

**TEATRO HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING HELD SEPTEMBER 10, 2024**

Community Manager Brittany Vik called the meeting to order at 10:00 a.m. Board members present were Marcela Arana, Abigail Lucero, and Colleen Jackson. Katherine Paz Marte was absent. Rachael Robenolt with 360 Community Management was also in attendance.

FINANCIALS: Rachael Robenolt was present to go over the financial reports with the Board and answer any questions. All questions were answered to the full satisfaction of the Board.

INVESTMENT RECOMMENDATIONS: The Board reviewed investment recommendations. After discussion, Abby moved to purchase one (1) \$75,000 CD for a twelve-month term with the current liquid funds, and after the current CD at Enterprise matures on November 5, 2024, to move the funds to the Morgan Stanley account and purchase one (1) \$25,000 CD for a six-month term, one (1) \$100,000 CD for a twelve-month term, and one (1) \$100,000 CD for an eighteen-month term. Colleen seconded, vote was all ayes, motion carried.

CONTRACT REVIEW: Rachael Robenolt was present to go over the revised Management contract with the Board and answer any questions. All questions were answered to the full satisfaction of the Board.

A motion was made to adjourn the meeting. The motion was seconded. Vote was all ayes, motion carried. The meeting was adjourned at 10:52 a.m.

Attested: _____ Date: _____

**TEATRO HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING HELD AUGUST 14, 2024**

Community Manager Brittany Vik called the meeting to order at 6:06 p.m. Board members present were Marcela Arana, Abigail Lucero, and Colleen Jackson. Katherine Paz Marte was absent. One owner was in attendance.

OPEN FORUM: The owner of 922 was in attendance to suggest light posts be installed in each driveway quad.

APPROVAL OF MINUTES: The Board reviewed the minutes of the May 2024 meeting. After discussion, Abby moved to approve the minutes as presented. Marcela seconded, vote was all ayes, motion carried.

FINANCIALS: The Board reviewed the financials for April–June 2024. After discussion, Abby moved to approve the financials as presented. Marcela seconded, vote was all ayes, motion carried. The Board tentatively scheduled a financial meeting with Management for September 10, 2024 at 10:00 a.m.

INVESTMENT RECOMMENDATIONS: The Board discussed investment recommendations. After discussion, Abby moved to open a brokerage account with Morgan Stanley and discuss CD options at the next meeting. Colleen seconded, vote was all ayes, motion carried.

APPROVAL OF LIENS: The Board reviewed notices of intent to lien for parcels #507-270-44-11 and 507-270-42-08. A motion was made and seconded to approve the lien(s). Vote was all ayes, motion carried. It was resolved that the Board authorizes that lien(s) be recorded on the properties in the event that payment in full is not received by the deadline(s) imposed in the Intent to Lien letter(s).

RESERVE STUDY: The Board reviewed the draft reserve study. After discussion, Marcela moved to approve the reserve study as presented. Abby seconded, vote was all ayes, motion carried.

2025 BUDGET: The Board reviewed the draft 2025 budget with a recommended minimum \$40.00/month increase. The Board discussed the security budget. After discussion, Abby moved to reduce the parking enforcement to once/night. Marcela seconded, vote was all ayes, motion carried. The Board agreed additional time is needed to review the budget before approval.

COMMITTEE DECISIONS: Upon a motion made, seconded, and carried, the following committee decisions were ratified:

- Architectural: 913 Teatro Circle – Camera Installation – Approved 7/26/24
- Gates: Broadway Gate Ground Loop Sensor Replacement – House of Automation
 – \$1,750.00 – Approved 5/20/24
- Landscape: Drain Line Replacement (926 Teatro Circle) – Green Horizons – \$1,050.00
 – Approved 6/12/24

COMMITTEES: Upon a motion made, seconded, and carried, the following members were appointed to the following Committees:

Architectural:	Marcela & Abby
Gates:	Marcela & Abby
Janitorial:	Abby & Colleen
Landscaping:	Marcela & Abby
Maintenance:	Marcela & Abby
Parking:	Colleen & Abby
Pool:	Colleen & Abby
Security:	Colleen & Abby
Social:	Abby & Kathy

WOOD FENCE REPAIRS: The Board discussed the wood fence repair project. Management was instructed to schedule an onsite meeting with Abby & Marela and Paul Corbisez with ACP to perform a fence inspection and establish the scope of work.

