

**HUNTINGTON LANDMARK  
SENIOR ADULT COMMUNITY ASSOCIATION  
BOARD OF DIRECTORS  
MINUTES OF REGULAR MEETING**

Thursday, March 1, 2018, 10:00 AM, 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 10:00 AM.
  
2. ROLL CALL – a quorum was present

Marilyn Brewer, President Marvin Garrett, Vice President Dayton La Grua, Secretary Walter White, Chief Financial Officer	Judy Armstrong, Member-at-Large Jean MacLennan, Member-at-Large Nancy Stuart, Member-at-Large
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3. OTHER ATTENDEES

Kimberly Pollard, General Manager Katharine Sandoval, Community Manager	Approximately 95+ owners & tenants
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4. HOMEOWNER FORUM – Eight (8) homeowner addressed the Board on various matters.
  - a. Linda Tirella – 1106A
    - I. Spike Strip
      1. Read a letter from neighbor Wenona Kossler – 1107A
  - b. Carol Autrey – 711D
    - I. Water rate increase.
  - c. Tom Tullius – 1102D
    - I. R.V. Storage Lot Fee.
  - d. Vard Whittick – 1009A
    - I. RV Storage Lot Fee
  - e. Mary Lee Lindfors – 1317D
    - I. Fees – lockers in sewing and art rooms
  - f. Don Peterson – 304A
    - I. R.V. Storage Lot Fees
  - g. Bill Clay – 802A – 210E
  - h. Bob Herbel – 822E
    - I. R.V. Storage Lot Fees.
      1. Presented a study example to show justification of fees.
  - i. President Brewer remarked that there will be a survey conducted regarding the VSA fees and encouraged all residents to please participate.

- j. Mike Haas – 1102E
    - I. Appreciation of Board Efforts
    - II. Bridge session decision is unjust.
      - 1. Presented a petition regarding the bridge players to the Community Manager.
  - k. President Brewer addressed the issue of the Friday Bridge players with a brief explanation of the cause for the Board decision.
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.
- Motion: The following Consent Calendar Items are approved was made by Director Garrett, seconded by Director La Grua and approved 6 aye, 1 nay, (Director Armstrong):
- a. Approval of Agenda
  - b. Minutes - 2/1 /18
  - c. Committee Reports
  - d. ACC
  - e. Ad-Hoc ACC Procedures Review
  - f. Ad-Hoc Rules Committee
  - g. Election Committee
  - h. Events Committee
  - i. Landscape Committee
  - j. Maintenance Committee
  - k. Property Protection Committee,
6. COMMITTEE REPORTS
- a. Communications Committee – Presented by Mike Boyd, Chair
  - b. Contracts Committee – Presented by Tom Tulus, Chair
  - c. Utilities – Presented by Kathleen Christianson, Chair
7. CFO Report
- a. Reading of resignation letter from CFO and announcement of Walt White as replacement CFO by Director Nancy Stuart.
  - b. Financial Reports
 

Motion: Receive the unaudited 2/09/2018 revised December 2017 Financial Report and the 2/22/2018 January 2018 Financial Report prepared by Associa/PCM was made by Director White, seconded by Director Armstrong, and unanimously approved.

    - a. CFO White presented the “Preliminary YTD Budget report for 2017, 2017 Year End Financial Summary, 2018 Year to Date Financial Summary and Operating Fund Balance reports.
    - b. An orientation meeting for potential committee members will be held on April 10<sup>th</sup> at 1pm in MPR-2.
8. Unfinished BUSINESS – None

## 9. New Business

### a. Election Timeline

Motion: Accept the proposed election timeline was made by Director Garrett, seconded by Director White and unanimously approved

### b. Election Committee format for Candidate's Forum 2018

Motion: to accept the format for Candidate's Forum 2018 as amended was made by Director Stuart, seconded by Director Garrett and unanimously approved.

### c. 2018 Mandatory and Requested duties of the HOA Inspector of Elections.

Motion: To accept the duties of the Inspector of Elections was made by Director Garrett, seconded by Director Armstrong and unanimously approved.

### d. Guests attend swap meets and craft fairs.

Motion: To allow guests to attend the swap meets and Craft Fair to view and purchase items only. For Management, working with gate access control to provide a special 1 trip pass to a designated parking area with instructions that it is for access to and from parking area and participation in swap meet only was made by Director La Grua, seconded by Director MacLennan – no vote.

