



# the Neighborhood

ISSUE #32

MVEA COMMUNITY NEWSLETTER

WINTER 2018



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## MVEA BOARD MEETING & NEWS ITEMS

### Annual Meeting of the Delegates to Elect Three Board Members

The Annual Meeting of Delegates is scheduled for Wednesday, January 3, 2018, at the Norman P. Murray Center, 24932 Veterans Way, 6:00 p.m. The Increment Delegates will meet to elect two Directors to the 2018 Board. Currently there are four candidates running. The Board will meet immediately after the election to determine who will serve in specific officer positions. The results of the election and the selection of officers will be posted to the Association's website, mveahoa.com and the Antela/Lovios bulletin board after the Annual Meeting.

### 2018 Delegates Elected in October

The Increment Delegates were elected in October by ballots of homeowners in their respective Increments. The Delegate term of office starts January 1 and runs through December 31. Congratulations and thank you to these volunteers who perform a valuable service for their community and neighborhoods. The 2018 Increment Delegates are as follows:

- Increment #1, Ms. Peggy Russo
- Increment #2, Mr. James Farris
- 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



The Association welcomes **Mr. James Farris** to the Delegate position in Increment #2. James will be serving his first year as the Increment representative. The Delegates are primarily responsible for representing the owners in their Increments and voting at the Annual Election of the Board of Directors and on any other voting issues that come before the membership as a whole. Delegates are also important liaisons between the homeowners and the Board. They may also represent their neighborhood communities on Common Area landscape issues as well as the overall condition of the properties. The Association thanks all these volunteers for representing their communities.

## THANK YOU AND GOODBYE TO GENE ROGERS AND DAN O'CONNOR

Two Board Members will be leaving the MVEA Board of Directors in 2018: **Gene Rogers** from Increment 7 and **Dan O'Connor** from Increment 5. Both Gene and Dan have served on the Board for the last four years and have "termed out". The Bylaws limit service on the Board to 2 consecutive terms and then a four year waiting period prior to running again.

Gene served as Board President in 2017. He also served for two years as the Association's Landscape Committee Chair, was involved in numerous slope renovations, and was responsible for the implementation of a proactive irrigation modification program in 2016. Gene also served as Contract Review Chair. We will miss his professional manner, his ability to stay on point and "pace" the monthly meetings.

Dan served as Vice President in 2017 and has always been willing to pitch in where needed. He agreed to head the Landscape Committee in midyear when the outgoing Chairman sold his home and had to resign from the Board. When Dan could not attend the 2015 Organizational Meeting, he was surprised to learn he was silently appointed Board Treasurer. A position he held for two years and subsequently chaired the Finance and Budget Committee. We will miss his sense of humor and upbeat attitude.

For their service and their leadership, a sincere **THANK YOU** to Gene and Dan for giving back to their MVEA Community!

## LANDSCAPE & TREE TRIMMING

Artistic Maintenance will continue with the Association's tree work. Increments #5, #2 and #6 are scheduled for trimming in January and through February. The large Pines along Melinda in Increment 8 will also be laced in February.

Some major removals and new installations at the top of slope areas in Increment 8 are currently being worked.



The Landscape Committee has inspected and surveyed the entire Association in 2017 and will continue in 2018. The Committee has worked with the Water Conservation group and plans to implement selected slope irrigation renovation programs for some in 2018. The intention is to upgrade the old system to work more efficiently watering the top, middle and bottom of slope independently.

## CC&R REVIEW COMMITTEE

The Board expects to discuss recommendations from the CC&R Review Committee for amending and clarifying the governing documents of the Association and the Architectural Guidelines. The Committee is currently looking at the following items:

- Establishing and defining "short term" rental periods;
- Revisiting term limits for Board of Directors positions;
- Establishing Landscape Guidelines for percentage use of rock hardscape and mulch for front yard landscape projects.

If the 2018 Board of Directors agrees the Association should move forward and update the documents, the Membership would be noticed and an Open Meeting called which would allow for Member comments on the new provisions. Only after this type of meeting would a Meeting of the Delegates be called to approve or disapprove the provisions by a formal ballot.



## Email Consent Form

Be aware that you may sign up for electronic (email) delivery of all MVEA mailings that are required by the Davis-Stirling Act. Homeowners will need to fill out and sign the Electronic Notice Form. You may request the form by calling Action Property Management or by downloading it from the website, [mveahoa.com](http://mveahoa.com), under the Reference Documents and Policies tab.

