

THE MISSION COURTS MAINTENANCE CORPORATION

NOTICE & AGENDA BOARD OF DIRECTORS MEETING



DATE: MONDAY, JUNE 3, 2019
EXECUTIVE / GENERAL SESSION
THE BELL TOWER COMMUNITY CENTER
22232 EL PASEO, RANCHO SANTA MARGARITA

Civil Code §4930: The Board may NOT discuss or take action on any item at a non-emergency meeting unless the item was placed on the agenda included in the notice that was posted and distributed pursuant to subdivision (a) of Section 4920.

EXECUTIVE SESSION

Pursuant to Civil Code §4935(a) an Executive Session will be held prior to the General Session to consider any of the following: litigation, matters relating to the formation of contracts with third parties, member discipline, personnel matters, or to meet with a member, upon member's request, regarding the member's payment of assessments, as specified in Section 5665. This is a closed meeting and is not open to owners unless specifically agreed to by the Board per Civil Code §4925(a).

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|-------------|---|------------------|
| I. | DECLARATION OF QUORUM / CALL TO ORDER | 6:00 PM |
| II. | DELINQUENCIES | 6:00 PM |
| | A. A/R Aging Report 4/30/19 | |
| | B. Payoff From Attorney ~ Escrow: Account #0823-00044-1 (FYI) | |
| III. | MEMBER DISCIPLINE / HEARINGS | 6:05 P.M. |
| | A. Noise Nuisance | |
| | B. Dumpster diving/Trash in Common Area | |
| IV. | LEGAL | 6:05 PM |
| V. | MINUTES | 6:10 PM |
| | A. 05/06/19 Executive Session Minutes | |
| VI. | ADJOURN EXECUTIVE SESSION | 6:15 PM |

GENERAL SESSION

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|-------------|--|----------------|
| I. | DECLARATION OF QUORUM / CALL TO ORDER | 6:15 PM |
| II. | EXECUTIVE SESSION DISCLOSURE | |
| | <i>Civil Code §4935(e): Any matter discussed in executive session shall be generally noted in the minutes of the immediately following meeting that is open to the entire membership.</i> | |
| III. | HOMEOWNER FORUM (15 Minutes) | 6:15 PM |
| | (3 minutes per member / 15 minutes maximum) | |
| | <i>Civil Code §4925(b), 5000(b): The board shall permit any member to speak at any meeting of the association or the board, except for meetings of the board held in executive session. A reasonable time limit for all members of the association to speak to the board or before a meeting of the association shall be established by the board.</i> | |

IV. SECRETARY'S REPORT / MINUTES 6:30 PM

- A. 05/06/19 General Session Minutes

V. TREASURER'S REPORT / FINANCIALS 6:35 PM

- A. 03/31/19 Financial Statement (Prior Management)
B. 04/30/19 Financial Statement (Prior Management)
C. Financial Investment Recommendation

VI. LIEN APPROVALS

VII. GENERAL BUSINESS 6:40 PM

- A. California Gate & Entry Systems Invoice ~ Doorking Control Board Replacement
B. California Maintenance Invoices
 1) 18 Via Carino ~ Wood Replacement
 2) 52 Via Esperanza ~ Interior Repairs From Water Leak
C. Roofing Standards Proposal ~ Community-Wide Roof Replacement
D. Scott English Invoices:
 1) 52 Via Esperanza ~ Hot Water Line Replacement
 2) 52/54 Via Esperanza ~ Water Pressure Regulator Replacement
E. Three Phase Electric Invoice ~ Entry Area Light Replacement

VIII. ITEMS NEEDING IMMEDIATE ACTION 6:50 PM

Before discussing any item not on the posted Agenda pursuant to Civil Code §4930(d), the Board shall openly identify the item to the members in attendance at the meeting.

IX. SUMMARY OF ACTION (REVIEW ONLY)

- A. Action Items 05/06/19
B. Inspection Report 05/10/19
C. Correspondence
D. Maintenance
E. Non-Compliance
F. Community Map

X. NEXT MEETING

The next meeting of the Board of Directors will be held on **Monday, July 1, 2019 at 6:00 pm** Executive Session and 6:30 pm General Session at Optimum Professional Property Management 230 Commerce, Suite #250, Irvine.

XI. ADJOURN GENERAL SESSION 7:00 PM



Professionally Managed By:
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