



the Neighborhood

ISSUE #39

MVEA COMMUNITY NEWSLETTER

FALL 2019



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Delegate Elections scheduled for Thursday, October 17th

Ballots for the Annual Election of Delegates have recently been mailed to all homeowners. The Mission Viejo Environmental Association is a Master Association composed of nine Increments. The Delegates elected annually, represent the voting power of the owners. Delegate candidates must be resident owners of the property. The elections are scheduled for Thursday, October 17th. Please return your ballot by mail to Action Property Management and they will be delivered to the Inspectors of the Elections on the evening of the 17th. The inspectors will compile and tally the votes and announce the results at the conclusion of the Board of Directors meeting that evening. The Delegates represent their respective Increments at Board Meetings and cast the voting power of the Increment when they meet to elect the 2020 Board of Directors in January at the Annual Meeting of Delegates.



Board of Director Candidates

Two Board of Directors terms expire at the end of this year and those two positions will be up for election in January 2020 at the Annual Meeting of Delegates.

The **Request and Notice for Board Candidates** is scheduled for mailing in early November. The term of office is for two years. If you have an interest in working with others and serving the Mission Viejo Environmental community, please consider running for one of the two open seats on the Board of Directors in 2020. The duties and obligations of Board members are: addressing the Association's Annual Calendar items such as reviewing and approving an Annual Budget; reviewing and signing checks; working with Management and the Increment Delegates; resolving homeowner issues that come before the Board; and in general, charting the course of action for all Association related subjects. The Chair of the Architectural Review Committee and the Landscape Committee are required by the CC&Rs to be a member of the Board of Directors.

REMINDERS & GENERAL USE RESTRICTIONS

Holiday Lighting & Decorations

Holiday lighting and decorations are permitted without ARC approval from November 1st through January 31st only. Please make sure all holiday decor is removed from the property by January 31st.

Exterior Painting

Given the age of the community we have found that a number of homes are in need of painting. Please keep in mind before you start repainting the exterior surface of your home that you are required to submit an Architectural Application and receive written approval from the association first. Please do not start painting until you receive written permission from the association. You are encouraged to log on to the community website (www.MVEAHOA.com) to view a list of all the pre-approved paint colors before filling out the required Architectural Application. Once your application is complete please send it over to Action Property Management for processing. You can email your application to managerassistantsoc@actionlife.com or fax it to 949-450-0303.

Trash Can Enforcement

Please don't forget that trash cans must be stored out of sight when not being serviced. Which means you must store your trash cans behind your fence/gate, in your garage or rear yard so they are not visible from the street or common areas following the scheduled service pickup. Thank you for your anticipated cooperation.

Rear Wall & Fence Replacement

It has come to Management's attention that several homes throughout the community are in need of fence or wall replacement. Please keep in mind before replacing your fence that you are required to submit for architectural review and decision prior to moving forward with installation. Vinyl fence is permitted as long as you receive written approval from the association first. Please refer to page 8 section C "Fences" in the Architectural Guidelines prior to submitting. If you are planning on replacing your rear/side yard slumpstone property wall please be sure to use the "Mission" color stone when constructing the new wall. The following fence material is not permitted:

- ◆ Metal or plastic chain link
- ◆ Pastic or fiberglass panels
- ◆ Woven benderboard
- ◆ Sheet metal
- ◆ Chicken wire
- ◆ Plastic webbing, reeded or straw-like material
- ◆ Wood grapestake

Landscape Maintenance

MVEA is actively enforcing all landscape maintenance requirements and obligations as set forth in the CC&Rs. If you removed your turf or allowed it to die, you are required to submit an architectural application showing what your new landscape plans will be. The Association requires active and consistent maintenance on all front & rear yards. MVEA allows artificial turf and drought tolerant landscape material upon approval. If you intend to change out old landscape with either of these options, please submit an application prior to starting the project.



Attack of the Morning Glory Plant

Do you have this plant in your yard? It is called Morning Glory, *Ipomoea nil*, a very invasive plant that spreads rapidly. It enjoys dry, poorly irrigated soils and can smother other plants out by creating a dense canopy over them. It reproduces by seed and cuttings. If pieces of the stems are left in or on the soil after removal they will reproduce into a plant. Once established it is very difficult and near impossible to remove.

Seeds remain viable in the soil without germinating for long periods of time. The only way to control or remove it from the landscape is with herbicides. The herbicides which kill this plant will also kill other plants in the landscape. There are no selective herbicides for Morning Glory. While it has a very attractive flower, we ask that you think twice before introducing it into your garden. You will be challenged to control it and there is so much of it freely spreading and killing the MVEA common area slopes. The Landscape Committee and the association's landscape vendor, Artistic Maintenance, are extremely challenged to put the brakes on this homeowner introduced invasive weed. Please reconsider planting Morning Glory in your yard.

Information supplied by:
Ken Kelly, PCA, ISA Certified Arborist



ACTION PROPERTY MANAGEMENT NEWS

Action Property Management's corporate offices are located in Irvine at 2603 Main Street, Suite 500. The phone number is 949-450-0202 and 1-800-440-2284. 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.

Electronic Statement Option

The Mission Viejo Environmental Association through Action Property Management offers an optional electronic statement program. Homeowners may sign up for the service and 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. You may visit the new website, resident.actionlife.com and opt in for electronic service.