ASPHALT REPAIRS: The Board reviewed proposals for asphalt sealcoat & striping, and the installation of speed bumps. The Board agreed to table this project for discussion next spring. Management was instructed to solicit proposals to install three (3) bolt-down speed bumps in the middle of the North, West, and South sides of the street.

JANITORIAL SERVICE: The Board reviewed proposals for janitorial service. After discussion, Marcela moved to issue a thirty (30) day termination notice to ProTec Building Services and approve the proposal from Dragon Cleaning Services at a cost of \$1,905.00/month for twice/week service in the summer and \$952.50/month for once/week service in the summer. Abby seconded, vote was all ayes, motion carried.

PRESSURE WASHING: The Board reviewed proposals to pressure wash the driveways, sidewalks, and perimeter walls throughout the community. After discussion, Abby moved to approve the proposal from Baywash for \$9,360.00 for the driveways and sidewalks, and instructed Management to request a proposal to pressure wash the perimeter wall. Marcela seconded, vote was all ayes, motion carried.

CAMERA INSTALLATION: The Board reviewed a proposal from Accurate Security to install a camera on the pool house to capture the area in front of the pool, replace the DVR, wiring, and storage cabinet. After discussion, Abby moved to approve the proposal at a cost of \$4,943.82, and the replacement of the camera lens covers on cameras #4 and #7. Marcela seconded, vote was all ayes, motion carried.

KEYPAD INSTALLATION: The Board reviewed a proposal from Accurate Security to install a keypad on the existing knox box bollard to open the Broadway gate. The Board agreed to table the proposal until more information is provided on parking.

GRILL REPLACEMENT: The Board reviewed proposals to replace the pool area grill, gas line, and surrounding tile on the grill kiosk. The Board agreed the grill is rarely, if ever used, and it would make more financial sense to remove the grill and create a seating area instead of spending money on a component that is not in use. Management was instructed to solicit a proposal to remove the grill & kiosk and repair the area to match the existing wall, and also remove the drinking fountain, cap off the line, and patch the stucco wall.

RULE AMENDMENT: The Board reviewed the proposed rule amendment for Pool Use. After discussion, Marcela moved to approve the proposed rule amendment for distribution to the membership for the required twenty-eight (28) day review period. Abby seconded, vote was all ayes, motion carried.

LANDSCAPING: The Board reviewed a proposal from Green Horizons to apply five (5) bags of perennial seed. After discussion, Marcela moved to approve the proposal at a cost of \$1,250.00. Colleen seconded, vote was all ayes, motion carried.

Management was instructed to ask Green Horizons what the monthly cost would be to have their crew onsite three times/week.

ARCHITECTURAL: The Board reviewed an architectural application submitted by the owner of 911 Teatro Circle to install three (3) cameras on the front, side, and back of their home. After discussion, Marcela moved to approve the application as presented, under the condition the cameras cannot be pointed into any surrounding home, yards, or common areas. Abby seconded, vote was all ayes, motion carried.

NEXT MEETING DATE: The next meeting date will be Tuesday, October 8th at 6:00 p.m.

EXECUTIVE SESSION SUMMARY:

The Board addressed disciplinary action, homeowner correspondence, and delinquency issues.

Attested: _____ Date: _____

**TEATRO HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING HELD MAY 8, 2024**

Community Manager Brittany Vik called the meeting to order at 6:08 p.m. Board members present were Marcela Arana and Abigail Lucero.

OPEN FORUM: Management announced that longtime Board Member George Tyson will be selling his unit and officially resigned from the Board of Directors.

