

**OASIS VILLA RESORT HOMEOWNERS' ASSOCIATION**  
**BOARD MEETING MINUTES**  
**Tuesday, November 7, 2023**  
**10:00 AM**

Directors in attendance: Lauris Bateman, Shannon Krutz, Bill Clifford,  
Kathy Dodds and Michal Smyth (virtual)

Management in attendance: Duane Rohrbaugh, April Molitoris

Guests in attendance: Numerous home owners as evidenced by roll call

**Called to Order**

Lauris Bateman called the meeting to order at 10:00 AM. A quorum was established with all board members in attendance.

**Open Forum- Agenda Items**

No comments concerning agenda items were brought forward:

**Secretary's Report**

**Approval of Minutes**

*A motion was made and seconded approving the minutes for the board meeting held September 12, 2023.*

*B. Clifford (motion), M. Smyth (second), motion passed unanimously.*

**Disclosure of Executive Session**

For executive session for meeting held on November 7, 2023.

- Delinquency Review
- Contacts
- Legal

**Treasurers Report**

**Ratification of monthly financial review approval**

*A motion was made and seconded that the Board ratifies that a Board sub-committee has received and reviewed the Association financial statements for the months of August, 2023 through September, 2023, independent of a board meeting and in conformance with Civil Code §5500.*

*B. Clifford (motion), K. Dodds (second), motion passed unanimously.*

**Review of September, 2023 financial statements**

Unaudited 2023 financials through September, 2023, as presented to the board, are attached to the minutes.

**Reserve Transfers**

Ratification of approval for reserve fund transfers.

*A motion was made and seconded ratifying the approvals, made by K. Dodds and L. Bateman, for a reserve fund transfer requested on 8/30/23, in the amount of \$6,097.46 for the following*

|                           |  |                   |
|---------------------------|--|-------------------|
| <i>KAPS, Inc.</i>         | <i>replaced Spa #1 jet pump</i>                            | <i>\$2,400.00</i> |
| <i>Patton Enterprises</i> | <i>service front gate-replaced batteries</i>               | <i>543.30</i>     |
| <i>KAPS Inc.</i>          | <i>replaced Pool 6 circulation jet pump</i>                | <i>2,400.00</i>   |
| <i>KAPS Inc.</i>          | <i>troubleshoot Pool 2 circulation suction pump</i>        | <i>160.00</i>     |
| <i>KAPS Inc.</i>          | <i>replaced faulty GFCI receptacle at Pool &amp; Spa 3</i> | <i>213.10</i>     |
| <i>KAPS Inc.</i>          | <i>replaced broken pump basket at Spa 4</i>                | <i>28.51</i>      |
| <i>KAPS Inc.</i>          | <i>replaced Pool 2 light &amp; light lens basket</i>       | <i>132.55</i>     |
| <i>PWLC II, Inc.</i>      | <i>Pool 8 irrigation repair</i>                            | <i>220.00</i>     |

*B. Clifford (motion), S. Krutz (second), motion passed unanimously.*

*A motion was made and seconded ratifying the approvals, made by K. Dodds and L. Bateman, for a reserve fund transfer requested on 10/2/23, in the amount of \$17,606.17 for the following*

|                            |  |                   |
|----------------------------|--|-------------------|
| <i>JC Building Systems</i> | <i>Unit 21 slab leak repair</i>              | <i>\$1,975.00</i> |
| <i>JC Building Systems</i> | <i>Unit 155 irrigation system</i>            | <i>955.00</i>     |
| <i>PWLC II, Inc.</i>       | <i>NE corner of clubhouse hedge trimming</i> | <i>288.00</i>     |
| <i>PWLC II, Inc</i>        | <i>Unit 13 irrigation repair</i>             | <i>420.00</i>     |
| <i>Tropitone</i>           | <i>Pool Furniture</i>                        | <i>7,774.23</i>   |
| <i>Tropitone</i>           | <i>Pool Furniture</i>                        | <i>610.00</i>     |
| <i>KAPS II, Inc.</i>       | <i>replaced Pool 5 heater</i>                | <i>377.23</i>     |
| <i>Lowe's</i>              | <i>breaker for pool lights</i>               | <i>214.65</i>     |
| <i>Patton Enterprises</i>  | <i>Gate service – gate stuck open</i>        | <i>300.00</i>     |
| <i>PWLCII, Inc.</i>        | <i>Unit 64 irrigation repair</i>             | <i>376.80</i>     |
| <i>PWLC II, Inc.</i>       | <i>Pool 8 irrigation repair</i>              | <i>456.00</i>     |
| <i>KAPS</i>                | <i>Replaced Spa 4 circulation jet pump</i>   | <i>2,400.00</i>   |
| <i>PWLC II, Inc.</i>       | <i>Unit 32 irrigation repair</i>             | <i>879.28</i>     |
| <i>PWLC II, Inc.</i>       | <i>Unit 90 Irrigation repair</i>             | <i>299.05</i>     |
| <i>The Sign Works</i>      | <i>New signs installation</i>                | <i>280.93</i>     |

