seek other routes to protect my rights and get legal assistance and a Court Order compelling the association to remove the encroachment and repair the damages. I was hoping to avoid this step but I will do whatever it takes to eliminate unnecessary distress that I've been going through for months now.

Paying such a high HOA membership fee should provide protection for the members and not prevent them from exercising their legal rights of "quiet enjoyment" of their properties.

Please feel free to forward this message to the board if needed and let me know our next steps.

Thank you.

Kind regards,
Lena Viger

23 Primrose, Aliso Viejo

On Jun 18, 2021, at
2:39 PM,
rayna@otishoa.com
wrote:

No worries. Thank you
for checking in. I have
followed up with
Harvest to ensure I
receive these proposals
in time for the
upcoming meeting.

Thank you,

Rayna Schonwit

Community Manager

<image001.png>

23120 Alicia Parkway
Suite 215

Mission Viejo, CA 92692

888-516-6532

rayna@otishoa.com

www.otishoa.com

From: Lena Viger
<lenaviger@yahoo.com
>
Sent: Friday, June 18,
2021 1:50 PM
To: rayna@otishoa.com
Subject: Re:
Encroaching tree
leaves/branches

My apologies, for some
reason I thought were
we already in July.
Please disregard my
precious email.

Thank you.

Kind regards,

Lena Viger

On Jun 18, 2021, at
1:48 PM, Lena Viger
<lenaviger@yahoo.com
> wrote:

Hi Reyna,

Was there a board
meeting on June 29?
Has our issue been
discussed?

Thank you.

Kind regards,

Lena Viger

On May 27, 2021, at
10:02 AM,
rayna@otishoa.com
wrote:

Thank you! I will submit
a work order.

Rayna Schonwit

<image001.png>

23120 Alicia Parkway
Suite 215

Mission Viejo, CA 92692

888-516-6532

rayna@otishoa.com

www.otishoa.com

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

From: Lena Viger
<lenaviger@yahoo.com
>

Sent: Thursday, May 27,
2021 9:15 AM

To: rayna@otishoa.com

Subject: Re:
Encroaching tree
leaves/branches

Good morning,

Thank you for your response.

It's the only tree next to our fence in the back of the house and it can't be missed. It's between our house (23) and number 25.

Thank you.

Kind regards,

Lena Viger

On May 27, 2021, at 8:51 AM,
rayna@otishoa.com
wrote:

Good morning,

I will issue a work order for Harvest to inspect the tree and provide a proposal for the Board's review at next month's meeting. Please specify where exactly the tree is around your home so I

may give a more exact location for the crew to find it.

Thank you!

Rayna Schonwit

<image001.png>

23120 Alicia Parkway
Suite 215

Mission Viejo, CA 92692

888-516-6532

rayna@otishoa.com

www.otishoa.com

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

From: Lena Viger
<lenaviger@yahoo.com>

Sent: Wednesday, May 26, 2021 6:41 PM

To: rayna otishoa.com
<rayna@otishoa.com>;
info@otishoa.com

Subject: Encroaching tree leaves/branches

Hi Rayna,

I hope this email finds

you well.

I'm reaching out hoping that you can provide some guidance.

There is a tree right outside our fence and every day the tree drops a lot of leaves into our backyard. The tree is in a common area but leaning over our property and causes a nuisance. I have to clean it twice a day and would appreciate an opportunity to enjoy our backyard.

Please see the attached photos. I just blew the leaves this morning and by 6 pm our backyard is a mess because of these leaves.

What can the landscaping company do about it?

<image002.jpg>

<image003.jpg>

<image004.jpg>

<image005.jpg>

Thank you.

Kind regards,
Lena Viger
23 Primrose

Best,

From: Pam Fazio <pfaz@cox.net>
Sent: Thursday, August 5, 2021 2:11 PM
To: rayna@otishoa.com
Cc: Dan Fazio
Subject: Laurelmont

Flag Status: Flagged

Good Afternoon,

We have a severe rat problem in our yard. My husband killed 3 yesterday! We are asking for pest management to come out and eradicate the problem. We have neighbors on both sides that have fruit plants or trees and I'm sure that is not helping with the rat problem. We destroyed a nest in our yard recently and they built a new one within 24 hours (destroying our trees and plants).

Also, the new gardeners are awful. They rush through the area and don't do a thorough job. When they blow they don't blow the entire area and do not bother blowing our walkway. I'm tired of having to clean up our driveway and walkway when it shouldn't be our responsibility. We've asked them to blow more thoroughly and they seem to get annoyed.

I have been sending emails for several years regarding the green belt between 23 & 25 Primrose and have been given every excuse as to why it hasn't been repaired. When will the green belt be addressed? It looks absolutely terrible.

Regards,
Pam Fazio
21 Primrose
Aliso Viejo

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

* - Previous Owner or Renter

ACCOUNT #	UNIT #	NAME	CURRENT	OVER 15	OVER 45	OVER 75	TOTAL	STATUS
145404184	184	Noreen Stacy Dunlap	0.00	2.55	0.00	0.85	3.40	
145413171	171	Mark Cody	0.00	479.85	0.00	0.00	479.85	
145416165	165	Sylke Portner-Clark	0.00	47.98	0.00	0.00	47.98	
145424170	170	Brian J Salmen	0.00	479.85	0.00	0.00	479.85	
145445142	142	Michael A Rodriguez	0.00	379.10	0.00	0.00	379.10	
145448145	145	Brian D Campbell	0.00	479.85	79.70	3474.47	4034.02	
145452149	149	Darryl Arnold	0.00	527.83	0.00	0.00	527.83	
145460155	155	Nancy A Watteyne	0.00	527.83	479.85	160.00	1167.68	
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	
145510440	040	Kenneth Carter	479.85-	0.00	0.00	0.00	479.85-	
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	47.98	527.83	479.85	5659.62	6715.28	
145546379	079	Kraig D Margulies	0.00	0.00	0.00	6175.44	6175.44	
145548983	083	Sabella Family Trust	0.00	0.00	0.00	25.00	25.00	
145549284	084	Jacob Shumate	47.98	527.83	479.85	22.85	1078.51	
145571105	105	Robert Lewis Williston	0.00	379.70	0.00	0.00	379.70	
145591398	098	Linda J Eddy	0.00	0.65	0.00	0.00	0.65	
225385505	005	Meelad M Hadjehaffari	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	47.98	527.83	479.85	1439.55	2495.21	
236774162	162	John Poor*	0.00	0.00	0.00	457.00	457.00	
240872375	075	Jacqueline Orloff	47.98	479.85	479.85	479.85	1487.53	
		TOTAL:	287.93-	6808.08	3438.65	18634.73	28593.53	

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

* - Previous Owner or Renter

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

CODI N/A	DESCRIPTION	ACCOUNT #	CURRENT	OVER 15	OVER 45	OVER 75	TOTAL
A1	ASSESSMENT	1200	479.85-	6520.20	3438.65	3381.80	12860.80
01	Late Fees	1200	191.92	287.88	0.00	0.00	479.80
02	NSF charges	1200	0.00	0.00	0.00	25.00	25.00
14	Balance Forward	1200	0.00	0.00	0.00	15227.93	15227.93
GRAND TOTAL			287.93-	6808.08	3438.65	18634.73	28593.53

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	ELINQUENCY AMOUNT
01200	Accounts Receivable	28593.53
TOTAL		\$28593.53

Laurelmont Community Assn CCR History Report Detailed Report by Street Address

Pepperwood

23 Pepperwood	Seyed Ali Nazadikhah	Lot/Unit #:	017	Account #:	145485917
---------------	----------------------	-------------	-----	------------	-----------

	<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	08/04/2021	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.

43 Pepperwood	Scott L Trustees	Lot/Unit #:	032	Account #:	145515932
---------------	------------------	-------------	-----	------------	-----------

	<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	08/04/2021	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 perform tree/plant maintenance in the front walkway of your home so no damage is caused to common area property. Thank you.

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

	<u>CCR Code</u>	<u>Active</u>	<u>Type</u>	<u>Create</u>	<u>Request</u>	<u>Closed</u>	<u>Next Action</u>
# 2	TSH - Trash Bins	YES	Violation	08/04/2021	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.

Primrose

11 Primrose	Denise Vigil	Lot/Unit #:	062	Account #:	145534062
-------------	--------------	-------------	-----	------------	-----------

	<u>CCR Code</u>	<u>Active</u>	<u>Type</u>	<u>Create</u>	<u>Request</u>	<u>Closed</u>	<u>Next Action</u>
# 1	TSH - Trash Bins	YES	Violation	08/04/2021	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.

21 Primrose	Daniel Fazio	Lot/Unit #:	071	Account #:	145539571
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Laurelmont Community Assn CCR History Report Detailed Report by Street Address

Primrose

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

#	CCR Code	Active	Type	Create	Request	Closed	Next Action
# 2	TSH - Trash Bins	YES	Violation	08/04/2021	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 ensure trash bins are not being stored in the common area. Thank you.

47 Primrose Renee Hernandez Lot/Unit #: 091 Account #: 145588791

#	CCR Code	Active	Type	Create	Request	Closed	Next Action
# 1	MTN - Maintenance	YES	Violation	08/04/2021	N/A		NONE

Summary: Tree Maintenance

Detailed Description

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

Action to Resolve

Please trim or remove the tree in your front walkway so it is away from the building. Thank you.

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

#	CCR Code	Active	Type	Create	Request	Closed	Next Action
# 4	MTN - Maintenance	YES	Violation	08/04/2021	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

Call to hearing for failure to comply with the Association's request to remove the wooden fence and submit an architectural application to replace it. Please contact Management to schedule.

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

#	CCR Code	Active	Type	Create	Request	Closed	Next Action
# 3	MTN - Maintenance	YES	Violation	08/04/2021	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 . Thank you.

83 Primrose Cyril Baida Chidiac Lot/Unit #: 115 Account #: 145559115

Laurelmont Community Assn CCR History Report Detailed Report by Street Address

Primrose

83 Primrose	Cyril Baida Chidiac	Lot/Unit #:	115	Account #:	145559115
-------------	---------------------	-------------	-----	------------	-----------

	<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	08/04/2021	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 maintain the plants in your front walkway that are encroaching on common area property. Thank you.

86 Primrose	Ellen Story Dupuy	Lot/Unit #:	118	Account #:	145561118
-------------	-------------------	-------------	-----	------------	-----------

	<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	08/04/2021	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

Call to hearing for failure to remove the unapproved ramp built into common area. Please contact Management to schedule.

Willowood

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

	<u>CCR Code</u>	<u>Active</u>	<u>Type</u>	<u>Create</u>	<u>Request</u>	<u>Closed</u>	<u>Next Action</u>
# 4	ARC - Inside and Outside Installations	YES	Violation	08/04/2021	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

As per Management's email on 6-30-21, the Board has denied your request to keep the lattice on your home due to possible damage to common area property. Please remove the lattice and repair any damages caused to the building.

31 Willowood	Brian D Campbell	Lot/Unit #:	145	Account #:	145448145
--------------	------------------	-------------	-----	------------	-----------

	<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	08/04/2021	N/A		NONE

Summary: Maintenance - Homeowner Plants

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 back the plant in your front walkway so it does not cause damage to common area property. Thank you.

37 Willowood	Charles G Rollins	Lot/Unit #:	148	Account #:	229512148
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Pacific Western References

REFERRALS AND REFERENCES

Customers	Description of Work
Surfsong Condominiums John Steel 858-254-5418 Solana Beach, CA	Exterior Painting of Condominiums 72 units
Bernardo Pines Paul Reyes 760-585-6111 San Diego, CA	Exterior Painting of Condominiums 200 units
Village of Majorca Robyn Dawson 760-758-7080 x101 Oceanside, CA	Exterior Painting of Homes 300 units
San Miguel II H.O.A. Brad Glassco 909-794-7707 Oceanside, CA	Exterior Painting of Condominiums 72 units
Llewellyn Shores H.O.A. John Steinkamp 760-720-6128 Carlsbad, CA	Exterior Painting of Condominiums Ameron Industrial Coatings on Metal 30 units
Cambridge Terrace H.O.A. Jery Hecker 858.677.9323 San Diego, CA	Exterior Painting Condominium 108 units
Westwood III Townhomes Keem Schultz 760-215-5064 San Diego, CA	Wood Replacement and Exterior Painting of Townhomes 158 units
Pennant Village H.O.A. Kris Worley 619-339-4887 San Diego, CA	Exterior Painting of Homes and Duplexes 120 units
Marbello H.O.A. John Kenny 760-809-1291 Carlsbad, CA	Exterior Painting Condominium 91 units
Bernardo Greens HOA Bill Millar 858-487-6852 San Diego, CA	Exterior Painting of Condominium 163 units
Windward HOA Brian Tappin 714-325-2273 Oceanside, CA	Exterior Painting of Condominiums 220 units



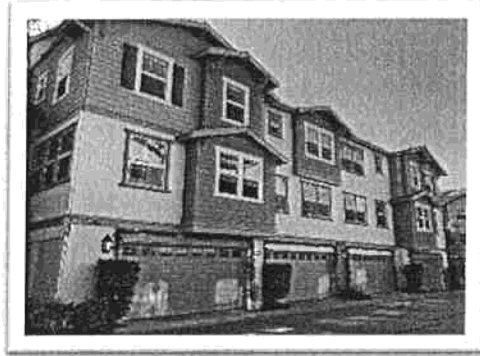
Prestige Paint & Decorative

References

TO:

Ross Construction

Briar Rose HOA – Ladera Ranch CA
Units: 105
Completed: February 2020
Contact: Eric
Email: efordyce@pmg-oc.com



Ziani HOA – Newport Coast CA
Units: 192
Completed: January 2020
Contact: Johnathan
Email: jreeves@cbciconstruction.com



Savannah HOA – Irvine CA
Units: 380
Completed: August 2020
Contact: Eric Fordyce, PM
Email: efordyce@pmg-oc.com



Prestige Paint & Decorative

Ph 888-736-4691 12321 Magnolia Ave.
Ste. E
Riverside, CA 92503

Web: www.prestigepaintdeco.com
Email: info@prestigepaintdeco.com





Commercial Pool Services

REVISED 8/20/21

Proposal / Contract

August 20, 2021

Bid for swimming pool service at: **Laurelmont Community Association**

Service to be performed as follows by **CPO Certified Technicians**:

Basic Service

1. Skim, brush, and vacuum, pool and spa (minimum once per week).
2. Clean tile in pool and spa (minimum once per week).
3. Test water chemistry and log.
4. Make water chemistry adjustments as needed.
5. Remove debris from skimmers and lint pot baskets.
6. Refill and adjust all chemical feeders as needed.
7. Backwash filters as per manufacturer's specifications.
8. Maintain equipment room in a clean manner.
9. Visually check for leaks in plumbing and structural systems.
10. Check flow meters and pressure gauges for proper operating ranges and log readings.
11. Check all main drain and skimmer covers.
12. Heater thermostats will be adjusted and maintained as per management directives.
13. Health records will be maintained at pool site in accordance with Orange County Health Dept. regulations, reflecting all work, the dates, water chemistry values, as well as a record of all chemicals and treatments.

Preventive Maintenance – Additional Cost

14. Perform annual heater maintenance and safety inspections, at additional cost.
15. Filters will be cleaned three (3) times a year, at additional cost.
16. Spa will be drained and cleaned three times a year, at additional cost.
17. Chlorinators and/or chemical controllers will be serviced two (2) times a year, at additional cost.
18. Boric acid levels will be maintained between 30 - 50 ppm for algae control and pH control.

Equipment Repairs / Chemicals – Additional Cost

19. All equipment repairs, other than preventive maintenance items, will require management authorization obtained prior to actual work, unless in case of emergency.
20. All chemicals, supplies, and repairs are additional cost. See attached schedule for current maintenance and chemical pricing. Prices subject to change without notice.
21. Rain and wind storm conditions requiring additional clean up time, will be charged an additional fee based on the extra time required. Two to three regular service days, after storm subsides, may be required to restore pools to completely clean condition.
22. This contract is subject to 30-day written notice of cancellation with or without cause by either party.

Bid for pool service (pricing good for 90 days):

Winter - Twice weekly service @ \$500.00 per month.
Summer – Three times weekly service @ \$750.00 per month.

Oct - April
May – Sept

Respectfully submitted by,

Lewis Hines
President / Owner

Accepted by
Signature _____ Date _____



Commercial Pool Services

Maintenance and Chemical Pricing Schedule

MAINTENANCE	PRICE	CHEMICALS	PRICE
Clean D.E. Filter	110.00* ea.	Sodium Hypochlorite 12-14%	3.20/gal.
Clean Cartridge Filter	165.00* ea.	Muriatic Acid 20 BE 31.75%	4.98/gal.
Spa Draining – Normal (under 8' diameter)	220.00	Tri-Chlor Tablets (Jumbo)	4.28/lb.
Spa Draining - Large (over 8' diameter)	Time & Materials	Tri-Chlor Granules (Algae Kill)	4.58/lb.
Annual Heater Inspection	220.00* ea.	Cal-Hypo	3.98/lb.
Semi Annual Chlorinator Pump Maintenance	55.00* ea.	Cyanuric Acid (Conditioner)	4.50/lb.
Semi Annual Chem Controller Maintenance	55.00* ea.	No Chlorine Shock	4.85/lb.
Semi Annual Acid Pump Maintenance	55.00* ea.	D.E. (25 lb. bag)	19.23/bag
Hourly Labor Rate	110.00/hr.	Soda Ash	1.91/lb.
After Hours and Emergency Rate	225.00/hr.	Algaecide – 2# Mustard Knock Out	20.84
Storm/Wind Clean Up (15 min. increments)	55.00/hr.	Algaecide – Skill-It – Gal.	72.30/gal.
		“ “ - Qt.	23.42/qt.
*Plus Parts		Defoamer – Qt.	20.63/qt.
		Water Clarifier – Gal.	70.55/gal.
		“ “ - Qt.	23.89/qt.
		Sodium Bicarbonate	1.72/lb.
		Solar Salt – 40#	17.12/bag
		Boric Acid - 55#	72.18/bag

Prices subject to change without notice.

**LAURELMONT COMMUNITY ASSOCIATION
CONSENT CALENDAR
August 31, 2021**

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

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

NOTICE OF MEETING:

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

PRESENT:

Tom James, President
Mark Walther, Vice President
Jessica Sandacz, Treasurer
Patrick Whitfield, Director at Large
David Gerson, Secretary (Departed the meeting at 8:00pm)

Scott Otis, 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 7:03pm by President Tom James.

BOARD APPOINTMENT:

On June 29, 2021, Management reported that Director Desmond Kasavan sent an email to the Board of Directors and formally resigned his position on the Board. During the meeting several homeowners volunteered to fill the remaining term of Mr. Kasavan's tenure. Following a brief discussion, the Board elected to appoint a replacement director at their July Board meeting.

Following a review of homeowner David Gerson's qualifications, Mr. James made a motion to appoint Mr. Gerson to the Board of Directors. Mr. James stipulated that Mr. Gerson will serve the remaining term of retired Director Desmond Kasavan. Mr. Whitfield second the motion and by a vote of 4-0-1 the motion passed. Mr. Gerson recused himself from the vote.

HOMEOWNER FORUM:

In accordance with the California Civil Code, the Board held an open forum at the beginning of the meeting to allow members to speak on topics on and off the agenda.

Sixteen (16) Homeowners joined the open forum portion of the meeting.

Several homeowners discussed challenging landscape issues including a lack of trimming, sprinklers not properly irrigating, a failure to pull weeds and pick up debris throughout the community.

A homeowner reported that the pathway lights behind the pool were not working. Another homeowner stated that the pathway lights between Primrose and Pepperwood are illuminated during the day but off at night.

Several homeowners discussed the lack of responsiveness from the Association's parking enforcement company.

CONSENT

CALENDAR: Mr. James made a motion to approve the July 27, 2021 Consent Calendar including the Regular Session Meeting Minutes dated 6-29-21, Executive Session Meeting Minutes dated 6-29-21 and the June 2021 financial reports. Mr. Whitfield seconded and by a vote of 4-0 the motion passed.

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

UNFINISHED BUSINESS:

WOOD TRIM REPLACEMENT & PAINTING PROJECT:

Mr. Justin Koch of Ross Construction did not appear for his scheduled meeting with the Board.

NEW BUSINESS:

2020 ANNUAL AUDIT:

Management presented the Board with a draft of the 2020 fiscal year-end audit produced by the Association's independent auditor, Inouye, Shively & Klatt.

Following a review of the information presented and a brief discussion, Mr. Whitfield requested a meeting with auditor Jeff Klatt to clarify his opinion prior to distributing the audit to the membership.

COMMON AREA REPAIRS & MAINTENANCE:

At the direction of the Board, Management obtained competitive bids from three qualified contractors (Spectrum Property Services, Service First Restoration and Pacific Rim Architectural) to make temporary wood repairs at the following residences: 9 Primrose, 64 Willowood and 76 Primrose.

Following a lengthy discussion, Mr. Whitfield made a motion to approve the following low bidders to complete the work. The approved scope of work is to ensure that the units are watertight only:

<u>Address:</u>	<u>Approved Contractors:</u>	<u>Approved Amount:</u>
9 Primrose	Spectrum	\$438.00
64 Willowood	Service First	\$383.50
76 Primrose	Spectrum	\$542.00

Mr. Walther seconded the motion and by a vote of 4-0-1 the motion passed. Mr. Gerson recused himself from the vote.

TERMITE WOOD REPAIRS:

Management presented the Board with proposals from Accurate Termite to make wood and dry rot damage repairs at various properties. Below is a summary of the bids received:

<u>Address:</u>	<u>Proposed Cost:</u>
22 Pepperwood	\$3,950.00
62 Willowood	\$3,000.00
67 Willowood	\$ 675.00
Total:	\$7,625.00

Following a lengthy discussion, the Board tabled this item. Mr. Whitfield requested a copy of Accurate Termites contract with the Association.

COMMON AREA REPAIRS & MAINTENANCE:

Management presented the Board with a proposal from First Service Restoration in the amount of \$1,788.00 to make siding repairs above the garage (second story) and exterior backyard at 73 Willowood.

Following a brief discussion, the Board requested competitive bids for this project.

PAVING & STREET REPAIRS:

Management presented the Board with a proposal from Patriot Paving to repair/maintain the Association's streets. Mr. Otis stated that the intent of the bid was to validate the financial information contained in the Association's reserve study. No Board action was required.

LANDSCAPE MAINTENANCE & ENHANCEMENTS:

Management presented the Board with a proposal from Harvest Landscape in the amount of \$2,240.00 to remove two (2) large Melaleuca trees that were planted adjacent 41 Primrose. According to Harvest's Arborist, the trees are plants too close to the home to maintain.

Following a brief discussion, the Board tabled discussion of this item and requested that the removal be added to a future community-wide tree maintenance project.

