

**EVERGREEN COMMUNITY ASSOCIATION**  
**GENERAL SESSION MINUTES**  
A California Nonprofit Corporation  
**Thursday, June 9, 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 Droullard, President  
                                  Gloria Rull, Treasurer  
                                  Tom Levitt, Secretary  
                                  Clyde Roe, Member at Large

Directors Absent:        Bernard Wieners, Member at Large

Management:            Robert Spencer, CMCA<sup>®</sup>, Senior Community Manager  
                                  Crummack Huseby Property Management

**Call to Order**

Russell Droullard, President, and Presiding Chair, called the General Session of the Board of Directors to order at 6:35 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.

**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 except for item 3 which requires further clarification of the proposal & invoice from Brightview.

- i. Secretary's Report: May 12, 2022, general session minutes.

- ii. Treasurer's Report: Each member of the Board has reviewed and acknowledged the monthly financial statements for May 2022, subject to audit.
- iii. Ratify approval of Brightview invoice/proposal for irrigation repairs
  - a. Invoice #7746662 - \$2,287.33
  - b. Proposal to replace Controller A & B - \$1,991.09
- iv. Approval of Inspectors of Election – Kristy McGuire & Tom Ackerman

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

### **Maintenance Proposals**

The Board reviewed a revised proposal from ProTec Building Services for front door repairs at 6 Three Rivers. ProTec revised the proposal to just include light sanding on the exterior of the front door. The other repair items are homeowner maintenance responsibility according to the Board. A motion was made by Tom Levitt, seconded by Clyde Roe, and unanimously carried to approve a not to exceed amount of \$200.00 to do the light sanding & painting of the door.

The Board reviewed a proposal from Skyline Pest Control for monthly pest control service. No action taken.

### **Tenant Contact Information**

A motion was made by Tom Levitt, seconded by Gloria Rull, and unanimously carried to have Management draft a procedure for obtaining contact information for tenants.

### **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.

### **Miscellaneous**

The Board discussed specific revisions to the current violation letter. The Board would like to give homeowners 3 weeks to cure the violation. The letter should include the homeowners name listed instead of just "Dear Homeowner." A photo of the violation should be included, and specific directives should be given as to what the homeowner needs to do to cure the violation. Include a draft letter on the agenda for the July Board meeting for the Board to review.

### **SUMMARY OF ACTION**

Items reviewed:

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

### **Next Meeting Date**

The next general session Board of Directors meeting is July 14, 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 7:10 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