*K. Dodds (motion), S. Krutz (second), motion passed unanimously.*

**Management Report**

The management report is attached to the minutes.

**Upcoming Projects**

Based upon approval, the following projects are scheduled for completion in the coming months.

| <b>Project Description</b>           | <b>Vendor</b> | <b>Proposal Amount</b> | <b>Budgeted (Y/N)</b> | <b>Budget Category</b> |
|--------------------------------------|---------------|------------------------|-----------------------|------------------------|
| Additional cameras at entrance       |               | NTE \$2,000            |                       |                        |
| Install auto fill at each pool & spa | KAPS, Inc.    | 14,500                 | Y                     | 6332-Pool & Spa        |
| Install front entry light.           | JC Building   | 650                    | N                     | 6320-Front Gate        |

*A motion was made and seconded to approve purchasing an additional camera at the entry, which will provide pictures of the entire vehicles, for a price not to exceed \$2,000.  
S. Krutz (motion), K. Dodds (second), motion passed unanimously.*

*A motion was made and seconded to accept the KAPS, Inc. proposal to install Autofill in all pools and spas for an amount of \$14,500.00.  
B. Clifford (motion), K. Dodds (second), motion passed unanimously.*

*A motion was made and seconded to accept the proposal from JC Building to install front entry lighting to better illuminate the directional signage for an amount of \$650.00.  
B. Clifford (motion), M. Smyth (second), motion passed unanimously.*

### **Architectural Committee Report**

See attached report.

*A motion was made and seconded approving the Architectural Committee report.  
S. Krutz (motion), B. Clifford(second), motion passed unanimously.*

### **Continuing Business**

#### **Adoption of rule for air conditioner replacement**

*A motion was made and seconded approving the Rule for Air Conditioner Replacement as presented to the Board.*

*B. Clifford (motion), K. Dodds (second), motion passed unanimously.*

A notification of the adoption of this rule will be sent to all owners.

#### **Contract with Spectrum**

The Board is continuing to negotiate a cable contract with Spectrum.

#### **CC & R Amendment**

Legal counsel provided the board with a draft of the proposed amended Bylaws. The Board will meet to review this document in January, 2024.

### **New Business**

#### **Approval of Repair and Maintenance Expense policy**

*A motion was made and seconded to approve treating maintenance repair expenses totaling less than \$250 as operational expenses, with the exception of pool and spa related expenses which will continue to be posted as a reserve expense.*

*K. Dodds (motion), B. Clifford (second), motion passed unanimously.*

#### **Approval of amendment to Rental Information Rule (§IV.A – Page 14)**

*A motion was made and seconded to table an amendment to the Rental Information Rule until a later date.*

*B. Clifford (motion), K. Dodds (second), motion passed unanimously.*

#### **Approval of 2024 budget**

*A motion was made and seconded approving the 2024 budget as presented to the board with a 7% increase.*

*B. Clifford (motion), K. Dodds (second), motion passed unanimously.*

A full copy of the budget is available on the website.

### **Approval of Renewal of Service Contracts**

*A motion was made and seconded approving the PWLC landscaping contract with a 4% increase and will include the quarterly clean-up of East Palm Canyon at no additional cost. S. Krutz (motion), K. Dodds (second), motion passed unanimously.*

*A motion was made and seconded to approve the pest control service contracts with Dewey Pest Control with the total amount not to exceed the sum of the two existing contracts. B. Clifford (motion), K. Dodds (second), motion passed unanimously.*

*A motion was made and seconded to approve the pool service contract with Kapps, Inc. with no change in service level or increase in cost. K. Dodds (motion), B. Clifford (second), motion passed unanimously.*

