

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

Thursday, February 7, 2019, 9:00 AM, Main Lounge

1. CALL TO ORDER – President Brewer called the meeting to order at 9:02 AM.
  
2. ROLL CALL – a quorum was present

Marilyn Brewer, President	John Muse, Member-at-Large
Marvin Garrett, Vice President	Jean MacLennan, Member-at-Large
Dayton La Grua, Secretary	Nancy Stuart, Member-at-Large
Walter White, Chief Financial Officer	
  
3. OTHER ATTENDEES Approximately 25+ owners  
Kimberly Pollard, General Manager
  
4. HOMEOWNER FORUM – Three (3) homeowners addressed the Board on:
  - a. Reserves (1)
  - b. Benches and more night Board meetings (1)
  - c. Resident Parking (1)
  
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.  
Motion: To accept the following Consent Calendar Items; was made by Director Garrett, seconded by Director Muse and unanimously approved.
  - a. **Approval of Agenda**
  - b. **BOD Minutes – 1/3/19 Regular**
  - c. **Monthly Financials – (pulled)** – Moved to CFO report.
  - d. **Management Report**
  - e. **Committee Minutes/Reports – Pulled**
    1. Landscape Committee – Chair, Nancy Henry – Reported on Landscaping plans and implementation in Ph-10.
  
6. CFO REPORT
  - a. The monthly Financial Report was provided by CFO Walt White.
  - b. December 2018 Financial Report  
Motion: Ratify the review of the Association's unaudited November financial documents and statements required by Civil Code Sections 5500 & 5501 completed by an Executive Committee consisting of Director White (CFO) and Director Muse. The Financial Advisory Committee assisted with the review of the financial documents and statements prepared on January 19, 2019 by the Association's management agent,

Associa Professional Community Management, was made by Director White, seconded by Director Muse and unanimously approved.

c. Funds Transfer for Utilities & Services

Motion: Approve the attached Resolution "Approving Specified Transfers in Excess of \$10,000 for Utilities and Certain Services" prepared by legal counsel, was made by Director White, seconded by Director Stuart and unanimously approved.

d. Interest & Tax Policy

e. Motion: Approve the proposed "Interest and Tax Policy, was made by Director White, seconded by Director Muse and unanimously approved.

f. Invest in Additional CDs

Motion: Purchase 2 additional nominal \$250K, 36-month CDs with an estimated rate of return of 2.85-3.00 by transferring about \$500K from Comerica Bank-Deposits Account 11000000 (4767) to Comerica Fixed-Income Accounts 11xx0000 (4767), was made By Director White, seconded by Director Muse and unanimously approved.

g. Revised Capitalization Policy

Motion: Approve the revised Capitalization Policy, was made by Director White, seconded by Director Muse and unanimously approved.

7. UNFINISHED BUSINESS

a. Resolution "Adopting Rule to Address Treatment of Employees, Staff and Vendors."

Motion: To be compliant and aid the Association in meeting its obligations under California Government Code, Section 12940, Section 2 (J) and (K). And having been posted for a period of 30 days in compliance with civil code 4360. That the Board of Directors adopt the following rule which shall be added to the Huntington Landmark Rules and Regulations as follows:

"Treatment of Employees, Staff, Owners, Residents, Guests and Vendors"

No Owner, Resident, or Guest shall direct, instruct, yell, reprimand, harass or verbally abuse any Huntington Landmark Employee, Staff Member, Owner, Resident, Guest, Association Vendor, or Association Third Party Contractor. All Employees, Staff Owners, Residents, Guests or vendors shall direct any complaint about Employee, Staff, Owner, Resident, Guest or Vendor conduct or job performance to the on-site General Manager or the Board of Directors.

Any Owner found in violation of the above rule shall be subject to a \$500.00 fine, after notice and a hearing before the Board." Was made by Director Stuart, seconded by Director Muse and unanimously approved.

b. Toilets and Urinals

Motion: Accept the proposal from Pro Finish Plumbing to replace 16 toilets in the common-area buildings at a cost of \$9,024 chargeable to Reserve Account 6000-0321, was made by Director White, seconded by Director La Grua. Director Garrett was concerned with the type of toilet proposed for the Handicap Restroom. Motion to table until March 7, 2019 BOD Meeting by Director White and approved by consent.

