

**VISTA LA JOLLA TOWNHOMES ASSOCIATION  
REGULAR BOARD MEETING  
WEDNESDAY, JANUARY 9, 2019  
6:00 PM  
AT THE CLUB HOUSE**

**DIRECTORS PRESENT:**

Kurt Swanson, President  
Susanne Ball, Vice President  
Cathy Colclasure, Secretary  
Richard Heckman, Treasurer  
Sue Rotunno, Director

**ALSO PRESENT:**

Sean DeFreitas, A. McKibbin & Co., Inc.  
Kim Angell, A. McKibbin & Co., Inc.

**CALL TO ORDER**

After a quorum was established, Kurt Swanson, President, called the Regular Board Meeting to order at 6:00 P.M.

**APPROVAL OF MINUTES**

The December 12, 2018 Regular and Executive Meeting Minutes were reviewed and discussed. Kurt Swanson made a motion to approve the December 12, 2018 Regular and Executive Meeting Minutes as presented. Susanne seconded the motion and the motion passed unanimously.

**FINANCIAL REPORT**

The December 2018 financial statements and bank reconciliations were reviewed by the Board. After some discussion, Cathy Colclasure made a motion to approve the December 2018 financial statements and bank reconciliations subject to the annual audit. Susanne Ball seconded the motion and the motion passed unanimously.

**FISCAL ITEMS**

**A. ACCOUNTS RECEIVABLE**

Management provided the Board with an update from the Attorney on delinquent account \*10046. Management advised there is no action to be taken at this time.

**B. ANNUAL AUDIT**

Management advised the Board that Robert Owens is currently working on the Annual Audit and we will have it available for review at the next scheduled Board Meeting.

**MAINTENANCE**

**A. POOL & SPA MAINTENANCE BID**

Management presented the Board with a proposal from 4 Seasons Pool & Spa for maintenance for all three pools & spas. After some discussion, Susanne Ball made a motion to terminate Joe DiAnna Pool and hire 4 Seasons Pool & Spa for pool maintenance.

## **B. LANDSCAPING BIDS**

Management provided the Board with two bids from Terracare to complete upgrades throughout the community. The Board elected to hold off on approving any proposals from Terracare due to switching landscape companies.

## **C. CONCRETE REPAIRS**

Management presented the Board with an approved proposal from Exact Construction including the trip hazard at 8814 Via Andar for \$4,852.00. Kurt Swanson made a motion to approve the proposal from Exact Construction. Richard Heckman seconded the motion and the motion passed unanimously.

## **D. POOL DECK**

Management advised the Board that we are obtaining proposals from Life Deck to seal and repair the pool decking. The proposal will be provided at the next Board Meeting.

## **E. CLUB HOUSE**

Management advised the Board that proposals are being obtained from multiple Architects to redesign the club house. Proposals will be provided at the next Board Meeting.

## **F. SECURITY**

Management provided the Board with a notice from Private Security regarding a new monthly fee. After some discussion, Kurt Swanson made a motion to terminate Private Security. Richard Heckman seconded the motion and the motion passed unanimously.

## **ADMINISTRATIVE ITEMS**

### **A. APPOINTMENT OF BOARD MEMBER**

The Board discussed appointing a new Board Member for the recent vacated position. Kurt Swanson made a motion to appoint Sue Rotunno to the Board of Directors. Cathy Colclasure seconded the motion and the motion passed unanimously.

### **B. ELECT OFFICER POSITIONS**

The Board discussed officer positions, after some discussion, Susanne Ball made a motion to elect the following: Kurt Swanson – President, Susanne Ball – Vice President, Richard Heckman – Treasurer, Cathy Colclasure – Secretary, and Sue Rotunno – Director. Cathy Colclasure seconded the motion and the motion passed unanimously.

### **C. CORRESPONDENCE**

Management provided the Board with copies of all correspondence sent to various Homeowners within the community since the last meeting.

### **D. NEWSLETTER**

Management provided the Board with the February Newsletter and will include the following topics for the March Newsletter: Termination of Security and the new landscape company.

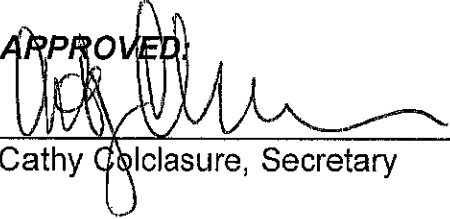
**NEW BUSINESS**

There was no new business at this time.

**ADJOURNMENT**

With no additional items to discuss, the regular session was adjourned at 6:50 p.m.

Respectfully Submitted,  
Kim Angell, Recording Secretary

**APPROVED:**  
  
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Cathy Colclasure, Secretary

  
\_\_\_\_\_  
Date

**VISTA LA JOLLA TOWNHOMES ASSOCIATION  
REGULAR BOARD MEETING  
WEDNESDAY, NOVEMBER 14, 2018  
6:00 PM  
AT THE CLUB HOUSE**

**DIRECTORS PRESENT:**

Ivor Kraft, President  
Susanne Ball, Vice President  
Kurt Swanson, Secretary  
Richard Heckman, Treasurer  
Cathy Colclasure, Director

**ALSO PRESENT:**

Sean DeFreitas, A. McKibbin & Co., Inc.  
Kim Angell, A. McKibbin & Co., Inc.

