

**VISTA LA JOLLA TOWNHOMES ASSOCIATION
REGULAR BOARD MEETING
WEDNESDAY, DECEMBER 12, 2018
6:00 PM
AT THE CLUB HOUSE**

DIRECTORS PRESENT:

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, Susanne Ball, Vice President, called the Regular Board Meeting to order at 6:10 P.M.

APPROVAL OF MINUTES

The November 14, 2018 Regular and Executive Meeting Minutes were reviewed and discussed. Kurt Swanson made a motion to approve the November 14, 2018 Regular and Executive Meeting Minutes as presented. Richard Heckman seconded the motion and the motion passed unanimously.

FINANCIAL REPORT

The November 2018 financial statements and bank reconciliations were reviewed by the Board. Richard Heckman made a motion to approve the November 2018 financial statements and bank reconciliations subject to the annual audit. Cathy Colclasure seconded the motion and the motion passed unanimously.

FISCAL ITEMS

A. ACCOUNTS RECEIVABLE

Management notified the Board that there are currently three (3) delinquent accounts: *10046 – Management advised no action is needed at this time, as the account is with the Attorney. *10055 and *10100 need approval to issue a pay or lien letter and lien the accounts. Cathy Colclasure made a motion to send a pay or lien letter and lien accounts *10055 and *10100. Kurt Swanson seconded the motion and the motion passed unanimously.

B. ANNUAL AUDIT

Management presented the Board with a proposal from Robert Owens to complete the annual audit and taxes for \$1,400.00. Richard Heckman made a motion to approve the proposal from Robert Owens for \$1,400.00. Kurt Swanson seconded the motion and the motion passed unanimously.

MAINTENANCE

A. LANDSCAPING BIDS

Management provided the Board with six proposals from Terracare to complete upgrades throughout the community. The Board would like a revised bid to complete a block wall around the club house including the additional plantings. Richard Heckman made a motion to approve the remaining five proposals for a

total of \$1,819.12. Kurt Swanson seconded the motion and the motion was passed unanimously.

B. LANDSCAPE COMPANY BIDS

Management presented the Board with two proposals from Brightview, one showing a crew of 3 men 2 days per week for \$5,500/month, and the other showing 3 men 3 days per week for \$8,500.00/month. After some discussion, Richard Heckman made a motion to approve the Brightview proposal for \$5,500.00/month and terminating Terracare effective January 31, 2018. Kurt Swanson seconded the motion and the motion passed unanimously.

C. CONCRETE BID

Management advised the Board that Exact Construction would be completing the concrete repairs at 8839 and 8899 Via Andar in January 2019. Management also advised that there is an additional trip hazard at 8814 Via Andar that we will obtain an additional proposal for.

ADMINISTRATIVE ITEMS

A. CC&Rs QUORUM AMENDMENT

Management updated the Board that the CC&R Quorum Amendment has been signed and notarized and sent to Legal for recording. Once Management receives the recorded document it will be sent out to the Membership.

B. CORRESPONDENCE

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

NEW BUSINESS

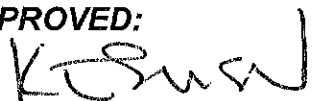
There was no new business at this time.

ADJOURNMENT

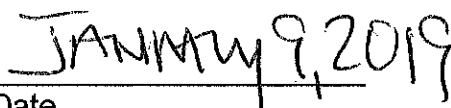
With no additional items to discuss, the regular session was adjourned at 8:16 p.m.

Respectfully Submitted,
Kim Angell, Recording Secretary

APPROVED:



Kurt Swanson, Secretary



Date

**VISTA LA JOLLA TOWNHOMES ASSOCIATION
BOARD OF DIRECTORS
EXECUTIVE SESSION MEETING MINUTES
WEDNESDAY, DECEMBER 12, 2018**

DIRECTORS PRESENT:

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

ALSO PRESENT:

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

CALL TO ORDER

After a quorum was established, Susanne Ball, Vice President, called the Executive Board Meeting to order at 8:17 p.m.

HEARINGS

There was one (1) hearing scheduled for the Executive Session:

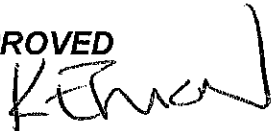
8947 Via Andar - Management provided the Board with the hearing notice that was sent to the Homeowner for parking a vehicle on the sidewalk. The Homeowner was not in attendance. Kurt Swanson made a motion to assess a fine of \$100 in accordance to the fine schedule upon the Homeowners account. Richard Heckman seconded the motion and the motion passed unanimously.

ADJOURNMENT

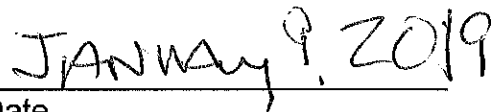
After the discussions were concluded, the meeting was adjourned at 8:26 PM.

Respectfully Submitted,
Kim Angell, Recording Secretary

APPROVED



Kurt Swanson, Secretary



Date