### **Annual Meeting Timeline**

**Oasis Villa – Meeting Date: Friday, March 29, 2024 at 10 am**

#### **Election Timeline:**

1. **Begin Candidate Solicitation:** Wednesday, December 13, 2023
2. **Candidate Due Date:** Tuesday, January 16, 2024
3. **Pre-Ballot/Candidate General Notice to Membership:** Friday, January 19, 2024
4. **Election Package, Ballot and Election Rules Mailing Date:** Thursday, February 22, 2024

### **Open Forum**

The following comments were brought forward:


- Pool floatie
- Drainage issues
- Wiping pool tables
- Bidding out the management contract
- Insurance coverage
- Property tax increases
- VI laundry utilities
- Pool heat

### **Adjournment**

*A motion was made and seconded to adjourn the meeting at 11:02 am. S. Krutz (motion), B. Clifford (second), motion passed unanimously.*

I hereby certify, as the Secretary of the above-named Association, that the foregoing minutes were approved as the minutes of the Oasis Villa Resort Homeowners Association Board Meeting held on November 7, 2023.

  
\_\_\_\_\_  
Bill Clifford, Secretary

  
\_\_\_\_\_  
Date

HOA-Oasis Villa  
Balance Sheet  
For the Nine Months Ending September 30, 2023

**ASSETS**

|                           |                     |                            |
|---------------------------|---------------------|----------------------------|
| Current Assets            |                     |                            |
| Bank of America           | \$33,047.01         |                            |
| Reserve Account           | \$587,829.49        |                            |
| Reserve Savings           | \$500,303.86        |                            |
| Accounts Receivable, Dues | (\$4,817.06)        |                            |
| Accounts Receivable Misc  | (\$9,309.51)        |                            |
| Due (to) from Reserves    | <u>\$125,352.64</u> |                            |
| Total Current Assets      |                     | <u>1,232,406.43</u>        |
| Other Assets              |                     |                            |
| Prepaid Expenses          | <u>\$167,603.58</u> |                            |
| Total Other Assets        |                     | <u>167,603.58</u>          |
| TOTAL ASSETS              |                     | <u><u>1,400,010.01</u></u> |

**LIABILITIES AND CAPITAL**

|                               |                     |                            |
|-------------------------------|---------------------|----------------------------|
| Current Liabilities           |                     |                            |
| Accounts Payable              | \$52,288.51         |                            |
| Prepaid Dues                  | \$9,121.10          |                            |
| Due to (from) Reserves        | <u>\$125,352.64</u> |                            |
| Total Current Liabilities     |                     | <u>186,762.25</u>          |
| Total Liabilities             |                     | <u>186,762.25</u>          |
| Capital                       |                     |                            |
| Reserves                      | \$1,222,323.30      |                            |
| Retained Earnings             | (\$1,154.91)        |                            |
| Net Income                    | <u>(\$8,524.49)</u> |                            |
| Total Capital                 |                     | <u>1,212,643.90</u>        |
| TOTAL LIABILITIES AND CAPITAL |                     | <u><u>1,399,406.15</u></u> |

HOA-Oasis Villa  
Income Statement  
For the Nine Months Ending September 30, 2023