Management presented the Board with proposals from Harvest Landscape totaling \$2,238.02 to replace two (2) malfunctioning Rainbird irrigation valves.

Following a review of the information presented, Ms. Sandacz made a motion to approve an amount not to exceed \$1,800.00 to make the necessary repairs. Mr. Walther seconded the motion and by a vote of 4-0 the motion passed.

TREE MAINTENANCE PROPOSALS:

Management presented the Board with proposals from three (3) from qualified tree maintenance companies to trim select trees throughout the community. Below is a summary of the bids received:

Harvest Landscape	\$24,160
David's Tree Service	\$42,892
Great Scott Tree Service	\$18,245

Following a review of the bids received, the Board tabled discussion of this item. This item will be revisited at the October Board meeting.

MANAGEMENT REPORT:

WORK ORDERS:

The Board reviewed the work order history report.

ADJOURN: There being no further business to discuss, Mr. James made a motion to adjourn the meeting at 8:18pm. Mr. Whitfield seconded the motion and by a vote of 4-0 the meeting was adjourned.

ATTEST: Respectfully submitted by Scott Otis, Otis HOA Management.

APPROVED:

Tom James (approved via teleconference)
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 June 29, 2021, as approved by the Chairman of the meeting.

Date: 8/31/21

Patrick Whitfield (approved via teleconference)

Patrick Whitfield, Director at Large

Laurelmont Community Association

Financial Statements

prepared for the Board of Directors

For the month and period ending:

July 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 07/31/21

ASSETS

CURRENT ASSETS

OPERATING FUNDS

Pacific Western Bank	\$ 116,010.98	
Union Bk Prior Op	1,819.60	
Due To\From Reserve	(172,946.84)	

TOTAL OPERATING FUNDS		\$ (55,116.26)
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RESERVE FUNDS

Pacific Western Bank MMA	\$ 1,788,479.44	
Union Bank Prior MM	(846.00)	
Morgan Stanley MM	1,570,348.29	
Due To\From Operating	172,946.84	

TOTAL RESERVE FUNDS		\$ 3,530,928.57
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OTHER ASSETS

Accounts Receivable	\$ 28,593.53	
Allowance for Bad Debt	(12,100.37)	
Other Prepaid Expenses	25.55	
Clearing/Suspense Account	1,155.00	

TOTAL OTHER ASSETS		\$ 17,673.71
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TOTAL ASSETS		\$ 3,493,486.02
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LIABILITIES & EQUITY

CURRENT LIABILITIES

Prepaid Owner Assessments	\$ 30,123.55	
Accounts Payable	21,774.43	
Delinquency Fee Payable	1,415.00	
Federal Tax Payable	4,409.00	
Franchise Tax Payable	1,480.00	
Loan - Pacific Premier Repipe	828,347.21	

TOTAL CURRENT LIABILITIES		\$ 887,549.19
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RESERVES

Laurelmont Community Association

Balance Sheet
As of 07/31/21

Cooling Systems	\$ 8,438.17	
Landscape	12,314.89	
Irrigation	58,044.56	
Lighting	14,894.86	
Doors	85,123.76	
Fences, Gates/Walls	431,697.47	
Gas Lines	163,030.75	
Signs	5,373.45	
Painting	436,229.70	
Pools/Spas	93,611.70	
Streets & Drives	248,685.76	
Roofs	1,427,069.19	
Mailboxes	25,487.56	
Siding/Wood Replacement	202,512.94	
Trees	40,048.27	
Termites	40,479.23	
Plumbing	93,597.21	
Taxes	(7,451.00)	
Contingency	99,545.67	
Reserve Interest	52,194.43	
	<hr/>	
TOTAL RESERVES		\$ 3,530,928.57
EQUITY		
Retained Earnings	\$ (983,886.52)	
CURRENT YEAR NET INCOME(LOSS)	58,894.78	
	<hr/>	
SUBTOTAL EQUITY		\$ (924,991.74)
		<hr/>
TOTAL LIABILITIES & EQUITY		\$ 3,493,486.02
		=====

Laurelmont Community Association

Income/Expense Statement
Period: 07/01/21 to 07/31/21

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	661,713.15	661,713.15	.00	1,134,365.40
04130	Reserve Interest	129.29	.00	129.29	1,351.14	.00	1,351.14	.00
04140	Late Charges	191.92	.00	191.92	730.98	.00	730.98	.00
04190	Miscellaneous	4,337.50	.00	4,337.50	4,387.50	.00	4,387.50	.00
04230	Compliance Fines	.00	.00	.00	250.00	.00	250.00	.00
Subtotal Income		99,189.16	94,530.45	4,658.71	668,432.77	661,713.15	6,719.62	1,134,365.40
EXPENSES								
Utilities								
05020	Electricity	.00	1,500.00	1,500.00	1,793.69	10,500.00	8,706.31	18,000.00
05030	Gas	.00	541.67	541.67	252.28	3,791.69	3,539.41	6,500.00
05070	Water	.00	3,098.58	3,098.58	1,579.56	21,690.06	20,110.50	37,183.00
Utilities		.00	5,140.25	5,140.25	3,625.53	35,981.75	32,356.22	61,683.00
Land Maintenance								
05510	Contract Landscape	12,470.40	12,470.40	.00	87,292.40	87,292.80	.40	149,644.80
05550	Landscape Extras	.00	416.67	416.67	1,389.56	2,916.69	1,527.13	5,000.00
05555	Landscaping - Other	.00	448.28	448.28	.00	3,137.96	3,137.96	5,379.35
05560	Sprinkler Repair	.00	416.67	416.67	2,635.79	2,916.69	280.90	5,000.00
05850	Tree Maintenance	2,550.00	1,413.75	(1,136.25)	7,325.00	9,896.25	2,571.25	16,965.00
05950	Back Flow Inspection	.00	41.67	41.67	.00	291.69	291.69	500.00
Land Maintenance		15,020.40	15,207.44	187.04	98,642.75	106,452.08	7,809.33	182,489.15
Pool Maintenance								
06010	Contract Pool Service	660.00	575.00	(85.00)	4,080.00	4,025.00	(55.00)	6,900.00
06040	Pool Chemicals	420.82	83.33	(337.49)	5,586.82	583.31	(5,003.51)	1,000.00
06060	Pool Supplies/Repairs	415.00	541.67	126.67	2,805.25	3,791.69	986.44	6,500.00
Pool Maintenance		1,495.82	1,200.00	(295.82)	12,472.07	8,400.00	(4,072.07)	14,400.00
Contract Maintenance								
07010	Building-Rpr/Maint	.00	833.33	833.33	8,430.88	5,833.31	(2,597.57)	10,000.00
07020	Janitorial - Contract	458.00	446.67	(11.33)	2,899.00	3,126.69	227.69	5,360.00
07030	Janitorial - Supplies	41.14	125.00	83.86	687.71	875.00	187.29	1,500.00
07050	Common Areas - Repipe Proje	.00	8,341.65	8,341.65	.00	58,391.55	58,391.55	100,099.85

Laurelmont Community Association

Income/Expense Statement
Period: 07/01/21 to 07/31/21

Account	Description	Current Period			Year-To-Date			Yearly Budget
		Actual	Budget	Variance	Actual	Budget	Variance	
07150	Roof Repairs	.00	2,754.00	2,754.00	61,870.19	19,278.00	(42,592.19)	33,048.00
08020	Electrical Repairs	.00	235.17	235.17	120.00	1,646.19	1,526.19	2,822.00
08050	Common Area	273.58	833.33	559.75	2,281.58	5,833.31	3,551.73	10,000.00
08055	General Repairs	.00	1,250.00	1,250.00	2,950.40	8,750.00	5,799.60	15,000.00
08070	Lighting	.00	.00	.00	120.00	.00	(120.00)	.00
08110	Pest Control	533.50	890.00	356.50	3,942.00	6,230.00	2,288.00	10,680.00
08115	Pest Control - Termites	.00	.00	.00	925.00	.00	(925.00)	.00
08120	Plumbing Repairs	165.00	1,689.74	1,524.74	20,040.00	11,828.18	(8,211.82)	20,276.92
08130	Gate & Monuments	.00	458.33	458.33	2,847.00	3,208.31	361.31	5,500.00
08140	Security Patrol	426.00	718.04	292.04	1,933.88	5,026.28	3,092.40	8,616.48
Contract Maintenance		1,897.22	18,575.26	16,678.04	109,047.64	130,026.82	20,979.18	222,903.25
Administration								
09010	Bad Debts	.00	233.33	233.33	.00	1,633.31	1,633.31	2,800.00
09020	Audit/Tax Preparation	.00	100.00	100.00	3,089.38	700.00	(2,389.38)	1,200.00
09070	Federal Income Tax	6,640.00	.00	(6,640.00)	6,640.00	.00	(6,640.00)	.00
09080	State Taxes	.00	.00	.00	333.58	.00	(333.58)	.00
09090	License & Permits	500.00	50.00	(450.00)	1,225.00	350.00	(875.00)	600.00
09110	Insurance	4,663.98	3,981.25	(682.73)	27,534.66	27,868.75	334.09	47,775.00
09117	Earthquake Ins	.00	1,225.00	1,225.00	9,294.18	8,575.00	(719.18)	14,700.00
09120	Legal Services	.00	500.00	500.00	1,726.35	3,500.00	1,773.65	6,000.00
09130	Management Services	.00	2,770.00	2,770.00	20,339.34	19,390.00	(949.34)	33,240.00
09140	Interest Expense - Repipe Loa	4,058.42	4,166.67	108.25	28,468.45	29,166.69	698.24	50,000.00
09160	Printing & Mailing	.00	858.33	858.33	278.52	6,008.31	5,729.79	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	.00	106.25	106.25	1,350.00	743.75	(606.25)	1,275.00
09450	Other Professional Fees	.00	.00	.00	753.94	.00	(753.94)	.00
09475	Miscellaneous	.00	416.67	416.67	735.17	2,916.69	2,181.52	5,000.00
Administration		15,862.40	14,407.50	(1,454.90)	105,750.00	100,852.50	(4,897.50)	172,890.00
Reserve Allocations								
09610	Reserve Contribution	40,000.00	40,000.00	.00	280,000.00	280,000.00	.00	480,000.00
09791	Interest Adjustment	43.68	.00	(43.68)	1,265.53	.00	(1,265.53)	.00
Reserve Allocations		40,043.68	40,000.00	(43.68)	281,265.53	280,000.00	(1,265.53)	480,000.00
TOTAL EXPENSES		74,319.52	94,530.45	20,210.93	610,803.52	661,713.15	50,909.63	1,134,365.40
Current Year Net Income/(loss)		24,869.64	.00	24,869.64	57,629.25	.00	57,629.25	.00

From: Documents <documents@courtesypatrols.com>
Sent: Thursday, August 5, 2021 8:44 AM
To: Josh@otishoa.com; Rayna@otishoa.com
Cc: Doug Kantner; Lindsay Stein; William Alvarenga; Parking
Subject: C263 Laurelmont Tow Alert
Attachments: 8BNL340 08052021 2.jpg; 8BNL340 08052021 1.jpg; 8BNL340 08052021.jpg

Greetings,

The following vehicle was towed in accordance with the rules and regulations of the property. Pictures have been attached.

Association	Citation #	lic #	make	model	color	address	violation
Laurelmont	296804	8BNL340	Hyundai	sonata	Red	31 Primrose	Vehicle not on Safelist
Laurelmont	304922	8BNL340	Hyundai	sonata	Red	31 Primrose	Vehicle not on Safelist
Laurelmont	306197	8BNL340	Hyundai	sonata	Red	33 Primrose	Vehicle not on Safelist

iTow Towing 800.640.6868

Sincerely,

Brianna Bravo / Permit Administrator



17731 Irvine Blvd. Suite 116 | Tustin, CA 92780
main: (714) 669-2736 | fax: (714) 669-2760
www.courtesypatrolspecialists.com

From: Documents <documents@courtesypatrols.com>
Sent: Thursday, August 12, 2021 9:09 AM
To: Josh@otishoa.com; Rayna@otishoa.com
Cc: Doug Kantner; Lindsay Stein; William Alvarenga; Parking
Subject: C263 Laurelmont Tow Alert
Attachments: 7GJY642 08122021 2.jpg; 7GJY642 08122021 1.jpg; 7GJY642 08122021.jpg

Greetings,

The following vehicle was towed in accordance with the rules and regulations of the property. Pictures have been attached.

Association	Citation #	lic #	make	model	color	address	violation
Laurelmont	308027	7GJY642	Hyundai	Elantra gt	Red	41	Vehicle not on Safelist
Laurelmont	305952	7GJY642	Hyundai	Elantra gt	Red	49	Vehicle not on Safelist
Laurelmont	312896	7GJY642	Hyundai	Elantra gt	Red	51 Willowood	Vehicle not on Safelist

iTow Towing 800.640.6868

Sincerely,

Brianna Bravo / Permit Administrator



17731 Irvine Blvd. Suite 116 | Tustin, CA 92780
main: (714) 669-2736 | fax: (714) 669-2760
www.courtesypatrolspecialists.com

From: Alysa Limon <alimon@courtesypatrols.com>
Sent: Thursday, August 12, 2021 7:46 PM
To: josh@otishoa.com; rayna@otishoa.com
Cc: Doug Kantner; Lindsay Stein; William Alvarenga
Subject: C263 Laurelmont Tow Alert
Attachments: 6SOJ029 08122021 (1).jpeg; 6SOJ029 08122021 (2).jpeg; 6SOJ029 08122021 (3).jpeg

Greetings,

The following vehicle was towed in accordance with the rules and regulations of the property. Pictures have been attached.

Association	Citation #	lic #	make	model	color	address	violation
Laurelmont	312897	6SOJ029	Honda	Pilot	Grey	34 Primrose	Undesignated Parking

Tow Company	Phone1
iTow Towing	800 640 6868

Best Regards,

Alyssa Limon

Administrative Supervisor
Courtesy Patrol Specialists, Inc.
17731 Irvine Blvd Suite 116
Tustin, CA, 92780
Phone 714.669.2736
Fax 714.669.2760
www.courtesypatrolspecialists.com

Laurelmont

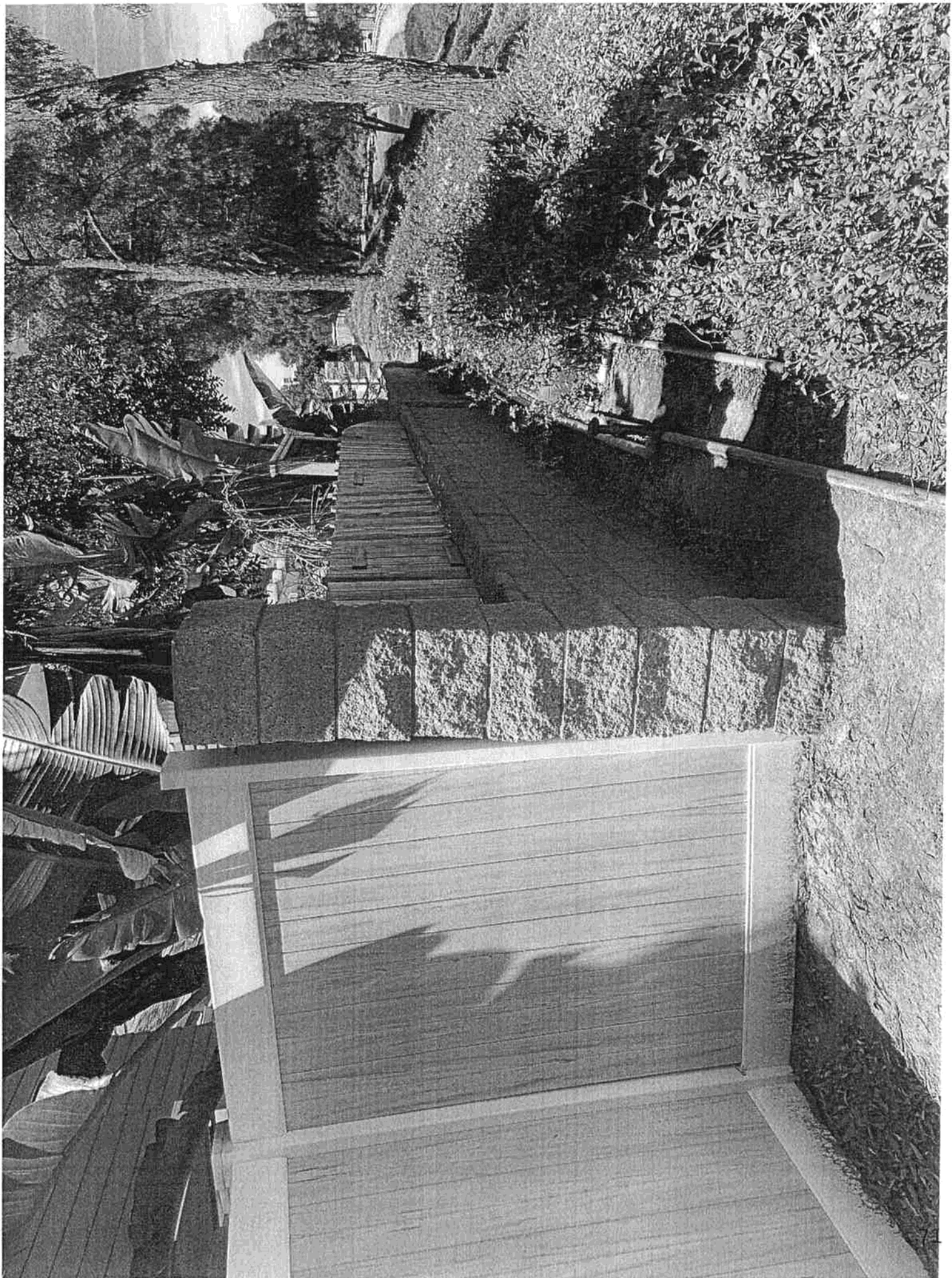
Community Association

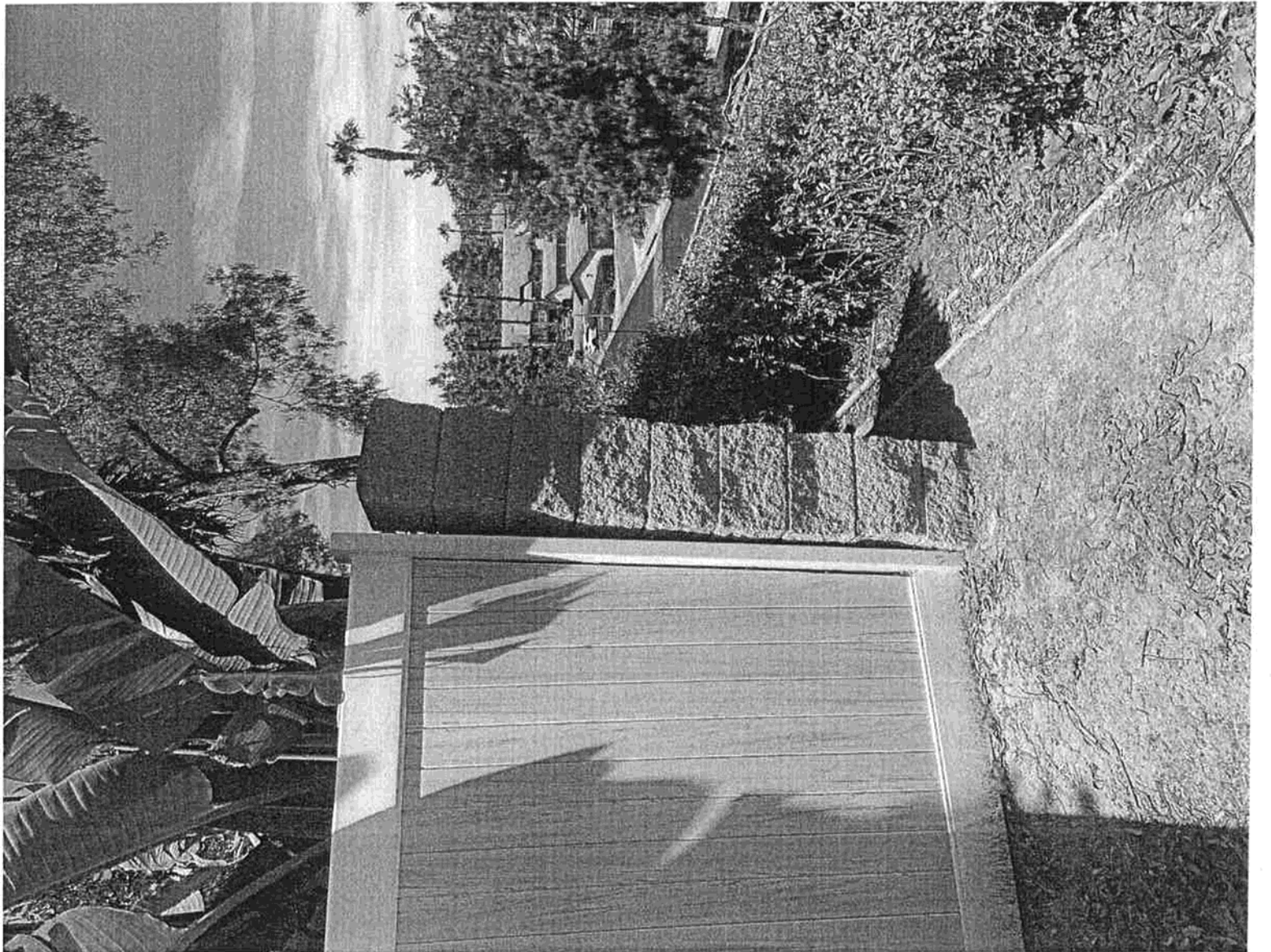
MEMORANDUM

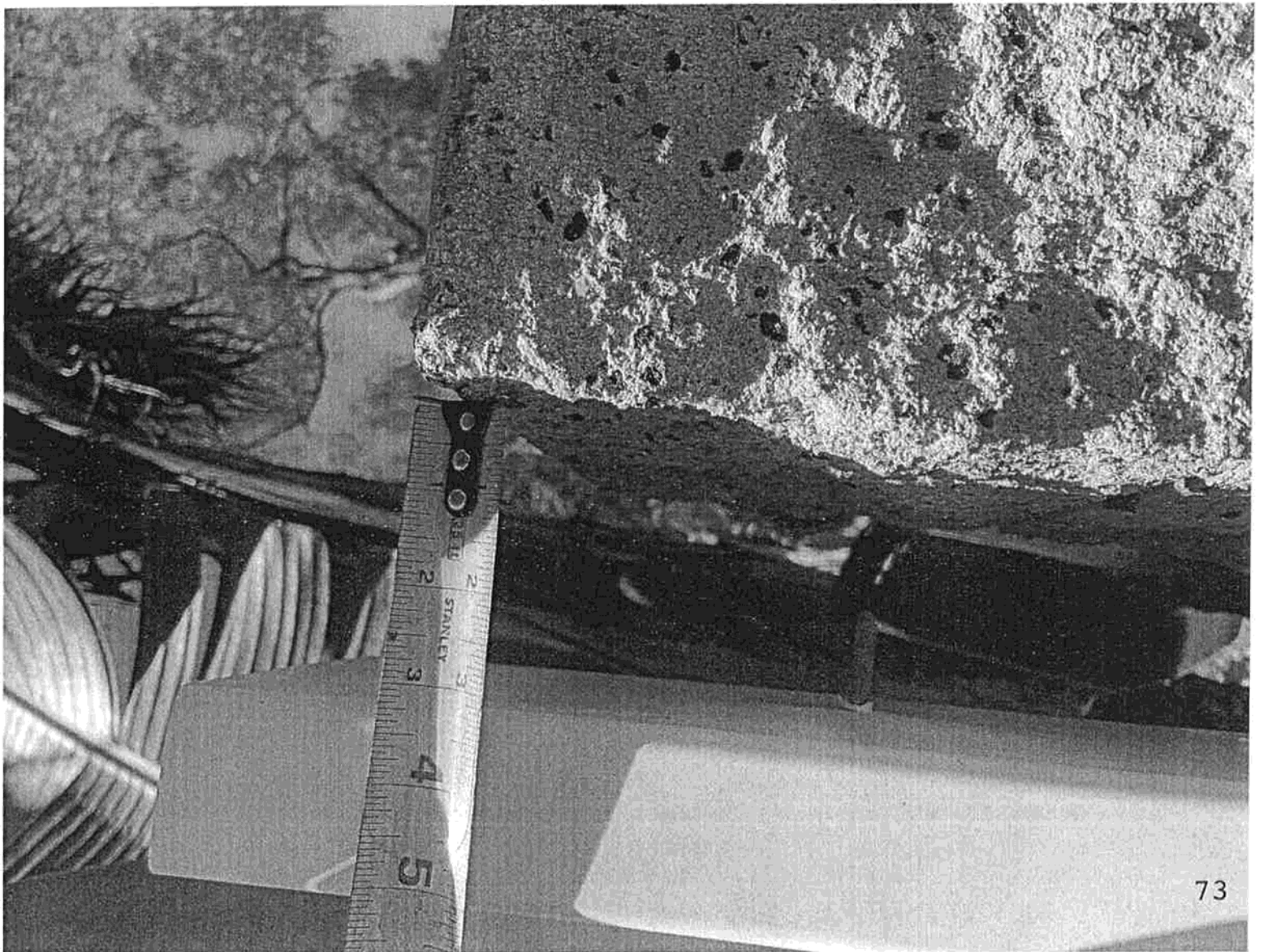
Date: August 27, 2021
To: Board of Directors
From: Management
Subject: 49 Primrose – Pilaster Replacement

