

HUNTINGTON LANDMARK SENIOR ADULT COMMUNITY ASSOCIATION

BOARD OF DIRECTORS MINUTES OF REGULAR MEETING

Thursday, January 4, 2018, 6:30 PM, Main Lounge

Note: Minutes are the record of what decisions and actions the Board took at a given meeting. They are not a record of the discussion or debate that lead to the decision or action. Therefore, proper minutes are very concise and short.

1. CALL TO ORDER – President Brewer called the meeting to order at 6:35 PM.
2. ROLL CALL – a quorum was present

Marilyn Brewer, President	Judy Armstrong, Member-at-Large
Marvin Garrett, Vice President	Jean MacLennan, Member-at-Large
Dayton La Grua, Secretary	Walter White, Member-at-Large
Nancy Stuart, Chief Financial Officer	
3. OTHER ATTENDEES
 - Kimberly Pollard, General Manager
 - Approximately 90 owners & tenants
4. HOMEOWNER FORUM – Eight (8) homeowner addressed the Board on various matters.
 - a. Karen Laures – 21A
 - I. Storage and laydown area in phase 1.
 - b. Bunny Slaughter – 906B
 - I. Beacon pool.
 1. Trip Hazards
 2. Temperature request to raise it to 86-88 degrees
 - c. Steve Bova – 702A
 - I. R.V. Storage lot fee
 - d. Mary Lee Lindfors – 1317D
 - I. Agenda on internet and eblast.
 - e. Jean Combs – 402C
 - I. Landscape
 1. Private gardens
 - II. Gate Access
 1. Poor treatment at gate
 - f. Carol Audry – 711D
 - I. Open Office; praise as an excellent experience.
 - g. Mary Ann Mercer 411-H
 - I. Safety
 1. Praise for BOD interest in safety.
 2. Enforcement needed for stop sign violations
 - II. Closer watch on water usage.
 - h. Laurie Ericson – 814C
 - I. Maintenance

1. Reason for asphalt coring.
2. Excellence of work on building refurbishment projects
3. Excellent service and support during their recent slab leak and re-piping.

5. CONSENT CALENDAR – Marilyn Brewer

The use of the Consent Calendar will enable the Board to conduct its business in a more timely and efficient manner. If the Board agrees, it would be appropriate at this time to entertain a motion to accept the Consent Calendar as presented. Any items deemed inappropriate may be pulled from the Consent Calendar and excluded from the motion for additional discussion under new business.

- a. Approval of Agenda
- b. Minutes - 1/4 /18 be approved as presented.
- c. COMMITTEE REPORTS
- d. Maintenance Advisory Committee – Vard Wittick
 - I. Solar Energy – array being installed near Indianapolis and Beach Blvd.
 - II. Re-pipe status report presented to the Board.
- e. Election Advisory Committee – Karen Laures
 - I. Report on initial meeting of 2018
 - II. Changes to Civil Code
 - III. Preparation of election timeline milestones.
- f. Communications Advisory Committee – Paul Armstrong
 - I. Web site is ready for Management implementation pending approval by the Board.

6. CFO Report – Nancy Stuart

- a. December Monthly Financial Report
- b. Motion: The Board accept/review the December 2017 Monthly Financial Report was made by Director Stuart, seconded by Director Garrett, and unanimously approved.
 - I. Finance Advisory Committee By general consent the resignations of Mike Boyd and Peggy Sloan were accepted.
 - II. President Brewer made a statement of appreciation of service for both.
 - III. Established a working group comprised of Walt White and Nancy Stuart to address the 2019 Reserve Plan and develop the 2019 Association Reserve budget.
 - IV. Established a working group comprised of Dayton La Grua and Nancy Stuart to monitor the operations spending and develop the 2019 Association Operations budget.
 - V. President Marilyn Brewer is an ex-officio member of both working groups.
 - VI. Kimberly Pollard will represent management.

c. Bad Debt

- i. Proposed Motion: To Remove/Write-Off From Association Delinquency Report File:

1. Account #1148453 \$27,774.14
 2. Account #1154861 \$14,869.62
- Total \$42,643.76

Was made by Director Stuart, seconded by Director Garrett and unanimously approved.

d.

