

**[UNOFFICIAL UNTIL APPROVED BY THE BOARD AT THE NEXT MEETING]**

**BOARD OF DIRECTORS MEETING**

**May 21, 2018**

The Board of Directors Meeting of the Oaks North Marbella Homeowners Association was held on Monday, April 16, 2018 at the Oaks North Community Center, pursuant to the notice thereof sent to all Board members. It was determined that a quorum was present and the meeting was called to order by the President, Gordon Stables at 4:00 p.m.

**Directors present:** Gordon Stables, Larry Allen, Abdy Salimi, and Paul Pitrone.

**Also present:** Karen Wiley, and Wendy DeVuyst (Recording Secretary).

**MINUTES OF PREVIOUS MEETINGS**

A motion was duly made by Larry Allen and seconded by Paul Pitrone to approve the minutes of the previous Board meeting of 4/16/18 as written. Motion carried.

A motion was duly made by Larry Allen and seconded by Paul Pitrone to approve the minutes of the Executive Session Meeting of 5/14/18 as written. Motion carried. The purpose of the meeting was to interview a potential contractor to take over the secretarial duties.

**MEMBER PARTICIPATION** – None.

**COMMITTEE REPORTS:**

**A. Landscape Maintenance** ... Larry Scarpa was not present.

- Difficulty Communicating with NamVar – Board members walked the project last week with Ali Namvar to discuss the issues they have had in communicating with the onsite supervisor. The Board has been unhappy with the work done thus far. The Board gave NamVar a list of work that is expected to be addressed on a weekly basis and the items that need immediate attention. A follow up walk through will be done within the next week to see if they have done the work requested.
- Gopher Control Update from NamVar – Trapped 3 gophers. They will be putting out additional traps.
- Greenbelt Irrigation Audit – Still have not receive the written report.
- Slope Work Bids for Work by 13305 Corte de Comares – We have received 4 bids thus far. One of the contractors does not have a contractor's license, so we cannot hire him. One of the bids from NamVar was a lower level of work, with no plants included. Discussion. A motion was duly made by Abdy Salimi and seconded by Paul Pitrone to approve the bid from NamVar for just the mulch work on this slope for \$1300. Motion carried. The contractor will be responsible for the maintenance of the slope once the work is done. After the mulch has been installed the Board will view it to see if additional plants are needed.
- Bids to Trim Entry Palms - Larry Allen will contact Union Tree for a bid and Gordon Stables will contact Sutton Tree and Davey Tree for bids.
- Entry Lighting – Abdy Salimi reported he purchased and installed two light sensors and combined them with the timer.

**B. Long Range Planning Committee** – Nothing to discuss.

**C. Newsletter** – The next newsletter will go out in July.

**CORRESPONDENCE**

**A.** A letter dated 4/19/18 was sent to the owner at 13356 Corte de Chucena regarding the lack of landscape maintenance in the front yard. The owner was given 30 days to comply.

**B.** A letter dated 5/15/18 was received from the owner at 13305 Corte de Chucena regarding the poor appearance of the Common Area slope by her home that was relandscaped last year. The slope is full of weeds and the irrigation does not appear to be covering properly. The Board reviewed the slope with the contractor on the walk through and we are awaiting a reply from NamVar as to how to address this matter. A reply letter will be sent to this owner.

**FINANCIAL REPORT** ... Abdy Salimi

- A. **Financial Statement** – The financial statement ending 4/30/18 was reviewed and approved. We are \$1,736 over budget.
- B. **Delinquent Accounts** – There are no owners over 60 days past due.

**UNFINISHED BUSINESS**

- A. **Report on ONCC Architectural Committee** – Karen Wiley reported that the ARC has met 2 times since the last Board meeting and there were 5 Marbella applications approved.
- B. **City Water Bill Issue** – Gordon Stables reported that he is registered with the Water Wise program with the City to get notifications if there are any drastic changes to the water usage on any Association meters.
- C. **Condition of Landscaping at 13356 Corte de Chucena** – The owner has complied and a thank you letter will be sent.

**NEW BUSINESS**

- A. **Secretarial Contract/Consulting Contract** – The recording secretary, Wendy DeVuyst, advised the Board that the replacement she was training has quit. Ms. DeVuyst found a potential replacement that the Board has interviewed. The Board also talked to other associations to see if anyone else would be able to do the work. The out-going secretary also offered a consulting contract to the Board from July through December 2018 at \$75 per month. The Board approved this contract for July through September 2018 at their Executive Session meeting on 5/14/18. Discussion on the secretarial contract. A motion was duly made by Larry Allen and seconded by Paul Pitrone to approve a contract with Victoria Cohen Consulting for secretarial work for up to 5 hours a month at \$60 per hour. Any additional time must be pre-approved by the Board President. Motion carried. Gordon Stables will contact her to negotiate the contract.

With no further business to be brought before the Board, the meeting adjourned at 4:41 p.m.

Respectfully submitted,

Wendy DeVuyst,  
Recording Secretary

**NEXT MEETING: Monday, June 18, 2018 at 4:00 p.m. at the ONCC**