The Homeowner from 49 Primrose reported that the 12x12 concrete wall/pilaster at the corner of the back wall is falling downhill. Please see the bid comparison from Pacific Rim and MG Construction for pilaster replacement:

- **Pacific Rim – remove damaged pilaster, install (4) rebar into the footing, purchase new high split face blocks, install new blocks over rebar and fill cells with concrete, finish top block to match existing style and grout in between all blocks** \$2,980.00
- **MG Construction – remove damaged pilaster, pour new footing, install new brick pilaster, install the fence back to the column** \$1,190.00









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 3258

DATE 07/29/2021

P.O. NUMBER
194

PROJECT/JOB
Pilaster Replacement

REFERENCE
49 Primrose

JOB LOCATION

DESCRIPTION

AMOUNT

Laurelmont Community Association
49 Primrose
Dana Point, CA 92629

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 07/29/21.

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

- | | |
|--|----------|
| <ol style="list-style-type: none"> 1) Remove damaged pilaster down to the footing. Haul demoed pilaster to legal dumpsite. 2) Install (4) #4 rebars into footing to the finish height. 3) Purchase new 12" x 12" x 8" high split face blocks. 4) Install new blocks over rebars and fill all cells with concrete. 5) Finish top block to match existing style. 6) Apply grout in between all blocks and tool to a smooth finish. 7) Clean up and remove all debris. | 2,980.00 |
|--|----------|

NOTES: All work will be performed during normal business hours Monday - Friday 7am - 5pm. Any additional work will result in additional charges.

EXCLUSIONS:

Permits, plans, engineering, anything not listed on the above scope of work. Any unforeseen conditions or after hours work unless specified.

TOTAL \$2,980.00



Lic# 1054607

Insured & Bonded

8/20/21

WO# 193

**Laurelmont
Unit 49 Primrose
Aliso Viejo CA. 92656**

Replace the brick wall plaster

Scope:

- 1. Place protection.**
- 2. Demo the pilaster approx. 12"x12"x70" and dispose of.**
- 3. Remove the footing if necessary.**
- 4. Pour new footing.**
- 5. Install new brick pilaster.**
- 6. Install the fence back to column.**
- 7. Clean up and pick up all debris.**

Total: 1,190.00

NOTE:

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

Laurelmont

Community Association

MEMORANDUM

Date: August 27, 2021
To: Board of Directors
From: Management
Subject: Lighting Maintenance

Due to the volume of lighting replacements that have been completed since Otis has begun managing Laurelmont, Management highly recommends the Board approve a contract with a lighting maintenance vendor to perform monthly inspections and service. Please see the following bid comparison from Three Phase Electric and Access Electrical & Lighting.

	1x/month Service	2x/month Service
Three Phase Electric	\$149.00	\$289.00
Access Electrical & Lighting	\$175.00	X



Date: 8/4/2021

To: Angie Ramos

From: Jen Krahelski
Account Manager
Three Phase Electric, Inc.

Subject: Contract Lighting and Electrical Maintenance

Thank you for the opportunity to propose lighting maintenance service at Laurelmont Community Association. We know that there are many service providers to choose from and we appreciate the opportunity to earn your business.

We would like to draw your attention to the comparison chart included at the end of this proposal, which highlights a few of the advantages that are available by choosing Three Phase Electric. Of course, the most frequent reason that communities choose Three Phase Electric is due to the recommendations of great managers like you!

On behalf of our entire team, thank you for your valued time and the opportunity to be of service.

License #599757

Making Communities Bright

800.429.4141 * www.HOAlighting.com * Orange County * Los Angeles * San Diego * Inland Empire



Lighting Maintenance Proposal

Laurelmont Community Association

Aliso Viejo, CA
C/O: Otis HOA Management
23120 Alicia Parkway, Suite 215
Mission Viejo CA 92692
Attn: Angie Ramos

Date: August 4, 2021

Summary

Three Phase Electric offers labor and materials for the maintenance of the common area lighting and electrical systems as specified in the Scope of Work below. The Service Fee will be billed on a flat rate basis. All materials and recycling will be billed in addition to the Service Fee at the rates in listed below, according to use. Any additional service calls, troubleshooting or additional work will be quoted and billed according to the Labor Rates listed in Exhibit A.

Included Base Service:

- ✓ Travel to the site after dark on the pre-set service date, equipped with HOA-specific materials and equipment
- ✓ Check the nighttime operation of all HOA maintained lights
- ✓ Replace burnt lamps
- ✓ Recycle spent lamps according to state requirements
- ✓ Replace damaged or yellowed lenses, diffusers and refractors with custom replacements
- ✓ Dry dust lenses, diffusers, refractors and fixture housings to remove webs and surface dust as fixtures are serviced

Included Extras:

- ✓ Aim, straighten, and adjust landscape lights as needed to accent the intended subject
- ✓ Check lighting controls; reset/adjust all mechanical timeclocks each month as needed, if applicable
- ✓ Check pool/spa GFCI device for operation once each month to support electrical safety in and around the pool, if applicable

Included Reporting:

- ✓ Submit monthly electronic reports to Management including descriptions of all repairs made
- ✓ Submit repair logs with cost estimates for items needing additional repair

Included Support Services:

- ✓ Lighting consultation upon request
- ✓ Technical advice and clarification upon request
- ✓ Service assurance and periodic quality control site surveys
- ✓ Budget assistance, energy conservation recommendations, and lighting recommendations upon request

Not Included:

- ✓ Materials and recycling fees
- ✓ Replacement or repair of lighting components other than those listed above
- ✓ Replacement of lighting controls, such as photocells and timeclocks
- ✓ Troubleshooting or diagnosing problems with the electrical system
- ✓ Special call-outs or work orders for daytime service
- ✓ High reach lift equipment

Initial/First Month Service

The initial/first month service will be provided on a Time and Materials basis, not to exceed \$500.00, to set up the account and correct any immediate maintenance situations that may exist outside of the items included in the maintenance contract (listed above). Any repairs found necessary in excess of the Not to Exceed Limit will be reported/quoted.

Monthly Fee – 1x/Month Service...\$149.00 Monthly Fee – 2x/Month Service...\$289.00
--

Accepted _____ Date _____

Lighting Maintenance Rates, Terms & Conditions



Term

This contract is valid until canceled by either party with 30 days written notice

Extras

Visible problems or problems found during the course of work that are beyond the Scope of Work listed under "Included" on page 1 will be identified and reported to the Association's management, with a "Not to Exceed" estimate or "Repair Log" quote for repairs. All repairs will be completed on a Time and Materials basis, with Labor billed at the reduced rates specified below. The resulting invoice may be less than the "Not to Exceed" limit but will not be more without prior approval from Association's management. Quotes will be emailed to the Association's management as soon as possible after the problem is discovered.

Insurance

Contractor shall carry during the course of the work the following types and minimum limits of insurance:

- General Liability in the amount of \$2,000,000
- Comprehensive Automobile Liability in the amount of \$1,000,000
- Worker's Compensation covering all employees of Contractor
- Umbrella Liability in the amount of \$1,000,000

Certificates of insurance for these coverages shall be furnished to Association's management prior to commencing work. Certificate of General Liability Insurance shall include an Additional Insured Endorsement naming Association and Management as additionally insured.

Warranties and Guarantees

Three Phase Electric guarantees that our planned maintenance services will be completed in a workmanlike fashion, and as scheduled, but we cannot guarantee the constant operation or condition of the lighting and electrical system. Warranties on equipment will be limited to the warranty provided by the manufacturer. Early lamp and component burn outs due to adverse weather or voltage conditions may void the materials warranty.

Payment Terms

All work will be billed by the 10th of the month following the service month. Invoices are due within 30 days. Past Due invoices are subject to a 5% late fee. Accounts that are more than 30 days past due will be subject to a service hold meaning that scheduled walk-throughs may be delayed until the account is brought current. Monthly fees for accounts on payment hold will continue to accrue and are valid.

Labor Rates:

- Electrical Service Technician ...\$85.00/hour
 - Daytime Emergency (M-F called in before 3:30 pm)...\$127.00/hour
 - After Hours/Holiday Emergency... \$170.00/hour (2-hour minimum)
- Emergency Response Time is within 2 Hours, 24-hours/Day, 365 Days/Year*
- High Reach Lift Equipment...\$35.00/hour

Materials & Recycling	
Lamp	Lamp Price – Sales Tax And Recycling Included
LED10A19-DIM-3K	\$15.12
LED8PAR30 – 3K	\$25.62
PL13	\$5.23
PLC13	\$10.25
PLT42	\$19.45
CF14/15 – Spiral	\$10.40
CF42-Spiral	\$17.45
SLS15/R30	\$14.75
F40/CWX	\$5.58
MH100/MED	\$32.25
LU100/MED	\$32.00



Lighting Maintenance Proposal Comparison

	Three Phase Electric	Competitor #1	Competitor #2
Sales Tax included in materials pricing	★		
Initial minimum commitment of 1 year	No		
Termination possible anytime (with 30 days' notice)	★		
Years in Business, under the same ownership	32		
CERTIFIED Lighting Management Consultant verifies lighting recommendations	★		
Quality Control	★		
Vehicles GPS equipped (allowing verification of Time and Materials repair billing)	★		
Monthly Lighting Maintenance reports list all repairs made during the month to keep the board informed	★		
Lighting maintenance walkthroughs completed at night: <ul style="list-style-type: none"> • Controllers don't have to be tripped on manually, saving time and prolonging equipment life • Repairs are tested immediately and any further deficiencies are apparent 	★		
State Certified GENERAL ELECTRICIANS (the highest level of certification)	★		
Regional offices make all of Southern CA local	★		
Family Owned and Operated – Big enough to handle the big stuff and small enough to care about the small stuff	★		
Insurance - \$2MM general liability + \$1MM umbrella	★		

ACCESS ELECTRICAL & LIGHTING

25108 Marguerite Parkway, Suite A, Mission Viejo, CA 92692
Phone: 949.364.6063 Website: LEDLightInstallers.com
C-10 License: 952234 - A California Corporation
AccessElectricalLighting@gmail.com

Lighting Maintenance Service Contract

Access Electrical & Lighting agrees to perform a lighting maintenance service for *Laurelmont*.

We agree to maintain all common area light fixtures on the property which would be considered Homeowner's Association's responsibility. These light fixtures would include parking and street light poles, all ground lights and bollards, as well as all lights within the swimming pool area, clubhouse lighting inside and out, bathroom areas. Services would include replacing lamps and ballasts on a once monthly service. All light fixtures serviced will have the light fixture wiped off and lenses cleaned, as well as proper operation tested upon completion. All work would be completed professionally with marked vehicles and company attire.

We propose to supply a once a month lighting survey to be completed at night and lighting maintenance repairs to be completed within 48 hours of survey.

- Replace all association maintained lamps found to be inoperable.
- Repair and/or replace broken or faulty sockets.
- Repair and/or replace faulty ballasts.
- Replace broken or damaged light fixture lenses.
- Clean each light fixture that is serviced.
- Submit monthly written reports including locations and types of lamps replaced, and other repairs made.
- Supply costs for any major repairs such as light fixture or pole replacements or electrical troubleshooting.

LIGHTING AND ELECTRICAL MAINTENANCE AGREEMENT

This LIGHTING AND ELECTRICAL MAINTENANCE AGREEMENT (the "Agreement") is entered into by and between **Access Electrical & Lighting**, a California Corporation ("Contractor"), and **LAURELMONT** [Homeowners] or [Property Owners] Association, a California non-profit, mutual benefit corporation ("the Association"), for the maintenance of its common area lighting and electrical requirements, effective this ___ day of _____, _____ (the "Commencement Date")

The parties hereto agree as follows:

1 Term

This contract shall remain valid until canceled by either party with 30 days written notice

2 Monthly Fee

The monthly fee for a **once-a-month night time survey** and a two hour allotted lighting maintenance service during normal business hours shall be **\$175.00** includes clerical and servicing of account. Material supplied shall be billed monthly in addition to the monthly fee according to the pricing list below. Fair market rates will always be used for electrical and lighting items not listed below.

3 **Lamps Included in this Lighting Maintenance Contract (Exhibit A)**

Lamp Type	Each Cost
Street Light Poles – Mixture of LED and HID	Market Value
Pumpkin Head Light Poles – 17 watt LED	Market Value
Bollard Lights – 26 watt Compact Fluorescent	Market Value
Pagoda Lights – 7 watt Compact Fluorescent	Market Value

4. Extras

Extras are items that would not be included in normal maintenance. Larger wiring problems or repairs that are not included in normal lighting maintenance contract. Detailed proposals and information will be supplied to customer with a "Not to Exceed" quote or "Repair Log" quote for repairs. Alternately, Association may choose to automatically authorize repairs to a specified limit in order to expedite repairs. All repairs will be completed on a Time and Materials basis. Limited but will not be more without prior approval from Association's management. Quotes will be sent to the Association's management as soon as possible after the problem is discovered.

Call-outs for service which are requested to be completed on days other than the scheduled service date will be considered extra and will be billed on a separate work order at the rates specified in "Exhibit B". Work that is not described in the lighting maintenance contract will have a written or verbal proposal provided as needed.

5. Insurance

Contractor shall carry during the course of the work the following types and minimum limits of insurance:

- General Liability in the amount of \$1,000,000.00
- General Aggregate in the amount of \$2,000,000.00
- Comprehensive Automobile Liability in the amount of \$ 1,000,000.00
- Umbrella Liability in the amount of \$5,000,000.00
- Worker's Compensation covering all employees of Contractor

Certificates of Insurance for this coverage shall be furnished to Association's management prior to commencing work Certificate of General Liability Insurance shall include an Additional Insured Endorsement naming Association and Management as additionally insured under the policy,

6. Subcontractors

Contractor will not use the services of Subcontractors for the work described in this Agreement.

7. Warranties and Guarantees

Contractor warrants and guarantees the workmanship and products to be free of defect for a period of one year from date of completion, excluding incandescent lamps (if applicable).

8. Compliance with Laws

A. Compliance With All Laws: Contractor shall perform the Work in accordance with applicable federal, state and local statutes and regulations, including but not limited to, the Occupational Safety and Health Act, tax withholding requirements, payment of unemployment insurance, and compliance with any and all laws, ordinances and regulations relating to undocumented workers as such laws, ordinances or regulations may be issued or enforced by the Immigration and Naturalization Service or any other agency enforcing such laws, ordinances and regulations.

B. Representation Regarding Compliance with California Labor Code: Contractor represents and warrants to Association that the compensation to be paid by Association to Contractor pursuant to this Contract includes funds sufficient to allow Contractor to comply with all applicable local, state and federal laws or regulations governing the labor or services to be provided pursuant to this Contract.

IN WITNESS WHEREOF, the Parties have signed the Agreement effective as of the date first stated above

Parties "Contractor"

By: _____

Dated: _____

Adam Pearson (President)
ACCESS ELECTRICAL & LIGHTING

By: _____

Dated: _____

President (or Authorized Representative)
"Association"
LAURELMONT

Access Electrical & Lighting
Hourly Rates

General Lighting Electrician & Technician (Exhibit B)

<u>Type</u>	<u>Description</u>	<u>Hourly Rate</u>
Regular Lighting Maintenance Technician	Scheduled Mon-Fri, at least one day in advance	\$75.00
Journeyman Electrician	Journeyman electrical labor, including all necessary wire tracing tools, etc.	\$95.50
After Hours Emergency	After hours Emergency Call Outs after 5:00PM and Holidays - Journeyman Electrician Labor	\$145.00
Same Day Call Outs	Same Day Call Outs for Regular Lighting Maintenance Technician	\$95.50
Boom Truck Charge	Boom truck services to 36' high	\$125.00



Laurelmont Homeowners Association

42 Willowood (GPS Purpose Only) Aliso Viejo 92656

Annual Drywood & Subterranean Termite Control

Enjoy Home

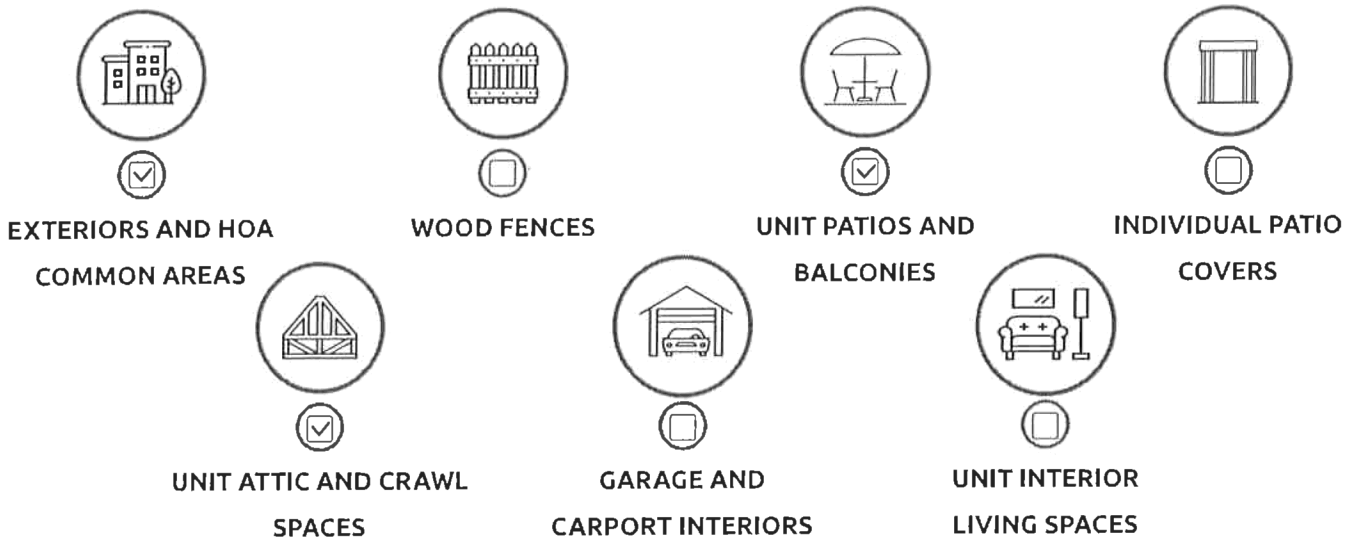
www.accuratetermitecontrol.com



12915 - 5973991765

SCOPE OF WORK

Covered Areas (Included in service if checked):



Accurate will dedicate 16 weekdays and 3 Saturdays to allow 197 units to make appointments at their convenience for individual interior inspections and treatments. Service also includes the pool house & pergola.

Termite Treatment Methods and Products

- Termite treatments will be performed as necessary by way of localized treatment. For **Drywood Termites**, localized treatments will include drilling into affected wood and injecting appropriate state-registered termite control product. For **Subterranean Termites**, localized treatments will include slab drill-and-treat, trench-and-treat, and/or rod treating as necessary and as applicable. Where slab drilling is necessary, Accurate will plug and patch treatment holes to restore slab aesthetic.
- The primary local termite control product used in this HOA will be Altriset®--a an effective green termite control product. Where foaming agents may be necessary and appropriate, Accurate may use other termite control foaming agents such as Termidor® to treat hard to reach or inaccessible infestations.
- Where possible and applicable, attic treatments will include spot dusting to mask over old termite activity.
- Accurate will perform individual unit inspections and local termite treatments as needed on a per work order basis for the duration of the warranty period for **\$0.00** per work order.
- Warranty coverage for Drywood and Subterranean Termites in all covered areas takes effect immediately upon approval and lasts exactly twelve (12) months.

Full Termite Inspection Reports

- Accurate will provide per-building full inspection reports including the following:
 - Findings of termite infestations and recommended local termite treatments performed
 - Findings of damage caused by termites, fungus/dry-rot and other wood destroying organisms
 - Contractor's scope for repairs and replacement of wood and structural damage as needed
- Areas of a building, including entire units, that are not made accessible to the inspector will be marked 'inaccessible' in the building inspection report

For no additional charge, Accurate will provide a Detailed Repair Summary with the combined scope of wood repairs necessary throughout the community. The repair summary will consist of a detailed matrix including lumber type, location of damage (per inspection report), wood member specs and lineal feet.