APPROVAL OF MINUTES: The Board reviewed the minutes of the February 2024 meeting. After discussion, Marcela moved to approve the minutes as presented. Abby seconded, vote was all ayes, motion carried.

FINANCIALS: The Board reviewed the financials for January–March 2024. After discussion, Abby moved to approve the financials as presented. Marcela seconded, vote was all ayes, motion carried.

APPROVAL OF LIENS: The Board reviewed notices of intent to lien for parcels #507-270-42-13, 507-270-42-14, and 507-270-43-05. A motion was made and seconded to approve the lien(s). Vote was all ayes, motion carried. It was resolved that the Board authorizes that lien(s) be recorded on the properties in the event that payment in full is not received by the deadline(s) imposed in the Intent to Lien letter(s).

WOOD FENCE REPAIRS: The Board reviewed a change order from ProTec for additional wood fence repairs. After discussion, Marcela moved to approve the proposal at a cost of \$58,546.00. Abby seconded, vote was all ayes, motion carried.

SUMMER PATROL GUARD: The Board discussed implementing the standing guard for the summer season. After discussion, Marcela moved to approve a standing guard to start Memorial Day weekend through Labor Day, from 3:00 p.m. – 11:00 p.m. on Friday, Saturday, Sunday, and two roving weekdays. Abby seconded, vote was all ayes, motion carried.

The Board discussed increasing the janitorial service for the summer season. After discussion, Marcela moved to increase the service to twice/week, Mondays and Fridays, through Labor Day. Abby seconded, vote was all ayes, motion carried.

POOL FURNITURE: The Board discussed purchasing new pool chairs and umbrellas. Management was instructed to provide the Board with options for chairs and to purchase six (6) red umbrellas and three (3) umbrella bases.

TREE REMOVALS: The Board reviewed a proposal from Green Horizons to remove fifty-eight (58) Mexican Fan Palms throughout the circle to save on future tree trimming costs. After discussion, Marcela moved to table the proposal for further review and schedule Green Horizons to proceed with trimming the Mexican Fan Palms. Abby seconded, vote was all ayes, motion carried.

NEXT MEETING DATE: The next meeting date will be August 14, 2024.

EXECUTIVE SESSION SUMMARY:

The Board addressed disciplinary action, homeowner correspondence, and delinquency issues.

Attested: _____ Date: _____

TEATRO HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING HELD FEBRUARY 13, 2024

Community Manager Brittany Vik called the meeting to order at 6:01 p.m. Board members present were George Tyson, Marcela Arana, and Abigail Lucero.

OPEN FORUM: No items were brought before the Board at this time.

APPROVAL OF MINUTES: The Board reviewed the minutes of the November 2023 meeting. After discussion, Abby moved to approve the minutes as presented. George seconded, vote was all ayes, motion carried.

FINANCIALS: The Board reviewed the financials for October–December 2023. After discussion, George moved to approve the financials as presented. Abby seconded, vote was all ayes, motion carried.

APPROVAL OF LIENS: The Board reviewed notices of intent to lien for parcels #507-270-42-13, 507-270-43-09, and 507-270-44-10. A motion was made and seconded to approve the lien(s). Vote was all ayes, motion carried. It was resolved that the Board authorizes that lien(s) be recorded on the properties in the event that payment in full is not received by the deadline(s) imposed in the Intent to Lien letter(s).

COMMITTEE DECISIONS: Upon a motion made, seconded, and carried, the following committee decisions were ratified:

Gates: Underground conductor cable replacement (entrance gates)
House of Automation – \$2,480.00 – Approved 11/21/23

WOOD FENCE REPAIRS: The Board reviewed the revised proposal from ProTec for repairs to the wood on the perimeter and patio fencing throughout the community. ProTec separated the cost for the gate repairs, as they are owner responsibility. After discussion, Marcela moved to approve the proposal at a cost of \$28,020.00, minus the patio gate repairs. Abby seconded, vote was all ayes, motion carried.

