



# the Neighborhood

ISSUE #31

MVEA COMMUNITY NEWSLETTER

FALL 2017



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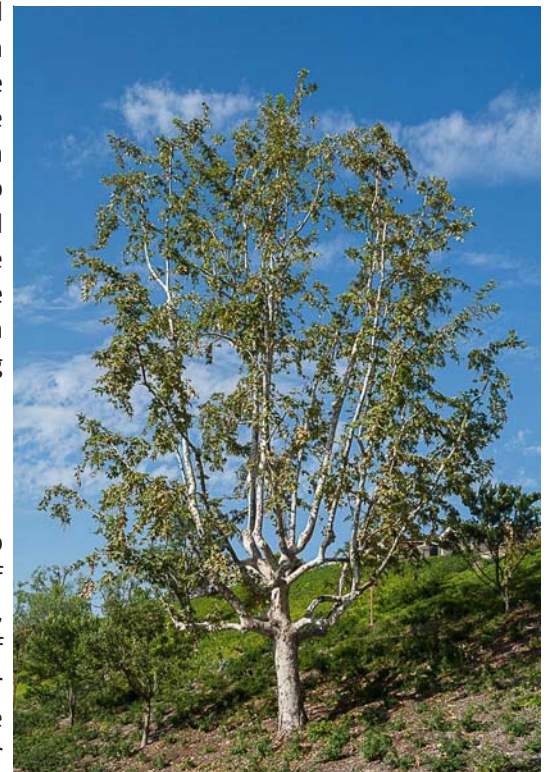
## MVEA BOARD MEETING & NEWS ITEMS

### Delegate Elections scheduled for Thursday, October 19

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 19. 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 19th. 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 2018 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 2018 at the Annual Meeting of Delegates. Current Board President, Gene Rogers and Vice President Dan O'Connor, are completing consecutive two year terms; and under the term limit provision of the MVEA Bylaws are not allowed to run for a Director position again until four years have elapsed. It is always sad and difficult to lose such good people. The Association and Management appreciate and thank both Gene and Dan for their four years of service to their community by serving on the Board.



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 2018. 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.

## MORNING GLORY AN INVASIVE PLANT/WEED



Do you have this plant in your yard? It is called Morning Glory, *Ipomoea nil*, a very invasive plant that spreads easily and very 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, you may want to 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 MVEA slope and planter material. The Landscape Committee and our landscape vendor, Artistic Maintenance, are extremely challenged to put the brakes on this homeowner introduced invasive weed.

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

## Pro Forma Budget & Annual Policy Statement

The Budget & Finance Committee is in the process of reviewing and making any needed adjustments to the 2018 Pro Forma Budget. The budget is finalized and approved by the Board of Directors at their October meeting. There are no plans to increase the quarterly assessments. The 2018 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.



## ANNUAL NOTICE OF ADDRESS, REPRESENTATIVE AND RENTAL STATUS

If you use an offsite address to receive your quarterly assessment billing and Association mail, this is your last chance to comply with Annual Notice of Address Status. If an owner fails to provide the address information, the mailing address for the property will change to the property address inside the Association. If you want your MVEA mail to continue to be sent to your offsite address or PO Box, you must complete the Annual Notice of Address form.

This is not an Action Property Management requirement or a Mission Viejo Environmental Association requirement; it is a Civil Code requirement effective January 2017 by the State of California.

Homeowners are now able to use the <https://vivoportal.com> site and complete the form to comply with the requirement. If you are not registered, please go to the site and register. You will need to know your 12-digit account number. If you are uncertain of the number, call or email the Community Care Department at [CCGeneral@actionlife.com](mailto:CCGeneral@actionlife.com).

## REMINDERS & GENERAL USE RESTRICTIONS



### 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 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.



*MVEA Landscape Committee Team*

### Landscape

The Association 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 during the State sanctioned water restrictions, you should submit an architectural application showing what your new landscape plan will be. The Association will require active and consistent maintenance on all front yards. MVEA allows artificial turf and drought tolerant landscape material. If you intend to change out the old landscape with either of these options, please submit an application prior to starting the project. The Association's expects that many deteriorated front yards will now undergo a transformation with new landscape material and fresh designs.



### Email Consent Form

Please remember 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 a compact disc. The Audit was 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 of the CDs he/she may revoke their consent to email delivery and request the Association to mail hard copy of the disclosures.

## 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 third quarter of 2017:

**Thursday, October 19**  
**Thursday, November 16**  
**Thursday, December 21**

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://vivportal.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 PO Box.

### AUTOPAY ANNOUNCEMENT

Please remember that Action's new Auto Payment Processor is in effect with the current fourth quarter assessments. Owners that registered for AutoPay before 2013 (referred to as ACH) should have re-registered for this service in order to continue with the AutoPay service for the October 2017 withdrawal and onward. Specific explanatory letters were mailed to those owners on the old system in June.

If you did not re-register for the new AutoPay system, your October assessment and all future assessments will not be deducted from your designated 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 pay online via credit card, debit card or electronic check at <https://vivportal.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. 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

All owners should be aware that Coyotes prowl the slopes, yards, and streets of the Association. Owner with pets are advised to exercise caution with small pets left alone in yards. All pet owners are reminded that animals are to be led and controlled with a leash.