

**AMERICANA GARDENS HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS – TELEPHONIC GENERAL SESSION MEETING
Monday, April 13, 2020**

NOTICE OF MEETING:

In accordance with Civil Code section 4920, notice of meeting and agenda items were posted at the Community directories for the General Session Board of Directors meeting of the Americana Gardens Homeowners Association held on the above-stated date and time. Said meeting was held telephonically due to State and Federal restrictions arising from the COVID-19 virus.

DIRECTORS PRESENT:

Kevin Todd, President
Daniel Hawkins, Vice-President
Olwen Garcia, Secretary
Tamara Bulek, Treasurer
Kendall Kalweit, Director-at-Large

DIRECTOR(S) ABSENT:

None

MANAGEMENT REPRESENTATIVE:

Steffani L. Miller, J.D., CMCA
Community Association Manager
Desert Management

CALL TO ORDER:

Kevin Todd, President, called the General Session meeting to order at 2:02 p.m., noting that a quorum was present.

EXECUTIVE SESSION DISCLOSURE:

Ms. Miller provided the Executive Session Disclosure from the Board's meeting earlier today at 1:00 p.m., as follows: (1) Approval of the Executive Session Minutes of March 9, 2020; (2) Approval of Emergency Session Minutes of March 30, 2020; (3) Review of the Delinquency Summary Report from Guralnick & Gilliland, LLP; (4) Approval of four Preliminary Lien letters to homeowners; (5) Discussion and preliminary approval of a Delinquency Policy & Waiver of Late Fees due to the COVID-19 virus; (6) Discussion Re proposals submitted by Dewey Pest Control & Southwest Landscape & Maintenance which were both tabled; (7) A discussion concerning the Restatement of the Association's Election Rule and Bylaws as recommend by General Counsel; and (8) status of the Association's Fire Insurance claim.

APPROVAL OF GENERAL SESSION MINUTES:

Approval of the red-lined corrected version of the February 10, 2020 General Session minutes and the March 9, 2020, General Session minutes were tabled to give President Todd sufficient time to review and comment on both documents.

FINANCIAL REPORTS:

Treasurer Tamara Bulek then gave the Financial Report and reviewed with Board members the Association's Financial Statement for the period ending March 31, 2020. President Todd asked that acceptance of the March 31, 2020 Financial Statement be tabled until such time as he is able to confer with Management regarding several questions that he and Ms. Bulek have.

President Todd further confirmed and he and Treasurer Bulek had reviewed the Association's March, 2020 Financial Statement and accounts in accordance with the provisions of Corporations Code section 5501.

GENERAL NOTICE OF PROPOSED OPERATING RULE CHANGE:

Ms. Miller reviewed with Board members a General Notice of [Proposed] Operating Rule Change Re Adoption of New Election Rules which was prepared by the Association's General counsel Wayne Guralnick, Esq. Last year the California Legislature approved Senate Bill 323 which provided for material changes to the manner in which Homeowner Associations conduct elections. SB 323 became operative January 1, 2020, and Homeowner Associations throughout California are now in the process of adopting new Election Rules for their communities to comply with this new legislation.

Upon a motion by President Todd and seconded by Treasurer Bulek to approve the General Notice of Proposed Operating Rule Change to be sent to the General membership for the required 28-day comment period. Motion passed unanimously.

LANDSCAPING REPORT:

Ms. Bulek gave the Landscaping report by advising that Angel of Creative Design Landscape is currently working on finishing up several projects, namely working on a small improvement project adjacent to the community mailboxes, as well as finishing up the new plant installation and grow-in along the front of the project on Sunrise Way.

President Todd added that he had recently had a separate conversation with Angel regarding an estimate to install new irrigation for plant material throughout the common areas, which Angel estimated to be \$55,000 in parts and a further \$200,000 in labor to install a new irrigation system.

President Todd further commented that he had recently instructed Management to contact Smith Irrigation & Supply to open a new wholesale account for the Association, so Angel can charge irrigation parts and supplies for the Association directly to this new account. Angel and President Todd will be the only authorized signers on this account.

ARCHITECTURAL IMPROVEMENT REQUEST APPROVAL:

President Todd informed Board members that he had recently approved an Architectural request for the owners of Unit 156 for replacing all windows and screens, as well as the Patio door to their residence.

COMMON AREA MAINTENANCE:

a. Update on Plumbing Repairs at Units 122 & 222.

Ms. Miller informed Board members that Management had recently received an email from the owner of Unit 222, Mitchell Jones, advising that all repairs to the bathroom of his unit have been completed. President Todd added that the owners of both units and/or their respective Insurance companies have borne the cost of all necessary repair work.

b. Update on Backflow Repair valves repaired by Desert Water Agency.

President Todd reported that Desert Water Agency did complete the necessary repairs to the riser on Desert Palms. However, they were not able to replace the riser on Sunrise Way, and DWA is not sure when this repair will be scheduled; however, it will not be in the immediate future. DWA will be submitting an invoice for the completed riser.

c. Status of Plumbing Repairs at Units 166 & 266.

Ms. Miller reported that she spoke with the owner of Unit 266 this past Friday, April 10, 2020, and he stated that he would be opening a claim with his Insurance carrier. Ms. Miller provided the owner of Unit 266 with a copy of the report from Greg of Best Price Plumbing, Inc., as well as the Association's Maintenance matrix which showed that this leak was homeowner responsibility. Ms. Miller further reported that the owner of Unit 166 did not have Liability insurance on their unit which is a violation of the operative CC&R's. The owner was notified of the violation for lack of Insurance coverage.

d. Status of Best Price Plumbing, Inc., as Preferred Plumbing Vendor.

