



# the Neighborhood

ISSUE #20

MVEA COMMUNITY NEWSLETTER

FALL 2014



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## Delegate Elections scheduled for October 16

Management is preparing Ballots for the Increment Delegate elections. Ballots are scheduled for mailing the last week of September and should be returned to Management before October 16 so they can be delivered to the Inspector of the Elections. Please cast your vote and return the ballot in the envelope provided so they can be tallied and compiled. The Inspector of Elections will 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 votes for the election of the Board of Directors in January at the Annual Meeting of Delegates.

## Board of Director Candidates

Three Board of Directors terms expire at the end of this year. One Director has served two terms on the Board and will be retiring from the Board as the Association's governing documents provide for term limits of no more than two consecutive terms of office (four years of service). This vacancy and the other two Director seats will up for election in January 2015 at the Annual Meeting of Delegates. A Request for Candidates notice will be mailed to the membership in early November.

If you have an interest in serving the Mission Viejo Environmental community, please consider running for the Board of Directors in 2015. Duties and obligations of the Board are: addressing the Association's annual calendar items such as reviewing and approving an annual budget; working with Management and the Increment Delegates; resolving homeowner issues that come before the Board; and in general, assisting in charting the course of action for all Association related subjects.

## IRRIGATION ISSUES



If dealing with record-breaking drought conditions while trying to keep the MVEA slopes and greenbelt areas fresh and healthy is not enough, there is the item of irrigation system repairs. It has been an extremely difficult year for slope irrigation and repairs. Stuck valves, broken heads and frequent vandalism have challenged the new landscape company from the very first month.

Please know that homeowners should call or email the Community Care Department of Action Property Management via email at [CCGeneral@actionlife.com](mailto:CCGeneral@actionlife.com) for any leaks or signs of irrigation problems that you observe on the Common Area slopes or greenbelts. The common problems are: mainline or lateral line leaks; stuck valves; and broken or missing heads.

*(Continued on page 2)*

# MVEA BOARD MEETING & NEWS ITEMS

## Tree Trimming

Artistic Maintenance will perform the Association's annual tree trimming during the months of September through February 2015. Selected for trimming are all trees less than 25 foot and certain groupings of trees above 25 feet. This is in large part because all the trees were trimmed in 2104, some as late as May and June and do not warrant a second pruning. Additionally, accepted arboricultural practice indicates that many large mature trees do not need to be trimmed on an annual schedule. Pine trees, California Pepper trees and Sycamore trees fall into this category.

## Slurry Seal Coat and Walkway Repairs

Vern Perry Asphalt Paving, Inc. completed the Association's renovation and slurry project for the walking pathways in early September. Many old cracked sections received new asphalt, the larger cracks received filler and all walks were coated with slurry. Enjoy the new look and feel of the pathways.



## Irrigation Issues

*(From page 1)*

A significant amount of water seen along a slope causing a "water shadow" without the sprinkler system being on is indicative of a mainline or lateral line break and needs to be addressed immediately. A specific area of sprinklers not shutting off but continuing to stay on and soak one area for a prolonged period is a stuck valve and needs repair. A "geyser" of water shooting up is most likely a broken sprinkler head, and when coupled with a stuck valve can cause a great deal of wasted water, limited coverage to the rest of the landscape area, and in some case flooding into a homeowner's property. These need to be repaired before the next irrigation cycle starts up. 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 because the system is being tested and inspected or a newly planted landscape material is getting additional water to promote adaptation and growth.

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



## BOARD MEETING DATES

The Board of Directors 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 third quarter of 2014:

**Thursday, October 16**

**Thursday, November 20**

**Thursday, December 18**

**Tuesday, January 6: Annual Meeting  
of Delegates to elect Board of  
Directors**

The monthly meeting agenda is posted on the community bulletin board located off Marguerite Parkway at the corner of Antela and Lovios. This specific location in Increment #5 has been designated as the place for posting all general notices to the Membership as now 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 and email at 949-450-0202 ext. 313 and [ssanton@actionlife.com](mailto:ssanton@actionlife.com). The manager's assistant and administrative support is Selah Short at ext. 525 and email address [sshort@actionlife.com](mailto:sshort@actionlife.com). Any official communication from member should be sent to Stephen Stanton at Action Property Management, 2603 Main Street, Ste. 500, Irvine, CA 92614.





