

**HUNTINGTON LANDMARK
SENIOR ADULT COMMUNITY ASSOCIATION
BOARD OF DIRECTORS**

MINUTES OF REGULAR MEETING

Thursday, March 7, 2019, 6:00 PM, Main Lounge

1. CALL TO ORDER – President Brewer called the meeting to order at 6:03 PM.

2. ROLL CALL – a quorum was present

Marilyn Brewer, President	John Muse, Member-at-Large
Marvin Garrett, Vice President (Absent)	Jean MacLennan, Member-at-Large
Dayton La Grua, Secretary	Nancy Stuart, Member-at-Large
Walter White, Chief Financial Officer	

3. OTHER ATTENDEES Approximately 35+ owners
Kimberly Pollard, General Manager

4. HOMEOWNER FORUM – Seven (7) homeowners addressed the Board on:
 - a. A/C units in common areas
 - b. Landscape renovations and loss of turf
 - c. Leaking roof
 - d. Private garden moratorium
 - e. Garage door replacement program
 - f. Rats in attics
 - g. Creation of a resident’s advisory group

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 with correction to February 7, 2019 minutes; was made by Director Muse, seconded by Director MacLennan 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**

6. CFO REPORT
 - a. The monthly Financial Report was provided by CFO Walt White.
 - b. January 2019 Financial Report
Motion: Ratify the review of the Association's unaudited January 2019 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 February 14, 2019 by the Association's management agent, Associa, was made by Director White, seconded by Director Muse and unanimously approved.

c. Insurance Deductible Account

Motion: Transfer \$31,611.39 from Reserve Equity Account 2400-0000 "Repair & Maintenance" to Reserve Equity Account 2400-0891 "Insurance Deductible" to increase the latter account to the \$100,000 level as specified in the Board-approved Insurance Deductible Policy, was made by Director White, seconded by Director Stuart and unanimously approved.

d. Delinquent Account Write-off

Motion: Abandon and write-off settled-delinquent account 00114-4473 with a remaining balance of \$17,334.34 as bad debt accounted for on Operating account 12990000 "Allowance for Uncollectable Accounts", was made by Director White, seconded by Director La Grua and approved 5aye 1 nay (Director MacLennan).

a. Funds Transfer Authorization

Motion: Approve the attached "Authorization to Management Agent" to transfer greater than \$10,000 as required by Civil Code 5380 & 5502, was made by Director White, seconded by Director Stuart and unanimously approved.

7. UNFINISHED BUSINESS

a. Security Contract

Motion: To approve the Patrol Masters security contract in the amount of:

1 Gate Attendant 24 hours/day, 7days/week

\$179,088 annually

1 Rover Patrol 8am-12am, 7days/week

\$142,688 annually

Proposed Contract Total: \$321,776 annually *this is an increase

Charged to Operations GL# 5411 0000 Budgeted Amount \$300,000

Gate Software = \$200/month

Total: \$2,400 annually *no increase

Charged to Operations GL# 5432 0000 Budgeted Amount \$5,000

Guest Passes = \$348.25/box of 3500 passes (approx. total 2.5 boxes per month = \$870.62)

Total: 10,447.50 annually *this is an increase

Charged to Operations GL# 5415 0000 Budgeted Amount \$4,000, was made Director La Grua, seconded by Director White and unanimously approved.

8. NEW BUSINESS

a. Marie Sandidge to Chair Property Protection Advisory Committee

Motion: to approve Marie Sandidge as Chair of the Property Protection Advisory Committee, was made by Director La Grua, seconded by Director Stuart and unanimously approved.

b. Changes to Addendum D of the October 4, 2018 Rules and Regulations

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 and the toilet mounting flanges.
2. Add owner responsibility for the toilet wax seals and toilet mounting bolts.
3. Additionally, the format of Addendum D has been updated and editorial changes made to make Addendum D easier to read.

Was made by Director White, seconded by Director La Grua and unanimously approved.

9. DISCUSSION ITEMS – None

10. DIRECTOR'S COMMENTS

a. Nancy Stuart –

1. Office Hours will be held March 14th from 4pm to 6pm in the sewing room.

b. Walt White –

1. Attended a recent CAI seminar on the impact of the cost of housing on HOAs. Because the number of residents per unit are increasing, the number of vehicles and use of amenities are increasing, HOAs were recommended to insure their rules addressing both matters are clear and firmly enforced.
2. Recommended Board members read the article in the most recent issue of Common Ground by attorney Kelly Richardson on How To Be The Best Board Member You Can Be.

c. Marilyn Brewer –

1. Update on the discussions with the City of Huntington Beach regarding the water and sewer rates.
2. Next Board meeting will be April 4, 2019 at 9am in the main lounge.
3. The next Board Executive session will be March 15th in MPR2 at 9am.

11. ADJOURNMENT – President Brewer adjourned the meeting at 7:00PM by general consent.

12. NEXT BOARD MEETING – **Thursday, April 4, 2019 at 9:00AM in the Main Lounge.**

EXECUTIVE SESSION 2/15/19

a) **Contract Formation –**

- i) Electrical Vehicle Charging Station presentation by Charge Point with Ad-hoc committee members present. Lease and purchase options are available.
- ii) Two emergency items were considered.
 - (1) MRA toilet replacement issues were resolved and the replacement of 16 toilets at a cost of \$9,024 is in progress.

(2) The 4 maintenance utility carts require new batteries at a cost of \$2,000 each. The decision was made to lease 4 new carts at a cost of \$875 per month, \$10,488 per year from the operating account.

b) Legal

i) No violation hearings.

c) Personnel

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


Dayton La Grua, Secretary


Date