ELECTION BY ACCLAMATION: Management advised per California Civil Code, if, at the close of the time period for making nominations, there are the same number or fewer qualified candidates as there are Board positions to be filled, then the Board of Directors may, after voting to do so, seat the qualified candidates by acclamation without balloting. After discussion, Abby moved to proceed with the election by acclamation if the election is uncontested. George seconded, vote was all ayes, motion carried.

INSPECTOR OF ELECTION: The Board reviewed inspector of election proposals for the annual meeting, in the event the election is contested. After discussion, Abby moved to approve the proposal from HOA Elections of California at a cost of \$995.00, only to be implemented if the election is contested. Marcela seconded, vote was all ayes, motion carried.

COLLECTION POLICY: The Board reviewed a revised Collection Policy to comply with the current laws. After discussion, Abby moved to adopt the revised Collection Policy as presented. George seconded, vote was all ayes, motion carried.

GATE CODE CHANGE: The Board discussed changing the entry gate code. After discussion, Marcela moved to change the entry gate code to #7452. George seconded, vote was all ayes, motion carried.

Management was instructed to send out a Spring Newsletter and include the new code in the Newsletter.

PARKING ENFORCEMENT: The Board discussed the subpar service being provided by Private Security and reviewed parking enforcement proposals. After discussion, George moved to approve the proposal from Bravo Three at a cost of \$945.00/week, unless Security First can provide software to track vehicles. Abby seconded, vote was all ayes, motion carried. Management was instructed to issue a thirty (30) day termination notice to Private Security and arrange an onsite meeting with George and Bravo Three.

TREE CARE PLANS: The Board reviewed three-year tree care plan proposals. After discussion, Marcela moved to approve the proposal from Green Horizons for \$17,240.00 for 2024, \$23,825.00 for 2025, and \$19,331.00 for 2026, for a total cost of \$60,396.00. George seconded, vote was all ayes, motion carried.

Management was instructed to ask Green Horizons to put together a plan and proposal to remove some of the Mexican Fan Palms to save on future trimming costs.

LANDSCAPING: The Board reviewed a proposal from Green Horizons to install a low landscape wall in front of the slope at 964-974 to prevent erosion, backfill with planting soil, and install Honeysuckle. After discussion, George moved to approve the proposal at a cost of \$5,945.00. Marcela seconded, vote was all ayes, motion carried.

The Board reviewed a proposal from Green Horizons to change the flowers in the front pool planter for Spring. Management was instructed to ask Green Horizons to submit a proposal to permanently install succulents and have rock circles disbursed throughout the succulents for the seasonal flower changes.

The Board reviewed a proposal from Green Horizons to install plants in the planters at 974 and 980. After discussion, George moved to approve the proposal at a cost of \$333.00 to include Honeysuckle and succulents, but no Daylilies. Marcela seconded, vote was all ayes, motion carried.

MAINTENANCE: The Board reviewed the bi-annual maintenance inspection report from ProTec. Management noted they have already begun working on removing the debris from the in-ground driveway drains and painting the peeling handrails. Management was instructed to solicit proposals to scrap and paint the red fire lane curbs.

The Board reviewed an estimate from ProTec to pressure wash the sidewalks. After discussion, Abby moved to approve ProTec to pressure wash the sidewalks under the estimated time of 32-40 hours at the hourly rate. Marcela seconded, vote was all ayes, motion carried.

NEXT MEETING DATE: The next meeting date will be May 8, 2024.

EXECUTIVE SESSION SUMMARY:

The Board addressed disciplinary action, homeowner correspondence, and delinquency issues.

Attested: _____ Date: _____

TEATRO HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING HELD NOVEMBER 15, 2023

Community Manager Brittany Vik called the meeting to order at 6:01 p.m. Board members present were George Tyson, Marcela Arana, and Abigail Lucero.

OPEN FORUM: No items were brought before the Board at this time.

