

Brea Village HOA

Special Board Meeting Notes/Minutes

August 12, 2026, 6:30PM

The Fiery Crab Restaurant, Brea

Meeting Agenda

- Call to order
- Roll Call
- Quorum present.
- Purpose of Special Meeting
- Committee Structure
- Proposed committees for 2026–2027.
- Property Management
- Goal: improve efficiency, communication, and community focus.

Purpose of Special Meeting

- Select the committees Brea Village HOA needs for the 2026–2027 term.
- Discuss homeowner participation and future committee appointments, as appropriate.

Committee Structure

- Committees review issues, meet with vendors, and make recommendations.
- Board retains final authority on all decisions, contracts, and spending.
- Committees will define their purpose, scope, priorities and timelines.

Proposed Committees for 2026-2027 Term

President explained that the board will consider each of the following proposed committees separately. He identified proposed committee for Finance & Budget , asked for any comments or changes, confirmed the proposed lead and supporting members, and asked for a motion starting with the Finance & Budget committee: “May I have a motion to establish the Finance/Budget Committee with Bill as lead and Melissa as supporting Board member?”. This motion was moved, seconded. President then asked for a vote: All in favor, Any oppose and Any abstentions. All were in favor, president announced result and the motion carried.

The same process and voting was used for the selection of the remaining committees. The Board elected the following committees and Leads/Support members:

- **Finance & Budget** – Budget review, reserves analysis, financial oversight Lead: Bill Christensen, Support: Melissa Shatynski
- **Architectural Review** –Home improvement approvals and compliance Lead: George Castaneda, Support: Judy Tong
- **Landscape & Irrigation** – Landscaping improvements, irrigation, tree maintenance and improve oversight with vendor. Lead: John Asfour, Support: George Castaneda, Bill Christensen, Judy Tong
- **Communications & Records** – Updates, website, newsletters, homeowner communications, records and communication improvements. Lead: Melissa Shatynski, Support: Judy Tong

- **Governance/Rules** – HOA rules and governing documents Lead: John Asfour, George Castaneda
- **Maintenance & Projects** – Common-area inspections, repairs priorities, project recommendations, meet with vendors, recommend capital improvements. Lead: John Asfour, Support: George Castaneda, Judy Tong
- **Safety & Emergency** – Safety issues, emergencies, alerts. Lead: Judy Tong, Support: George Castaneda, John Asfour, Melissa Shatynski
- **Optional Committees** – Executive Committee, Election Committee, Social/Recreation

Property Manager Role

- Administrative support: scheduling, records, proposals, contractor coordination as requested.
- Board will review current contract and define scope and performance standards.
- Other property management companies may be evaluated.

Homeowner Communication

- Priority to improve communication and transparency.
 - Plans under review:
 - More timely updates
 - Monthly newsletter
 - Improved website use
 - Emergency notifications
- Voluntary contact list (email/phone) under consideration. (See attachment)

Meeting Schedule

- A motion was duly made, seconded and carried to reschedule this month meeting to the 25th of August, schedule future regular monthly meetings on last Tuesday of each month and Board preference for holding regular meetings in person with remote being allowed when needed.

Priorities

- Finalize committee roles and timelines
- Improve homeowner communication
- Review property management contract
- Speed up distribution of meeting minutes
- Address maintenance, safety, and landscaping needs
- Review governing documents

Message to Homeowners

- Goal: more organized and transparent HOA operations.
- Committees support recommendations; Board makes final decisions.
- Homeowner input is encouraged.

Action items for board members' votes and immediate implementation

- **Voluntary Request for Association members' emails and phone numbers Form** for immediate direct mailing with self addressed, stamped return envelope.
*See attachment.

Adjournment

Meeting adjourned by John Asfour on August 12, 2026 7:45 PM.

Minutes prepared by:

Melissa Shatynski, Secretary, August 13, 2026