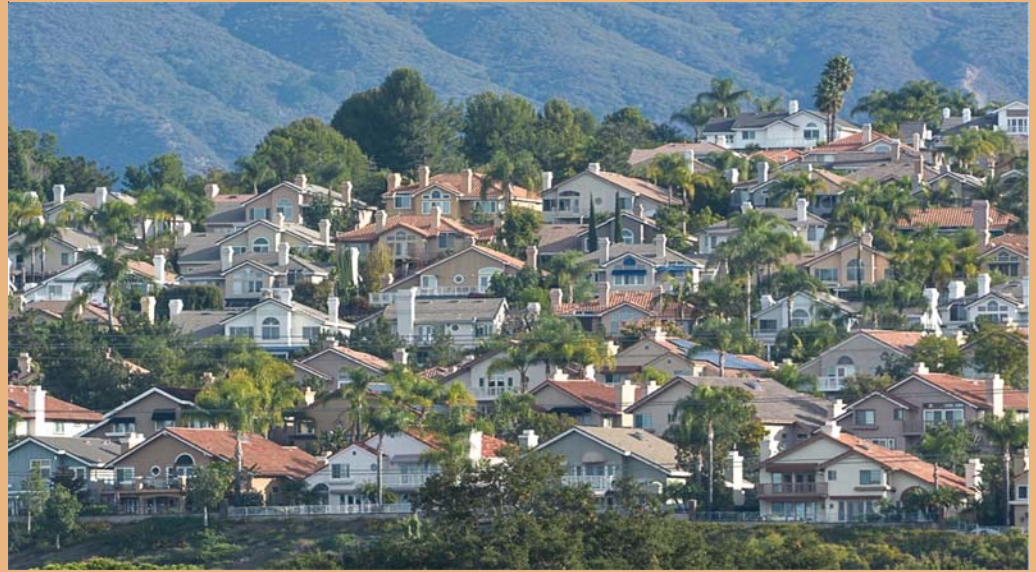
Homeowners who use this service receive the Annual Budget & Policy Statement and the Annual Audit as specific PDF attachments in an email delivery. If you are not registered for the service, these items are distributed via US mail as hard copy. The Audit is mailed in April. The Budget & Policy Statements are mailed in the Fall.

If, after sign up, an owner wants to return to regular mail delivery he/she may revoke their consent to email delivery and request the Association to mail hard copy of the disclosures.

### **SPECIAL NOTICE!**

**The Association continues to be a victim of vandalism. During 2017 the solar light systems serving the connector walkway between Adelita and Alicia were stolen. In Increments 5 and 6 irrigation risers were systematically and deliberately broken along the walkways. If you see this type of activity, speak up and call the Sheriff's Department nonemergency number at 949-770-6011. If you see something, say something!**

## REMINDERS & GENERAL USE RESTRICTIONS



### **Side Yard Easements**

If you own a property and have been granted a "sideyard easement" from the lot next door, it is your responsibility to ensure that drainage for the area is intact and irrigation or rainwater does not accumulate in the area adjacent to your neighbor's exterior wall. Now is the appropriate time to make sure the drainage in this area runs unencumbered to the street and sidewalk area as originally intended. Place a garden hose in one of the collection areas and determine if the water drains to the street and curb. If you are the owner of the lot that provides the easement, rain gutters and downspouts attached to the eaves of the roof in this side yard area should be inspected and cleaned of debris to ensure that water is draining into the downspout properly and not spilling into the easement area.

Also, please be aware that nothing should be attached to the exterior wall of the property. Landscape material in this area should not encumber or encroach upon the wall.

### **Holiday Decorations**

The MVEA architectural guidelines provide that all Holiday lighting and decorations are permitted through January 30. Please make sure all items and lighting are removed from the property by that date.

### **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 usually meets on a weekly basis and generally turns the applications 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 exterior modifications and homeowners need to submit an application and receive approval prior to the project or 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 meetings are 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. The list of meeting dates for the first quarter of 2018 are:

**Wednesday, January 3, Annual Meeting of Delegates**

**Thursday, January 18**

**Thursday, February 15**

**Thursday, March 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](http://www.mveahoa.com).

Your community manager is Stephen Stanton available by phone at 949-450-0202 ext. 2110 and email, [sstanton@actionlife.com](mailto: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](mailto: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

### 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 electronic mailing of their 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 phone # is 949-450-0202. 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 PO Box.

### Auto Pay Announcement

Please remember that Action's new Auto Payment Processor went in effect during the 2017 fourth quarter assessments. Owners that registered for AutoPay before 2013 (then referred to as ACH) need to re-registered for this service in order to continue with the AutoPay service in 2018 and forward. Specific explanatory letters were mailed to those owners on the old system last year. Not everyone has re-registered and unfortunately late notices and fees have had to be sent.

If you did not re-register for the new AutoPay system, your October and the January assessment are not being deducted from your account. You are still responsible for your assessment payment and your options are:

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



### 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. James Farris**

**Increment #3  
Ms. Deborah Currie**

**Increment #4  
Mr. Frank Fossati**

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