APPROVAL OF MINUTES: The Board reviewed the minutes of the August 2023 meeting. After discussion, George moved to approve the minutes as presented. Marcela seconded, vote was all ayes, motion carried.

FINANCIALS: The Board reviewed the financials for July–September 2023. After discussion, George moved to approve the financials as presented. Marcela seconded, vote was all ayes, motion carried.

FINANCIAL REVIEW & TAX PREPARATION: The Board reviewed a proposal from Sonnenberg & Co. for the annual financial review and tax preparation. After discussion, Marcela moved to approve the proposal at a cost of \$1,250.00. George seconded, vote was all ayes, motion carried.

APPROVAL OF LIENS: The Board reviewed notices of intent to lien for parcels #507-270-42-08, 507-270-44-11, 507-270-41-03, 507-270-48-02, and 507-270-43-06. A motion was made and seconded to approve the lien(s). Vote was all ayes, motion carried. It was resolved that the Board authorizes that lien(s) be recorded on the properties in the event that payment in full is not received by the deadline(s) imposed in the Intent to Lien letter(s).

COMMITTEE DECISIONS: Upon a motion made, seconded, and carried, the following committee decisions were ratified:

Architectural: 901 Teatro Circle – Solar Installation – Approved 10/10/23

WOOD FENCE REPAIRS: The Board reviewed a proposal from ProTec to replace the damaged wood on the perimeter, patio, and dividing fencing throughout the community, that was noted during the recent fence painting project. After discussion, George moved to approve the proposal at a cost of \$25,980.00, pending receipt of the list of units for repair. Abby seconded, vote was all ayes, motion carried.

PARK AREA BOLLARD LIGHTS: It was noted that two (2) of the bollard light fixtures in the park area were damaged, and are unable to be replaced, as the original fixtures are no longer available. ProTec provided two comparable alternatives for the Board to review, one concrete option and one aluminum option. After discussion, George moved to replace all six (6) bollards in the park area with the concrete option at a cost of \$1,540.00/bollard, plus tax, shipping, and installation fees. Marela seconded, vote was all ayes, motion carried.

TRASH CAN BORDERS: The Board reviewed a proposal from Green Horizons to install a block and cap border around the concrete pads for the trash cans across from the mailboxes that are constantly being washed out by dirt from the slope. After discussion, George moved to approve the proposal at a cost of \$753.00. Marcela seconded, vote was all ayes, motion carried.

VANDALISM & SECURITY: The Board discussed the recent vandalism of the pool area and package theft in the community. Management was instructed to file police reports for the vandalism and obtain proposals to install guardian pickets on the main gates and pool fence. The Board discussed implementing a standing guard temporarily. After discussion, George moved to approve a standing guard to begin service immediately, Wednesday–Sunday, from 2:00 p.m.–10:00 p.m., through January 7, 2024, including New Years Day. Abby seconded, vote was all ayes, motion carried.

HOLIDAY DECORATIONS: Abby suggested the Board purchase new Christmas decorations for the common area. After discussion, Marcela moved to approve a \$500.00 budget for new decorations. George seconded, vote was all ayes, motion carried.

LANDSCAPING: The Board discussed allotting Green Horizons a monthly allowance for plant replacement throughout the community. After discussion, Abby moved to approve a \$300.00/month budget for plant replacement. Marcela seconded, vote was all ayes, motion carried. Marcela & Abby will provide a list of areas for Green Horizons to focus on.

SOCIAL COMMITTEE: The Board discussed increasing the prizes for the winners of the Christmas Decorating Contest. After discussion, Abby moved to select five (5) winners, with the first prize to be a \$50.00 Visa gift card, and the remaining four (4) prizes to be \$25.00 Visa gift cards. Marcela seconded, vote was all ayes, motion carried. The Christmas Decorating Contest will be judged on December 23, 2023.

ARCHITECTURAL APPLICATIONS: The Board reviewed an architectural application from the owner of 1026 to install a solar and a solar backup battery on the side of the home. After discussion, George moved to approve the application as presented. Abby seconded, vote was all ayes, motion carried.

