

**PROMONTORY POINTE HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
MINUTES
FEBRUARY 6, 2023**

NOTICE OF MEETING

Upon due notice given, a meeting of the Board of Directors for Promontory Pointe Homeowners Association was held on February 6, 2023 at the hour of 6:15 pm at Moreno Valley Conference & Resource Center.

ATTENDANCE

Directors Present: Bill Stringfellow, Steve Letko, Dayana Villasenor and Joe Rutherford.

Directors not Present: None.

Representing Encore Property Management: Melissa Wudzke.

CALL TO ORDER

The Board of Directors Meeting was called to order at 6:08 p.m. by Bill Stringfellow, Vice President.

CONSENT CALENDAR

- A. Review/Approve Minutes of December 5, 2022
- B. Review/Approve Management Report of December 5, 2022
- C. Review Financials ending December 31, 2022

A motion was made by Bill Stringfellow to approve the Consent Calendar as submitted. Seconded by Dayana Villasenor. Motion carried unanimously.

UNFINISHED BUSINESS

None.

LANDSCAPE

The Board of Directors reviewed the memo from CLS Landscaping where they state that they are stopping the fuel surcharge as long as the gas stays below \$4.84 a gallon.

Motion made by Steve Letko to approve Proposal #097734 submitted by CLS Landscape, in the amount of \$1,843.90 for planting at the Cactus entrance. Seconded by Dayana Villasenor. Motion carried unanimously. **RESERVES

Motion made by Bill Stringfellow to approve Proposal #097736 submitted by CLS Landscape, in the amount of \$1,115.75 for planting at 27875 Cactus Ave. #A. Seconded by Dayana Villasenor. Motion carried unanimously. **RESERVES

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LANDSCAPE CONTINUED

Motion made by Dayana Villasenor to approve Proposal #097739 submitted by CLS Landscape, in the amount of \$1,878.35 for planting at 27979 Cactus Ave. #A & #B. Seconded by Steve Letko. Motion carried unanimously. **RESERVES

Motion made by Bill Stringfellow to approve Proposal #097743 submitted by CLS Landscape, in the amount of \$2,132.55 for planting at 27903 - 27899 Cactus Ave. Seconded by Steve Letko. Motion carried unanimously. **RESERVES

Motion made by Dayana Villasenor to approve Proposal #097744 submitted by CLS Landscape, in the amount of \$1,017.75 for planting at the Cactus Ave. Exit. Seconded by Bill Stringfellow. Motion carried unanimously. **RESERVES

Motion made by Dayana Villasenor to approve Proposal #097745 submitted by CLS Landscape, in the amount of \$716.75 for planting at 27907 Cactus Ave. #A & #B. Seconded by Bill Stringfellow. Motion carried unanimously. **RESERVES

Motion made by Dayana Villasenor to approve Proposal #097746 submitted by CLS Landscape, in the amount of \$1,271.42 for planting at the Cactus Ave. entrance. Seconded by Steve Letko. Motion carried unanimously. **RESERVES

Motion made by Dayana Villasenor to approve Proposal #097801 submitted by CLS Landscape, in the amount of \$1,006.35 for planting at 27859 Cactus Ave. Seconded by Steve Letko. Motion carried unanimously. **RESERVES

Motion made by Dayana Villasenor to approve Proposal #097804 submitted by CLS Landscape, in the amount of \$1,687.70 for planting at 27871 Cactus Ave. # A & #B. Seconded by Steve Letko. Motion carried unanimously. **RESERVES

Motion made by Dayana Villasenor to approve Proposal #097805 submitted by CLS Landscape, in the amount of \$988.65 for planting at 27939 Cactus Ave. #B Seconded by Steve Letko. Motion carried unanimously. **RESERVES

Motion made by Dayana Villasenor to approve Proposal #097806 submitted by CLS Landscape, in the amount of \$1,080.35 for planting at 27935 Cactus Ave. #B. Seconded by Steve Letko. Motion carried unanimously. **RESERVES

The Board of Directors tabled Proposal #097807 submitted by CLS Landscape, in the amount of \$2,722.20 for planting at 27843 Cactus Ave. #C so that CLS can provide better photos of the location.

Motion made by Steve Letko to approve Proposal #097811 submitted by CLS Landscape, in the amount of \$2,867.00 for planting at 27967 Cactus Ave. #A & #B. Seconded by Dayana Villasenor. Motion carried unanimously. . **RESERVES

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LANDSCAPE CONTINUED

Motion made by Bill Stringfellow to approve Proposal #097813 submitted by CLS Landscape, in the amount of \$1,306.40 for planting at 27967 Cactus Ave. #C. Seconded by Steve Letko. Motion carried unanimously. **RESERVES

Motion made by Steve Letko to approve Proposal #097817 submitted by CLS Landscape, in the amount of \$1,705.40 for planting at 27959 Cactus Ave. Seconded by Dayana Villasenor. Motion carried unanimously. **RESERVES

Motion made by Dayana Villasenor to approve Proposal #097820 submitted by CLS Landscape, in the amount of \$2,986.85 for planting at 27955 Cactus Ave. #B & #C. Seconded by Steve Letko. Motion carried unanimously. **RESERVES

The Board of Directors tabled Proposal #097821 submitted by CLS Landscape, in the amount of \$2,675.35 for planting at 27959 Cactus Ave. #A & #B so that CLS can provide more information.

