

VILLAGE PARK COMMUNITY ASSOCIATION
A California Non-profit, Mutual-benefit Corporation, Irvine, CA 92612

GENERAL SESSION NOTICE & AGENDA
BOARD OF DIRECTORS MEETING
THURSDAY, SEPTEMBER 23, 2021

In person at the VPCA Clubhouse with teleconference based in the VPCA office, both at
4552 Michelson Drive, Irvine CA 92612

Meetings recorded: Zoom General Sessions are recorded for the sole purpose of assisting in drafting Minutes of the subject Meeting. The recordings are erased following approval of the Minutes.

Homeowner Forum: The Board of Directors welcomes resident / owner attendance at Board meetings to observe Board conduct of the business of the Corporation. Owners are welcome to briefly (2-3 minutes) state their questions, comments and/or concerns during Homeowner Forum and to observe the remainder (business portion) of the meeting. Owners may not participate in business discussions unless invited to do so. This format satisfies Civil Code requirements and preserves time for the Board to take care of its decision-making responsibilities.

PAGE(S)

7:00 I. CALL TO ORDER -- 7:00 P.M.

Executive Meeting Statement -- An Executive Session will be held prior to and following General Session to discuss legal matters, specific delinquencies, member discipline, formation of third-party contracts, and personnel issues.

7:15 II. HOMEOWNER FORUM

7:20 III. ACTION: CONSENT CALENDAR

A. Minutes.

August 26, 2021 General Session by those present at the Meeting; (alternate language);

1-5

B. Reports. Except where action is indicated, the Board receives and files the following reports and correspondence.

1. August, 2021 Work Order Report.

6-11

2. August, 2021 Patrol Masters Activity Report.

12-17

END OF CONSENT CALENDAR

7:25 IV. COLLECTION & LIEN RESOLUTIONS

Discussion/Action: Collection & Lien Resolutions as needed --
Per Civil Code, resolutions to lien for assessment delinquency are acted upon in General Session with owner identity masked – accounts read by Management.

No pages

7:30 V. FINANCIALS

Action: August, 2021 Financial Reports – the Board reviews and accepts, subject to audit, the August 31, 2021 Financial Reports prepared by Asyst Data Systems, and other financial materials.

1870

7:50 VI. OLD BUSINESS

- A. **Action: Draft Comprehensive Financial Policy** -- The Board continued this item to the September 23, 2021 General Session. Management was directed to find and provide the Board with the Board's previously adopted resolution calling for maintenance of 100% reserve funding in each budget. That resolution and the Draft Financial Policy are enclosed. **71-77**
- B. **Action: Enforcement policies and procedures** –
- proposal by Frank McGill, courtesy letter templates; **78-83**
 - proposal by Management. **84-94**

8:10 VII. NEW BUSINESS

- A. **Action: 2021-2022 Pool Heat Schedule** – pending report by Management following analysis of enclosed gas usage history. **95-96**
- B. **Action: 2022 Budget** – status report by Treasurer Ryan Larson and Management. **No pages**
- C. **Action: Supplements for Board Meetings** – memo from Jean Anne Turner; email from Management. **97-98**
- D. **Action: Request by the former owner of 42 Almond for reimbursement in the amount of \$450.00 for repainting costs due to alleged common area sprinkler overspray onto the owner's north stucco wall.** **99-100**

8:25 VIII. COMMITTEE REPORTS

- A. **ACC**
Materials:
1. Minutes of the September 7, 2021 ACC Regular Session; **101-105**
 2. 8/1/20 – 9/16/21 Asyst Architectural Applications Report; **106**
 3. Representative correspondence for the current period, including:
 - a. Re: 42 Cedar Major Alteration construction; **107-128**
 - b. Re: 4572 Green Major Alteration application review; **129-149**
 - c. Re: 24 Redwood Major Alteration application review; **150-160**
 - d. Re: 18 Laurel Major Alteration application; **161-163**
 - e. Re: 4 Cedar paint scheme variance request. **164-177**
- B.
 1. September 8, 2021 Greenbelt Committee Walk Minutes; **No pages**
 2. September 8, 2021 Tree Removal and Replacement List. **No pages**
 3. IRWD water invoices for the current period; **Pending**
 4. August, 2021 Villa Park Landscape activity report; **178**
 5. Other correspondence for the current period, including:
 - a. To and from Villa Park Landscape re: various topics; **179-184**
 - b. To and from 2 Cedar and Edison re the controller power supply run issue – sign easement agreements

have been returned by all affected owners to Edison. A schedule for the project is pending;	185-190
c. 36 Oak – to and from the owners and State Farm re common area root intrusion into the owner’s property. Per the Board’s direction at the August Meeting, a liability claim has been filed on the Master Policy. Management will report on current status;	191-203
d. From Villa Park Landscape re: a main line leak underneath Laurel Tree Lane -- street work permit correspondence and materials. Management will provide a current status report;	204-210
e. To and from 25 Aspen and Villa Park Landscape re approved improvement of the reclaimed common area next to the home;	211-212
f. 33 Acacia – to and from the owners, David’s Tree Service and Evin Lambert re: finishing air spade investigation of roots (also at 16 Aspen);	213-221
g. 10 Acacia – to and from the owner and GBC re annual cleaning of the landscape drain systems behind the home;	222-224
h. To and from 48 Oak re restoration of common area next to home;	225-226
i. To and from 14 Oak re: trimming of new shrubs planted next to the home.	227
j. To and from 124 Sequoia re: trees trimmed at the property line;	228-229
k. Addition correspondence re the irrigation power issue at 2 Cedar.	230-232
C. Community Events / Block Captains – There are current <i>Villager</i> articles on the Halloween Event and November 11 Volunteer Appreciation Dinner; correspondence re the Halloween Event.	233-234
D. Finance	No pages
E. Ad Hoc Tot Lot – Report by Committee Chair Frank McGill.	No pages

8:30 IX. ADMINISTRATIVE, CORRESPONDENCE & FYI

A. <u>Reminder</u> : Please submit articles/topics for the November, 2021 <i>Villager</i> by Friday, October 8, 2021. The October <i>Villager</i> is enclosed.	235-240
B. Information: Annual Calendar – current months.	241-245
C. Information: Correspondence and materials:	
• Work order to digitize the original building plans stored in the Clubhouse – the work is in progress;	246
• Invitation to 9/22 IRWD water use webinar designed for HOAs;	247-250

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- City Cool Block program flyer; 251
- Correspondence from and to owners re the insurance question, operations and common area conditions. 252-267

X. Information: Board Roster, Calendar, and Community Map. **Back of the Book**

8:30 XI. ADJOURN. BOARD WILL REENTER EXECUTIVE SESSION AT 8:35 P.M.

THE NEXT GENERAL SESSION IS SCHEDULED TO BE HELD THURSDAY, OCTOBER 28, 2021 AT 7:00 P.M. in person at the VPCA Clubhouse, 4552 Michelson Drive, Irvine, CA 92612, and via Zoom.