8. NEW BUSINESS

a. Emergency Phones - MRA, Beacon Pool

Motion: To accept the Telegence Communications Inc. proposal to Install four (4), 2 button (direct dial 911 and direct dial Atlanta gate) emergency

phones: at the Main Pool, Main lounge, Wood Shop and Beacon Pool charged to Reserve code 6000-0435 not to exceed \$3,500, was made by Director La Grua, seconded by Director MacLennan and approved 6 aye, 1 Nay (Director White).

b. Events Club Request

Motion: To accept the charter of the Events Club for recognition as a Huntington Landmark Club, was made by Director La Grua, seconded by Director Garrett and unanimously approved.

c. Changes to Addendum D of the October 4, 2018 Rules and Regulations – Pulled at the request of Director Garrett. – Deferred to March 7, 2019 BOD Meeting

Motion: Pursuant to Civil Code 4360, the Board of Directors hereby provides at least a 28-day general notice of proposed changes to Addendum D of the October 4, 2018 Rules and Regulations. The changes:

1. Add HOA responsibility for the insulation in the condominium buildings
2. Add owner responsibility for the toilet wax seal and toilet mounting flange and bolts
3. Additionally, the format of Addendum D has been updated and editorial changes made to make Addendum D easier to read.

d. Main Recreation Area Lighting

Motion: Approve the proposal from Parrish Electric to install LED dimmers to control the 7 chandeliers in the Main Lounge at a cost of \$540 chargeable to Operating Account 5341-0000. Also, approve procuring and installing light-emitting diodes (LED) bulbs in the same chandeliers at a cost of about \$220 chargeable to Operating Account 5341-0000, was made by Director White, seconded by Director Garrett and unanimously approved.

9. DISCUSSION ITEMS – None

10. DIRECTOR'S COMMENTS

a. Nancy Stuart –

1. Office Hours will be held February 14<sup>th</sup> from 4pm to 6pm in the sewing room.

b. Dayton La Grua –

1. Appreciation to all who submitted responses to the survey about refreshing the main lounge.
2. An Oscar viewing party will be held on February 24<sup>th</sup> in the main lounge utilizing the big screen projection TV.

c. Jean MacLennan – Landscape

1. Appreciation of the plan to limit private gardens only to the unit patio area.

d. John Muse –

1. Praise for the success of the Super Bowl party.
2. BINGO has been moved to the more intimate setting of MPR1. All interested residents are encouraged to come try out the new location.

e. Walt White –

1. Thanked Finance Advisory Committee, General Manager and PCM Accounting for their cooperative efforts that have resulted in the recent improvements to the management of the Association's finances.

f. Marilyn Brewer –

1. Praise to Harvest Landscapers for the outstanding job with the new layout and planting around the Atlanta entrance.

2. With the success of the final city inspection the refurbishment and rearrangement of the management office is complete.
3. Everyone is encouraged to attend the management office open house on February 28<sup>th</sup> immediately following the Community Forum.
4. Next Board meeting will be March 7, 2019 at 6pm in the main lounge.
5. The next Board Executive session will be February 15<sup>th</sup> in MPR2 at 9am.

11. ADJOURNMENT –President Brewer adjourned the meeting at 10:35AM by general consent.

12. NEXT BOARD MEETING – **Thursday, March 7, 2019 at 6:00PM in the Main Lounge.**

**EXECUTIVE SESSION 1/18/19**

**a) Contract Formation –**

- i) Landscape renovation of phase 10 at a cost not to exceed \$110,000 with expected sod rebates to offset some of the cost.

**b) Legal**

- i) No violation hearings.
- ii) Two covenant appeals were considered involving variance waivers for air conditioning; which were approved.

**c) Personnel**

- i) Accepted resignation of Tom Tullius as Maintenance Committee chair.

  
Dayton La Grua, Secretary

  
Date