Motion made by Steve Letko to approve Proposal #097822 submitted by CLS Landscape, in the amount of \$1,941.90 for planting at 27955 Cactus Ave #C. Seconded by Dayana Villasenor. Motion carried unanimously. **RESERVES

Motion made by Steve Letko to approve Proposal #097823 submitted by CLS Landscape, in the amount of \$1,959.60 for planting at 27951 Cactus Ave. #A & #B. Seconded by Bill Stringfellow. Motion carried unanimously. **RESERVES

Motion made by Dayana Villasenor to approve Proposal #097824 submitted by CLS Landscape, in the amount of \$762.60 for planting at 27939 Cactus Ave. #C. Seconded by Bill Stringfellow. Motion carried unanimously. **RESERVES

The Board of Directors tabled Proposal #097825 submitted by CLS Landscape, in the amount of \$9,356.35 for planting in the Cactus pool area so that CLS can provide different options.

Motion made by Dayana Villasenor to approve Proposal #099639 submitted by CLS Landscape, in the amount of \$790.00 for planting at 27911 Cactus Ave. #B. Seconded by Steve Letko. Motion carried unanimously. **RESERVES

Motion made by Dayana Villasenor to approve Proposal #100155 submitted by CLS Landscape, in the amount of \$1,278.25 for planting at 27967 Cactus Ave. #C. Seconded by Steve Letko. Motion carried unanimously. **RESERVES

The Board of Directors tabled Proposal #100312 submitted by CLS Landscape, in the amount of \$2,427.07 to replace a leaking backflow at 27972 Cactus Ave. #C so CLS can confirm that it still needs to be replaced.

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LANDSCAPE CONTINUED

The Board of Directors tabled Proposal #100455 submitted by CLS Landscape, in the amount of \$1,274.00 for insect control to fifteen (15) Crape Myrtles, and shrubs (Podocarpus) throughout so management can confirm that this will not kill the trees.

NEW BUSINESS

Motion made by Steve Letko to approve the Lien Resolution on Parcel #304-572-013. Seconded by Bill Stringfellow. Motion carried unanimously.

Motion made by Steve Letko to approve the Lien Resolution on Parcel #304-572-078. Seconded by Bill Stringfellow. Motion carried unanimously.

The Board of Directors reviewed a memo from Management regarding the Manager changes.

The Board of Directors reviewed the Annual Disclosure of Manager Certification.

Motion made by Joe Rutherford to appoint Steve Letko and Dayana Villasenor as the Management/Board Liaisons and grants them the authority to make decisions regarding Maintenance and Repairs, IDR/ADR Issues, Collections, Escrow Issues/Settlement Offers, and Landscape Issues on behalf of the Board, outside of regular meetings, with a not to exceed the amount of \$20,000 per occurrence. Seconded by Bill Stringfellow. Motion carried unanimously.

Motion made by Steve Letko to approve the Proposal submitted by Reserve Data Analysis, in the amount of \$700 for the 2024 Reserve update only. Seconded by Dayana Villasenor. Motion carried unanimously.

Motion made by Bill Stringfellow to approve the Proposal submitted by Personal Touch Cleaning and Maintenance, in the amount of \$950.00 to Power Wash and Steam Clean the Interior and Exterior of the Ten (10) Containment Areas within the Community. Seconded by Dayana Villasenor. Motion carried unanimously.

The Board of Directors reviewed correspondence from Waste Management in regards to adding more service days, due to the excess amount of trash. The Board of Directors are not interested in adding any additional service days.

The Board of Directors tabled Proposal #100518 submitted by CLS Landscape, in the amount of \$7,860.00 for concrete repairs throughout, so management could obtain another proposal.

Motion made by Dayana Villasenor to Ratify the Word Press Renewal for an annual cost of \$19.00. Seconded by Bill Stringfellow. Motion carried unanimously.

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NEW BUSINESS CONTINUED

Motion made by Dayana Villasenor to Ratify Proposal #54 submitted from Crystal Water Pool, in the amount of \$2,078.99 to replace the pool pump at the JFK pool. Seconded by Joe Rutherford. Motion carried unanimously. **RESERVES

Motion made by Dayana Villasenor to Ratify Proposal #4514 submitted from Community Construction Services, in the amount of \$4,185.00 to replace the Drinking Fountain at the Cactus pool. Seconded by Joe Rutherford. Motion carried unanimously. **RESERVES

Motion made by Joe Rutherford to Ratify the Proposal submitted by Gina Thomas, Notary Public, in the amount of \$100.00 to act as the Inspector of Elections for the 2023 Annual Election. Seconded by Bill Stringfellow. Motion carried unanimously.

Motion made by Steve Letko to Ratify Proposal #DV2522 submitted from TLG Paving, in the amount of \$745.00 to install one new blue 2-way raised fire hydrant pavement marker and remove and replace all damaged fire hydrant markers with new ones as needed. Seconded by Dayana Villasenor. Motion carried unanimously. **RESERVES

Motion made by Steve Letko to Ratify Proposal #102078 submitted from CLS Landscaping, in the amount of \$850.00 to dig and investigate where the drain that is clogged, located at 27890 JFK. Seconded by Dayana Villasenor. Motion carried unanimously.

Motion made by Steve Letko to Ratify Proposal #101903 submitted from CLS Landscaping, in the amount of \$475.72 to repair two (2) broken lateral lines which were broken by the sign that was installed by the city on the corner of JFK and Moreno Beach. Seconded by Dayana Villasenor. Motion carried unanimously.

HOMEOWNER FORUM

Homeowner Present (9)

NEXT MEETING

The next meeting date is scheduled for April 3, 2023 at the hour of 6:00 P.M. Location Moreno Valley Conference & Resource Center.

EXECUTIVE SESSION DISCLOSURE

The Board adjourned to Executive Session to review the Executive Session Minutes, collection accounts, violations and hearings.

ADJOURNMENT

There being no further business to bring before the Board at this time, the meeting was adjourned at 7:55 p.m.

Respectfully submitted by:
Melissa Wudzke, CCAM®
Community Manager.

ATTEST:



(Authorized Board Member)

4/3/23
Date