**CALL TO ORDER**

After a quorum was established, Ivor Kraft, President, called the Regular Board Meeting to order at 7:24 P.M.

**APPROVAL OF MINUTES**

The October 10, 2018 Regular and Executive Meeting Minutes were reviewed and discussed. Susanne Ball made a motion to approve the October 10, 2018 Regular and Executive Meeting Minutes as presented. Kurt Swanson seconded the motion and the motion passed unanimously.

**FINANCIAL REPORT**

The October 2018 financial statements and bank reconciliations were reviewed by the Board. Susanne Ball made a motion to approve the October 2018 financial statements and bank reconciliations subject to the annual audit. Kurt Swanson seconded the motion and the motion passed unanimously.

**FISCAL ITEMS**

**A. ACCOUNTS RECEIVABLE**

Management notified the Board that there is currently one (1) delinquent account: \*10046. Management requested to send a pay or lien letter and lien account \*10046. Susanne Ball made a motion to send a pay or lien letter and lien account \*10046, Kurt Swanson seconded the motion and the motion passed unanimously.

**B. RESERVE STUDY**

Management presented the Board with the completed 2019 Reserve Study completed by Barrera & Co to review. The Reserve Study needs to be updated to show the \$10.00 increase. Richard Heckman made a motion to approve the 2019 Reserve Study. Susanne Ball seconded the motion and the motion passed unanimously.

**C. BUDGET**

Management presented the Board with the updated 2019 Budget showing a \$10.00 p.u.p.m. increase in monthly dues.

## MAINTENANCE

### A. LANDSCAPING

Management updated the Board that TVRI has completed the work of installing plants throughout the community. Management is awaiting additional bids for installing missing plants.

### B. LANDSCAPE COMPANY BIDS

Management presented the Board with proposals from Heaviland, Brightview, and Landmaster. Per the proposal from Heaviland, 60 man hours are needed per week in order to maintain the landscaping for \$7,750.00/month. Brightview's proposal came in at \$5,500.00, but did not include the number of man hours. The Board would like Management to obtain additional bids for landscape maintenance at 60 man hours per week and have Brightview revise their bid to include 60 man hours.

### C. CONCRETE BID

Management presented the Board with the proposal from Exact Construction in the total amount of \$10,200.00 to complete the sidewalk repair at 8839 and 8899 Via Andar. After a brief discussion, Susanne Ball made a motion to approve the proposal in the amount of \$8,200.00, not to include the sidewalk repair at 8839 and the colored sidewalk leading to the gate at 8899. Kurt Swanson seconded the motion and the motion passed unanimously.

## ADMINISTRATIVE ITEMS

### A. CC&Rs QUORUM AMENDMENT

Management updated the Board that the hearing for the CC&R Quorum Amendment took place on October 11, 2018 and was granted by the Judge. Management presented the Board with the recordable 2018 Amendment that will need to be signed and notarized for recording purposes.

### B. FHA RENEWAL

Management presented the Board with the proposal from FHA Review to complete the FHA renewal certification in the total amount of \$765.00. Cathy Colclasure made a motion to approve the proposal to renew the FHA certification. Ivor Kraft seconded the motion and the motion passed unanimously.

### C. CORRESPONDENCE

Management provided the Board with copies of all correspondence sent to various Homeowners within the community since the last meeting.

## NEW BUSINESS

There was no new business at this time.

## ADJOURNMENT

With no additional items to discuss, the regular session was adjourned at 8:23 p.m.

Respectfully Submitted,  
Kim Angell, Recording Secretary

APPROVED:

  
\_\_\_\_\_  
Kurt Swanson, Secretary

12-12-2018  
\_\_\_\_\_  
Date

**VISTA LA JOLLA TOWNHOMES ASSOCIATION  
REGULAR BOARD MEETING  
WEDNESDAY, JULY 11, 2018  
6:00 PM  
AT THE CLUB HOUSE**

**DIRECTORS PRESENT:**

Alice Buck, President  
Susanne Ball, Vice President  
Richard Heckman, Treasurer  
Kurt Swanson, Secretary  
Cathy Colclasure, Director

**DIRECTORS ABSENT:**

**ALSO PRESENT:**

Sean DeFreitas, A. McKibbin & Co., Inc.

**CALL TO ORDER**

After a quorum was established, Alice Buck, President, called the Regular Board Meeting to order at 6:01

**APPROVAL OF MINUTES**

The June, 2018 regular and executive meeting minutes were discussed. Ms. Colclasure motioned to approve the minutes as presented, Ms. Ball seconded and the motion passed unanimously.