7. UNFINISHED BUSINESS

a. Tree Removal - 22 Trees

Motion: To approve the Harvest Landscape estimate to remove 22 dead or diseased trees. All work includes complete clean-up, haul away of generated green waste, and stump grind (where machine accessible) at a cost of \$13,775 to be charged to reserve account 60000611, Tree Management was made by Director La Grua, seconded by Director Armstrong and unanimously approved.

b. Waterproofing Garages (11E, 10F, 10E, 5Q, & 6H) Stem Walls

Motion: (1) Accept the proposal from PPM Construction to waterproof the stem-wall foundations of garage buildings 5Q, 6H, 10E, 10F & 11E at a cost of \$28,900. Additional funds for construction management & contingencies are authorized for a total cost not to exceed \$31,000 chargeable to Reserve Account 6000-0111. (2) Accept the proposal from Harvest Landscape to cap the irrigation system and to remove the landscaping adjacent to the stem walls of those 5 garage buildings at a cost of \$3582.50 chargeable to Reserve Account 6000-0671; total cost not to exceed \$34,000 was made by Director White, seconded by Director La Grua and unanimously approved

c. Emergency Preparedness Program

Motion: Approve the attached "Emergency Preparedness Program" that will be implemented by a Service Group of volunteer residents thereby dis-establishing the existing Disaster Preparedness Committee. Incident Commanders, pre-designated by the Service Group and defined in the Program, will be covered by Directors-&-Officers liability insurance while they are managing an emergency of disaster proportions.

d. Committee Charters

Motion: Approve the proposed charters for the following committees:

- Ad-hoc ACC Procedures Review Committee
- Ad-hoc Rules Review Committee
- Communications Advisory Committee
- Contracts Advisory Committee
- Events Advisory Committee
- Election Advisory Committee
- Finance Advisory Committee
- Landscape Advisory Committee
- Maintenance Advisory Committee
- Property-Protections Advisory Committee
- Utilities Advisory Committee

Was made by Director White, seconded by Director Armstrong and unanimously approved.

8. NEW BUSINESS

a. Wood Shop Club Monitoring wood shop tools and equipment

I. Woodshop tools

Motion: Move to adopt the attached list "Woodshop Equipment and Procedures" dated 12/12/2017 was made by Director MacLennan, seconded by Director Garrett and unanimously approved.

1. Director White recommended the "Operational Procedures for the Woodshop" approved by the Board on 7/14/17 be updated to include the

changes approved today and others made since 7/14/17; e.g. 2-key system, security personnel no longer supervising.

II. Wood shop CCTV

Motion: to allow the Woodshop Club to purchase and install a CCTV in the woodshop at no cost to the association. It will be internet compatible for compatibility with future CCTV systems was made by Director Garrett, seconded by Director Stuart and unanimously approved.

b. Heavy Duty Motion Lights for RV Lot & Long-Term Parking

Motion: For management to obtain bids for Heavy Duty Motion Lights for both the RV Lot and Long-Term Parking Lot due to trespassing, theft and illegal dumping, (this is a recommendation from the Property Protection Committee), was made by Director La Grua, seconded by Director Stuart. Motion Tabled.

Motion to table for the Property Protection Committee be asked to make a comprehensive review the surveillance needs (cameras, lights, patrols, etc.) of the Association and present their recommendations to the Board was made by Director White, seconded by Director Armstrong and unanimously approved.

c. Fire Department Standards

Motion: Approve the Huntington Beach Fire Marshal be requested to inspect the Association's buildings and infrastructure for compliance with Huntington Beach Fire Code standards was made by Director White, seconded by Director La Grua and failed, 1 aye (Director White) 6 nay.

9. DIRECTOR'S COMMENTS

a. Director White – Committee recruiting; applicants for membership should review committee charter before applying.

b. Director Armstrong – Board meeting booklet and Management reports being available in management office.

c. Director Stuart – Success of January session of “Office Hours” very well attended.

d. Director Brewer –

I. Commencing immediately there will be a moratorium on operations spending until such time as it can be brought in line with the budget if it is determined there is no longer a deficit.

II. Due to the number of out of control and non-compliant private gardens there will be a moratorium on granting permission for any new private gardens.