HOW IT WORKS

Notices

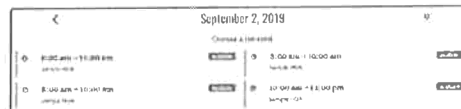
Accurate will draft and post notice on individual units (one per unit) with the following details (*see Sample HOA Notice*):

- Designated dates for inspections and treatments
- HOA and exclusive use areas that will be inspected and treated
- Custom webpage to make individual appointments

We recommend that management also distribute the notice through the community's normal communication channels to maximize awareness and cooperation.

Scheduling

Accurate will create a custom webpage where residents can make an appointment within the designated inspection and treatment dates at their convenience. Try a live example at www.termite.work/sample. Scheduling online is a 3-step, 30 second process.



1 Choose best available date from all available dates in green.

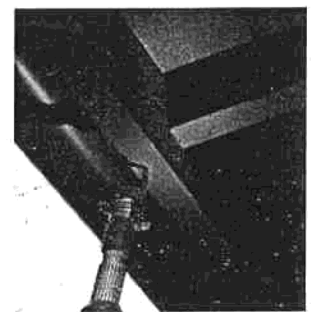
2 Choose best appointment window from available appointment slots.

3 Enter address, contact information, and click 'Book Now.'

Appointments can also be made with a live representative by calling 1 (844) 468-2687 between 8 AM and 5 PM on normal business days.

HOA Exterior Inspections

A licensed Branch III Structural Inspector will begin inspecting building exteriors and accessible HOA common areas roughly 7 - 14 days before the first designated date for unit interior inspections and treatments. Typically, this is also the time that notices are posted. Inspections are performed from the ground. A blunt probe is used to test the integrity of the wood above his line of sight such as eaves and second story fascia. Using a probe to inspect wood does not cause damage, but may expose existing termite and fungus damage. Using a probe is critical to ensure a thorough inspection of all wood members of a building.



Unit Interior Inspections

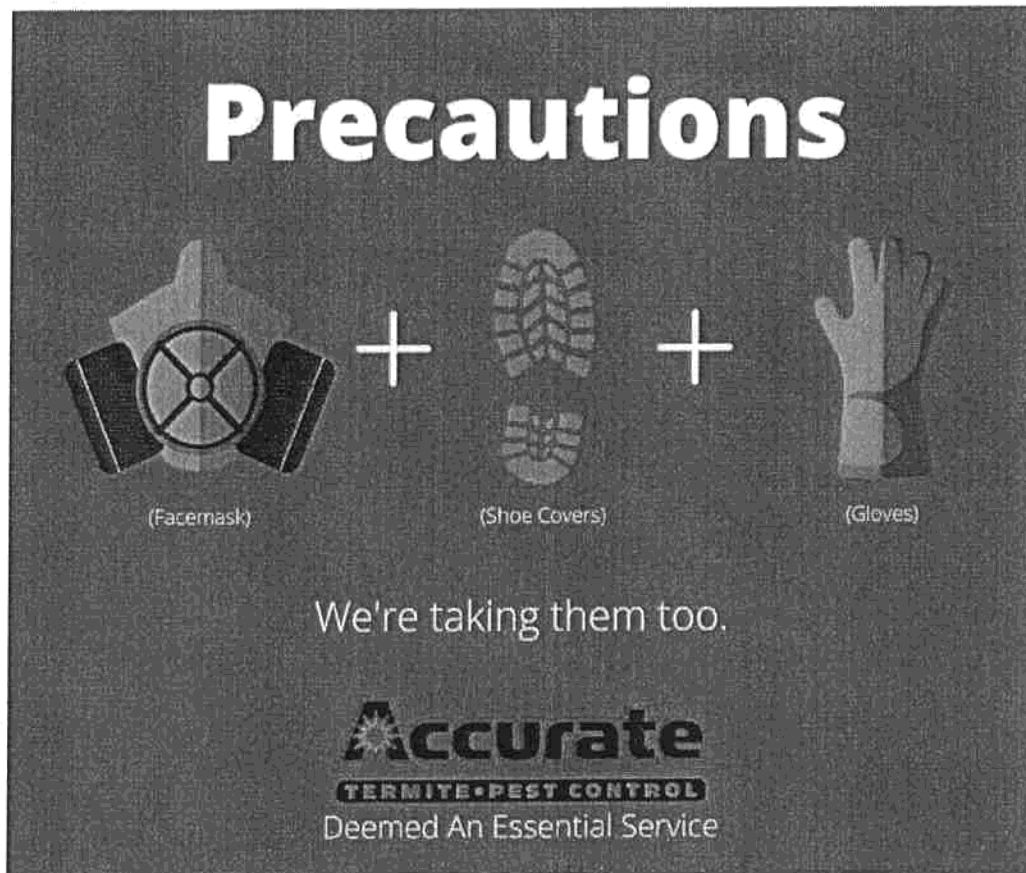
A licensed Branch III Structural Inspector will arrive within the two-hour appointment time window requested by the unit occupant. If requested at the time of booking, the inspector may send a 30 - 60 minute 'heads up' notice with a narrower arrival time estimate. The inspector will perform a visual inspection of accessible wood in the unit such as baseboards, jambs, or exposed studs and framing as applicable. Accurate is able to produce a preliminary inspection report at the appointment time allowing us to perform local treatments within the same appointment. No noxious gases or fogs will be used. Residents may remain in the unit for the duration of their inspection and treatment appointment.



COVID-19 NOTE

Contact-less Services to Protect You

As an essential service, Accurate continues to take precautions to protect our customers and employees. Our employees wear masks, booties, and gloves when entering homes. Our field staff is fully able to perform services without requiring person-to-person contact. We request that all residents and community members follow responsible distancing and ask questions through our phone, email, or online channels of communication when possible.



Interior Access

When necessary, we will make every reasonable attempt to gain interior access and will take any reasonable additional precautions residents may request of us in order to provide access. However, we respect each resident's right to refuse access. If a resident denies interior access due to COVID19 concerns, we will document it and consider this as participation under the circumstances and for the purposes of access guarantees. Keep in mind all units have the right to call us back later within the warranty period for a maintenance inspection and treatment for no additional charge.



Laurelmont Homeowners Association Notice

The Board of Directors has made arrangements with Accurate Termite and Pest Control to have all units inspected and treated for termites.

Please visit the website below to make an appointment to provide access to your unit on any one of the following dates:

Mon, Month 1st – Fri, Month 5th

Please be sure the inspector has uninterrupted access to the following areas of your unit:



Wood Fence



Enclosed Garage



Carport



Living Room



Patio Space



Patio Cover



Attic

Appointments are made on a first-come, first-served basis in 2-hour arrival time windows.

Please don't delay, your cooperation is needed and much appreciated!

Choose a time that is convenient for you on the given dates at:

www.termite.work/sampleHOA

You may meet the inspector or provide access to your unit by leaving a key in a safe place, or with a neighbor/authorized person. Please indicate any access instructions at the time of booking your appointment.

The board and service provider thank you in advance for your cooperation.

Additional Maintenance Services Available



General Pest Control

- Regular Service for Ants, Spiders, Roaches and more
- Pet and Eco Friendly
- Warranted Services



Mosquito Control

- Emergency Swarm Control
- Population Control and Reduction
- Green Preventative Services



Bird Control

- No-Chem Deterrents & Prevention
- Population Control & Reduction
- Bio-waste Removal and Cleanup

Specialty Pest Control Services Available as Needed



Bees

- Emergency Swarm Control
- No-kill Hive Removals
- Complete Demolition and After Removal
- Green Preventative Services



Wasps

- Emergency Swarm Control
- Nest Removals & Treatment
- Green Preventative Services



Fleas

- Pet-Friendly Treatment
- Common Areas & Individual Unit Source Control
- Service Warranty



Snails

Walkway and Pathway Control
Green IPM Services
Service Warranty



Gophers

- Chem-free Services Available
- Common Area Control & Population Reduction
- Service Warranty



Bed Bugs

- Pet-Friendly Treatment
- Common Areas & Individual Unit Source Control
- Green Preventative Services
- Service Warranty

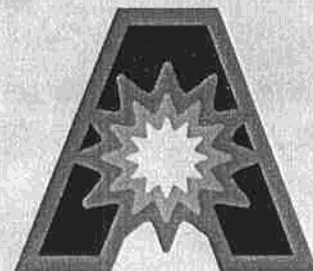
Contact your Local Representative for a Quote



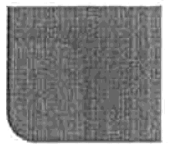
Toby Spencer


(949) 633-1768

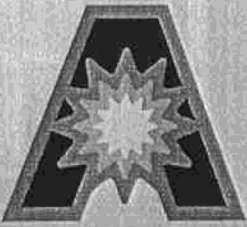
Toby@accuratetermitecontrol.com



Bid Comparison



		OTHER GUYS
EXTERIOR & INTERIOR INSPECTIONS	✓	✓
REPORTS PER BUILDING	✓	✓
DRYWOOD TERMITE COVERAGE	✓	✓
SUBTERRANEAN TERMITE COVERAGE	✓	?
APPLY ONLY GREEN TERMITE CONTROL PRODUCTS	✓	?
FREE ESCROW INSPECTIONS (ONE PER LISTING)	✓	?
DETAILED SCOPE OF WOOD DAMAGE	✓	?
NO CHARGE FOR CALLBACKS	✓	✗
POST NOTICE TO EVERY UNIT	✓	✗
RESIDENTS SCHEDULE ONLINE AT THEIR CONVENIENCE	✓	✗



WHY ACCURATE

"As a busy manager of several properties, I found Accurate to be highly responsive, easy to reach, and professional. They kept me informed, followed up with me after each inspection or project, and exhibited a high degree of professionalism."

-Julie C
Association Manager

"Accurate is very easy to work with, reports are easy to read and satisfied with pricing!"

-Shannon T
Association Manager
Millennium Community Management

Over 1,000 SoCal HOA Customers

Over 20 Years in Service • HOA Experts • Unconditional Warranty

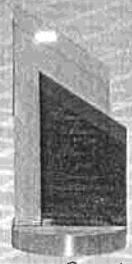
"Other companies don't have a full construction crew and as managers or associations if we can find everything with one service provider and know that they are accountable for the entire scope of work, that's a win-win for everyone involved."

Love Accurate!!!!!"

-Gavin K
Association Manager
Powerstone
Property Management

"I have two accounts set up on annual termite plans and the residents are always pleased with how professional the technicians are that are inspecting and treating their homes."

-Amanda M
Association Manager
Powerstone Property
Management



CAI-Los Angeles 2019
Stephanie Sanders
Award

CAI-Los Angeles 2019
Outstanding Service
Award

CAI-Los Angeles 2018
Chapter Appreciation
Award

CAI-San Diego 2018
Business Partner of
the Year

CAI-Los Angeles 2016
Company Spotlight

CAI-Orange County 2012
Committee Member of
the Year Award



GOOGLE GUARANTEED



Angie's list.



CACM

WHAT YOU SHOULD KNOW

While accessible active termite infestations will be treated and exterminated in the areas covered under this scope, the evidence of having had a termite infestation will remain. For example, damage caused by termites and termite pellets built up within infested lumber over the years will remain until adequately addressed in a repair and replacement program of damaged wood.

If within the warranty period a new swarm develops, or there is ever a question whether an active infestation persists in the covered areas, simply submit a work order directly to our office at workorders@accuratetermitecontrol.com or (844) GOT-ANTS. This agreement entitles you to unlimited local treatment retreats for all termites in the covered areas for no additional charge. Warranty calls may only be used for individual units as the need for inspection/treatment arises. Attempting to schedule another community-wide inspection and treatment project will result in an additional cost of the full amount of this agreement.

Retreats are completed as soon as availability allows usually within 7 - 14 business days from the time a work order is submitted. Accurate offers one free escrow inspection per unit, per year for the duration of the warranty period.

Attic and crawl spaces contain components of several systems including plumbing, electrical, and HVAC. Accurate is not responsible for the deferred maintenance, current or future operating status of any of these components including but not limited to Fire Sprinkler Protection Systems and how these may react to the reasonable and normal process of termite inspections and local treatments.

This agreement will remain in effect for a period of at least twelve (12) months from approval date and renews automatically under the same terms including pricing. Either party can cancel or make changes to the terms and scope before auto renewing by submitting a written notice 60 days or more before renewal date.

The agreement will remain in effect as is and auto renews annually at the same price until either party provides written notice to change or terminate.

TERMS

Minimum Access Guarantee

Because each unit is independently owned, Accurate's only means of obtaining access to unit interiors is if residents voluntarily allow our representatives to enter and complete necessary work. The board, not Accurate, is legally authorized to impose fines for failing to adhere with a community-wide maintenance project. It is recommended that the board remain active in notifying and monitoring residents' cooperation and implement all available resources to achieve the greatest cooperation possible. Accurate will provide management and the board with login access to the inspector's calendar where board members can view in real-time the units who have confirmed appointments.

In the CID industry, 65% access and cooperation is average for annual termite inspections and treatments. Accurate is owed the full amount once a minimum of 65% of units provide access for inspections and treatments. Accurate is prepared to inspect and treat all units (up to 100%) should the HOAs participation rate exceed industry average for no additional charge.

Early Termination

This agreement can be canceled in writing within three (3) days from the date of approval with no consequence. At any time after that, Accurate reserves the right to impose a cancelation of fee of at least 10% of the total value plus any additional non-refundable costs incurred in connection with scheduling, onboarding, or performing a part or all of the project. Non-refundable costs include labor, non-reusable material, and web page development to name a few.

Payments & Late Fees

Accurate will invoice the full amount once the Minimum Access Guarantee is met and inspection reports are produced. Payment is due no later than 30 days from the invoice date. Accurate reserves the right to charge a monthly 1.5% finance fee for late payments and impose a Mechanic's Lien for any unpaid portion of services performed plus late fees, if any. A credit card processing fee of 3% applies to all transactions of \$10,000 or more.

Annual Termite Control Program

Total Cost

\$24,625.00

Qualified by: Toby Spencer FR 37155

Aug 17, 2021

Accepted By:

Title:

Date:

QUESTIONS? Contact your dedicated rep, Toby Spencer, at toby@accuratetermitecontrol.com, or (949) 633-1768.



12915 - 5973991765

Thank You for Choosing Accurate Termite and Pest Control

Laurelmont

Community Association

MEMORANDUM

Date: August 27, 2021
To: Board of Directors
From: Management
Subject: Landscape Maintenance & Enhancement Proposals

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

- On the side of 18 Primrose – removal of hanging tree limb/trimming per Homeowner's request
 - \$125.00
- Behind 21 Pepperwood – tree removal as requested on landscape walk
 - \$995.00
- On side/back of 23 Primrose – tree removal per Homeowner's request
 - \$695.00
- Between 23-25 Primrose – greenbelt improvements per Homeowner's request
 - \$10,640.00
- On the slope behind 31 Primrose – controller replacement
 - \$933.10
- In front of 53 Primrose – valve replacement
 - \$678.52
- In front of 67 Willowood – dead tree removal
 - \$475.00
- On the slope behind 69 Willowood – irrigation mainline repair
 - \$449.52

Total cost - \$14,991.14



PROPOSAL # 90666

Customer:

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

Date: Jul 30, 2021

Expire date:

Revision:

Source: Customer Request

Reference:

Tree Trimming Liability

Address:

18 Primrose, Aliso Viejo, CA, USA

Location:

on the side of 18 Primrose

Project description:

The following proposal is to remove the tree limb. this is considered an emergency and can be very hazardous. A tree limb that has already fallen is unstable and can be a hazard. if not removed by the trained crew could cause injury or death. Our crews are properly trained to make these removals.

Materials/Labor needed to perform the project

Qty	Description	UOM	Price
1	Lophostemon confertus (Brisbane Box)	EA	
Subtotal			\$125.00
TOTAL ESTIMATE:			\$125.00

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



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Anaheim, CA 92807

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PROPOSAL # 90666

Source: Customer Request
Reference:

Date: Jul 30, 2021
Expire date:
Revision:

Please let me know what you decide.
Thank You,

Moises Salinas jr

Proposal Approved:

(Authorized Signature)

(Print Name)

(Title)

(Date)

Project Photos Taken for proposal



Tristania



PROPOSAL # 90663

Customer:

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

Date: Jul 30, 2021

Expire date:

Revision:

Source: Customer Request

Reference:

TREE REMOVAL ESTIMATE

Address:

21 Pepperwood, Aliso Viejo, CA, USA

Location:

behind 21 Pepperwood dead Eucalyptus

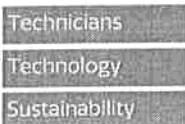
Project description:

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

Materials/Labor needed to perform the project

Qty	Description	UOM	Price
1	Eucalyptus nicholii (Willow Peppermint Eucalyptus)	EA	
Subtotal			\$995.00
TOTAL ESTIMATE:			\$995.00

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



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Source: Customer Request

Reference:

Date: Jul 30, 2021

Expire date:

Revision:

Please let me know what you decide.

Thank You,

Moises Salinas jr

Proposal Approved:

(Authorized Signature)

(Print Name)

(Title)

(Date)

Project Photos Taken for proposal



dead Eucalyptus

Technicians

Technology

Sustainability

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PROPOSAL # 89798

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

Date: Jun 22, 2021

Expire date:

Revision:

Source: Customer Request

Reference:

TREE REMOVAL ESTIMATE

Address:
 23 Primrose, Aliso Viejo, CA, USA

Location:
 23 Primrose side/back of the house

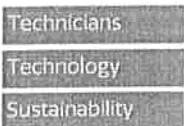
Project description:

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

Materials/Labor needed to perform the project

Qty	Description	UOM	Price
1	Lophostemon confertus (Brisbane Box)	EA	
Subtotal			\$695.00
TOTAL ESTIMATE:			\$695.00

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



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PROPOSAL # 86913

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

Date: Mar 8, 2021

Source: Bid

Expire date:

Reference:

Revision:

PLANT MATERIAL REMOVAL AND REPLACEMENT

Address:
 23 Primrose, Aliso Viejo, CA, USA

Location:
 South-side of the houses.

Project description:

The following proposal has been requested during the landscape walk behind 23-25 Primrose. Remove approximately 1,500 square feet of unwanted turf that over the years the rabbits and poor the sunlight the existing turf is not doing well. The turf removal process includes the following process, we first treat the turf with Glysohate, a chemical that the plant absorbs and will kill the turf from the root. We then turn off the irrigation to the areas to be removed and allow the areas to dry out. Within two weeks the turf will be ready to be removed. With the use of a sod cutter and other equipment, we will remove the turf and we will be left with dirt.

Materials/Labor needed to perform the job

Qty	Description		UOM	Price
1500	SOD, ST. AUGUSTINE	\$5.68	SQ FT	\$8,520.00
1	Dump Fees 1 Ton Truck	\$600.00	EA	\$600.00
16	LANDSCAPE TECHNICIAN HOURS	\$35.00	HOUR	\$560.00
8	LEAD LANDSCAPE TECHNICIAN HOURS	\$120.00	HOUR	\$960.00
			Subtotal	\$10,640.00
TOTAL ESTIMATE:				\$10,640.00

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

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 Technology
 Sustainability

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Source: Bid

Reference:

PROPOSAL # 86913

Date: Mar 8, 2021

Expire date:

Revision:

Please let me know what you decide.

Thank You,

Fernando Lopez
gutierrez

Proposal Approved:

(Authorized Signature)

(Print Name)

(Title)

(Date)

Project Photos Taken for proposal



Customer:

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

Date: Aug 18, 2021

Expire date:

Revision:

Source: Harvest Staff inspection

Reference: 17603

IRRIGATION ESTIMATE

Address:

31 Primrose, Aliso Viejo, CA, USA

Location:

controller a round the primrose

Project description:

The following proposal is to replace two old controllers panels that are not working properly anymore and the plants material along the slopes have started to stress out. We highly recommended that we replace these panels as soon as possible. **SQFT:** 0.00

Materials/Labor needed to perform the project

Qty	Description		UOM	Price
2	I-CORE REPLACEMENT PLATE	\$346.55	EA	\$693.10
4	IRRIGATION TECHNICIAN HOURS	\$60.00	HOUR	\$240.00
			Subtotal	\$933.10
TOTAL ESTIMATE:				\$933.10

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

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PROPOSAL # 91017

Customer:

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

Date: Aug 17, 2021

Expire date:

Revision:

Source: Harvest Staff inspection

Reference: 17442

IRRIGATION PROPOSAL

Address:

55 Primrose, Aliso Viejo, CA 92656, USA

Location:

in front of 53-primrose

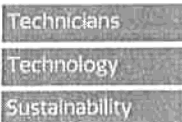
Project description:

Please replace the malfunctioning Irrigation valve. The valve is leaking and or not operating correctly. The irrigation valve is the device in the landscape that controller's flow of water to your Sprinkler heads, if the valve is not operational this could be devastating to the landscape, without proper watering will result in poor health or death of the plant material. **SQFT:** 0.00

Materials/Labor needed to perform the project

Qty	Description		UOM	Price
1	RAINBIRD 1 1/2 INCH BRASS INLINE ELECTRIC VALVE WITH NPT IN/OUT - EFB-CP SERIES	\$355.00	EA	\$355.00
2	1 1/2 INCH UL MALE ADAPTER (SCH 40)	\$3.42	EA	\$6.84
2	1 1/2 PVC COUPLING (S.S.) (SCH 40)	\$3.18	EA	\$6.36
2	1 1/2 INCH x 1 1/4 INCH PVC BUSHING (S.S.) (SCH 40)	\$3.64	EA	\$7.28
1	SLIP FIX 1 1/2 INCH	\$19.20	EA	\$19.20
4	SPEARS PREFILLED DRY SPLICE CONNECTOR W/TWIST-ON WIRE NUT CONNECTOR	\$10.96	EA	\$43.84
4	IRRIGATION TECHNICIAN HOURS	\$60.00	HOUR	\$240.00
			Subtotal	\$678.52
			TOTAL ESTIMATE:	\$678.52

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



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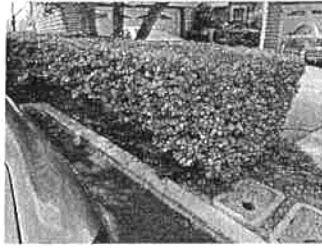
Source: Harvest Staff inspection
Reference: 17442

Date: Aug 17, 2021
Expire date:
Revision:

Project Photos Taken for proposal



need valve replaced



on the planter



PROPOSAL # 91172

Customer:

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

Date: Aug 23, 2021

Expire date:

Revision:

Source: Customer Request

Reference:

TREE REMOVAL ESTIMATE

Address:

67 Willowood, Aliso Viejo, CA 92656, USA

Location:

In front of 67 Willowood - dead tristania

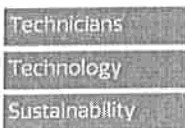
Project description:

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

Materials/Labor needed to perform the project

Qty	Description		UOM	Price
1	Tristania (Tristania)	\$350.00	EA	\$350.00
1	Tree Stump grinding	\$125.00	EA	\$125.00
			Subtotal	\$475.00
TOTAL ESTIMATE:				\$475.00

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



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Source: Customer Request

Reference:

Date: Aug 23, 2021

Expire date:

Revision:

Please let me know what you decide.

