

# the Neighborhood

## MVEA 2021 COMMITTEES & CHAIRS

During the January meeting, the Board of Directors appointed chairs and volunteers to fill the Association's Committees for 2021. 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** usually meets twice a month to review and approve all submissions for exterior lot improvements and Notice of Completion forms. Board Member, **Robert Horn**, agreed to chair the committee. Assisting as volunteer members are **Donna Bourassa** and **Deborah Currie**. **Dwayne Ihde**, **Todd Calish**, **Sanford Lewis** and **Robert Davis** are the appointed alternates.

Board Member, **Leslie Danielson**, agreed to chair the 2021 **Landscape Committee**. The Committee meets regularly to inspect the slopes and greenbelts, review maintenance work orders and proposals and review any homeowner common area landscape concerns or requests. Assisting as member volunteers are **Peggy Russo** and **Anthony Acetta**. **Donna Bourassa**, **Dwayne Ihde** and **Brian Vlasich** are the appointed alternates.

The **Contract Review Committee** is chaired by Board Member, **Donna Bourassa**. The Committee reviews annual contracts with the Management Company and Landscape Vendor as directed by the Board. Assisting as member volunteers are **Peggy Russo**, **Leslie Danielson** and **Robert Horn**.

The **Budget and Finance Committee** chaired by Treasurer, **Richard Schweinberg**, meets in September to review the Reserve Study and discuss the draft budget. They make budget and allocation recommendations to the Board of Directors for the upcoming Fiscal Year. Assisting as member volunteers are **Donna Bourassa**, **Robert Horn**, **Leslie Danielson**, **Peggy Russo** and **Roger Salway**.

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.



## 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 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.

## REMINDERS & GENERAL USE RESTRICTIONS

### Side Yard Easements

If you own a property and have been granted a "side yard 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. We strongly encourage you to 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. 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.

### 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 even if you plan to use the existing paint colors. 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](http://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](mailto:managerassistantsoc@actionlife.com) or fax it to 949-450-0303.

### Drainage Reminder

As a courtesy reminder, please refrain from disposing of any unwanted dirt or landscape debris from your rear yard onto the common area slopes behind your home. Per the CC&R's, Article III section 9, "No Owner or Member shall alter the flow of drainage from Common Areas, Association Property or Slope Maintenance Areas without Association Board of Directors approval". Any members found to have made unapproved alterations or damages will be held liable.

### Trash Can Enforcement

Please don't forget that trash cans must be stored out of sight when not being serviced. This 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.

### 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](mailto: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 the problem. MVEA's landscape vendor, ParkWest, 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, ParkWest, 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.



## MVEA BOARD MEETING & NEWS ITEMS

The Board of Directors meetings are held on the third Thursday of every month at 7:00 p.m. via Zoom due to the COVID pandemic. Homeowner Forum is scheduled at the beginning and end of every meeting. Homeowners may address the Board on any Association related topic during Open Forum. Below is a list of upcoming meeting dates:

**Thursday, March 18th**

**Thursday, April 15th**

**Thursday, May 20th**

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 #5a 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 Action Property Management 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 Senior Community Manager, Tiffany Kaldenbach by phone at 949-450-0202 or email, [tkaldenbach@actionlife.com](mailto:tkaldenbach@actionlife.com). The Manager's Assistant and administrative support team is led by Katie Schanz at email address, [Managerassistantsoc@actionlife.com](mailto: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.