**FINANCIAL REPORT**

The June, 2018 financial statements were reviewed. There was a discussion on roofs and replacement cost. The association really doesn't have any deferred maintenance. Ms. Buck questioned the legal fees. Mr. DeFreitas explained them. Mr. Heckman motioned to approve the financial statements and reconciliations subject to the annual audit, Ms. Ball seconded and the motion passed unanimously.

**FISCAL ITEMS**

**A. ACCOUNTS RECEIVABLE**

No action to be taken at this time.

**B. RESERVE STUDY**

Management informed the Board that we will begin working with Barrera and Co. to complete the 2019 reserve study. Once this is completed, management will begin preparing the 2019 budget for the Board's review.

**MAINTENANCE**

**A. TREE TRIMMING**

The 2018 Program for tree maintenance has begun.

**B. LANDSCAPING**

Management discussed with the Board that the production manager, Brett Horan will be leaving TVRI/TerraCare.

**C. BUILDING SIDING**

Management updated the Board that they are currently working on replacing the back siding of all the homes and this project will be on-going.

**D. FRONT DOORS**

Management advised the Board that Pedro is currently oiling all of the front doors throughout the property.

**E. CLUBHOUSE POOL**

Management updated the Board that they are working with Joe DiAnna, pool vendor, to fix the broken light in pool area and to replace all the broken umbrellas at all the pools.

**ADMINISTRATIVE ITEMS**

**CC&Rs QUORUM AMENDMENT**

Management provided the Board with the petition that will be submitted to the courts.

**ARCHITECTURAL REQUEST**

There were no architectural requests to be reviewed by the Board.

**NEW BUSINESS**

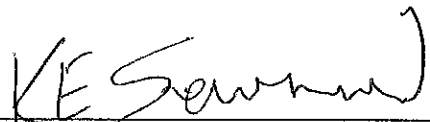
No new business was discussed.

**ADJOURNMENT**

With no additional items to discuss, the regular session was adjourned at 6:24

Respectfully Submitted,  
Sarah Diot, Recording Secretary

**APPROVED:**

  
\_\_\_\_\_  
Kurt Swanson, Secretary

8/8/18  
\_\_\_\_\_  
Date

**VISTA LA JOLLA TOWNHOMES ASSOCIATION  
REGULAR MOARD MEETING  
WEDNESDAY, JUNE 13, 2018  
6:00 PM  
AT THE CLUB HOUSE**

**DIRECTORS PRESENT:**

Alice Buck, President  
Susanne Ball, Vice President  
Richard Heckman, Treasurer  
Cathy Colclasure, Director

**DIRECTORS ABSENT:**

Kurt Swanson, Secretary

**ALSO PRESENT:**

Sean DeFreitas, A. McKibbin & Co., Inc.  
Betsy McKibbin, A. McKibbin & Co., Inc.

**CALL TO ORDER**

After a quorum was established, Alice Buck, President, called the Regular Board Meeting to order at 6:01

**APPROVAL OF MINUTES**

The May, 2018 regular and executive meeting minutes were discussed. Ms. Colclasure motioned to approve the minutes as presented, Ms. Ball seconded and the motion passed unanimously.

**FINANCIAL REPORT**

The May, 2018 financial statements were reviewed. There was a discussion on roofs and replacement cost. The association really doesn't have any deferred maintenance. Ms. Buck questioned the legal fees. Mr. DeFreitas explained them. Mr. Heckman motioned to approve the financial statements and reconciliations subject to the annual audit, Ms. Ball seconded and the motion passed unanimously.

**FISCAL ITEMS**

**ACCOUNTS RECEIVABLE**

No action to be taken at this time.

**MAINTENANCE**

**TREE TRIMMING**

The 2018 Program for tree maintenance has begun.



**LANDSCAPING**

Management is working with the apartment complex to get the irrigation issue next to the tennis court resolved.

**BUILDING SIDING**

All the fronts have been completed and we are starting to work on the rear.

**FRONT DOORS**

Mr. DeFreitas is working with Rob on getting the doors cleaned and oiled.

**CLUBHOUSE POOL**

One of the pool lights is out because the conduit is broken.

**ADMINISTRATIVE ITEMS****CC&Rs QUORUM AMENDMENT**

We are getting closer. The letter has been sent and the lenders have been notified. Out of the 25, 20 have responded. We need to wait for the 30 days.

**ARCHITECTURAL REQUEST**

8917 Via Andar—Ms. Ball motioned to approve subject to the condenser being moved to the rear. Mr. Heckman seconded and the motion passed unanimously.

**NEW BUSINESS**

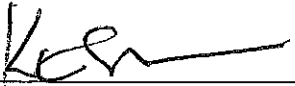
No new business was discussed.

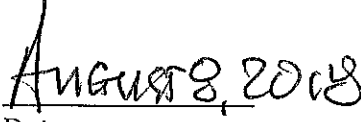
**ADJOURNMENT**

With no additional items to discuss, the regular session was adjourned at 6:24

Respectfully Submitted,  
Betsy McKibbin, Recording Secretary

**APPROVED:**

  
\_\_\_\_\_  
Kurt Swanson, Secretary

  
\_\_\_\_\_  
Date