Thank You,

Moises Salinas jr

Proposal Approved:

(Authorized Signature)

(Print Name)

(Title)

(Date)

Project Photos Taken for proposal



dead Tristania



PROPOSAL # 90689

Customer:

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

Date: Aug 3, 2021

Expire date: Sep 4, 2021

Revision:

Source: Harvest Staff inspection

Reference: Staff Inspection

IRRIGATION PROPOSAL

Address:

68 Willowood, Aliso Viejo, CA 92656, USA

Location:

behind the houses on the sloppier

Project description:

Please repair the broken UVR rated Irrigation line. **SQFT:** 0.00

Materials/Labor needed to perform the project

Qty	Description		UOM	Price
2	2 INCH 90 ELBOW PVC (S.S.) (SCH 80)	\$12.25	EA	\$24.50
2	1 1/2 INCH 90 DEGREE UVR ELBOW (S.S.) (SCH 40)	\$15.51	EA	\$31.02
6	IRRIGATION TECHNICIAN HOURS	\$60.00	HOURL	\$360.00
1	PVC SCH-40 2 IPS PIPE	\$4.74	FT	\$4.74
4	2 INCH PVC COUPLING (S.S.) (SCH 40)	\$7.32	EA	\$29.26
			Subtotal	\$449.52
TOTAL ESTIMATE:				\$449.52

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

Technicians

Technology

Sustainability

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PG 1 / 2

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rayna@otishoa.com

From: Fernando Gutierrez <fernando.gutierrez@hlei.us>
Sent: Friday, August 6, 2021 10:46 AM
To: rayna@otishoa.com
Cc: Ignacio.Chavez@hlei.us
Subject: Re: Proposal 90689 for Laurelmont Community Association is ready for review.

Good morning Rayna,

I was able to reduce the tech hours to 6 hours but if we need more I will let you know.

Thank you.

On Fri, Aug 6, 2021 at 10:34 AM <rayna@otishoa.com> wrote:

Good morning Fernando,

Per our discussion on Tuesday's walk, is there anyway this labor can be cut down? We feel that 8 hours of labor is quite excessive. Please advise.

Thank you,

Rayna Schonwit

Community Manager

otishoa
MANAGEMENT

23120 Alicia Parkway Suite 215

Mission Viejo, CA 92692

888-516-6532

rayna@otishoa.com

www.otishoa.com

Source: Harvest Staff inspection
Reference: Staff Inspection

Date: Aug 3, 2021
Expire date: Sep 4, 2021
Revision:

Please let me know what you decide.

Thank You,

Bernabe Lizarraga

Proposal Approved:

(Authorized Signature)

(Print Name)

(Title)

(Date)

Location of the Proposed Work



1 68 Willowood, Aliso Viejo, CA 92656, USA Location: behind the houses on the sloppier



Property Site Inspection


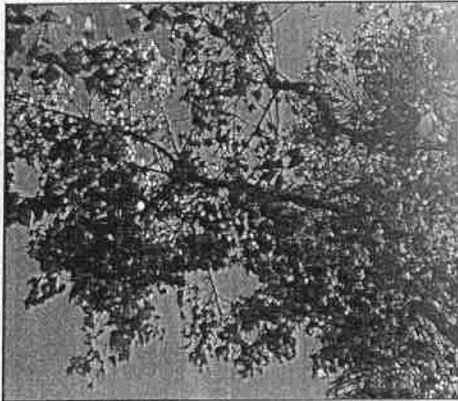
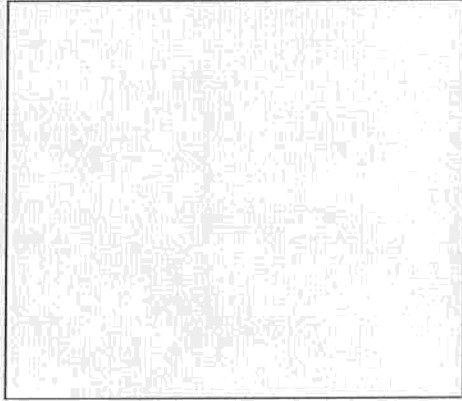
Laurelmont Community Association

23120 Alicia Parkway, Suite 215
Mission Viejo, CA 92692

List of Attendees




Rayna Schonwit

Property Inspection Item 1

Before	After	
		

Address of Inspection Item - 16 Willowood, Aliso Viejo, CA 92656, USA
Location Description - pool area
Project Description - Remove the branch that is hanging over the fence
Action -

Property Inspection Item 2

Before	After	
		

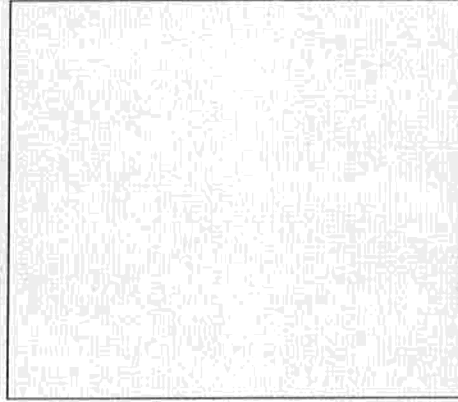
Address of Inspection Item - 55 Primrose, Aliso Viejo, CA 92656, USA
Location Description - 53 Primrose
Project Description - Check the irrigation at 53 primrose the new agapanthus seems to be a little bit dry
Action -

Property Inspection Item 3

Before



After



Address of Inspection Item - 74 Primrose, Laguna Hills, CA 92656, USA

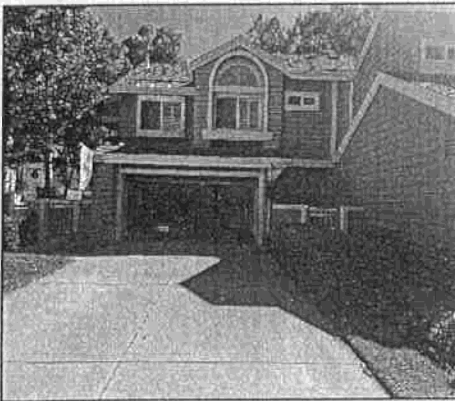
Location Description - 81 Primerose

Project Description - Proposal to oversee the turf area in front of 81 Primerose

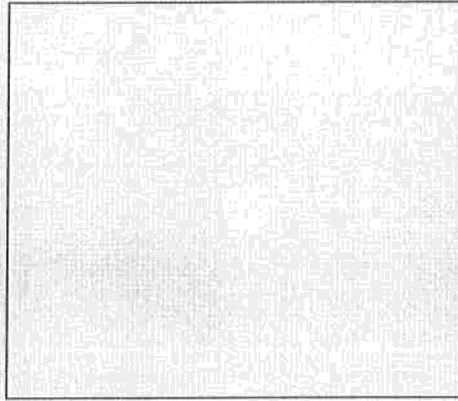
Action -

Property Inspection Item 4

Before



After



Address of Inspection Item - 23 Primrose, Aliso Viejo, CA 92656, USA

Location Description - 25 Pepperwood

Project Description - Check the irrigation at 25 Pepperwood the plant material seems to be a little bit dry.

Action -

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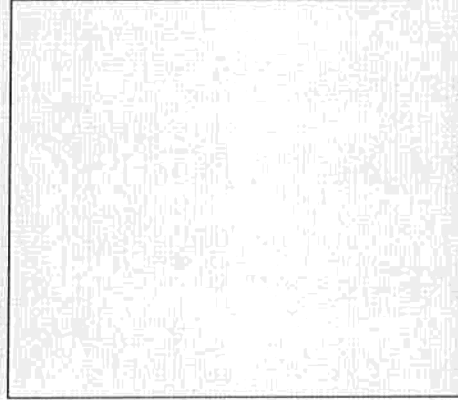
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Property Inspection Item 5

Before



After



Address of Inspection Item - 84 Willowood, Aliso Viejo, CA 92656, USA

Location Description - Front of the house

Project Description - Proposal to replace the straggling grass with San Augustine.

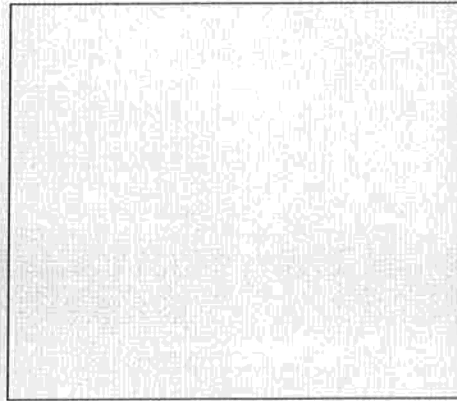
Action -

Property Inspection Item 6

Before



After



Address of Inspection Item - 16 Willowood, Aliso Viejo, CA 92656, USA

Location Description - near the Jacuzzi

Project Description - Proposal to install 15-gallon philodendron

Action -

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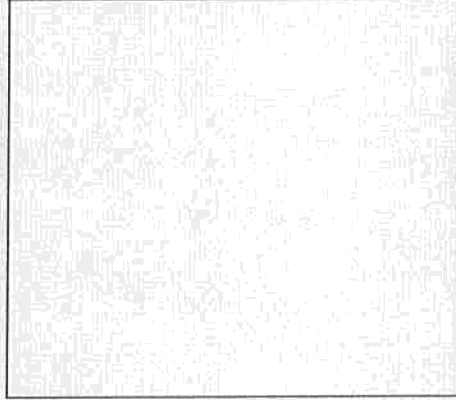
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Property Inspection Item 7

Before



After



Address of Inspection Item - 55 Primrose, Aliso Viejo, CA 92656, USA

Location Description - throughout the property

Project Description - Provide a proposal to spray the weeds that are growing in the cracks throughout the community specially along the sidewalks.

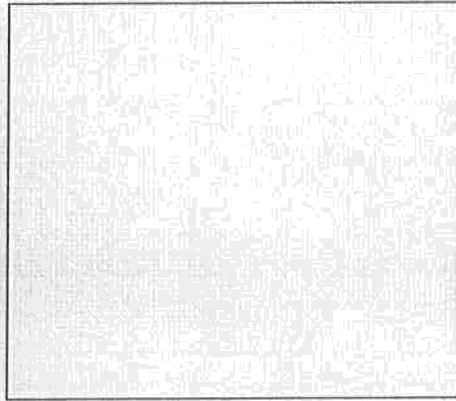
Action -

Property Inspection Item 8

Before



After



Address of Inspection Item - 100 Willowood, Aliso Viejo, CA 92656, USA

Location Description - pool area

Project Description - Proposal to treat the hibiscus Aphids

Action -

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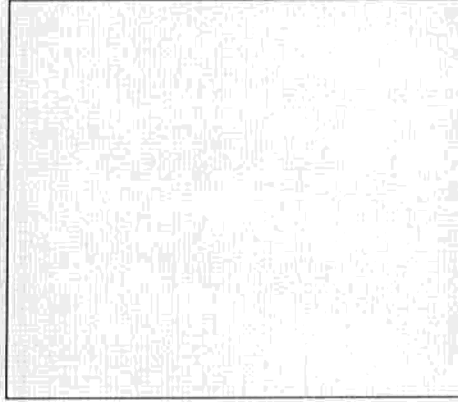
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Property Inspection Item 9

Before



After



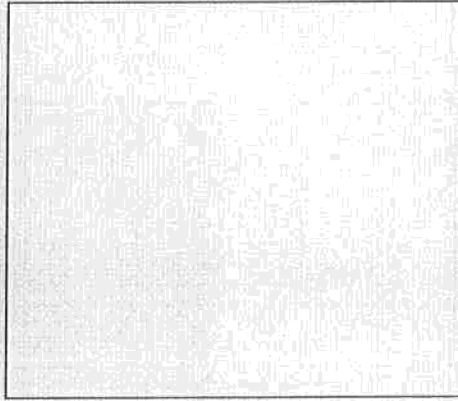
Address of Inspection Item - 33 Willowood, Aliso Viejo, CA 92656, USA
Location Description - In front of 31 WillowWood
Project Description - Proposal to trim back the Tristania at 31 WillowWood
Action -

Property Inspection Item 10

Before



After



Address of Inspection Item - 67 Willowood, Aliso Viejo, CA 92656, USA
Location Description - In between the houses
Project Description - Cap the sprinkler that is located by the gas meters.
Action -

Technicians.

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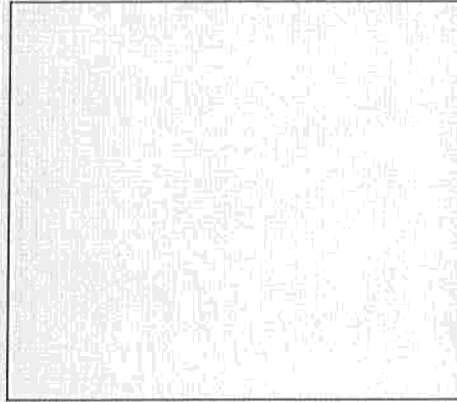
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Property Inspection Item 11

Before



After



Address of Inspection Item - 13 Pepperwood, Laguna Hills, CA 92656, USA

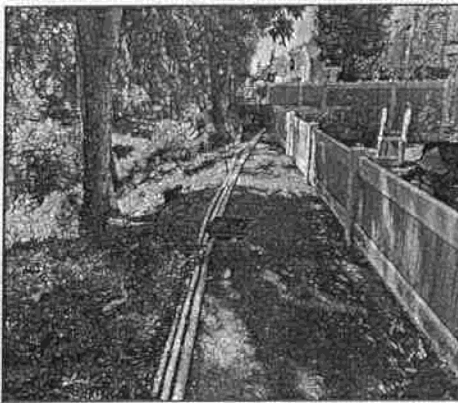
Location Description - 34 Pepperwood

Project Description - Proposal to install 61 gallon English Ivy in front of 34 Pepperwood

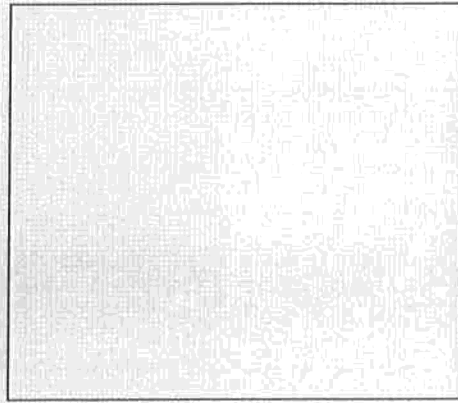
Action -

Property Inspection Item 12

Before



After



Address of Inspection Item - 77 Willowood, Aliso Viejo, CA 92656, USA

Location Description - On the right side of the walkway

Project Description - Behind 75 Willowood we shut the valve due to a broken mainline.

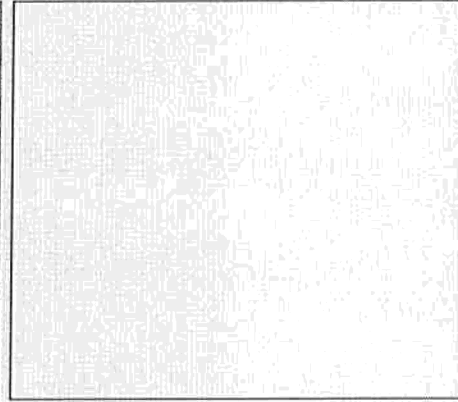
Action -

Property Inspection Item 13

Before



After



Address of Inspection Item - 15 Primrose, Laguna Hills, CA 92656, USA

Location Description - Center island near the bench

Project Description - Remove the suckers from the Brazilian pepper

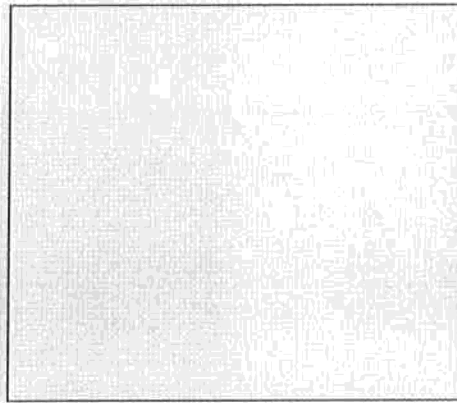
Action -

Property Inspection Item 14

Before



After



Address of Inspection Item - 69 Primrose, Aliso Viejo, CA 92656, USA

Location Description - 69 Primerose

Project Description - Behind 69 Primrose we need to do a little bit of maintenance.

Action -

Technicians.

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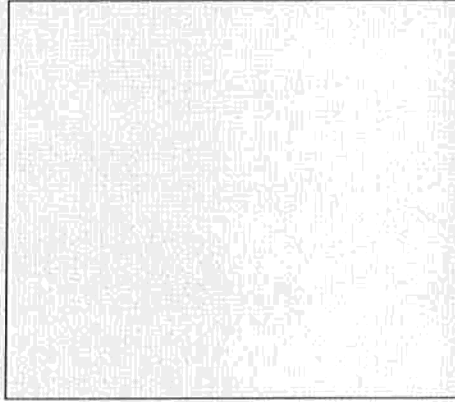
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Property Inspection Item 15

Before



After



Address of Inspection Item - 17 Primrose, Laguna Hills, CA 92656, USA

Location Description - 40 Primerose

Project Description - At 40 Primerose provide a proposal to install a 24 inch box dwarf Magnolia or 24 inch box Tristania.

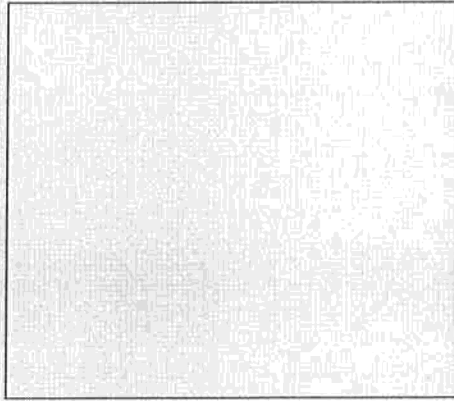
Action -

Property Inspection Item 16

Before



After



Address of Inspection Item - 76 Primrose, Laguna Hills, CA 92656, USA

Location Description - 85 Primerose

Project Description - At 85 prime rose replace the Dying. Rhamphiolepis

Action -

Technicians

Technology

Sustainability

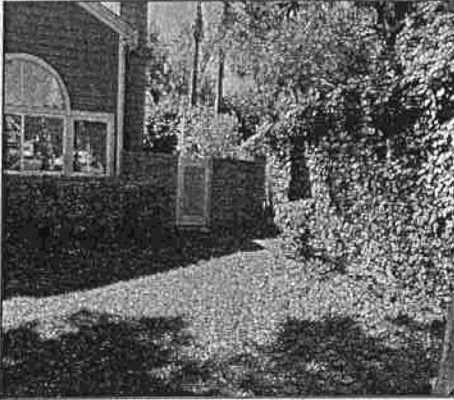
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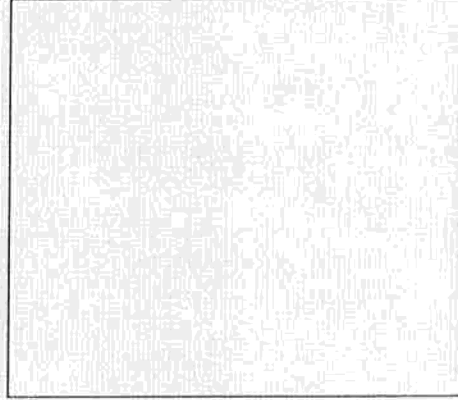
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Property Inspection Item 17

Before



After



Address of Inspection Item - 69 Primrose, Aliso Viejo, CA 92656, USA

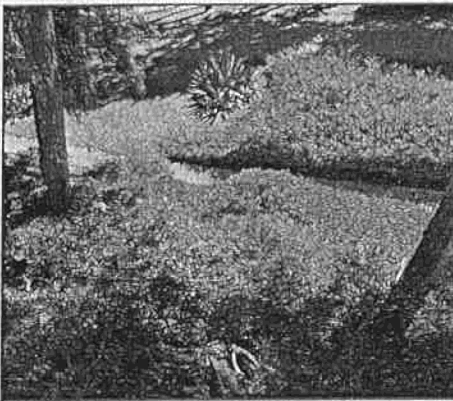
Location Description - 69 Primerose

Project Description - Adjacent to 69 Primerose check the irrigation two plants are struggling.

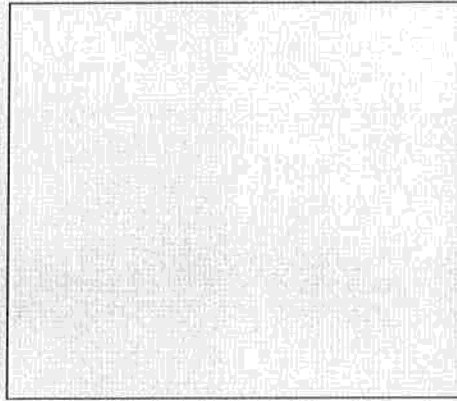
Action -

Property Inspection Item 18

Before



After



Address of Inspection Item - 21 Pepperwood, Aliso Viejo, CA 92656, USA

Location Description - Behind 29 Willowood

Project Description - Behind 29 Willowood, we need to send a proposal to remove a small patch of dead Acacia.

Action -

Technicians

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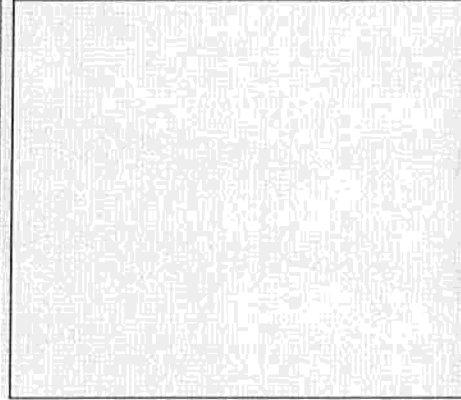
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120

Property Inspection Item 19

Before



After



Address of Inspection Item - 26362 Ramona St, Laguna Hills, CA 92656, USA

Location Description - Along the slope

Project Description - Check the irrigation throughout several areas behind the community, in several areas the irrigation seems to be dry and we need to check the irrigation right away.

