



# THE MISSION COURTS MAINTENANCE CORPORATION

## NOTICE & AGENDA

### BOARD OF DIRECTORS MEETING

**DATE: MONDAY, JULY 1, 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).*

- |             |  |                  |
|-------------|--|------------------|
| <b>I.</b>   | <b>DECLARATION OF QUORUM / CALL TO ORDER</b>                               | <b>6:00 PM</b>   |
| <b>II.</b>  | <b>DELINQUENCIES</b>   | <b>6:00 PM</b>   |
|             | A. A/R Aging Report 6/30/19 & Delinquency Report From Collections Attorney |                  |
|             | B. Owner Request: Account #0823-00136-1 (Waive Fees)                       |                  |
| <b>III.</b> | <b>MEMBER DISCIPLINE / HEARINGS</b>  | <b>6:05 P.M.</b> |
|             | A. Dumpster Diving / Noise Nuisance  |                  |
|             | B. Item Attached To Deck Railing   |                  |
| <b>IV.</b>  | <b>LEGAL</b>   | <b>6:10 PM</b>   |
| <b>V.</b>   | <b>MINUTES</b>   | <b>6:10 PM</b>   |
|             | A. 06/03/19 Executive Session Minutes (Previously Emailed)                 |                  |
| <b>VI.</b>  | <b>ADJOURN EXECUTIVE SESSION</b>   | <b>6:15 PM</b>   |

#### **GENERAL SESSION**

- |             |   |                |
|-------------|---|----------------|
| <b>I.</b>   | <b>DECLARATION OF QUORUM / CALL TO ORDER</b>  | <b>6:15 PM</b> |
| <b>II.</b>  | <b>EXECUTIVE SESSION DISCLOSURE</b>   |                |
|             | <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> |                |
| <b>III.</b> | <b>HOMEOWNER FORUM (15 Minutes)</b>   | <b>6:30 PM</b> |
|             | <b>(3 minutes per member / 15 minutes maximum)</b>  |                |

*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.*



**IV. SECRETARY'S REPORT / MINUTES 6:35 PM**

- A. 06/03/19 General Session Minutes (Previously Emailed)

**V. TREASURER'S REPORT / FINANCIALS 6:40 PM**

- A. 05/31/19 Financial Statement (Previously Emailed)

**VI. LIEN APPROVALS**

**VII. GENERAL BUSINESS 6:45 PM**

- A. TDR Termite Treatment Contract  
B. Audit & Taxes Proposals ~ FYE 9/30/19  
C. Tree Trimming Proposals: 3  
D. Rose Paving Change Order  
E. Rose Paving Asphalt Proposal  
F. Proposed Collection Policy (Review Only)  
G. Proposed EDR Policy (Adopt)  
H. Professional Craftsmen ~ 1 Via Compania Door Replacement Invoice  
I. Professional Craftsmen Proposal ~ Concrete Repairs 2 Via Gracia  
J. Professional Craftsmen Proposal ~ Door Jambs Replacement  
K. Relentless Landcare Proposal ~ New Landscape Installation  
L. Relentless Landcare Proposal ~ Remove Landscape In Pool Area  
M. Relentless Landcare Proposal ~ Monthly Mulching Program  
N. ProTec Invoic ~ March Maintenance  
O. Management Addendum ~ Limit Increase Authorization  
P. Community Walkway Trip Hazard Repairs Proposals  
Q. Strategic Refuse Pick Up Proposal  
R. Roofing Standards Invoice ~ Community-Wide Roof Repairs  
S. Termite Done Right Proposal ~ Community-Wide Fumigation  
T. Termite Done Right Proposal ~ Annual Termite Treatment  
U. Berding Wil Invoice ~ Service From 3-1-19 – 3-31-19  
V. Roofing Standard Invoice ~ 10 Via Carino  
W. Adopt Proposed Rules And Regulations  
X. Adopt Proposed EVCS Policy  
Y. Adopt Proposed Water Intrusion Policy

**VIII. ITEMS NEEDING IMMEDIATE ACTION 7:45 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) 7:50 PM**

- A. Action Items 06/03/19  
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, August 5, 2019 at 6:00 pm** Executive Session and 6:30 pm General Session at The Bell Tower Community Center 22232 EL PASEO, RANCHO SANTA MARGARITA

**XI. ADJOURN GENERAL SESSION 8:00 PM**