NEXT MEETING DATE: The next meeting date will be February 13, 2024.

EXECUTIVE SESSION SUMMARY:

The Board addressed disciplinary action, homeowner correspondence, and delinquency issues.

Attested: _____ Date: _____

**TEATRO HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING HELD AUGUST 16, 2023**

Community Manager Brittany Vik called the meeting to order at 6:01 p.m. Board members present were George Tyson and Marcela Arana. Colleen Jackson was absent. One owner was in attendance.

BOARD MEMBER APPOINTMENT: The Board reviewed a candidate statement submitted by Abigail Lucero, owner of 1002 Teatro Circle. After discussion, George moved to appoint Abigail to the open Board position for the remainder of the term. Marcela seconded, vote was all ayes, motion carried.

OPEN FORUM: Abigail recommended purchasing new pool furniture & umbrellas for next summer and to include information about gutter & solar panel cleaning in the next newsletter.

APPROVAL OF MINUTES: The Board reviewed the minutes of the June 2023 meeting. After discussion, George moved to approve the minutes as presented. Marcela seconded, vote was all ayes, motion carried.

FINANCIALS: The Board reviewed the financials for May & June 2023. After discussion, George moved to approve the financials as presented. Marcela seconded, vote was all ayes, motion carried.

APPROVAL OF LIENS: The Board reviewed notices of intent to lien for parcels #507-270-42-08, 507-270-43-09, 507-270-44-10, 507-270-44-11. A motion was made and seconded to approve the lien(s). Vote was all ayes, motion carried. It was resolved that the Board authorizes that lien(s) be recorded on the properties in the event that payment in full is not received by the deadline(s) imposed in the Intent to Lien letter(s).

RESERVE STUDY: The Board reviewed the draft reserve study. After discussion, George moved to approve the reserve study as presented. Marcela seconded, vote was all ayes, motion carried. Management was instructed to have ProTec conduct a bi-annual maintenance inspection of the community and provide a report with their findings and recommendations.

2024 BUDGET: The Board reviewed the draft 2024 budget with a recommended minimum \$25.00/month increase. After discussion, George moved to approve the budget with a \$25.00/month increase. Marcela seconded, vote was all ayes, motion carried.

COMMITTEE DECISIONS: Upon a motion made, seconded, and carried, the following committee decisions were ratified:

Architectural: 984 Teatro Circle – Solar Installation – Approved 7/21/23

Pool: Spa Jet Pump Replacement – Pool Care Solutions – \$3,600.00 – Approved 7/13/23

PERIMETER FENCE REPAIRS & PAINTING: Management advised the perimeter fence painting is scheduled to begin the second week of September.

PARK AREA KEYSTONE WALL INSTALLATION: Management advised the keystone park wall installation is scheduled for August 21, 2023.

GATE REMOTES: The Board reviewed an invoice from House of Automation to purchase more gate remotes for the owners to purchase. Management advised the cost per remote has increased, and recommended the Board consider increasing the current cost of \$60.00/remote to cover the increased cost. After discussion, George moved to keep the gate remote cost at \$60.00/remote since they are rarely purchased by the owners. Marcela seconded, vote was all ayes, motion carried.

LANDSCAPING: The Board reviewed a revised proposal from Green Horizons to trim the Podocarpus trees behind units 986–956. After discussion, George moved to approve the proposal at a cost of \$1,200.00. Marcela seconded, vote was all ayes, motion carried.

SOCIAL COMMITTEE: The Board discussed the Halloween & Christmas Decorating Contests. After discussion, George moved to approve both contests and to purchase ten (10) gift cards for the winners of each contest. Marcela seconded, vote was all ayes, motion carried.

NEXT MEETING DATE: The next meeting date will be November 15th.

EXECUTIVE SESSION SUMMARY:
The Board addressed disciplinary action, homeowner correspondence, and delinquency issues.

Attested: _____ Date: _____