

EVERGREEN COMMUNITY ASSOCIATION
GENERAL SESSION MINUTES
A California Nonprofit Corporation
Thursday, May 12, 2022

Notice of Meeting

In accordance with Civil Code §4920, notice of the meeting and agenda items were posted on the respective streets within the community for the General Session of the Board of Directors of the Evergreen Community Association held on the above date via tele-conference.

Roll Call

A quorum of the Board was established with the following Directors in attendance:

Directors Present: Russell Drouillard, President
 Gloria Rull, Treasurer
 Tom Levitt, Secretary
 Clyde Roe, Member at Large
 Bernard Wieners, Member at Large

Management: Robert Spencer, CMCA[®], Senior Community Manager
 Crummack Huseby Property Management

Call to Order

Russell Drouillard, President, and Presiding Chair, called the General Session of the Board of Directors to order at 6:30 p.m.

Executive Session Disclosure Announcement

It is required to announce to the Members that an Executive Session Meeting was held prior to the start of this meeting to discuss matters relating to third-party contracts, member discipline, delinquencies, legal and/or personnel matters, including:

- Executive Session minutes
- Violations
- Collections Actions
- Legal Matters
- Third Party Contracts

Homeowner Forum

No homeowners in attendance via teleconference.

Committee Reports

Landscape – Update from Tom Levitt – Brightview has fallen behind on routine maintenance due to completion of Carissa trimming and other issues – Management to set up an onsite meeting with Brightview to meet onsite with Tom & Clyde.

Consent Calendar

To streamline the board meetings, routine business items have been placed on a Consent Calendar, which only requires a single motion to approve all items. The Board has the option of removing any of the business items from the Consent Calendar for discussion or to simply pass a motion approving the items as follows:

There having been no objections, the Consent Calendar was unanimously approved.

- i. Secretary's Report: April 14, 2022, general session minutes.
- ii. Treasurer's Report: Each member of the Board has reviewed and acknowledged the monthly financial statements for April 2022, subject to audit.

*****End of Consent Calendar*****

Budget & Reserve Study Draft Approval

A motion was made by Russell Drouillard & seconded by Gloria Rull to approve the draft budget submitted by Crummack Huseby & draft reserve study submitted by Advanced Reserve Solutions. A 5% increase was approved for the budget and the reserve study was approved at 72.5 % funding for 2022/2023.

Maintenance Proposals

The Board reviewed a proposal from ProTec Building Services for front door & stucco repairs at 6 Three Rivers. The Board directed Management to contact ProTec and ask them to rebid for just lightly sanding the exterior of the front door. The other repair items are homeowner maintenance responsibility.

A motion was made by Tom Levitt & seconded by Russell Drouillard to approve a proposal from Newport Exterminating for exterior termite repairs at 14 Millbrae for a total cost of \$1,445.00.

Election Update

Only one homeowner, Dennis Yunker, submitted a candidacy statement to run for the Board. Management sent out an email blast requesting volunteers for the three inspector of election positions that need to be filled before the election.

Open Projects

The Board discussed the following items which need attention:

1. Street Repairs & Asphalt approval to be included on the July 2022 Board meeting agenda as irrigation issues need to be resolved before this project can be scheduled.
2. Clyde to do evaluation of roofing proposals that will be included for Board meeting discussion in September 2022.

SUMMARY OF ACTION

Items reviewed:

- Action Item List from Previous Meeting
- Work Order Report
- Lighting & Electrical Report from 3 Phase Electric
- Quality Site Assessment from Brightview

Next Meeting Date

The next general session Board of Directors meeting is June 9, 2022.

Adjournment

There being no further business to come before the Board of Directors in General Session, a motion was made, seconded, and unanimously carried to adjourn at 7:41 p.m.

SECRETARY'S CERTIFICATE

I, _____, the duly elected Secretary of Evergreen Community Association, do hereby certify that the foregoing is a true and correct copy of the Minutes of the General Session of the Board of Directors held on the above date as approved by the Board of Directors of Evergreen Community Association.

ATTEST: _____
Secretary

Date