Motion: to Table previous motion was made by Director MacLennan, seconded by Director White and approved 4 aye, 3 nay, (Directors Armstrong, Stuart and Garrett).

### e. Irrigation Smart Controllers

Motion: To confirm the recommended choice of Irrigation Controller Irritrol -MC-30E 30 Station with CL-100 Wireless Weather Sensor system was made by Director Armstrong, seconded by Director La Grua and unanimously approved.

### f. Irrigation Upgrade

Motion: To approve a plan to replace 36 Irrigation Controllers with new Irritrol -MC-30E 30 Station and CL-100 Wireless Weather Sensor system.

To direct management to obtain three bids, one from Harvest and 2 others, for the installation of the new controllers and weather sensors was made by Director Armstrong, seconded by Director La Grua and unanimously approved.

### g. Tree Management

Motion: To approve a Four Year Tree Management Plan prepared by Harvest for Landmark. It is recommended to go ahead with proactive management, spending \$469,618 over the four years. The cost for 2018 is \$116,409 less \$40,000 already approved for emergency winter tree trimming. The additional \$76,409 will be split between Operating and Reserves, accounts 52310000 and 60000611 was made by Director Armstrong, seconded by Director White and unanimously passed.

## 10. DISCUSSION ITEMS

### a. Increase in Water & Sewer Charges – Presented By CFO White

The City will be increasing its water & sewer charges on July 1st rather than in October or November as in the past. A new Capital Charge of \$3/month/unit will also begin on July 1st. This will increase our 2018 cost by about \$37K. Our 2018 budget had not identified sufficient funds (\$38K shortfall) to cover estimated costs before the increases imposed by the City. See the attached for details. The Orange County Sanitation District has also announced an increase in their charges. Since this affects property tax bills, it will not effect of the Association's finances. Several methods of funding were presented and discussed. Actual costs will be monitored and the matter reviewed later in the year.

## 11. DIRECTOR'S COMMENTS

- a. Director Stuart – February session of “Office Hours” very successful with approximately 42 attending. Subjects included: spike strip, street lights, pool monitoring, new vinyl gates installed without latches, increase in fees, Golf Club 4<sup>th</sup> of July parade within Huntington Landmark, ACC window installation criteria.
  - b. President Brewer – Renegotiation of Associa/PCM contract rescinding the 3% cost of living increase and realignment of job positions resulting an approximate \$60K savings.
  - c. Director Armstrong – Water conservation and use of grey water for plants. Application and all necessary papers submitted to form Duplicate Bridge Club.
  - d. CFO White – Water conservation and advantages of low flow toilets discussed.
2. ADJOURNMENT –President Brewer adjourned the meeting at 12:35 PM by general consent.
3. NEXT REGULAR MEETING – Scheduled for **Thursday, April 5, 2017 at 6:30PM in the Main Lounge**

## EXECUTIVE SESSION SUMMARIES

**The Board met in Executive Session on February 16, 2018 and took the following actions:**

### 1. CONTRACTS

- a. Website – Presentation by Paul Armstrong
- b. Management Contract:
  - i. Due to the uncertainty of the return of Assistant General Manager Edward Olson, President Brewer along with General Manager Kimberly Pollard was able to work out a realignment of management positions and negotiate a modification to the Associa/PCM management contract resulting in a \$59,572.29 annual reduction and savings for the Association.

### 2. PERSONNEL

- a. BOD Actions
  - i. Accepted the resignation of CFO Nancy Stuart
  - ii. Elected Walt White as CFO
  - iii. Approved the following committee appointments:
    1. Communication Advisory Committee: Mike Boyd to be appointed chair.
    2. Dayton La Grua appointed Board Advisor to Communication Advisory Committee.

### 3. LEGAL

- a. CC&Rs/Rules Violations
  - i. Landscape Violations
    1. 4 hearings for landscape violations were resolved with either corrections or pending fines.
  - ii. Noise & Nuisance – Rules Violations, Disrespecting Staff & Contractors
    1. Friday Bridge group is dissolved until it can be reorganized as a club with by-laws.

  
Dayton La Grua, Secretary

4/10/2018  
Date