



the Neighborhood

ISSUE #30

MVEA COMMUNITY NEWSLETTER

SPRING 2017



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2017 BOARD OF DIRECTORS

During the Annual Meeting of the Delegates in January, the 2017 Board of Directors was elected. Three Directors were elected: **Bryan Beardsley** from Increment 5 was reelected for a second term; and **Larry Gilbert** from Increment 7 and **Ms. Kerry Russell** from Increment 1 were elected to the Board. Both Larry and Kerry will serve their first term as Directors.



Immediately after the Election, an Organizational Meeting was held to determine the officer positions. It was agreed that **Gene Rogers** would serve as this year's President and **Dan O'Connor** as Vice President. **Bryan Beardsley** will fulfill the duties as Secretary. **Larry Gilbert** will serve as this year's Treasurer; and **Kerry Russell** will serve as the Member at Large. Many thanks to these owners and volunteers, who donate their time to administer and oversee the affairs of MVEA by serving on this year's Board of Directors.

MVEA COMMITTEES & CHAIRS

During their January meeting, the Board of Directors appointed chairs and committee volunteers to fill the Association's Committees for 2017. The governing documents provide for two standing committees the Architectural Review Committee and the Landscape Committee. During past years the Board has established and chartered other committees to assist with the work of the Association.

The **ARC** usually meets on a weekly basis to review and approve all submissions for exterior and lot improvements. Their weekly meetings are responsible for the timely turn-around of all owner submitted architectural applications. Board Member, **Bryan Beardsley**, will chair the committee. Assisting as volunteers are **Bill Ernisse** and **Kerry Russell**.

New Board Member, **Larry Gilbert**, agreed to chair the 2017 **Landscape Committee**. The Committee meets on a weekly schedule to regularly inspect the slopes and greenbelts and review any homeowner Common Area landscape requests. The committee approves all new landscape plant installations and manages a budget of almost \$200,000. Assisting as volunteers are **Joe Tully** and **Peggy Russo**.

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TREES & ARC

Larry Gilbert, Board Member and Landscape Chair

Dear MVEA property owners. If you are planning on removing and replacing trees on your own property there are steps to be taken **BEFORE** you start the project.

Step #1 : Go to the MVEA website and download the MVEA Architectural Application (and Neighbor Awareness) forms that are to be completed and send to Action Property Management as indicated on the forms.

Step #2: Contact Underground Service at Dig Alert by calling 811 where an operator will ask several questions. Multiple utility lines from the street connect to our homes. We want to avoid damaging them. Dig Alert will contact AT&T, COX, the City of Mission Viejo, Southern CA Gas, Southern CA Edison and the SMWD.

You are to mark the general area where the proposed work is to be performed. Approvals should be granted within 48 working hours after they give you a reference ticket #. That approval is good for 28 calendar days. You are not to perform any work until the application is approved.

In addition to requesting the name of the contractor (unless you are doing it yourself), you will need to provide a phone contact number and the best hours to call. Beyond that basic information, the operator will also ask if you are using any explosives, drilling, or extending the work onto the sidewalk or street. I was informed that these are not just guidelines. This is State law and all must comply.

In closing I wish to express my thanks to the entire landscape team for their weekly support as we do our part to maintain the investment of every property owner as we take care of the 233 acres of plants and over 6,000 trees in our homeowner association.

Thank you!



MVEA Committees & Chairs

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The **Water Conservation Subcommittee** established in 2008 meets monthly with Artistic Maintenance, the Association's landscape vendor, to review and the water bills and all irrigation related expenditures. The WCSC makes recommendations to the Board on water savings techniques and technology. The Committee is chaired by **Frank Fossati**. This watchdog Subcommittee has reduced water expenditures from almost \$500,000 in 2008 to our current average of \$350,000. The committee provides a monthly report to the Board of Directors.

The **Contract Review Committee** will be chaired by Board President, **Gene Rogers**. The Committee reviews renewable annual contracts with the Management Company and Landscape as directed by the Board.

The **Budget and Finance Committee** is chaired by Treasurer, **Larry Gilbert**. The Committee meets in September of each year to review the Reserve Study and Management's draft budget. They make budget and allocation recommendations to the Board of Directors for the upcoming Fiscal Year.

The **CC&R's Review Committee** was established this year to review and make recommendations for potential changes to the governing documents. The committee will review requirements for front yard landscape during the California drought and water restriction years and will discuss the Association's position on short-term rentals in the community.

The above Committees perform an important service for the Board of Directors. The Association depends upon the load they carry and the work they accomplish. The MVEA community is indebted to the homeowners. A sincere thank you to all those who volunteer to work on these Committees.

ANNUAL NOTICE OF ADDRESS, REPRESENTATIVE AND RENTAL STATUS

Compliance to a new Civil Code for Homeowner Associations became effective in 2017. On an annual basis, each homeowner is to provide the Association the following information:

- **The address or addresses to which notices from the Association are to be delivered;**
- **Any alternate or secondary address to which notices from the Association are to be delivered;**
- **The name and address of your legal representative, if any, including any person with power of attorney, or other person who can be contacted in the event of your extended absence.**

If an owner fails to provide the address information, then the property address in the Association shall be deemed the address that notices from the Association are to be delivered.

The Mission Viejo Environmental Association will comply with this new requirement by having Management mail out a Request for Annual Notice of Address. The form will be delivered with the upcoming 2016 Annual Audit mailing.



REMINDERS & GENERAL USE RESTRICTIONS

Trash Containers & Visibility

Trash containers when not placed on the street for pick up should not be visible from the sidewalk or to other properties. This means that they should not be stored on the driveway, or in the front/side yard landscape area. The containers should be stored behind the side yard gate and if visible, a metal "privacy" screen should be used to help conceal the trash containers. The mveahoa.com website has an example of a perforated screen under the Documents Tab and drop down Architectural Tab.