ARCHITECTURAL REVIEW AND APPROVAL PROCESS

The ARC's purpose is to maintain the architectural character and visual unity of the community. Mission Viejo city permits are required for any structural and gas/electrical engineering projects. It's the homeowner's responsibility to comply with all setback requirements of the City of Mission Viejo when designing their improvement plans.

The Architectural Review Committee usually meets on a weekly basis and generally turns applications around within a few days. A partial list of items that require architectural applications are exterior painting, artificial turf installation, landscape or hardscape renovations, patio covers, vinyl window installation, solar panels and re-roofing, pools and driveway expansions. Please keep in mind that storage sheds are considered exterior modifications and homeowners are required to submit an application and receive approval prior to placing the temporary structure in your yard.

MVEA COMMITTEES & CHAIRS

During their January meeting, the Board of Directors appointed chairs and volunteers to fill the Association's Committees for 2019. 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 **Architectural Committee** meets on a monthly basis to review and approve all submissions for exterior lot improvements. Board Member, Kerry Russell, agreed to chair the committee. Bryan Beardsley assists as the member volunteer.

Board Member, Joe Tully, agreed to chair the **2019 Landscape Committee**. The Committee meets regularly to inspect the slopes and greenbelts and review any homeowner Common Area landscape requests. They approve all landscape plant installations and manage a budget of almost \$200,000. Assisting as member volunteers are Peggy Russo and Deborah Currie. Alternate members are Donna Bourassa and Beckie Brown.

The **Water Conservation Subcommittee** established in 2008 meets monthly with Artistic Maintenance, the Association's landscape vendor, to review MVEA's 92 water bills and all irrigation related expenditures. The WCSC makes recommendations to the Board on water savings techniques and technology. Frank Fossati chairs the Committee. Assisting as member volunteers are Nathan Adams, David Collins, Daniel O'Connor, Beckie Brown and Joe Tully.

The **Contract Review Committee** is chaired by Board Member, Donna Bourassa. The Committee reviews annual contracts with the Management Company and Landscape as directed by the Board. Assisting as member volunteers are Connie Beardsley, Leslie Danielson, Richard Florence, Frank Fossati, Kerry Russell and Peggy Russo.

The **Budget and Finance Committee** chaired by Treasurer, Matt Doretti, meets in September 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. Member volunteers include Donna Bourassa and Frank Fossati.

The **CC&R's Review Committee** chaired by Frank Fossati. Assisting as member volunteers are Donna Bourassa, Debra Currie, Richard Florence, Robert Horn, Peggy Russo and Joe Tully.

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. If you are interested in serving on one of the Committee's above please take a moment to fill out the Committee Volunteer Form for Board review and consideration. Please contact Action Property Management to request a copy of this form.

Pro Forma Budget & Annual Policy Statement

The Budget & Finance Committee is in the process of reviewing and making any needed adjustments to the 2020 Pro Forma Budget. The budget is finalized and approved by the Board of Directors at the October meeting. The 2020 Budget is distributed to homeowners along with the required Annual Policy Statement. The Annual Policy Statement is a compilation of disclosures and documents including: the current Reserve Fund Summary; the Association's Fine Schedule; Summary of the Architectural Review policy; and miscellaneous other disclosures that are required by State law to be distributed to all homeowners annually.

MVEA BOARD MEETING & NEWS ITEMS

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. Homeowner Forum is scheduled at the beginning and end of every meeting. Homeowners may address the Board on any Association related topic. The list of meeting dates for the fourth quarter are:

Thursday, October 17th
Thursday, November 21st
Thursday, December 19th

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 and Resident Portal. If a meeting is cancelled advanced notification will be posted on the community website and the community bulletin board.

If you have any questions or concerns please do not hesitate to contact Community Manager, Tiffany Kaldenbach by phone at 949-450-0202 and email, tkaldenbach@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 Tiffany Kaldenbach, Action Property Management, 2603 Main Street, Ste. 500, Irvine, CA 92614.

Common Area Irrigation

The most frequently reported issue to Management from Homeowners is regarding irrigation issues. The best way to report leaky valves or broken sprinkler heads is to call Community Care at 949-450-0202, and report the item directly or email CCGeneral@actionlife.com. Phone calls or emails notifying the Community Manager of the problem will delay the response time. The



Community Care representative is trained to create the work order immediately and ensure the vendor is contacted to correct and repair the problem. MVEA's landscape vendor, Artistic Maintenance, has two full time irrigators onsite; and in most instances they are able to correct the problem within 24 hours.

While management and the landscape vendor are constantly on the alert for trouble in the irrigation system, many eyes are better than just a few. The irrigation system is generally set to run during the evening and early morning hours. If you observe the system on during the day, it is likely because the system is being tested and inspected or a newly planted landscape material is getting additional water to promote growth.

If the observation is after regular working hours or on weekends, both Action Property Management and the landscape vendor, Artistic Maintenance, have procedures for getting the information to an after-hours "on call" representative who can address the problem. Call the Action line 949-450-0202 and follow the instructions for placing an emergency call.



2019 BOARD OF DIRECTORS

President- Donna Bourassa
Vice President- Joe Tully
Treasurer- Matt Doretti
Secretary- Kerry Russell
Director at Large- Leslie Danielson



INCREMENT DELEGATES

Increment #1
Peggy Russo

Increment #2
Shannon McClure

Increment #3
Deborah Currie

Increment #4
Frank Fossati

Increment #5
Connie Beardsley

Increment #6
Gerald (Jerry) Henberger

Increment #7
Donna Bourassa

Increment #8
Robert Horn

Increment #10
Richard Florence