|  | Current<br>Actual  | Current<br>Budget | YTD<br>Actual     | YTD<br>Budget     | YTD<br>Variance    | Total<br>Budget     |
|--|--------------------|-------------------|-------------------|-------------------|--------------------|---------------------|
| <b>OPERATING REVENUE</b>               |                    |                   |                   |                   |                    |                     |
| Assessment Income                      | \$107,399.15       | \$107,400.00      | \$966,592.35      | \$966,600.00      | (\$7.65)           | \$1,288,795.00      |
| Interest Income                        | 6.99               | 12.00             | 77.84             | 108.00            | (30.16)            | 144.00              |
| Late Charge Income                     | 15.85              | 0.00              | 424.24            | 0.00              | 424.24             | 0.00                |
| Contribution from VI                   | 1,654.00           | 1,654.00          | 14,886.00         | 14,886.00         | 0.00               | 19,848.00           |
| <b>Total Operating Revenue</b>         | <b>109,075.99</b>  | <b>109,066.00</b> | <b>981,980.43</b> | <b>981,594.00</b> | <b>386.43</b>      | <b>1,308,787.00</b> |
| <b>OPERATING EXPENSES</b>              |                    |                   |                   |                   |                    |                     |
| <b>Payroll &amp; Insurance</b>         |                    |                   |                   |                   |                    |                     |
| Contract Svc. Common Area              | 0.00               | 0.00              | 1,250.20          | 0.00              | (1,250.20)         | 0.00                |
| Workers Comp/Misc                      | (1,840.91)         | 25.00             | 1,581.59          | 225.00            | (1,356.59)         | 300.00              |
| <b>Total Payroll &amp; Ins Exp</b>     | <b>(1,840.91)</b>  | <b>25.00</b>      | <b>2,831.79</b>   | <b>225.00</b>     | <b>(2,606.79)</b>  | <b>300.00</b>       |
| <b>General &amp; Administrative</b>    |                    |                   |                   |                   |                    |                     |
| Management Fee                         | 1,850.00           | 1,850.00          | 16,650.00         | 16,650.00         | 0.00               | 22,200.00           |
| Bank Fees                              | 303.00             | 0.00              | 421.80            | 0.00              | (421.80)           | 0.00                |
| Contract Svc. Accounting               | 1,200.00           | 1,500.00          | 10,800.00         | 12,700.00         | 1,900.00           | 16,900.00           |
| Professional Fees, Acctg               | 1,856.00           | 0.00              | 5,979.21          | 6,400.00          | 420.79             | 6,400.00            |
| License/Inspection Fees                | 7,174.00           | 7,100.00          | 7,174.00          | 7,800.00          | 626.00             | 7,800.00            |
| Miscellaneous                          | 25.11              | 50.00             | 336.92            | 450.00            | 113.08             | 600.00              |
| On-site Administration                 | 1,146.03           | 0.00              | 1,146.03          | 0.00              | (1,146.03)         | 0.00                |
| Legal Expenses                         | 0.00               | 700.00            | 1,050.00          | 11,600.00         | 10,550.00          | 13,700.00           |
| Contract Security                      | 2,000.00           | 2,000.00          | 18,000.00         | 18,000.00         | 0.00               | 24,000.00           |
| Insurance-Liability                    | 2,672.64           | 18,000.00         | 23,265.23         | 156,000.00        | 132,734.77         | 210,000.00          |
| Insurance Claims                       | 0.00               | 0.00              | (3,100.00)        | 0.00              | 3,100.00           | 0.00                |
| Insurance-Property                     | 11,953.59          | 0.00              | 107,582.43        | 0.00              | (107,582.43)       | 0.00                |
| Insurance-Dir & Officers               | 116.92             | 200.00            | 1,039.77          | 1,684.00          | 644.23             | 2,284.00            |
| <b>Total General &amp; Admin Exp</b>   | <b>30,297.29</b>   | <b>31,400.00</b>  | <b>190,345.39</b> | <b>231,284.00</b> | <b>40,938.61</b>   | <b>303,884.00</b>   |
| <b>Repairs &amp; Maintenance</b>       |                    |                   |                   |                   |                    |                     |
| Contract Pest Control                  | 0.00               | 167.00            | 3,721.75          | 1,503.00          | (2,218.75)         | 2,000.00            |
| Pool & Jacuzzi Supplies                | 0.00               | 400.00            | 3,056.01          | 3,600.00          | 543.99             | 4,800.00            |
| Contract Pool Jacuzzi                  | 22,500.00          | 7,500.00          | 82,500.00         | 67,500.00         | (15,000.00)        | 90,000.00           |
| Contract Fire Extinguisher             | 0.00               | 0.00              | 1,021.01          | 1,000.00          | (21.01)            | 1,000.00            |
| Repair/Maint-Driveways/Rds             | 0.00               | 100.00            | 0.00              | 900.00            | 900.00             | 1,200.00            |
| Repair/Maint-Buildings                 | 0.00               | 100.00            | 135.00            | 900.00            | 765.00             | 1,200.00            |
| Repair/Maint-Pipes/Sprinkler           | 8,775.00           | 850.00            | 5,920.77          | 7,650.00          | 1,729.23           | 10,200.00           |
| Repair/Maint-Pool/Spa                  | 0.00               | 1,000.00          | 4,679.44          | 9,000.00          | 4,320.56           | 12,000.00           |
| Supplies-Exterior Lights               | 0.00               | 250.00            | 2,368.49          | 2,250.00          | (118.49)           | 3,000.00            |
| Supplies-Tennis/Basketball             | 0.00               | 85.00             | 0.00              | 765.00            | 765.00             | 1,020.00            |
| Contract Svc.-Landscaping              | 28,211.00          | 28,000.00         | 253,899.00        | 252,000.00        | (1,899.00)         | 336,000.00          |
| Landscape Supplies                     | 0.00               | 400.00            | 201.81            | 3,600.00          | 3,398.19           | 4,800.00            |
| <b>Total Repairs &amp; Maint Exp</b>   | <b>59,486.00</b>   | <b>38,852.00</b>  | <b>357,503.28</b> | <b>350,668.00</b> | <b>(6,835.28)</b>  | <b>467,220.00</b>   |
| <b>Utilities</b>                       |                    |                   |                   |                   |                    |                     |
| Cable                                  | 173.01             | 5,200.00          | 54,047.56         | 46,800.00         | (7,247.56)         | 62,400.00           |
| Electricity                            | 11,640.20          | 10,210.00         | 89,245.45         | 95,285.00         | 6,039.55           | 127,901.00          |
| Garbage                                | 6,670.67           | 4,800.00          | 48,375.57         | 43,200.00         | (5,175.57)         | 57,600.00           |
| Gas                                    | 1,411.38           | 1,384.00          | 153,422.84        | 99,671.00         | (53,751.84)        | 137,836.00          |
| Sewer/Water                            | 12,267.91          | 14,370.37         | 94,736.19         | 98,744.29         | 4,008.10           | 131,646.00          |
| <b>Total Utilities</b>                 | <b>32,163.17</b>   | <b>35,964.37</b>  | <b>439,827.61</b> | <b>383,700.29</b> | <b>(56,127.32)</b> | <b>517,383.00</b>   |
| <b>Total Operating Expenses</b>        | <b>120,105.55</b>  | <b>106,241.37</b> | <b>990,508.07</b> | <b>965,877.29</b> | <b>(24,630.78)</b> | <b>1,288,787.00</b> |
| <b>OPERATING SURPLUS<br/>(DEFICIT)</b> | <b>(11,029.56)</b> | <b>2,824.63</b>   | <b>(8,527.64)</b> | <b>15,716.71</b>  | <b>(24,244.35)</b> | <b>20,000.00</b>    |

