



# the Neighborhood

ISSUE #40

MVEA COMMUNITY NEWSLETTER

SPRING 2020



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## 1st Quarter Home & Garden Award Winners

The 1st Quarter "Home & Garden" award winners are pictured below. The association would like to continue to show their appreciation to all those who go the extra mile to keep their home and gardens looking the absolute best. The 2nd Quarter award winners will be selected by the Board on April 16, 2020 during the General Session Meeting.



Increment 1



Increment 2



Increment 3



Increment 4



Increment 5A



Increment 5B



Increment 6



Increment 7



Increment 8



Increment 10

## MVEA COMMITTEES & CHAIRS

During the January meeting, the Board of Directors appointed chairs and volunteers to fill the Association's Committees for 2020. 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 on a bi-weekly basis to review and approve all submissions for exterior lot improvements. Board Member, Leslie Danielson, agreed to chair the committee. Assisting as volunteer members are Robert Horn and Deborah Currie. Peggy Russo is the appointed alternate.

Board Member, Donna Bourassa, agreed to chair the 2020 **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 Gene Rogers. Deborah Currie is the appointed alternate.

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 Landscape Committee and Board on water savings techniques and technology. Frank Fossati chairs the Committee. Assisting as member volunteers are Nathan Adams, Beckie Brown and Joe Tully.

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

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. Assisting as member volunteers are Kerry Russell, Frank Fossati and Joe Tully.

The **CC&R's Review Committee**; Frank Fossati continues to chair the committee this year to finish the work started in 2017 and to review and make recommendations for potential changes to the governing documents. 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.

## ANNUAL NOTICE OF ADDRESS, REPRESENTATIVE AND RENTAL STATUS

If you use an offsite address, including a PO Box, as a mailing address for MVEA mail such as quarterly assessments, audits, budget and annual reports, letters, special notices, it is especially important to comply with Civil Code 4041. If the owner fails to provide written notice to the association on an annual basis the last known address provided by the owner in writing, or, if none, the property address shall be deemed to be the address to which notices are to be delivered. The Civil Code requirement provides all owners will annually notify their Association of the following:

- Their address or addresses to which notices from the Association are to be delivered.
- Any alternate or secondary address to which notices from the Association are to be delivered.
- The name and address of your legal representative, if any, including any person with power of attorney, or other person who can be contacted in the event of your extended absence.
- Whether the separate interest is owner-occupied, is rented out, if the parcel is developed but vacant, or if the parcel is undeveloped land.

While this is not a major consideration for owners who reside at the property and want their mail to continue to be sent to that address; it will certainly be a troubling problem if an offsite owner moves and fails to notify Management of their new mailing address and stops receiving quarterly assessment notices, late notices, fees and liens for nonpayment. This is not an Action Property Management requirement or a Mission Viejo Environmental Association requirement; it is a Civil Code requirement effective January 1, 2018 by the State of California.

Homeowners are now able to use the resident.actionlife.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 account number, call Community Care at (949) 450- 0202, or email [CCGeneral@actionlife.com](mailto:CCGeneral@actionlife.com).



## 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. 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 on using 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.

### 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, 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.



## 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](http://resident.actionlife.com) and opt in for electronic service.



# MVEA BOARD MEETING & NEWS ITEMS

The Board of Directors meetings are on the third Thursday of every month at 6:00 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 during Open Forum. Below is a list of upcoming meeting dates:

**Thursday, March 19th**  
**Thursday, April 16th**  
**Thursday, May 21st**

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 MVEA website, [www.mveahoa.com](http://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 or email, [tkaldenbach@actionlife.com](mailto: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](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.



## 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.

## 2020 BOARD OF DIRECTORS

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



## INCREMENT DELEGATES

**Increment #1**  
**Peggy Russo**

**Increment #2**  
**Nicole Bliss**

**Increment #3**  
**Deborah Currie**

**Increment #4**  
**Frank Fossati**

**Increment #5**  
**Connie Beardsley**

**Increment #6**  
**Stephanie Yamoto**

**Increment #7**  
**Donna Bourassa**

**Increment #8**  
**Robert Horn**

**Increment #10**  
**Richard Florence**