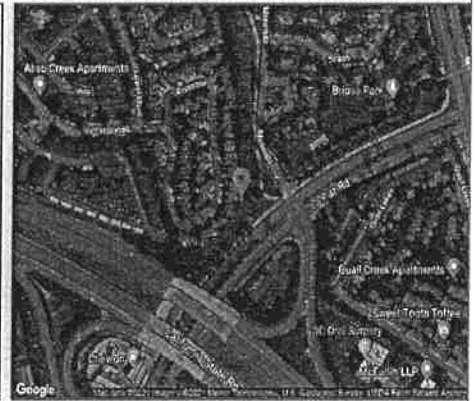
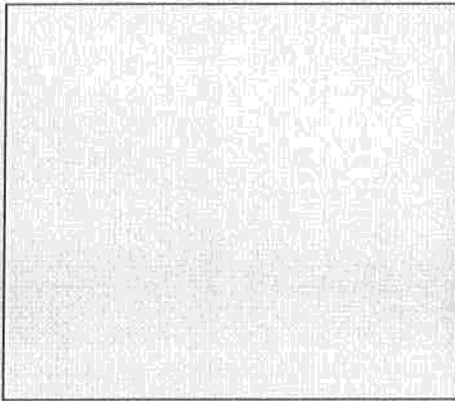
Action -

Property Inspection Item 20

Before



After



Address of Inspection Item - 55 Primrose, Aliso Viejo, CA 92656, USA

Location Description - Behind 55 Primrose

Project Description - Behind 55 Primrose check the irrigation on the slope the plant material seems be struggling.

Action -

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**Laurelmont Community Assn
Work Order History - 08/27/2021**

Detailed Report

<NONE>

W/O #	201	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>
		07/29/2021	RFP Request for Proposal	191	215030191	YES
		Authorization:	ANG Angie Ramos			Phone (1) : 4257491180
		Summary :	Request for Estimate/Proposal			
		Job Location:	90 Willowood #		Contact Name: Michael S Bowman	
Job Description :	7/29/21 - We would like to obtain an estimate/proposal to install a new service water line due to a water leak caused by a water heater at one of our communities. The community is Laurelmont COA in Aliso Viejo 92656. Please see attached scope of work.					
	Please contact the homeowner Michael Bowman at 425-749-7780 to schedule.					
	If you have any questions, please feel free to call me if you have any questions. Thank you					

VENDOR AEL ACCESS ELECTRICAL & LIGHTING

W/O #	197	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>
		07/29/2021	RFP Request for Proposal			YES
		Authorization:	ANG Angie Ramos			Phone (1) :
		Summary :	Request for Proposal			
		Job Location:			Contact Name:	
Job Description :	7/29/21 - We would like to request a proposal to repair 2 light connectors that are out located on the walkway path between Pepperwood & Primrose, please see attached photo (red highlighted).					
	Thank you.					

W/O #	209	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>
		08/04/2021	WOR Work Order	999	145399999	YES
		Authorization:	RAY Rayna Schonwit			Phone (1) :
		Summary :	Pool restroom lights out			
		Job Location:	100 Willowood #		Contact Name: Laurelmont Clubhouse	
Job Description :	8/4/21- Please go out to replace the lights in both the restrooms in the pool area at Laurelmont. The code to the lockbox is 6847, please return key when completed. Thank you!					

W/O #	228	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>
		08/26/2021	WOR Work Order	171	145413171	YES
		Authorization:	ANG Angie Ramos			Phone (1) : 9493386328
		Summary :	Electrical Issue in Utility Closet			
		Job Location:	65 Willowood #		Contact Name: Mark Cody	
Job Description :	8/26/21 - Homeowner is reporting an electrical issue in the utility closet on the exterior of the building which serves a couple of the other units.					
	If you could please inspect and make any necessary repairs. Please contact the homeowner Ms. Cody at 949-338-6328.					
	Thank you.					

VENDOR ANI ANIMAL PEST MANAGEMENT SERV.

W/O #	192	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>
		07/28/2021	WOR Work Order	016	145484616	YES
		Authorization:	RAY Rayna Schonwit			Phone (1) : 714-412-2118
		Summary :	21 Pepperwood Gopher Holes			Phone (2) : 949-215-4537
		Job Location:	21 Pepperwood #		Contact Name: Douglas A Sikes	
Job Description :	7/28/21- Homeowner is reporting an increase in gopher holes on the other side of their backyard fence. Please address this and relocate a bait box to behind this home. Thank you.					

Laurelmont Community Assn
Work Order History - 08/27/2021
Detailed Report

VENDOR		ANI	ANIMAL PEST MANAGEMENT SERV.			
W/O #	208	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>
		08/04/2021	WOR Work Order	073	145541873	YES
		Authorization:	RAY Rayna Schonwit			Phone (1): 9493786793
		Summary :	Gopher treatment 25 Primrose			Phone (2): 9494488387
		Job Location:	25 Primrose #	Contact Name:	Tracey Penn	
		Job Description :	8/4/21- Homeowner is reporting an increase in gopher activity behind her home. Please treat accordingly. Thank you.			
W/O #	211	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>
		08/06/2021	WOR Work Order	071	145539571	YES
		Authorization:	RAY Rayna Schonwit			Phone (1): 9493621484
		Summary :	Rat Problem 21 Primrose			Phone (2): 9492127197
		Job Location:	21 Primrose #	Contact Name:	Daniel Fazio	
		Job Description :	8/6/21- We have a severe rat problem in our yard. My husband killed 3 yesterday! We are asking for pest management to come out and eradicate the problem. We have neighbors on both sides that have fruit plants or trees and I'm sure that is not helping with the rat problem. We destroyed a nest in our yard recently and they built a new one within 24 hours (destroying our trees and plants).			
On your next service day, please address this problem accordingly. Thank you!						

VENDOR		ATP	ACCURATE TERMITE & PESTCONTROL				
W/O #	216	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>	
		08/12/2021	WOR Work Order	090	210901990	YES	
		Authorization:	ANG Angie Ramos			Phone (1):	
		Summary :	Termite Inspection				
		Job Location:	46 Primrose #	Contact Name:	Danette Perrotta		
		Job Description :	8/13/21 - We would like to schedule a termite inspection due to escrow.				
If you could please contact the homeowner Danette at 949-461-							
W/O #	217	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>	<u>Closing Date</u>
		08/12/2021	WOR Work Order	017	145485917	NO	08/17/2021
		Authorization:	ANG Angie Ramos			Phone (1):	9499032404
		Summary :	Termiter Treatment				
		Job Location:	23 Pepperwood #	Contact Name:	Seyed Ali Nazadikhah		
		Job Description :	8/13/21 - We would like to schedule the termite treatment which is under warranty (item 2B), per your Report #67629. Escrow is due to close on Monday, 8/16/21				
Please contact the homeowner Mr. Rachedi at 949-903-2404. Mr. Rachedi would like to be contacted 15-20 minutes before your termite crew arrives to arrive on time to provide access.							
Thank you.							
8/17/21 - Service completed. AMR							

VENDOR		HLE	HARVEST LANDSCAPE ENT. INC.			
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Laurelmont Community Assn
Work Order History - 08/27/2021
Detailed Report

VENDOR		HLE		HARVEST LANDSCAPE ENT. INC.			
W/O #	187	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>	<u>Closing Date</u>
		07/20/2021	WOR Work Order	026	216061826	NO	07/30/2021
		Authorization:	ANG Angie Ramos			Phone (1):	818-636-9603
		Summary :	Trim down tree & remove dead bushes/ivy				
		Job Location:	34 Pepperwood #			Contact Name:	George A Saer
Job Description :		7/20/21 - Homeowner Reports: the tree in front of his home needs major trimming, it is overgrown and he is concerned it will cause damage to his home. He would also like the dead bushes and dead ivy in the common area removed.					
		If you could please have your crew take a look at the tree and submit a proposal to have the tree trimmed. Thank you.					
		7/30/21 - Proposal #90667 in the amount of \$125.00 to trim down the carrot tree. AMR					
W/O #	191	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>	<u>Closing Date</u>
		07/28/2021	RFP Request for Proposal	016	145484616	NO	08/27/2021
		Authorization:	RAY Rayna Schonwit			Phone (1):	714-412-2118
		Summary :	Dead tree behind 21 Pepperwood			Phone (2):	949-215-4537
		Job Location:	21 Pepperwood #			Contact Name:	Douglas A Sikes
Job Description :		7/28/21- please provide a proposal to remove the dead tree behind 21 Pepperwood. Thank you.					
		8/27/21- Proposal received in the amount of \$995.00. RS					
W/O #	195	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>	<u>Closing Date</u>
		07/28/2021	WOR Work Order	097	145578097	NO	08/24/2021
		Authorization:	ANG Angie Ramos			Phone (1):	9492853278
		Summary :	Irrigation issues in front/back of home				
		Job Location:	53 Primrose #			Contact Name:	Gisela E Folding
Job Description :		7/28/21 - Homeowner Reports: The irrigation in front of her home is not functioning and the irrigation in back of her home is also not functioning, the slope area is turning dead and is definitely looking awful.					
		If you could please check the irrigation and ensure it is working properly in front and back of the home.					
		Thank you.					
		8/24/21 - Work order completed. AMR					
W/O #	196	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>	
		07/29/2021	SER Service Request	088	145586188	YES	
		Authorization:	ANG Angie Ramos			Phone (1):	
		Summary :	Remove broken tree limb				
		Job Location:	44 Primrose #			Contact Name:	Darcy Lynn Morgenstern
Job Description :		7/29/21 - Homeowner is reporting a broken tree limb between 42 and 44 Primrose overhanging on driveways.					
		Please have the landscape crew remove the broken limb. Thank you.					
W/O #	202	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>	<u>Closing Date</u>
		07/30/2021	WOR Work Order	060	145533760	NO	08/24/2021
		Authorization:	ANG Angie Ramos			Phone (1):	
		Summary :	Sprinkler Issue				
		Job Location:	9 Primrose #			Contact Name:	Kimberly Razi
Job Description :		7/30/21 - The sprinklers at 9, 11, 13 & 15 Primrose are flooding the driveways and streets.					
		Please inspect and adjust the sprinklers. Thank you.					
		8/24/21 - Work order completed. AMR					

Laurelmont Community Assn
Work Order History - 08/27/2021

Detailed Report

VENDOR	HLE	HARVEST LANDSCAPE ENT. INC.					
W/O #	203	<u>Create Date</u> 07/30/2021	<u>W/O Type</u> WOR Work Order	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u> YES	
		Authorization:	RAY Rayna Schonwit			Phone (1) :	
		Summary :	Lack of Water La Paz Slope				
		Job Location:		Contact Name:			
Job Description :	7/30/21- Several Homeowners are complaining that the La Paz slope is not getting ANY water. Plants are dying. We have requested this to be looked at numerous times. Please address this ASAP and update Management. Thank you.						
W/O #	204	<u>Create Date</u> 07/30/2021	<u>W/O Type</u> WOR Work Order	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u> YES	
		Authorization:	RAY Rayna Schonwit			Phone (1) :	
		Summary :	Sprinklers Running 10 mins				
		Job Location:		Contact Name:			
Job Description :	7/30/21- Homeowners are reporting that the sprinklers are running for 10 minutes, causing a lot of water runoff. Moulton Niguel Water District recommends irrigation times no longer than 5 minutes to avoid runoff. Please ensure this is changed. Thank you.						
W/O #	205	<u>Create Date</u> 07/30/2021	<u>W/O Type</u> RFP Request for Proposal	<u>Lot/Unit #</u> 086	<u>Account #</u> 217053086	<u>Active</u> NO	<u>Closing Date</u> 08/24/2021
		Authorization:	RAY Rayna Schonwit			Phone (1) : 949-315-5344	
		Summary :	Irrigation Leak 42 Primrose				
		Job Location:	42 Primrose #	Contact Name:	Saeed Amirnazari		
Job Description :	7/30/21- Please go out to inspect the irrigation at 42 Primrose. Homeowner reports irrigation leak. Thank you. 8/24/21 - Work order completed. AMR						
W/O #	206	<u>Create Date</u> 08/04/2021	<u>W/O Type</u> MGT Management	<u>Lot/Unit #</u> 021	<u>Account #</u> 145488821	<u>Active</u> NO	<u>Closing Date</u> 08/19/2021
		Authorization:	RAY Rayna Schonwit			Phone (1) : 9496838336	
		Summary :	29 Pepperwood Approved Proposal				
		Job Location:	29 Pepperwood #	Contact Name:	Beverly Ann Satterlee-Heene		
Job Description :	8/4/21- Approved proposal #90664 to trim the shoestring acacia in the amount of \$75.00. Thank you. 8/19/21 - Work order completed. AMR						
W/O #	207	<u>Create Date</u> 08/04/2021	<u>W/O Type</u> MGT Management	<u>Lot/Unit #</u> 026	<u>Account #</u> 216061826	<u>Active</u> YES	
		Authorization:	RAY Rayna Schonwit			Phone (1) : 818-636-9603	
		Summary :	34 Pepperwood Approved Proposal				
		Job Location:	34 Pepperwood #	Contact Name:	George A Saer		
Job Description :	8/4/21- Approved proposal #90667 to trim the carrot wood tree in the amount of \$125.00. Thank you.						
W/O #	210	<u>Create Date</u> 08/05/2021	<u>W/O Type</u> WOR Work Order	<u>Lot/Unit #</u> 175	<u>Account #</u> 145411175	<u>Active</u> NO	<u>Closing Date</u> 08/26/2021
		Authorization:	RAY Rayna Schonwit			Phone (1) : 9496367695	
		Summary :	69 Willowood Broken Sprinkler & Pipe				
		Job Location:	69 Willowood #	Contact Name:	Jeff Dooley		
Job Description :	8/5/21-there is a broken sprinkler on the left side of my house in the grass and a broken pipe on left side of my house if your facing it, when sprinklers come on. Please go out to inspect this. Thank you. 8/26/21 - Work order completed. AMR						

Laurelmont Community Assn
Work Order History - 08/27/2021

Detailed Report

VENDOR		HLE	HARVEST LANDSCAPE ENT. INC.			
W/O #	213	Create Date	W/O Type	Lot/Unit #	Account #	Active
		08/10/2021	MGT Management	999	145399999	YES
		Authorization:	RAY Rayna Schonwit			Phone (1) :
		Summary :	approved proposal #90822			
		Job Location:	100 Willowood #	Contact Name:	Laurelmont Clubhouse	
		Job Description :	8/10/21- Approved proposal #90822 to treat for white flies on the plants outside of the pool area in the amount of \$248.46. Thank you.			

W/O #	218	Create Date	W/O Type	Lot/Unit #	Account #	Active	Closing Date
		08/13/2021	WOR Work Order	113	145560113	NO	08/26/2021
		Authorization:	RAY Rayna Schonwit			Phone (1) :	949-903-0083
		Summary :	81 Primrose Broken Sprinkler				
		Job Location:	81 Primrose #	Contact Name:	Gissela Liliانا Wolf		
		Job Description :	8/13/21- Broken sprinkler on front lawn of 81 Primrose. Please go out to inspect and repair. Thank you.				
			8/26/21 - Work order completed. AMR				

W/O #	219	Create Date	W/O Type	Lot/Unit #	Account #	Active	
		08/17/2021	RFP Request for Proposal	107	145569107	YES	
		Authorization:	RAY Rayna Schonwit			Phone (1) :	949-290-9115
		Summary :	Request for Proposal Remove or Trim Tree				
		Job Location:	70 Primrose #	Contact Name:	Raymond M Lewis		
		Job Description :	8/17/21- Please provide a proposal to trim and a proposal to remove the two trees that are very close to this home (70 Primrose). The tree branches are rubbing against the hosue and there are a lot of dead leaves on top of the roof. Thank you.				

VENDOR		HOR	HORIZON LIGHTING				
W/O #	199	Create Date	W/O Type	Lot/Unit #	Account #	Active	Closing Date
		07/29/2021	RFP Request for Proposal			NO	08/27/2021
		Authorization:	ANG Angie Ramos			Phone (1) :	
		Summary :	Request for Proposal				
		Job Location:		Contact Name:			
		Job Description :	7/29/21 - We would like to obtain a proposal for lighting maintenance throughout the community. The community is Laurelmont COA located at 100 Willowood in Aliso Viejo 92656.				
			If you have any questions, please feel free to call me. Thank you.				
			8/27/21- Vendor did not provide a proposal. RS				

VENDOR		MGC	MG CONSTRUCTION				
W/O #	193	Create Date	W/O Type	Lot/Unit #	Account #	Active	Closing Date
		07/28/2021	RFP Request for Proposal	093	145580393	NO	08/23/2021
		Authorization:	ANG Angie Ramos			Phone (1) :	949-466-6380
		Summary :	Request for Proposal				
		Job Location:	49 Primrose #	Contact Name:	11851 Lambert LLC		
		Job Description :	7/28/21 - Homeowner Reports: The 12x12 concrete wall/pilaster at the corner of the back wall is falling towards the downhill, please see attached photo.				
			If you could please inspect the wall/pilaster and submit a proposal for the repairs.				
			Thank you.				
			8/23/21 - Proposal in the amount of \$1,190.00 to install new brick pilaster and install the fence back to the column. AMR				

**Laurelmont Community Assn
Work Order History - 08/27/2021**

Detailed Report

VENDOR MGC MG CONSTRUCTION

W/O # 226 Create Date 08/24/2021 W/O Type RFP Request for Proposal Lot/Unit # 187 Account # 228928187 Active YES
Authorization: RAY Rayna Schonwit **Phone (1) :**
Summary : 86 Willowood Trim Proposal **Phone (2) :** 7149212370
Job Location: 86 Willowood # **Contact Name:** Michelle L VanDusen
Job Description : 8/24/21- Request for proposal to repair the trim at 86 Willowood in multiple areas. Please contact the homeowner to schedule. 714-412-2409

VENDOR PRAS PACIFIC RIM ARCHITECTURAL SRVC

W/O # 194 Create Date 07/28/2021 W/O Type RFP Request for Proposal Lot/Unit # 093 Account # 145580393 Active NO Closing Date 08/03/2021
Authorization: ANG Angie Ramos **Phone (1) :** 949-466-6380
Summary : Request for Proposal
Job Location: 49 Primrose # **Contact Name:** 11851 Lambert LLC
Job Description : 7/28/21 - Homeowner Reports: The 12x12 concrete wall/pilaster at the corner of the back wall is falling towards the downhill, please see attached photo.
 If you could please inspect the wall/pilaster and submit a proposal for the repairs.
 Thank you.
 8/3/21 - Estimate #3258 received in the amount of \$2,980.00 to replace the pilaster. AMR

VENDOR ROOFIN ROOFING STANDARDS

W/O # 188 Create Date 07/22/2021 W/O Type RFP Request for Proposal Lot/Unit # 085 Account # 145584585 Active NO Closing Date 08/19/2021
Authorization: ANG Angie Ramos **Phone (1) :** 949-322-7968
Summary : Request for Proposal
Job Location: 41 Primrose # **Contact Name:** Kevin Kacinskas
Job Description : 7/22/21 - We had a general contractor go out to do interior ceiling drywall repairs at 41 Primrose. The vendor noticed there was bubbling on the ceiling and went on top of the roof to inspect. He reported there is an area on the roof that needs to be repaired. The area located would be where the stairs are located inside the home.
 We would like to request a proposal for the roof repairs. If you could please contact the homeowner Kevin Kacinskas at 949-322-7968 to schedule.
 If you have any questions, please call me. Thank you.
 8/19/21 - Work order completed. AMR

W/O # 190 Create Date 07/23/2021 W/O Type RFP Request for Proposal Lot/Unit # 186 Account # 145403186 Active YES
Authorization: ANG Angie Ramos **Phone (1) :** 949-616-4990
Summary : Request for Proposal
Job Location: 85 Willowood # **Contact Name:** Shahindokht Majidi
Job Description : 7/23/21 - We would like to request a proposal for roof repairs/seal roof flashing due to a honeycomb that was removed on top of the roof, please see attached photo and repair notice from the bee vendor.
 If you could please contact Gary, Property Manager for homeowner 949-350-9555 to schedule.
 Thank you.

VENDOR SEV SEVERSON PLUMBING SERVICES,INC

Laurelmont Community Assn
Work Order History - 08/27/2021

Detailed Report

VENDOR		SEV	SEVERSON PLUMBING SERVICES, INC			
W/O #	212	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>
		08/06/2021	BOD Board Approved Proposal	191	215030191	YES
		Authorization:	ANG Angie Ramos			Phone (1) : 4257491180
		Summary :	Board Approved Proposal			
		Job Location:	90 Willowood #	Contact Name:	Michael S Bowman	
		Job Description :	8/6/21 - Board approved your proposal #207793-01 in the amount NTE \$3,800.00 for the repairs using a 3" pipe for the conduit so there's plenty of room. Please see attached signed proposal. Please contact the homeowner to schedule 425-749-1180.			
			Thank you.			

VENDOR		SFR	SERVICE FIRST RESTORATION, INC			
W/O #	221	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>
		08/17/2021	BOD Board Approved Proposal	170	145424170	YES
		Authorization:	RAY Rayna Schonwit			Phone (1) : 415-847-0642
		Summary :	Approved Proposal 64 Willowood			
		Job Location:	64 Willowood #	Contact Name:	Brian J Salmen	
		Job Description :	8/17/21- Approved proposal to do temporary repairs to make water tight at 64 Willowood in Laurelmont in the amount of \$383.50. Please contact the Homeowner to schedule. Thank you.			

W/O #	224	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>
		08/24/2021	RFP Request for Proposal	187	228928187	YES
		Authorization:	RAY Rayna Schonwit			Phone (1) :
		Summary :	86 Willowood Trim Repair Proposal			Phone (2) : 7149212370
		Job Location:	86 Willowood #	Contact Name:	Michelle L VanDusen	
		Job Description :	8/24/21- Request for proposal to repair the trim at 86 Willowood in multiple areas. Please contact the homeowner to schedule. 714-412-2409			

VENDOR		SPECTR	SPECTRUM PROPERTY SERVICES			
W/O #	220	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>
		08/17/2021	BOD Board Approved Proposal	060	145533760	YES
		Authorization:	RAY Rayna Schonwit			Phone (1) :
		Summary :	Approved Proposal #12224			
		Job Location:	9 Primrose #	Contact Name:	Kimberly Razi	
		Job Description :	8/17/21- Approved proposal #12224 to do temporary repairs at 9 Primrose in Laurelmont to make water tight in the amount of \$438.00. Please contact the Homeowner to schedule. Thank you.			

W/O #	222	<u>Create Date</u>	<u>W/O Type</u>	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u>
		08/17/2021	BOD Board Approved Proposal	110	145566110	YES
		Authorization:	RAY Rayna Schonwit			Phone (1) :
		Summary :	Approved Proposal #12222			
		Job Location:	76 Primrose #	Contact Name:	Cesar D Diaz Jordan	
		Job Description :	8/17/21- Approved proposal #12222 to do temporary wood repairs to make water tight at 76 Primrose in Laurelmont in the amount of \$542.00. Please contact the Homeowner to schedule.			