HOA-Oasis Villa  
Income Statement  
For the Nine Months Ending September 30, 2023

|                                      | Current<br>Actual  | Current<br>Budget | YTD<br>Actual     | YTD<br>Budget     | YTD<br>Variance     | Total<br>Budget   |
|--------------------------------------|--------------------|-------------------|-------------------|-------------------|---------------------|-------------------|
| <b>RESERVE REVENUE</b>               |                    |                   |                   |                   |                     |                   |
| Reserve Contribution Income          | 22,000.35          | 22,000.00         | 198,003.15        | 198,000.00        | 3.15                | 264,000.00        |
| W/D from Reserves                    | (96.43)            | 0.00              | 120,086.62        | 302,100.00        | (182,013.38)        | 302,100.00        |
| <b>Total Reserve Revenue</b>         | <b>21,903.92</b>   | <b>22,000.00</b>  | <b>318,089.77</b> | <b>500,100.00</b> | <b>(182,010.23)</b> | <b>566,100.00</b> |
| <b>RESERVE EXPENSES</b>              |                    |                   |                   |                   |                     |                   |
| Contribution to Reserves             | 22,000.00          | 22,000.00         | 198,000.00        | 198,000.00        | 0.00                | 264,000.00        |
| Front Gate                           | 0.00               | 0.00              | 543.30            | 0.00              | (543.30)            | 0.00              |
| Access System                        | 0.00               | 0.00              | 2,650.00          | 0.00              | (2,650.00)          | 0.00              |
| Pool & Spa                           | 6,582.64           | 0.00              | 23,772.97         | 90,600.00         | 66,827.03           | 90,600.00         |
| Pool Area Fencing and Gates          | 0.00               | 0.00              | 14,800.00         | 0.00              | (14,800.00)         | 0.00              |
| Pool Furniture                       | 0.00               | 0.00              | 20,636.08         | 18,000.00         | (2,636.08)          | 18,000.00         |
| Pool Heaters                         | 0.00               | 0.00              | 260.00            | 0.00              | (260.00)            | 0.00              |
| Asphalt & Concrete                   | 0.00               | 0.00              | 9,512.40          | 49,000.00         | 39,487.60           | 49,000.00         |
| Signage Program                      | 0.00               | 0.00              | 231.56            | 0.00              | (231.56)            | 0.00              |
| Roof Repair                          | 0.00               | 0.00              | 450.00            | 0.00              | (450.00)            | 0.00              |
| Landscape & Irrigation               | 1,020.93           | 0.00              | 8,910.06          | 39,500.00         | 30,589.94           | 39,500.00         |
| Electrical                           | 0.00               | 0.00              | 2,406.00          | 0.00              | (2,406.00)          | 0.00              |
| Reserve Study                        | 0.00               | 0.00              | 2,260.00          | 0.00              | (2,260.00)          | 0.00              |
| Beams-Dumpster Areas                 | 0.00               | 0.00              | 10,240.00         | 0.00              | (10,240.00)         | 0.00              |
| Beams-Bus Stop                       | 0.00               | 0.00              | 2,500.00          | 0.00              | (2,500.00)          | 0.00              |
| Lake Motors                          | 0.00               | 0.00              | 1,938.25          | 0.00              | (1,938.25)          | 0.00              |
| Drainage Remediation                 | 1,075.00           | 0.00              | 1,075.00          | 0.00              | (1,075.00)          | 0.00              |
| Fences, Gates, Walls                 | 0.00               | 0.00              | 350.00            | 70,000.00         | 69,650.00           | 70,000.00         |
| Domestic Water                       | (8,775.00)         | 0.00              | 17,551.00         | 35,000.00         | 17,449.00           | 35,000.00         |
| <b>Total Reserve Expenses</b>        | <b>21,903.57</b>   | <b>22,000.00</b>  | <b>318,086.62</b> | <b>500,100.00</b> | <b>182,013.38</b>   | <b>566,100.00</b> |
| <b>RESERVE SURPLUS<br/>(DEFICIT)</b> | <b>0.35</b>        | <b>0.00</b>       | <b>3.15</b>       | <b>0.00</b>       | <b>3.15</b>         | <b>0.00</b>       |
| <b>NET SURPLUS (DEFICIT)</b>         | <b>(11,029.21)</b> | <b>2,824.63</b>   | <b>(8,524.49)</b> | <b>15,716.71</b>  | <b>(24,241.20)</b>  | <b>20,000.00</b>  |