III. Committees and advisors for 2018

1. Architectural Control Committee, 3 members

- a. Walt White – Advisor
- b. Marsha Merendino – Chair
- c. Don Peterson - Member
- d. Larry King – Member

2. Ad-hoc ACC Procedures Review Committee

- a. Walt White – Advisor
- b. Barbara Hoeneke
- c. Eric Vermeeren

3. Ad-hoc Rules Review Committee, 6 members
 - a. Dayton La Grua – Advisor
 - b. Cheryl Moore – Chair
4. Communications Advisory Committee, 5 members
 - a. Marvin Garrett – Advisor
 - b. Mike Robinson – Chair
 - c. Paul Armstrong – (Website)
 - d. Cheri Boone – (Landmark Living editor)
 - e. Susan Welch – member
5. Contracts Advisory Committee, 5 members
 - a. Marvin Garrett – Advisor
 - b. Tom Tulus – Chair
 - c. Frank Blonska – member
 - d. Barbara Hoeneke – member
 - e. Laurie Ericson - member
6. Elections Advisory Committee, 5 members
 - a. Walt White – Advisor
 - b. Karen Lawres – Chair
 - c. Linda Luther – member
 - d. Mike Sloan - member
7. Events (formerly Recreation) Advisory Committee
 - a. Jean MacLennan – Advisor
 - b. Barbara Mizerek – Chair
8. Finance Advisory Committee, 7 members
 - a. Nancy Stuart – Advisor
 - b. Mike Boyd – Chair
 - c. Peggy Sloan – member
 - d. Zaheer Ahmed – member
9. Landscape Advisory Committee, 7 members
 - a. Judy Armstrong – Advisor
 - b. Nancy Henry - Chair
10. Maintenance Advisory Committee, 7 members
 - a. Marilyn Brewer – Advisor
 - b. Vard Whittick – Chair
11. Property Protection Committee, 7 members
 - a. Dayton La Grua – Advisor
 - b. Bob Bright – Chair
 - i. Sub Committee – Safety, Security & Wildlife
12. Utilities Advisory Committee
 - a. Walt White - Advisor

13. Welcome Committee disbanded by vote of the Board. Responsibilities to be reassigned to the Communications Advisory Committee with assistance from management.

IV. Upcoming events.

1. Club Presidents meeting **January 8, 2018, 10:00 AM, MPR1**
 2. Committee Chair meeting **January 9, 2018**
2. ADJOURNMENT –President Brewer adjourned the meeting at 11:40 AM by general consent.
 3. NEXT REGULAR MEETING – Scheduled for **Thursday, February 4, 2017 at 6:30PM**

EXECUTIVE SESSION SUMMARIES

The Board met in Executive Session on December 18, 2017 and took the following actions:

1. CONTRACTS

- a. Approved a contract with LaBarre / Oksnee and its representative, Curt LaBarre, to continue as the Association Insurance Broker; The renewal of the Association Insurance policies for the period January 1, 2018 to January 1, 2019
- b. Approved a contract with Gale Force to perform Gutter & Downspout Cleaning to all 426 association buildings - condos, garages, MRA, gate houses and maintenance shops

2. PERSONNEL

a. BOD Procedures

- i. Approved the Advisory Committee Charter Template
- ii. Committee discussion
- iii. Approved the following committees charters:
 1. Ad-hoc Rules Advisory Committee Charter
 2. Financial Advisory Committee Charter
 3. Maintenance Advisory Committee Charter
 4. Events Advisory Committee Charter
 5. Utilities Advisory Committee Charter
 6. Contracts Advisory Committee Charter
 7. Welcome Advisory Committee Charter
 8. Communication Advisory Committee Charter
 9. Landscape Advisory Committee Charter
 10. Architectural Control Committee
 - 11.
- iv. Approved the continuation of the following committees:
 1. the Finance Committee with:
 - a. Mike Boyd (Chair)
 - b. Peggy Sloan
 - c. Zaheer Ahmed (new member)
 2. Landscape Committee as is with Nancy Henry as Chair

3. Maintenance Committee as is with Vard Whittick as Chair.
 4. Property Protection Committee as is with Bob Bright as Chair.
 5. Recreation Committee as Events Committee as is with Barbara Mizerek as Chair.
 6. Communications Committee with Mike Robinson as Chair, Cheri Boon, (Landmark Living Editor), Paul Armstrong (Web Manager), Susan Welch and Laurie Erickson as member.
 - v. Approved Establishment of the following committees:
 1. Contracts Committee with Tom Tullius, Chair, Frank Blonska, Barbara Hoenecke and Laurie Erickson as members.
 2. Ad-hoc ACC Procedures Review Committee with Barbara Hoenecke and Eric Vermeeren as members.
 - vi. Approved Marsha Merendino to fill ACC vacancy and appoint as chair.
 - vii. Approved Director White to format all charters per the approved charter template
3. LEGAL –
- a. Hearings to be scheduled on 3rd Friday of month.
 - b. 9 pending hearings


Dayton La Grua, Secretary

FEB 7, 2018
Date