**Laurelmont Community Assn
Work Order History - 08/27/2021**

Detailed Report

VENDOR SPECTR SPECTRUM PROPERTY SERVICES

W/O # 223 Create Date W/O Type Lot/Unit # Account # Active
 08/20/2021 RFP Request for Proposal 191 215030191 YES
Authorization: ANG Angie Ramos **Phone (1) :** 4257491180
Summary : Request for Proposal
Job Location: 90 Willowood # **Contact Name:** Michael S Bowman

Job Description : 8/20/21 - We would like to request a proposal for driveway concrete repairs due to plumbing work done, there is an open trench covered with wood. Also, would like a separate cost to replace the bottom half of the driveway, there are cracks.

If you could please inspect and submit a proposal for both requests. Please contact the homeowner Michael to schedule 425-749-1180..

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

W/O # 225 Create Date W/O Type Lot/Unit # Account # Active
 08/24/2021 RFP Request for Proposal 187 228928187 YES
Authorization: RAY Rayna Schonwit **Phone (1) :**
Summary : 86 Willowood Trim Proposal **Phone (2) :** 7149212370
Job Location: 86 Willowood # **Contact Name:** Michelle L VanDusen

Job Description : 8/24/21- Request for proposal to repair the trim at 86 Willowood in multiple areas. Please contact the homeowner to schedule. 714-412-2409

VENDOR SUPERI Superior Roofing Company

W/O # 189 Create Date W/O Type Lot/Unit # Account # Active Closing Date
 07/22/2021 RFP Request for Proposal 085 145584585 NO 08/05/2021
Authorization: ANG Angie Ramos **Phone (1) :** 9492154114
Summary : Request for Proposal
Job Location: 41 Primrose # **Contact Name:** Kevin Kacinskas

Job Description : 7/22/21 - We had a general contractor go out to do interior ceiling drywall repairs at 41 Primrose. The vendor noticed there was bubbling on the ceiling and went on top of the roof to inspect. He reported there is an area on the roof that needs to be repaired. The area located would be where the stairs are located inside the home.

We would like to request a proposal for the roof repairs. If you could please contact the homeowner Kevin Kacinskas at 949-215-4114 to schedule.

If you have any questions, please call me. Thank you.

W/O # 214 Create Date W/O Type Lot/Unit # Account # Active
 08/11/2021 RFP Request for Proposal 186 145403186 YES
Authorization: ANG Angie Ramos **Phone (1) :** 949-616-4990
Summary : Request for Proposal
Job Location: 85 Willowood # **Contact Name:** Shahindokht Majidi

Job Description : 8/11/21 - We would like to request a proposal for roof repairs/seal roof flashing due to a honeycomb that was removed on top of the roof, please see attached photo and repair notice from the bee vendor.

If you could please contact Greg, Property Manager for homeowner 949-350-9555 to schedule.

Thank you.

**Laurelmont Community Assn
Work Order History - 08/27/2021**

Detailed Report

VENDOR	SUPERI	Superior Roofing Company				
W/O # 215	<u>Create Date</u> 08/12/2021	<u>W/O Type</u> BOD Board Approved Proposal	<u>Lot/Unit #</u> 186	<u>Account #</u> 145403186	<u>Active</u> YES	<u>Phone (1)</u> : 949-616-4990
	Authorization:	ANG Angie Ramos				
	Summary :	Board Approved Proposal				
	Job Location:	85 Willowood #		Contact Name: Shahindokht Majidi		
Job Description :	8/12/21 - Approved proposal in the amount of \$1,200.00 for the roof repairs. Please see attached signed proposal.					
	Please contact the homeowner's property manager Greg 949-350-9555 to schedule.					
	Thank you.					

VENDOR	THR001	THREE PHASE ELECTRIC				
W/O # 198	<u>Create Date</u> 07/29/2021	<u>W/O Type</u> RFP Request for Proposal	<u>Lot/Unit #</u>	<u>Account #</u>	<u>Active</u> NO	<u>Closing Date</u> 08/27/2021
	Authorization:	ANG Angie Ramos				Phone (1) :
	Summary :	Request for Proposal				
	Job Location:	Contact Name:				
Job Description :	7/29/21 - We would like to obtain a proposal for lighting maintenance throughout the community. The community is Laurelmont COA located at 100 Willowood in Aiso Viejo 92656.					
	If you have any questions, please feel free to call me. Thank you.					
	8/27/21- proposal received in the amount of \$149/1x per month or \$289/2x per month. RS					



297.jpeg

Created: Wed 04 Aug 08:50 2021
Harvest to remove weeds in pool area



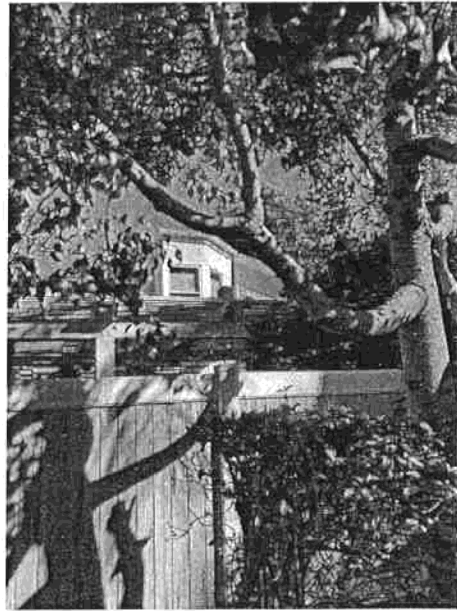
298.jpeg

Created: Wed 04 Aug 08:50 2021
Harvest to keep an eye on shrub in pool area, will remove dead area so there is new growth



299.jpeg

Created: Wed 04 Aug 08:50 2021

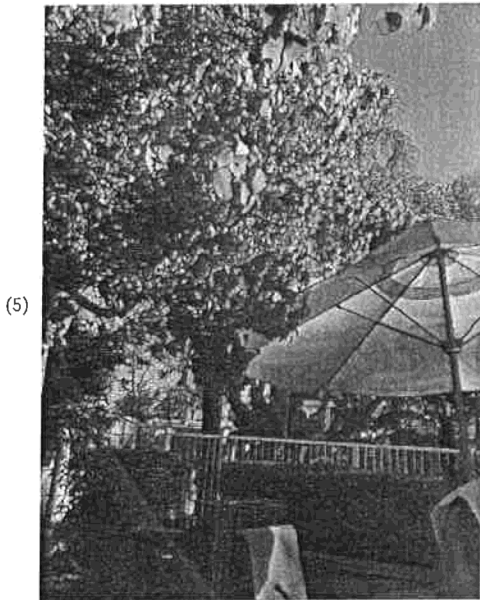


301.jpeg

Created: Wed 04 Aug 08:51 2021
Harvest to provide a proposal to trim the tree in the pool area hanging over the Homeowner's backyard

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

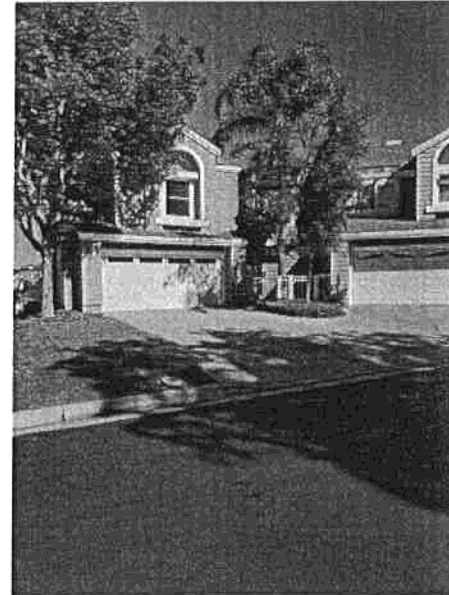
Created: Wed 04 Aug 08:49 2021
Location: Laurelmont Community Association
Title: 8/3/21 9:00 AM - Report
No. Items: 57



302.jpeg

Created: Wed 04 Aug 08:51 2021

Harvest to trim the part of the tree in the pool area that is under 15 ft and touching the umbrella



303.jpeg

Created: Wed 04 Aug 08:51 2021

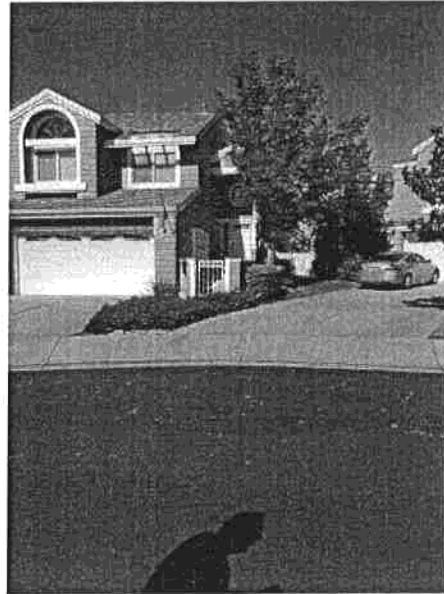
Tree growing too close to the home at 31 Willowood. Harvest will provide a proposal to trim this.



304.jpeg

Created: Wed 04 Aug 08:51 2021

White flies on the shrub out front of the pool area. Harvest will treat this.



305.jpeg

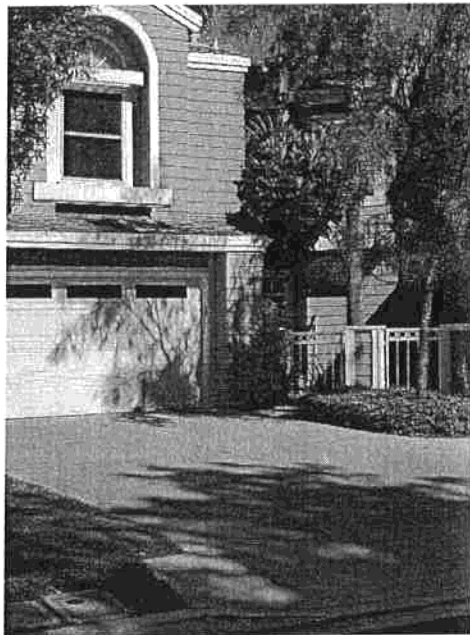
Created: Wed 04 Aug 08:51 2021

Lattice still attached to home at 17 Willowood. Another call to hearing will be sent.



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

Created: Wed 04 Aug 08:49 2021
Location: Laurelmont Community Association
Title: 8/3/21 9:00 AM - Report
No. Items: 57



306.jpeg

Created: Wed 04 Aug 08:51 2021

Homeowner plant in front walkway of 31 Willowood needs to be trimmed back. Courtesy notice will be sent.



307.jpeg

Created: Wed 04 Aug 08:52 2021

Irrigation leak at 37 Willowood. Harvest to send irrigation technician out today to repair.



310.jpeg

Created: Wed 04 Aug 08:52 2021



311.jpeg

Created: Wed 04 Aug 08:52 2021



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

Created: Wed 04 Aug 08:49 2021
Location: Laurelmont Community Association
Title: 8/3/21 9:00 AM - Report
No. Items: 57

(13)



313.jpeg

Created: Wed 04 Aug 08:52 2021

(14)



308.jpeg

Created: Wed 04 Aug 08:52 2021

Basketball hoop at 37 Willowood. Courtesy notice will be sent.

(15)

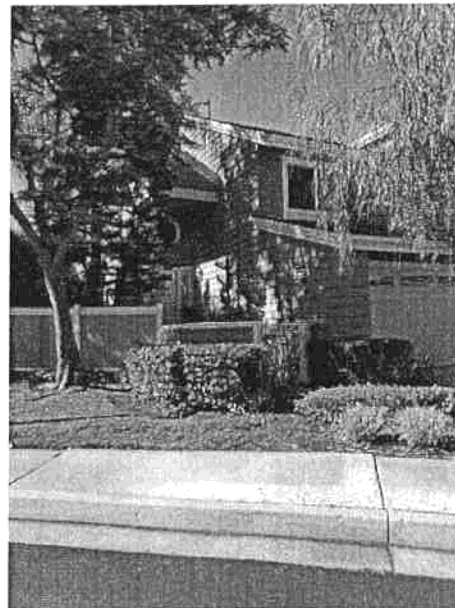


312.jpeg

Created: Wed 04 Aug 08:52 2021

Vehicle on common area grass at 39 Willowood. Courtesy notice to be sent out.

(16)



315.jpeg

Created: Wed 04 Aug 08:52 2021

Tree still overgrown in yard of 48 Willowood. Follow up courtesy notice will be sent.



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

Created: Wed 04 Aug 08:49 2021
Location: Laurelmont Community Association
Title: 8/3/21 9:00 AM - Report
No. Items: 57

(17)



318.jpeg

Created: Wed 04 Aug 08:52 2021

Many potted plants on common area fence at 62 Willowood. Management will look into the CC&Rs and see if there is a limit to number.

(18)

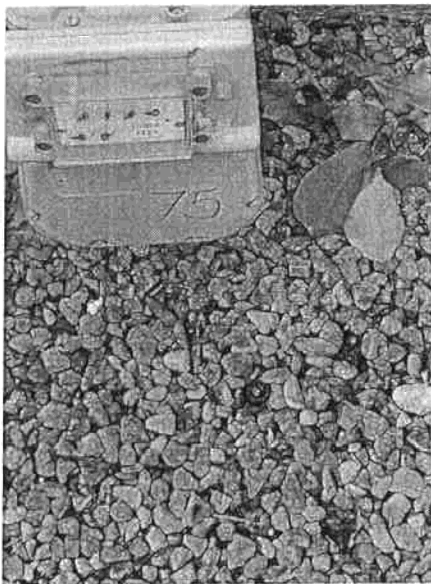


319.jpeg

Created: Wed 04 Aug 08:52 2021

Dead grass patch in front of 56 Willowood.

(19)



321.jpeg

Created: Wed 04 Aug 08:53 2021

Several work orders have been sent to cap the sprinkler still going off in the rocks at 69 Willowood. Harvest will cap this sprinkler.

(20)



323.jpeg

Created: Wed 04 Aug 08:53 2021

23 Pepperwood Homeowner plants growing up into common area. Follow up courtesy notice will be sent.



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

Created: Wed 04 Aug 08:49 2021
Location: Laurelmont Community Association
Title: 8/3/21 9:00 AM - Report
No. Items: 57

(21)



324.jpeg

Created: Wed 04 Aug 08:53 2021

Harvest to provide a proposal to remove dying plants at 34 Pepperwood and replace with around (6) 1-gallon plants.

(22)



325.jpeg

Created: Wed 04 Aug 08:53 2021

Lopsided tree between 27 and 29 Pepperword. Work order has been sent. Harvest will address this.

(23)

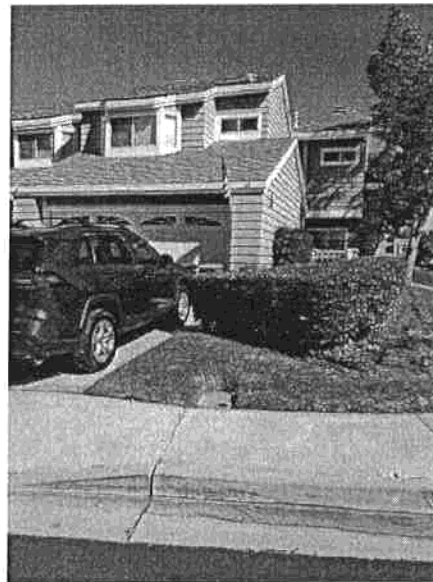


327.jpeg

Created: Wed 04 Aug 08:53 2021

Homeowner at 36 Pepperwood has removed owl on common area fencing. CC&R report will be updated.

(24)



328.jpeg

Created: Wed 04 Aug 08:53 2021

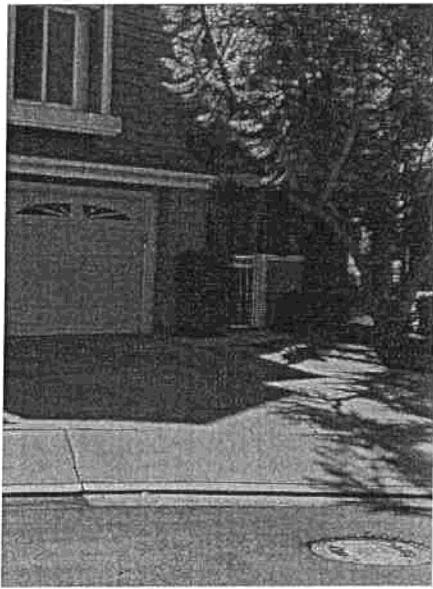
Trash bins visible from street at 48 Pepperwood. Courtesy notice will be sent out.



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

Created: Wed 04 Aug 08:49 2021
Location: Laurelmont Community Association
Title: 8/3/21 9:00 AM - Report
No. Items: 57

(25)



329.jpeg

Created: Wed 04 Aug 08:53 2021

Homeowner plants at 43 Pepperwood overgrown. Courtesy notice will be sent out.

(26)

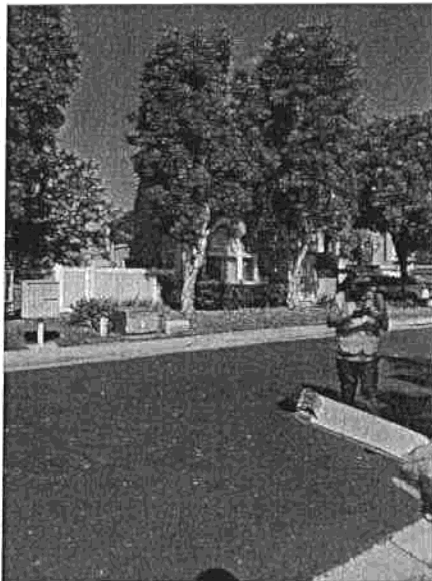


332.jpeg

Created: Wed 04 Aug 08:53 2021

Trash bins visible from street at 11 Primrose. Courtesy notice will be sent out.

(27)



334.jpeg

Created: Wed 04 Aug 08:54 2021

Homeowner would like a tree planted if these trees are approved to be removed. 40 Primrose. Harvest will provide a proposal to plant a Tristania or Dwarf Magnolia.

(28)



335.jpeg

Created: Wed 04 Aug 08:54 2021

25 Primrose broken irrigation. Harvest will inspect and repair.



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

Created: Wed 04 Aug 08:49 2021
Location: Laurelmont Community Association
Title: 8/3/21 9:00 AM - Report
No. Items: 57

(29)



336.jpeg

Created: Wed 04 Aug 08:54 2021

25 Primrose. Homeowner reporting excessive gopher activity behind home. Management will issue a work order to APM to treat for gophers.

(30)



337.jpeg

Created: Wed 04 Aug 08:54 2021

47 Primrose. Homeowner plant too close to home. Courtesy notice will be issued.

(31)



338.jpeg

Created: Wed 04 Aug 08:54 2021

Homeowner at 54 Primrose has trimmed back the plants in the front walkway of their home. CC&R report will be updated.

(32)



339.jpeg

Created: Wed 04 Aug 08:54 2021

Tree in front of 42 Primrose too close to home. Harvest will trim or provide a proposal to trim.



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No. Items: 57

(33)



340.jpeg

Created: Wed 04 Aug 08:54 2021

Homeowner plants at 59 Primrose are still overgrown. A follow up courtesy notice will be sent out.

(34)



342.jpeg

Created: Wed 04 Aug 08:54 2021

Plant across from 72 Primrose struggling. Harvest will check irrigation.

(35)



343.jpeg

Created: Wed 04 Aug 08:54 2021

Newly planted agapanthas are dying because of lack of irrigation at 53 Primrose. Harvest will inspect and repair.

(36)



344.jpeg

Created: Wed 04 Aug 08:54 2021

86 Primrose ramp in common area. Call to Hearing or courtesy notice will be sent out.



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No. Items: 57



(37)

346.jpeg

Created: Wed 04 Aug 08:54 2021

Leaves in park area on Primrose to be cleaned up by Harvest.



(38)

347.jpeg

Created: Wed 04 Aug 08:55 2021

Newly planted plants struggling next to 85 Primrose.

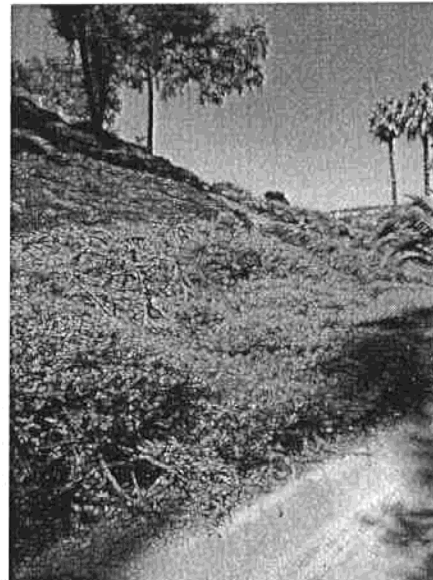


(39)

349.jpeg

Created: Wed 04 Aug 08:55 2021

Harvest will replace the dead plant next to 85 Primrose.



(40)

350.jpeg

Created: Wed 04 Aug 08:55 2021

Area on slope not getting water. Harvest advised there is a meter or irrigation box that they do not have a key for. They are working on getting it open to adjust the irrigation.



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(41)

351.jpeg

Created: Wed 04 Aug 08:55 2021

Sprinklers were on while on our walk. Top part of slope is getting water.



(42)

354.jpeg

Created: Wed 04 Aug 08:55 2021

Mainline water leak on slope behind 69 Willowood. Irrigator was on his way to repair.



(43)

355.jpeg

Created: Wed 04 Aug 08:55 2021



(44)

356.jpeg

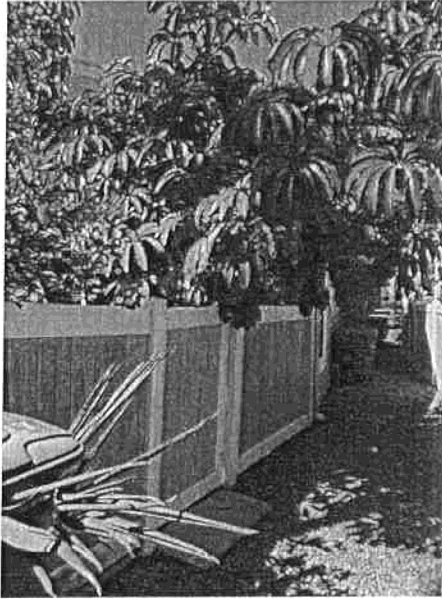
Created: Wed 04 Aug 08:55 2021

Palm tree (volunteer) behind 67 Willowood. Harvest will provide a proposal to trim and one to remove.



