

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

Thursday, April 5, 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 6:30 PM.
  
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 Approximately 95+ owners & tenants

Kimberly Pollard, General Manager Gerri Miller, Maintenance Manager	
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4. HOMEOWNER FORUM – Fourteen (14) homeowner addressed the Board on various matters.
  - a. Hellen Shapiro – 914C
    - I. Card Room
      1. Portable card table removed from game room; request its return.
  - b. Zri Sharon – 1319D
    - I. Wood Shop Hours.
      1. Procedures are unreasonable and don't allow for working people who can only use the shop on weekends. Eliminate the two key system and return the usage to 7 days per week.
  - c. Karen Lawres – 21A
    - I. Phase 1 storage Status.
    - II. Praise of Landmark Living Financial report.
  - d. Winona Kossler – 1107A
    - I. Spike Strip Noise,
    - II. Utilize Gate Arm Only
  - e. Phyllis Kudler – 918B
    - I. Card Room
      1. Thank you to Kimberly for resolving issue.
  - f. Bunny Slaughter – 906B
    - I. Agenda
      1. Not e-blasted
    - II. Beacon Pool

1. Do not close
  2. Landscape is shoddy; needs improvement.
  - III. Pavement Program
    1. Hope program will correct uneven pavement areas throughout community.
  - IV. Billiard Room
    1. Juke Box is not working and no music in Billiard room.
  - V. Transparency
    1. Board member discipline not suitable for an open session.
  - g. Mary Ann Mercer – 411H
    - I. Praise for Landmark Living
    - II. Landscaping
      1. Requests action against excessive pots in community.
  - h. Diane Howell – 1105A
    - I. Spike Strip, Gate Arm
      1. Light conduit not hidden and is unsightly.
  - i. Steve Whittaker – 211E
    - I. Guests
      1. Numerous family members visiting throughout the spring.
  - j. Janet Newton – 309D
    - I. Kilns
      1. Resume use of kilns with documentation presented to Board.
  - k. Elisa Munoz – 1D
    - I. Kilns
      1. Please expedite repairs and return use to members.
  - l. Diane Plotkin – 901D
    - I. Bridge Group
      1. Please allow return of play to recreation area.
  - m. Tom Tulus – 1102D
    - I. VSA Fees
      1. Fees vs Operating costs
      2. Operating costs are only \$10,000 per year.
  - n. Paul Armstrong – 901B
    - I. Room Usage Fees
      1. Cost for setup for card play by a group of residents in the recreation area rooms.
      2. Website
        - a. Put agenda on website
        - b. Put draft minutes on website
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 Stewart, seconded by Director MacLennan and approved 6 aye, 0 nay, 1 Abstention (Director Armstrong):

- a. Approval of Agenda
- b. Minutes - 3/1 /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. APPROVAL OF MINUTES

- a. Special Meeting Minutes 3/9/18 (pulled from consent calendar by Director Armstrong)  
Motion, to accept the 3/9/18 Special Board Meeting Minutes with following corrections:  
*"Board member Judy Armstrong is alleged to have improperly disclosed confidential information,"* as requested by director Armstrong was made by Director Armstrong, seconded by Director White and approved 6 aye, 1 nay (Director Brewer).

7. COMMITTEE REPORTS – None

- a. All reports provided in consent calendar.

8. CFO Report

- a. Financial Reports

Motion: Receive the unaudited 3/13/2018 Financial Report prepared by Associa/PCM was made by Director Stuart, seconded by Director Garrett, and unanimously approved.

- b. 2017 Audit

Motion: The 2017 Audit presentation and approval be considered as an emergency item was made by CFO White, seconded by Director Garrett and unanimously approved.

Motion: To accept and approve the 2017 Audit was made by CFO White seconded by Director Garrett and unanimously approved.

- c. Lien Resolution – Withdrawn by Director Stuart

\$4,217.70 delinquent account was brought current by owner.

9. Unfinished BUSINESS

- a. April Swap Meet

Motion: To move the April Swap Meet off table for discussion was made by Director Garrett, seconded by Director Stuart and unanimously approved.

Motion: To request management prepare swap meet guest tickets, not to exceed 150, to be distributed by the recreation department. Tickets when issued will have the owner's unit number. Tickets to be exchanged at the gate for a high visibility parking pass directing the guest to the designated swap meet parking area, was made by Director La Grua, seconded by Director Garrett and unanimously passed.

## 10. NEW BUSINESS

### a. Earthquake and Flood Insurance Renewal

Motion: Accept the 2018-2019 Earthquake Renewal Proposal offered by LaBarre/Oksnee Insurance at a cost of \$216,789.60 chargeable to Operating Account 5031-0000. The policy includes: (1) Limit of Liability; \$80,000,000 with 20% deductible, (2) Flood Limit; \$80,000,000 with \$100,000 deductible. (4) Denial of Terrorism Coverage, (5) Approval of Non-Admitted carriers, was made by Director White, seconded by Director La Grua and unanimously approved.

