

**ORCHARD GLEN COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
MINUTES
MARCH 22, 2023**

NOTICE OF MEETING

Upon due notice given, a meeting of the Board of Directors for Orchard Glen Community Association was held on March 22, 2023 at the hour of 6:30 p.m. in the location of 526 Queensland Circle, Corona and via Zoom.

ATTENDANCE:

Directors Present: David Ortega, John Keith, James Eros, and Camden La Marca.

Directors Absent: None

Representing Encore Property Management: Shelley Seay, CCAM-PM-CI ®.

CALL TO ORDER

The meeting was called to order at 7:05 p.m. by David Ortega, President.

HOMEOWNER FORUM

There was no homeowners present

CONSENT CALENDAR

- A. Review/Approve Regular Session Minutes of January 25, 2023
- B. Review/Approve Management Report of January 25, 2023
- C. Review/Approve Financials from February 2023.
- E. Lien Resolutions: #275-164-003 #275-171-004

Motion made by John Keith, seconded by John Eros to approve the Consent Calendar as submitted. Motion carried.

INVESTMENT RECOMMENDATIONS

Encore Property Management notified board regarding CDs as Laurel Wealth does not provide recommendations. Board directed Encore Property Management to authorize for signature for the CDs maturing 3/2/2023, 3/31/2023 and 5/19/2023 for Reserve Account and the CDs maturing 3/2/2023 and 4/5/2023 for the Operating Account to renew for one (1) year and to send to Board for signature.

COMMITTEE REPORTS

None

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LANDSCAPING

Bemus walk notes for February 2023 was reviewed.

Motion made by James Eros, seconded by John Keith to ratify the following proposals from Bemus Landscape:

#153442	January inspection in fill	\$555.22
#154410	Removal of Dead Toyon	\$439.99

Motion carried.

Motion made by John Keith, seconded by David Ortega to approve the following proposals from Bemus Landscape:

# 164786	Clean out basin area along Foothill	\$1,405.98.
#172074	Replace damaged plants at entry	\$ 970.85

Motion carried.

UNFINISHED BUSINESS

Turf Renovation Proposals

Board reviewed proposal numbers 128884 and 128882 from Bemus Landscape for the turf renovations. Board tabled item until next meeting.

Geotec Bids/Followup - Behind 1449 Gareth

Geotek - received email, they declined to bid due to "Too much on their plate".

Earth Strata proposed the following:

Mark out/dig alert - \$300.00
Field Exploration - Drilling, Sampling, Well Installation \$8,000
Laboratory Testing - \$900
Ground water well monitoring (3 months) - \$1,800.00
Report Preparation - \$1,200.00.
Total \$12,200.00.

Board tabled item indefinitely due to claim filed.

Fence Over Sidewalk end of Elker

Board discussed about the wrought iron fence over the sidewalk areas at end of Elker by trail. Board requesting the wrought iron fence be removed. City was notified.

Barrier at Trudy

Board discussed having some type of barrier/pipe gate be installed at end of Trudy. Encore spoke with The City of Corona. If Orchard Glen wants to install it, they would need to submit a plan showing what they are wanting to install and the exact location. Board requests that Encore Property Management get two (2) concept drawing and a bid from Protec for installation at two (2) areas end of Trudy.

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NEW BUSINESS

Hazmat Burrero Update

Board discussed the Hazmat issue that occurred February 25, 2023 where someone dumped tankards of hazardous materials in the ravine at the top of Burrero. Fire Department was dispatched for clean up. Board requesting the City of Corona to install FLOCK cameras at end of Burrero and Trudy for City use.

Ratify Monument Proposal

Motion made by Camden LaMarca, seconded by James Eros to ratify proposal #133603 from Protec Building Services to rebuild the Community Monument wall that was hit in car accident at a cost of \$17,098.00. Motion carried.

City Trail Easement

Board reviewed information from City regarding an easement where the City of Corona would like to construct a bridge for access to Tin Mine Canyon Creek. Maps and video taken via meeting with Tracy from the City of Corona and Encore Property Management on behalf of the Board. Board requested to notify Tracy at City of Corona to prepare paperwork to provide the Board for the maintenance easement. Also notify City of Corona at same time to remove wrought iron fencing over sidewalk.

Markers at Basin Proposal

Motion made by James Eros, seconded by David Ortega to approve proposal from All-N-One Facilities Services to install all visual markers at the Foothill and Trudy Way basins at a cost of \$325.00. Motion carried.

Email Communication Tool for Owners

Board would like to email blasts Owners for special information.

Inspector of Elections

Inspector of Elections Joyce Malle confirmed.

Tax Prep and Review FYE 2024

Motion made by Camden LaMarca, seconded by James Eros to approve proposal from Frisbey, Carter and Associates to prepare the review financial statement and income tax at a cost of \$700.00. Motion passed.

Reserve Study

Board reviewed the Reserve Study as prepared by Reserve Data Analysis for FYE 2024, Funding recommendation \$7,547.30 per month. 121% funded. Board requested bids for tree trimming only.

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NEXT MEETING

The next meeting date is scheduled for June 28, 2023 in the location of 526 Queensland Circle, Corona, CA 92879 and via Zoom. Annual Meeting to be at 6:00 p.m. via Zoom.

ADJOURNMENT

There being no further business to bring before the Board at this time, the meeting was adjourned at 8:08 p.m.

Respectfully submitted by: Shelley Seay, Community Manager, CCAM-PM.CI

Approved: Shelley Seay 6/28/2023
(Authorized Board Member) (Date)