Side Yard Miscellaneous Storage Items

The storage of any miscellaneous items along the side yards should not be visible from the streets or sidewalk. If the side yard is visible to the street and used to store miscellaneous items like, old appliances, work tools, ladders, tires, etc., then a fence with a solid or at least a screened gate should conceal the area. Please submit an architectural application prior to any installation of the screen material. Some screening materials like reeds, fabric or plastic are not approved materials.



Mail Boxes

All mail boxes elements, whether they are, cluster boxes originally issued by the US Post Office or the shared post and cross bar units that support usually two to four mailboxes, are the maintenance responsibility of the homeowners. The Association asks that owners look at the condition of their post system and boxes. The original installation from 30-40 years ago have far exceeded their life expectancy, and are now in dire need of replacement. Even a casual look at some of the aged wooden elements will show how dramatically this very visible element downgrades the property's appearance from the curb and sidewalks. All mail boxes on the same post and cross bar system should be the same color, size and use the same style of address numerals to maintain the uniformity and the aesthetic of the system. If you are repairing or installing the same mailbox system, there is no need to submit and ARC application. If you are deviating from the current system and upgrading to a new structure, you will need to submit and ARC application. Thank you to those homeowners who have recently upgraded their mailbox system.

ARCHITECTURAL REVIEW AND WRITTEN APPROVAL

The ARC's purpose is to maintain the architectural character and visual unity of the community. Mission Viejo city permits are also required for structural or electrical engineering projects.

The Architectural Review Committee meets on a weekly basis and generally turns the requests around within a week. The most frequent applications are for exterior painting, vinyl window installation, solar panels and re-roofing. Please keep in mind that **landscape projects** and **storage sheds** are considered exterior modifications and homeowners need to submit an application and receive approval prior to installation. A major factor in a shed's approval is its visibility to the street and the neighboring property. If the shed is visible, the ARC will generally ask for a concealment plan prior to the approval. A guideline sheet is available on the website for shed installations.

Board Meeting Dates

The Board of Directors usually meets on the third Thursday of every month at 6:30 p.m. at the Norman P. Murray Center, 24932 Veterans Way, in Mission Viejo. A Homeowners Forum is scheduled at the beginning of every meeting. Homeowners may address the Board on any Association related topic. Here is a list of the meeting dates for the second quarter of 2016:

Thursday, April 20

Thursday, May 18

Thursday, June 15

Meeting agendas are posted on the community bulletin board located off Marguerite Parkway at the corner of Antela and Lovios. This specific location in Increment #5 is the designated place for posting all general notices to the Membership as required by the Davis Stirling Act. The agenda is also posted on the MVEA website, www.mveahoa.com.

Your community manager is Stephen Stanton available by phone at 949-450-0202 ext. 2110 and email, sstanton@actionlife.com. The manager's assistant and administrative support team is led by Rebekah Drake at ext. 2202 and email address, Managerassistantsoc@actionlife.com. Any official communication from members should be sent to Stephen Stanton at Action Property Management, 2603 Main Street, Ste. 500, Irvine, CA 92614.

ACTION PROPERTY MANAGEMENT NEWS

ACH and Auto Payment of Assessments

Action Property Management is in the process of upgrading the AutoPay Processor and the Online Payment system. The upgrade will include security enhancements and the ability to select the day of the month your payment is withdrawn. **In order for your AutoPay Assessment Payment (previously referred to as ACH) to continue on the upgraded system you will need to log on to <https://vivoportal.com> and select "Sign Up for Auto Pay".** All owners currently using the ACH or the Auto Pay systems will be notified prior to the change going into effect.

If you do not sign up for the new Auto Pay you are still responsible for your assessment payment and your options are:

- To send a check (including your account number) to the MVEA, PO Box 25013, Santa Ana, CA 92799-5013.
- You may sign up with Automatic Bill Pay through your own bank
- Or pay online via credit card, debit card or electronic check at <https://vivoportal.com>

Electronic Statement Option

The Mission Viejo Environmental Association through Action Property Management offers an optional electronic statement program; whereby, homeowners who sign up for the service will receive email communication and billing for the quarterly assessments. Owners may pay the assessment in any manner they choose; but would not receive a US Post Office delivered invoice. This quarterly newsletter mailed with the invoice is sent as a pdf attachment. You may visit the new website, <https://vivoportal.com> and opt in for electronic service.

Action Property Management's corporate offices are located in Irvine at 2603 Main Street, Suite 500. **The mailing address for the quarterly assessment is MVEA, PO Box 25013, Santa Ana, CA 92799.** If you use an online banking service to pay your quarterly assessment, please make sure that you contact your service and direct them to use this P.O. Box.

2017 BOARD OF DIRECTORS

Gene Rogers, President
Dan O'Connor, Vice President
Bryan Beardsley, Secretary
Larry Gilbert, Treasurer
Kerry Russell, Member at Large

INCREMENT DELEGATES

Increment #1
Ms. Peggy Russo

Increment #2
Mr. Josh Nessa

Increment #3
Ms. Deborah Currie

Increment #4
Mr. Frank Fossati

Increment #5
Ms. Connie Beardsley

Increment #6
Mr. Gerald (Jerry) Henberger

Increment #7
Ms. Donna Bourassa

Increment #8
Mr. Robert Horn

Increment #10
Mr. Richard Florence

SPECIAL NOTICE

Please do not leave food for the rabbits along the Antela/Orense greenbelt.

