

**HEIRLOOM COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
AUGUST 27, 2020**

MINUTES

I. CALL TO ORDER

The meeting was called to order at 6:05pm.

II. ROLL CALL

Board Members Present: Alexa Bach-McElrone, Don Hagen, Cyril Juanitas.
Board Members Absent: Daniel Mabardy.
AMC Representatives: Association Manager Steve Wright, On-Site Manager Maria de Sousa. AMC President Brad Higgins.

III. HOMEOWNER OPEN FORUM

Homeowner Tania Mannion requested that copies of the minutes from recent meetings be emailed to her. Homeowner Joy reported that the dog waste bins were overflowing in the dog park area. Alexa Bach-McElrone suggested using the “Go Request” app to report to the City of Davis. Maria de Sousa suggested that emails be sent to the City as well. Homeowner Pauline Martinez inquired about window cleaning. Don Hagen asked if it would be done once a year. Steve Wright reported that it was not in the budget as an HOA expense but that the service would be offered to owners and billed on a per-unit basis. Homeowner Tim Jordan inquired about cleaning ceiling fans that are over 15 feet high. Homeowner Vania inquired about updates on the pool reopening. Homeowner Linda Silverstein, a member of the Cannery board, reported that she and fellow board members are working hard to develop a reopening plan. Tania Mannion asked to whom homeowner questions should be sent. Steve Wright stated that they can be directed to Maria and himself. Alexa Bach-McElrone added that she can also accept homeowner questions and concerns. Ms. Bach-McElrone reported that Leeland Properties is moving ahead with food truck events in the Market Place lot. Ms. Martinez inquired about irrigation pipe breaks in the Park. Maria de Sousa provided an update on repairs.

IV. APPROVAL OF MINUTES – Meetings of April 23, 2020 and May 28, 2020

The minutes of the May 28, 2020 meeting were reviewed. *Motion to approve the minutes of the May 28, 2019 meeting as submitted (M/ Bach-McElrone, S/ Juanitas; Carried Unanimously).* Review and approval of the April 23, 2020 minutes was tabled until the next meeting.

V. FINANCIAL REPORT

A. Financial Statements for the period ended July 31, 2020 – A summary of the financial statements for the period ended July 31, 2020 was presented and is attached to and made part of these Minutes. Don Hagen inquired about the expenses for pest control lighting. Management reported that most of the lighting expense was for replacing

photocells on exterior lamps. Pest Control expenses were high due to increases in service calls for bees and wasps.

B. Delinquencies and Collections – There were no delinquent accounts as of July 31, 2020.

VI. MANAGEMENT REPORT

A. Management/Calendar – The 2020 Calendar was presented and discussed. Dates for the Annual Meeting and mailing of the candidate list ballots were noted. Preparing the 2021 budget was also highlighted.

B. Work Order Log – The Work Order Log was presented and reviewed. It was noted that the cost to remove trash and debris will be charged to owners if they can be identified

C. Violation Log – The Violation Log was presented and reviewed.

D. Rental Registration Log - The Rental Registration Log was not presented. Management stated that many leases begin September 1 and that efforts will be made to identify them.

VII. UNFINISHED BUSINESS

A. CC&R Amendment on Annual Meeting Ballot - Management suggested that the amendment voted upon at the last annual meeting be included on this year's ballot. Due to the lack of a sufficient number of ballots received, they were not opened and are still valid. The Board agreed that a vote on the CC&R amendment should be included on this year's ballot.

B. Gutter Cleaning – Management reported that it was pursuing discussions with The New Home Company to clean the gutters of construction debris. Alexa Bach-McElrone suggested contacting Norman Carraher, the new customer care contact for The New Home Company.

VIII. NEW BUSINESS

A. Landscape Proposals – Management stated that the proposals were not yet completed. Vernice Karbe gave an update on the change of personnel at Brightview and reported that Michael Soares, the VP of Operations for Northern California, has been investigating the reasons why the landscaping is not thriving. He has identified issues with the materials used for the irrigation system and is replacing of failed parts with stronger, more durable products. Ms. Karbe also reported that Mr. Soares has identified areas of overplanting as well as plants that are not appropriate. She also noted that the current contract with Brightview does not account for the entire area that they are now servicing and that Mr. Soares will be providing a revised contract for the Board's review. Ms. Karbe concluded by stating that Mr. Soares is a very knowledgeable, dedicated professional. Brightview's Quality Site Assessment report dated August 24, 2020 was then presented and reviewed. Ms, Bach-McElrone noted that the current Brightview contract does not have any performance metrics and includes services that are not applicable to Gala. There was also a discussion of the wood borders framing the steppingstones and decomposed granite which are warping and creating a trip hazard. It was also noted that some units do not have steppingstones which create a path from the sidewalk to the street.

- B. Window and Solar Panel Cleaning Proposals** – A proposal from EastWest Building Works was presented and discussed. Additional proposals are forthcoming.
- C. Annual Meeting Date, Updated Election Timeline** - The updated timeline for the election of board members and the date for the Annual Meeting was presented and discussed. It was noted that the Annual Meeting was scheduled for Thursday, December 3, 2020.

IX. DATE OF NEXT BOARD MEETING

The next scheduled meeting is October 8, 2020.

X. ADJOURNMENT

General Motion to adjourn the meeting at 8:03PM (M/, S/; Carried unanimously).

Respectfully Submitted,

Association Secretary

Date