President Todd reported that Best Price Plumbing, Inc., is now the preferred Plumbing vendor for the Association. Management will provide President Todd with a copy of their recent repair invoice for the plumbing line repair behind Unit 105.

MANAGEMENT REPORT:

Ms. Miller reviewed copies of recent Homeowner correspondence with Board members which were provide for informational purposes only, as well as the updated Owner/Tenant Contact list. President Todd requested that only new changes to the Owner/Tenant Contact list be provided in future Board packets.

OLD BUSINESS:

a. Status of the Association's Audit with VanDerPol CPA's.

Ms. Miller reported that the Association's Controller, Aurora Solis, has already provided the Association's CPA's with all financial information they have requested to prepare the Association's audit and tax returns. President Todd questioned why there was a delay in transmitting the signed proposal to VanDerPol, and Ms. Miller advised that it appeared the proposal was not returned during the time there was a transition in managers.

b. Patio Lattice at Unit No. 170.

Management will schedule this matter for a Violation hearing on or before May 11, 2020.

c. Status of Balcony Proposal from BRS Roofing.

President Todd reported that he did received a response from BRS Roofing in reply to his request for Balcony deck repair pricing. BRS provided the following pricing: \$600 for 1 Bedroom units; \$700 for 2 Bedroom units. Taking into account that approximately 48 decks may require repair that would be an expenditure of approximately \$36,000, which BRS would require a 50% up-front payment, and then they would be willing to finance the balance of the repair contract price on an interest free basis. President Todd indicated that this project would be tabled until 2021 due to its cost.

d. Status of Americana Gardens listing on Desert Management's website.

The listing for Americana Gardens will be added to Desert Management's website during its next regularly scheduled content update.

e. Status of WiFi Installation at Clubhouse.

In order to support security cameras at the Clubhouse and beyond, Management is in the process of scheduling this installation appointment with Spectrum. President Todd asked to be included in this appointment to make sure that the WiFi signal is adequate to reach those areas in the community where security cameras will be located.

f. Update on Security Gates project at rear of complex.

President Todd reported that due in part to the COVID-19 situation, the installation dates for the new Security gates have been moved back slightly to April 30th and May 15th respectively by RC

Welding. Mr. Todd also requested of Management to verify the status of two checks requested (in the amounts of \$8,717.50 and \$962.50) that were to be issued to RC Welding in preparation of the next phase of the project.

NEW BUSINESS:

a. Key, RFID Card & FOB Distribution Log.

President Todd indicated that he and Ms. Miller have already discussed preliminary arrangements for the distribution of these materials to owners/tenants once the new Security gates are installed. He indicated that there will be a separate new key for the Security gates. Owners will also have the option to purchase an RFID tag and/or FOB for community access.

b. Prodigy Smartlocks Purchase & Allocation to Reserve account.

President Todd indicated that he has already spoke with Management about allocating this expenditure to the Association's Reserve account.

c. Discussion Re Policy for Owner Initiated Utility (Plumbing) Problems.

Management advised that it is currently in the process of drafting this policy for the Board's review.

d. Use of Resident Contact Log to Register Correspondence.

President Todd requested that Management begin to use this log as a means for the Board to keep abreast of Owners complaints and comments.

e. Use of Roof Access Log.

Management is currently using the Roof Access log provided by President Todd and has provided Board members with a copy of the current Log sheet.

f. Questions Re Best Tec Annual Maintenance for Boilers.

President Todd reported that he still has some remaining questions regarding the Annual Maintenance report from Best Tec for the community boilers. It was unclear why they had not followed up with a proposal for the outstanding items listed on their recent report. The remaining issues were not readily clear from their most recent report. Best Tec will be submitting a follow-up proposal of the deficiencies they have found with the boilers. President Todd added that we may have to locate another vendor to go inside the boilers to examine the units for possible deficiencies.

g. Status Re Staining & Waxing Front Entry Doors.

President Todd advised that he and Leo have been working on a system to re-stain and wax the Front Entry doors in the community. President Todd asked fellow Board members Olwen Garcia

and Kendall Kalweit to have their Entry doors treated this coming Thursday to see how long the application process takes when it's performed on multiple units. If successful, Leo will be spending the majority of his work-day on Thursdays of each week working on this project. We will be adding a dedicated workday (Thursday) to Leo's schedule to work solely on this project until completed.

HOMEOWNERS OPEN FORUM:

There were two owners (Unit Nos. 161 and 151) who participated in the telephonic Open forum. Issues that we discussed included:

1. Processing time for Assessment payments by Union Bank;
2. Refinishing Front Entry doors;
3. Future Balcony deck repairs; and
4. Wi-Fi in the Community Clubhouse

NEXT MEETING DATE:

The next General Session meeting of the Association is scheduled for Monday, May 11, 2020 at 1:00 p.m. Management noted that the May meeting may need to be held telephonically due to the COVID-19 virus.

ADJOURNMENT OF GENERAL SESSION MEETING:

The Board unanimously agreed to adjourn the General Session meeting at approximately 2:59 p.m. with no further business to be conducted.

SECRETARY'S CERTIFICATE

I, Olwen Garcia, the duly appointed and acting Secretary of the Americana Gardens Homeowners Association, do hereby certify that the foregoing is a true and correct copy of the Minutes of the General Session Board of Directors meeting held on the above date as approved by the Board of Directors of the Americana Gardens Homeowners Association.

ATTEST: Olwen Garcia DATED: 5/11/2020
/s/ Olwen Garcia