## ACTION PROPERTY MANAGEMENT NEWS

The Association through Action Property Management offers to all homeowners an optional electronic statement program; whereby, homeowners who sign up for this service will receive email communication for their quarterly billing. You may pay the quarterly assessment in any manner you choose; but you would not receive a US Post Office delivered invoice. This quarterly newsletter mailed with the invoice would be sent as a pdf attachment. You may visit the new website, <http://www.vivportal.com>, and opt for this 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 new P.O. Box.

### ACH Payments

Using an Automated Clearing House system for your quarterly assessment automatically debits or "sweeps" from your designated bank account the amount of your quarterly assessment and deposits it into the Association's account. There is no charge for this service. Forms and applications are now available for submission through the homeowner portal, <http://www.vivportal.com>.

### VIVO PORTAL AND HOMEOWNER SERVICE FEATURES

Visit the homeowner's portal, VIVO, <http://www.vivportal.com>, and check your account balance, request a work order, email your community manager, sign up for auto payments on the quarterly assessment, or opt in for electronic billing

## REMINDERS & GENERAL USE RESTRICTIONS

### ARCHITECTURAL REVIEW AND WRITTEN APPROVAL

The Architectural Review Committee meets on a weekly basis and generally turns the applications for improvement project around within a week. The Committee's chair is Board Member, Bill Ernisse. Committee volunteers are Deborah Currie-Teele from Increment #3 and Kevin Harper from Increment #8. Alternate on the committee is Increment #5 Delegate, Connie Beardsley. To date in 2014 this committee has reviewed and acted upon over 200 applications: from room additions and landscape projects to window replacement, patio covers and exterior painting. A debt of thanks is owed to the volunteers who meet, review, approve and comment on all the applications submitted. The committee is committed to a weekly review of all applications so the Association's process is not cumbersome on the owner and the improvement projects can move forward in a timely manner. Sincere thanks to Bill and his team, Deborah, Kevin and Connie for the contribution they are making to the MVEA community!

The ARC's purpose is to maintain the architectural character and visual unity of the community. The applications are available on the Association's website, [MVEAHOA.com](http://MVEAHOA.com), under the Documents tab. There is no charge for the submission.





## Selling your Home?

The Board of Directors and Management want all owners to know that you can reduce certain HOA costs incurred when selling your home in MVEA by being familiar with what is generally requested of the seller in a homeowners association. When an offer is accepted on a property, an escrow company administers the sales transaction. The escrow service ensures that all contingency items related to sale are addressed, paid for by the appropriate party, and all monies and documents collected are disbursed to each side. Specific



items that are requested of a Homeowners Association are: CC&Rs, Bylaws and Article of Incorporation; the current Budget; Financial Statements and Balance Sheets; the year end Audit; 12 months of Board Meeting Minutes; the most recent Reserve Study; and any Rules & Regulations.

Many times escrow service may not ask the seller of the property to provide these items and instead goes directly to the management company and requests them to ensure the transaction moves forward in a timely manner. There is a price connected with each item on the list. The governing documents and the 12 months of minutes can cost up to \$130. Budgets and the Reserve Study can run up to \$50. A full list of required documents requested of the management company can cost the owner \$275. If the escrow company is requesting the documents on the same day or by the next day, an additional \$160 is tagged on to the cost. The standard transfer service fee charged for each property is \$250. The total cost for documents with a same business day turn around and the transfer fee can run the owner up to \$685.

All owners should be aware that most of the escrow document costs could be eliminated by signing up as a registered owner of MVEA through Action Property Management's VIVO portal. Registered owners have access to all the governing documents and all the Board Meeting Minutes through the MVEA website. The Annual Budget and the Audit are supplied to owners by annual mailings are easily provided by a request to management. The website address is MVEAHOA.com, click on the tab, My Account, and enter your user name and password. If you are not a registered owner, you may sign up from this page. You will need to know your 12 digit account number which is available on the quarterly assessment or you can call management and it can be looked up.



### 2014 BOARD OF DIRECTORS / OFFICERS

**Peggy Russo, President**  
**Dan O'Connor, Vice President**  
**William Ernisse, Treasurer**  
**Gene Rogers, Secretary**  
**Al Arakawa, Member at Large**



### 2014 INCREMENT DELEGATES

**Increment #1**  
**Mr. Bill Hunt**  
**Increment #2**  
**Ms. Linda Wilkes**  
**Increment #3**  
**Ms. Deborah Currie-Teele**  
**Increment #4**  
**Mr. Frank Fossati**  
**Increment #5**  
**Ms. Connie Beardsley**  
**Increment #6**  
**Mr. Dale George**  
**Increment #7**  
**Ms. Donna Bourassa**  
**Increment #8**  
**vacant**  
**Increment #10**  
**Mr. Richard Florence**