### b. Olive Tree Treatment

Motion: To approve Harvest Landscape to apply growth regulator/retardant to 135 European olive Trees at and application rate of 5-10 gallons of solution per tree, two applications spaced out one week apart. Bill to Operating Account 5213-0000 Landscape Extras in the amount of \$7,434, was made by Director Armstrong, seconded by Director La Grua and unanimously passed. Management Construction Manager (JWC)

### c. Management Construction Manager (JWC)

Motion: To approve the GMU addendum proposal and budget estimate to provide engineer's estimate services for the Pavement Drainage Improvements Project. Billed to GL #6000 0513 in the amount of \$3,500, was made by Director Stuart, seconded by Director White and unanimously approved.

### d. Beacon Pool Aqua Tek

Motion: To approve Aqua Tek estimates of:

#4085	Replace Beacon Spa Filter	\$1,481.18
#4086	Replace Beacon Pool Filter	\$1,853.49
#4087	Replace Beacon Spa Heater	\$3,407.79
	Total	\$6,742.47

Billed to GL #6000-0221, was made by Director Stuart, seconded by Director White and unanimously passed.

### e. Beacon Pool Parish Electric

Motion: To approve the Parrish Electric proposal for removal of existing electric conduit, boxes and wiring in the pool equipment room at the Beacon Pool. Install GRC conduit, boxes, wire and switches on resurfaced garage wall in the pool equipment room. Hook up new pump motors and heaters.

Billed to GL #6000 0221 in the amount of \$2,100, was made by Director Stuart, seconded by Director MacLennan and unanimously passed.

### f. Phase 10 Rain gutters

Motion: To approve Rain Stoppers proposal for installation of rain gutters and downspouts on Buildings 1015-1018.

Billed to GL# 6000 0127 in the amount of \$4,316, was made by Director Stuart, seconded by Director La Grua and unanimously approved.

g. Club House Wi-Fi

Motion: To accept the CCTV Masters proposal to replace the failing Wi-Fi repeater to restore the Wi-Fi coverage to the Billiards room at a cost not to exceed \$2,900, chargeable to Reserve account 60000430, was made by Director La Grua, seconded by Director White and unanimously approved.

h. Fees and Charges

Motion: that the following changes in the fee schedule be made:

1. The fee for VSA space be \$55.00 per month.
2. The garage rental fee be \$100.00 per month.
3. The fee for processing live-in caregivers be \$100.00, one time per caregiver.
4. The cabinets and drawers in MPR 1 & 2 be \$10.00 per year,

Fees for Vehicle Storage area, Long term parking and Garage rentals shall be increased, when and by the same percentage as regular assessments are increased, rounded to the nearest dollar, was made by Director Garrett, seconded by Director La Grua and unanimously passed.

In accordance with the CC&Rs only residents can rent a VSA space; as of July 1, 2018 only residents will be allowed to rent VSA spaces.

11. DISCUSSION ITEMS – None

12. DIRECTOR’S COMMENTS

- a. Director Armstrong – Questioned the absence of the Bridge Club on the agenda.
- b. Director MacLennan – Requested a review or requirements to resume using the MPR1 & 2 kitchen ovens.

2. ADJOURNMENT –President Brewer adjourned the meeting at 8:25 PM by general consent.

3. NEXT REGULAR MEETING – Scheduled for **Thursday, May 3, 2017 at 9:00AM in the Main Lounge**

**EXECUTIVE SESSION SUMMARIES**

**The Board met in Executive Session on March 9, 2018 and took the following actions:**

1. CONTRACTS – None
2. PERSONNEL
  - a. BOD Actions
    - i. Formation of an Executive Committee.
3. LEGAL – None

**The Board met in Executive Committee Session on March 9, 2018 and took the following actions:**

1. DELINQUENCIES– Pre-Lien
  - a. Approved a Pre-Lien package for Lien processing

2. CONTRACTS

- a. Irrigation
  - i. Harvest Landscape to make the necessary repairs to the irrigation system throughout the property per the irrigation audit
- b. Management
  - i. accept the Revised Management Contract

**The Board met in Executive Committee Session on April 4, 2018 and took the following actions:**

- 1. LEGAL
  - a. Auditors report
    - i. Mr Keyhan presented the auditor's report of the Association's 2017 financial statement followed by a discussion of key points.
  - b. Harassment
    - i. A hearing was scheduled.

  
Dayton La Grua, Secretary

MAY 7, 2018  
Date