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No. Items: 57



(45)

359.jpeg

Created: Wed 04 Aug 08:55 2021

69 Willowood trash bin in common area and trees overgrown. Courtesy notice will be issued.



(46)

360.jpeg

Created: Wed 04 Aug 08:56 2021

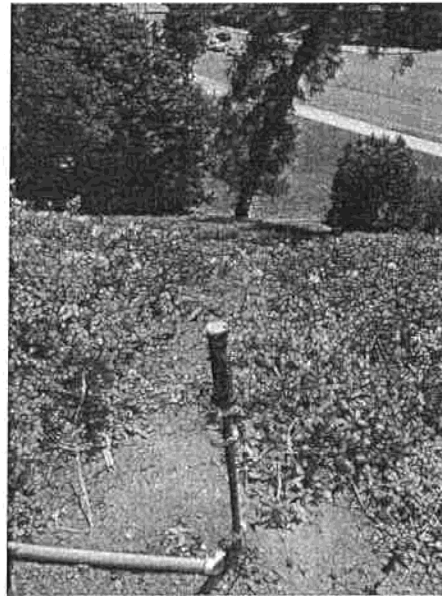


(47)

362.jpeg

Created: Wed 04 Aug 08:56 2021

Crack in cinder block wall at 57 Primrose. Management will issue a request for proposal for this to be inspected.



(48)

363.jpeg

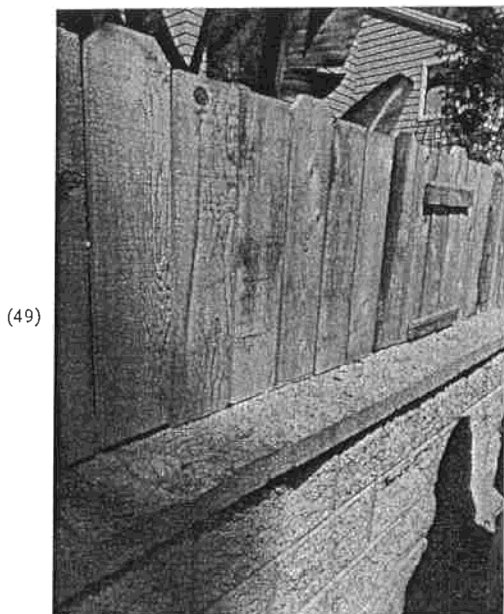
Created: Wed 04 Aug 08:56 2021

Harvest to check broken irrigation on slope where plants are dying behind 53 Primrose.



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Email: rayna@otishoa.com

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No. Items: 57



(49)

364.jpeg

Created: Wed 04 Aug 08:56 2021

Wooden fence at 49 Primrose still. Call to Hearing or courtesy notice will be sent out.



(50)

366.jpeg

Created: Wed 04 Aug 08:56 2021

67 Primrose. Back fence fell and has not been repaired. H/O or HOA responsibility?



(51)

368.jpeg

Created: Wed 04 Aug 08:56 2021



(52)

367.jpeg

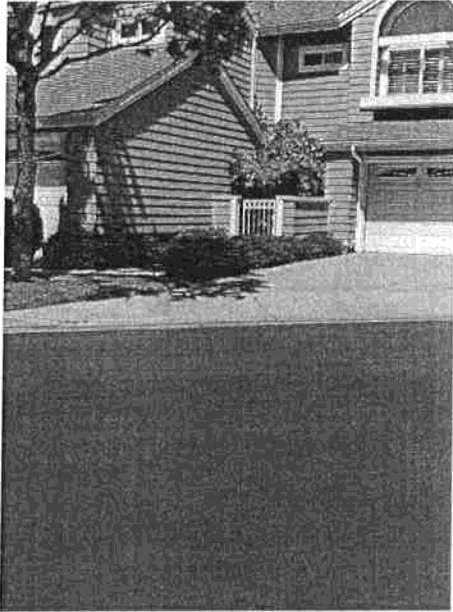
Created: Wed 04 Aug 08:56 2021

Leaves behind 67 Primrose to be cleaned by landscape crew.



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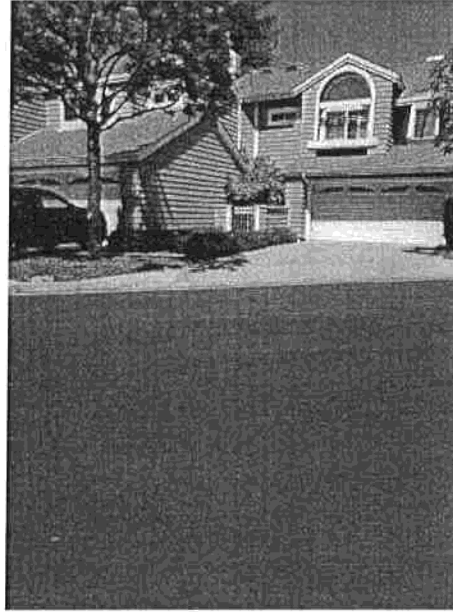


(53)

369.jpeg

Created: Wed 04 Aug 08:56 2021

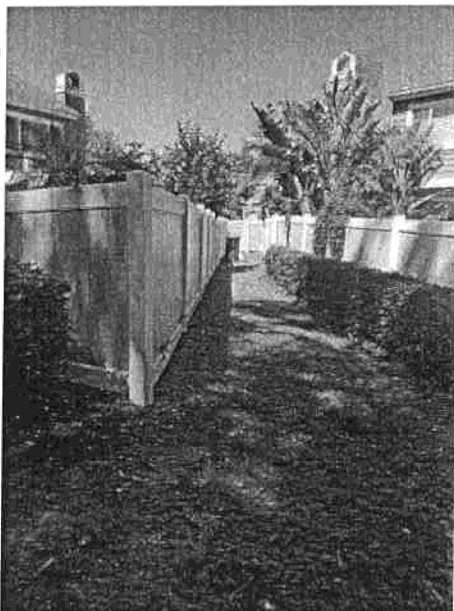
Homeowner plant at 83 Primrose overgrown.
Courtesy notice will be sent out.



(54)

370.jpeg

Created: Wed 04 Aug 08:56 2021

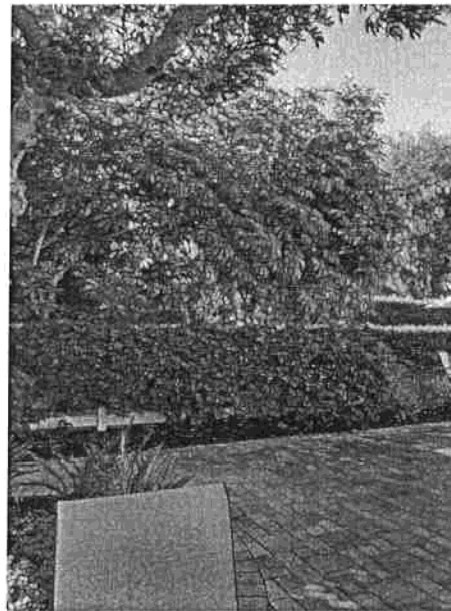


(55)

365.jpeg

Created: Wed 04 Aug 08:56 2021

Trash bin in common area behind 21 Primrose.
Courtesy notice will be sent out.



(56)

371.jpeg

Created: Wed 04 Aug 09:25 2021

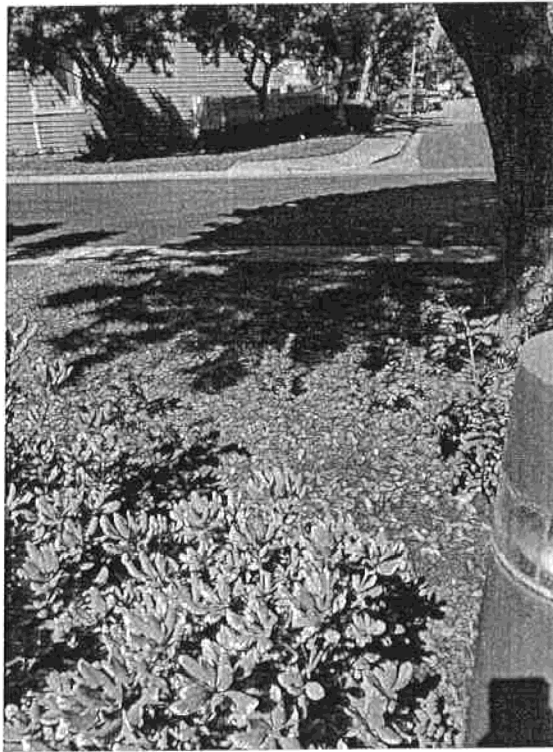
84 Willowood plants overgrown. Courtesy notice
will be sent out.



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Email: rayna@otishoa.com

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(57)



372.jpeg

Created: Wed 04 Aug 09:49 2021

Harvest to pull weeds in park area on Primrose.



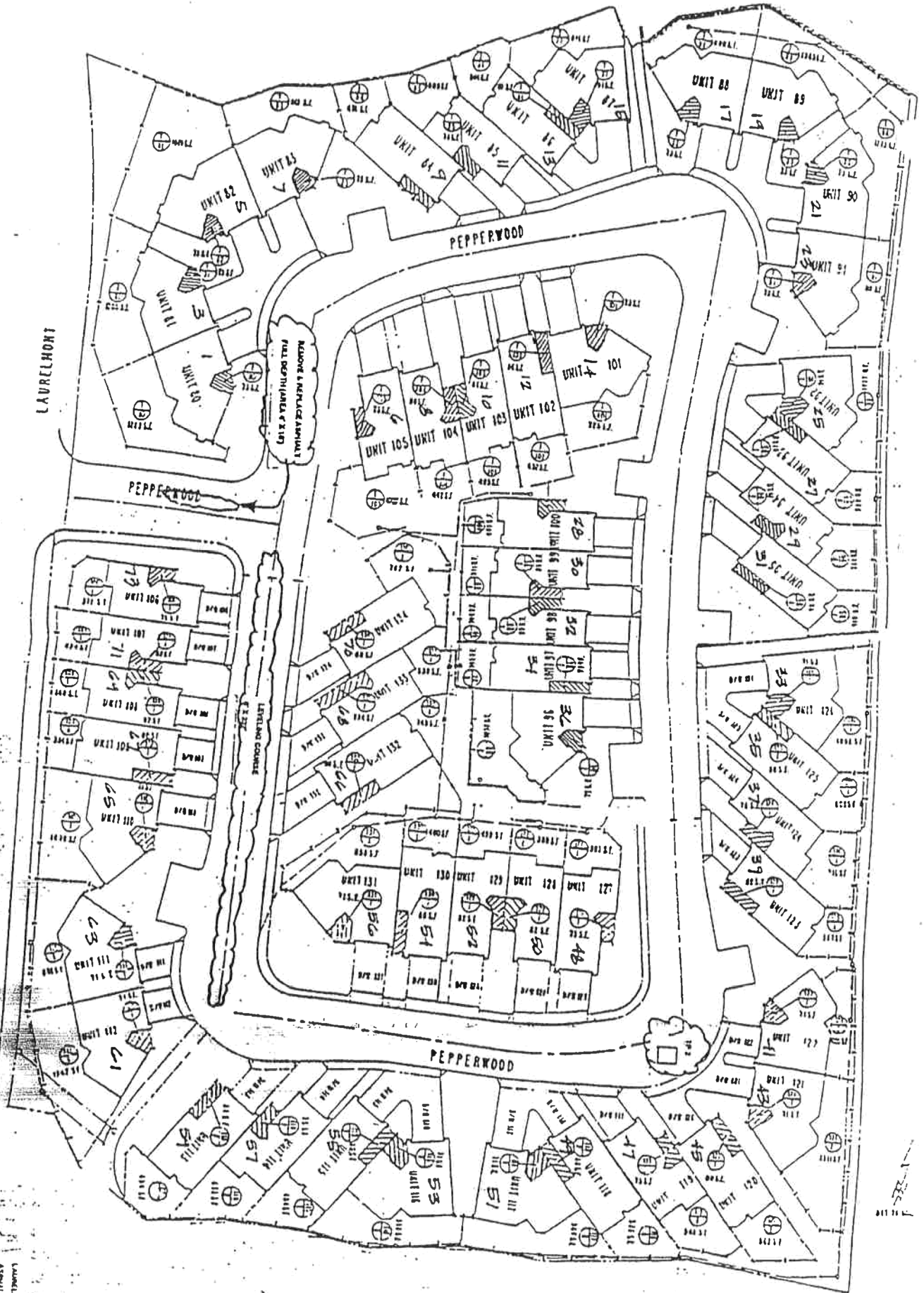
Budget Summary Report
Laurelmont Community Association
Dept: 424 - Laurelmont Community Assoc.
2021 Approved Budget

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

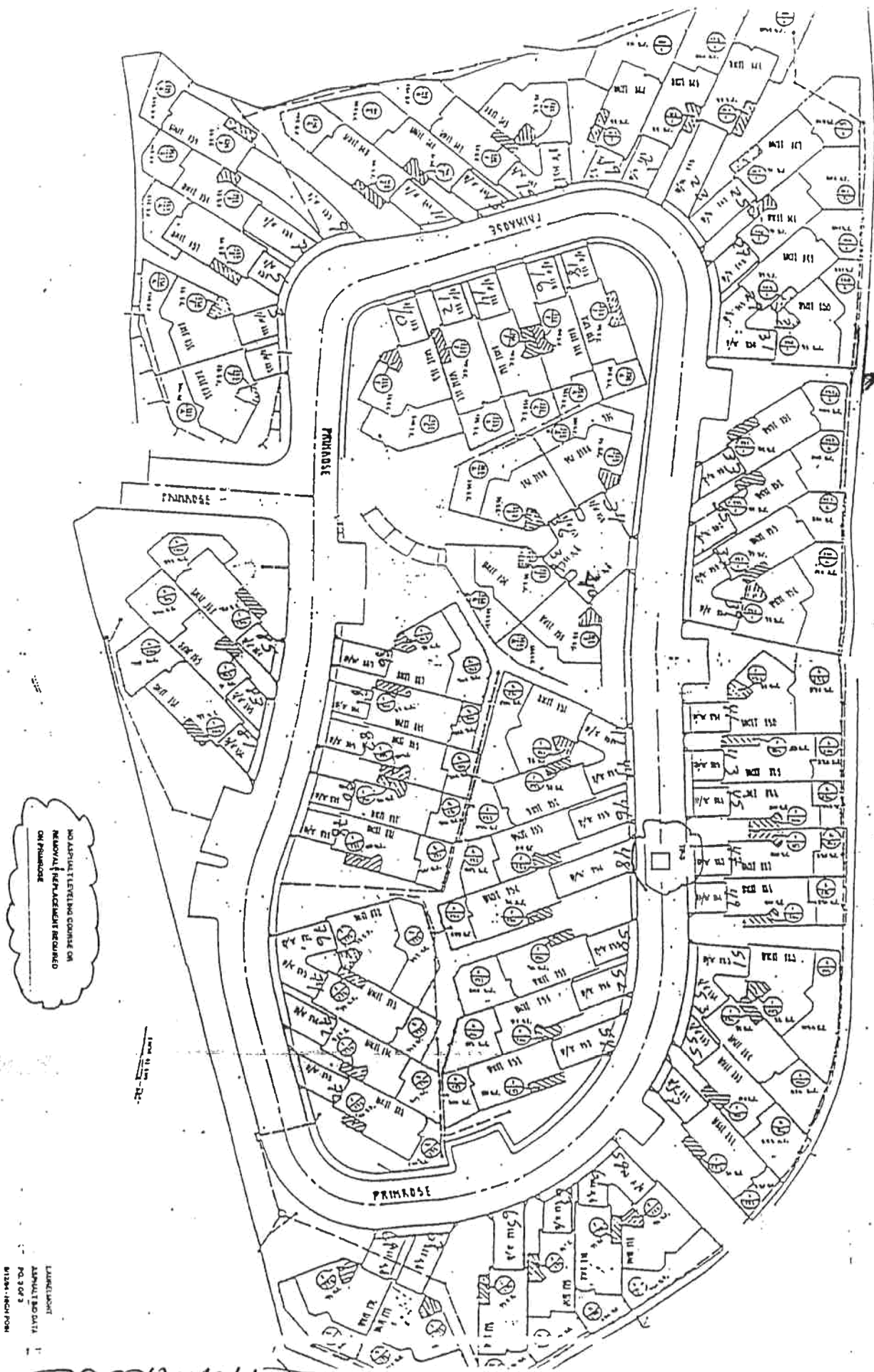
Laurelmont Community Association

ANNUAL CALENDAR 2021

<p>January</p> <ul style="list-style-type: none"> • Board Meeting: Last Tuesday, Jan 26th Executive Session @ 6PM General Session @ 7PM • Landscape Walk • Annual Meeting • Audit & Tax prep • File Annual Water Quality Plan w/ Aliso Viejo 	<p>July</p> <ul style="list-style-type: none"> • Board Meeting: Last Tuesday, July 27th Executive Session @ 6PM General Session @ 7PM • Landscape Walk- Tues 7/6
<p>February</p> <ul style="list-style-type: none"> • Board Meeting: Last Tuesday, Feb 23rd Executive Session @ 6PM General Session @ 7PM • Landscape Walk • Follow up with taxes 	<p>August</p> <ul style="list-style-type: none"> • Board Meeting: Last Tuesday, August 31st Executive Session @ 6PM General Session @ 7PM • Landscape Walk- Tues 8/3 • Reserve study- proposal
<p>March</p> <ul style="list-style-type: none"> • Board Meeting: Last Tuesday, March 30th Executive Session @ 6:00PM General Session @ 7PM • Landscape Walk- Tues 3/2 • Insurance renewal 3/31 • FHA renewal 3/26/24 • Follow up with taxes 	<p>September</p> <ul style="list-style-type: none"> • Board Meeting: Last Tuesday, Sept 28th Executive Session @ 6PM General Session @ 7PM • Landscape Walk- Tues 9/7 • Pool heater off
<p>April</p> <ul style="list-style-type: none"> • Board Meeting: Last Tuesday, April 27th Executive Session @ 6PM General Session @ 7PM • Landscape Walk- Tues 4/6 	<p>October</p> <ul style="list-style-type: none"> • Board Meeting: Last Tuesday, Oct 26th Executive Session @ 6PM General Session @ 7PM • Landscape Walk- Tues 10/5 • Reserve study- approval • Request for candidates to be sent out • Approve budget • Backflow inspection
<p>May</p> <ul style="list-style-type: none"> • Board Meeting: Last Tuesday, May 25th Executive Session @ 6PM General Session @ 7PM • Landscape Walk- Tues 5/4 • Pool heater on 	<p>November</p> <ul style="list-style-type: none"> • Board Meeting: Last Tuesday, Nov 30th Executive Session @ 6PM General Session @ 7PM • Landscape Walk- Tues 11/2 • Candidate notification to be sent out • Budget to be sent out by 11/30 • Tree trimming
<p>June</p> <ul style="list-style-type: none"> • Board Meeting: Last Tuesday, June 29th Executive Session @ 6PM General Session @ 7PM • Landscape Walk- Tues 6/1 	<p>December</p> <ul style="list-style-type: none"> • Board Meeting: Last Tuesday, Dec 28th Executive Session @ 6PM General Session @ 7PM • Landscape Walk- Tues 12/7 • Ballots to be sent out • FYE: 12/31



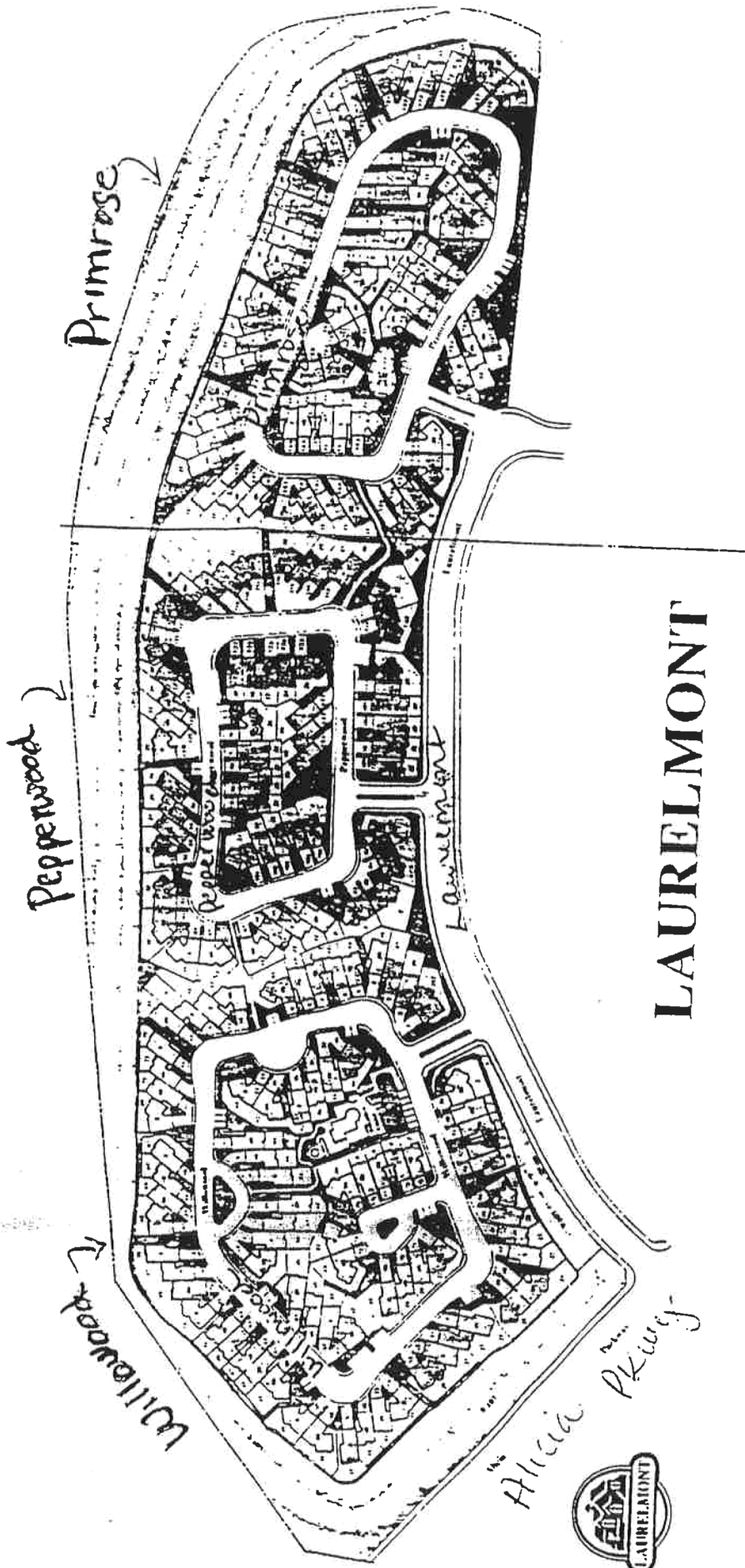
LAUREL MOUNT
 APARTMENT DATA
 PL 307 3
 BUSH - JESU POINT



NO ASPHALT LAYING COURSE OR
REMOVAL REPAIRS REQUIRED
ON PRIMROSE

LABEL POINT
ASPHALT SO DATA
PC 3 OF 3
B12K - INCH PORN

PRIMROSE



LAURELMONT