Board of Directors Meeting

November 7, 2023

**Oasis Villa Resort Homeowners Association  
Management Report**

Dear Directors and Owners,

The following is a recap of events that occurred with the Master Association since the September 12, 2023 meeting. This report was prepared on 10/24/2023.

JC Building Systems repaired slab leak in courtyard at 128-130 and replaced the sump pump along E. Palm Canyon.

KAP's Pool Service performed several repairs to equipment. Gaskets, ignitors, valves, etc. They installed new circulation pump and jet pump at spa 4. Replaced filters a pool 5 and spa 8. Installed new heater at Spa 5. The previously approved salt cell system was installed in September.

PWLC repaired four irrigation leaks by units 32, 64, 90, 91, and pool 8. They also replaced an irrigation controller and valves and fittings as necessary. The annual overseeding occurred in October.

I have received several requests for additional pickleball courts and I am working on the cost to convert the one pickleball court to two pickleball courts. The anticipated cost can be covered by the tennis court resurfacing amount in the budget.

Respectively Submitted,

Duane Rohrbaugh  
General Manager



## Architectural Committee Report

November 7, 2023

Since the last meeting on September 12, 2023 the Committee received three requests:

**Unit 77:** Owner requested approval to plant three Oleander bushes on the outside of the rear patio wall. Owner to assume all costs.

*Motion to approve planting of three Oleander bushes was denied. The committee agreed Oleander bushes need full sun to grow. Due to the tree canopy, full sun is blocked in this area. The committee suggested planting either Tecoma Stans in either yellow or orange or Privet Ligustrum. PWLC to plant bushes at owner's expense. The committee encouraged the homeowner to resubmit this request with a different bush selection.*

**Unit 151:** Owner requested approval for the replacement of the windows facing the fountain. The brand is Milgard and the color is bronze. A licensed and insured contractor has been hired to handle the removal and installation of the windows and doors.

*The Architectural Change Request, replacing like-for-like windows, was emailed to the Committee Members for approval on October 9, 2023. It passed unanimously on October 10, 2023 and the homeowners were notified via email.*

**Unit 77:** Owner resubmitted request for approval to plant three Privet Ligustrum bushes on the outside of the rear patio wall. Owner to assume all costs.

*The Architectural Change Request revision, planting three (3) Privet Ligustrum bushes on the outside of the rear patio in the common area between unit 77 and unit 78, was submitted and emailed to the Committee Members on October 10, 2023. This was approved, not unanimously, via email on 10.12.2023. Homeowner has been notified and understands PWLC will be doing the planting and all costs are the homeowner responsibility.*