

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

MINUTES OF REGULAR MEETING

Thursday, July 11, 2019, 9:00 AM, Main Lounge

1. CALL TO ORDER – President Brewer called the meeting to order at 9:00 AM.
2. Flag Salute – Nancy Stuart
3. ROLL CALL – a quorum was present

Marilyn Brewer, President	John Muse, Member-at-Large
Nancy Stuart, Vice President	Jean MacLennan, Member-at-Large
Dayton La Grua, Secretary	
Walter White, Chief Financial Officer	
4. OTHER ATTENDEES Approximately 25+ owners

Kimberly Pollard, General Manager	
Dianna Marcks	
5. HOMEOWNER FORUM – One (1) homeowner addressed the Board on:
 - a. Use of Hazardous Cancer-Causing Weed Killer in Landmark (1).
6. PRESIDENT’S EXECUTIVE SESSION REPORT – Marilyn Brewer – June 21, 2019
 - a. An ACC violation hearing was heard. Homeowner was present and matter was resolved during the hearing.
 - b. A building attachment policy was adopted.
 - c. Approval was granted for a contract to remove 4 trees that were creating a safety hazard cost, \$5,910.
 - d. Approved the purchase of 2 replacement bar-b-ques and 2 new picnic tables, with a not to exceed price of \$2,000. (installed before July 4th)
 - e. Approved the bid from Dumont Eng. To develop engineering plans for the Indianapolis gate not to exceed \$20,000.
 - f. Ratified the action to install rain gutters to newly renovated bldgs. In phase 13 & 12 at a cost of \$7, 065 from reserve account.
 - g. Ratify the contract for Prem Max painting for the bldgs. & garages in phase 12, not to exceed \$94,000 from reserves.
 - h. Discussion ensued to replace deteriorating garage door ID placards as part of refurbishment process.
 - i. Discussion ensued on a 50/50garage door program. This item was tabled pending further review.
 - j. The 5 yr. Business plan update was provided by m. Boyd. A “plan for the future’ is being developed.
 - k. The management of HL reserve funds has been transferred from Comerica to Morgan Stanley on recommendation of ASSOCIA/PCM.
 - l. By action of the BOD, the administration of pre-lien notices was transferred from Associa to Richardson-Ober.

- m. HL legal council is advising and developing a policy on the installation of solar panels within the community because of a resident's request.

7. 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 consent calendar including the minutes of the May 6, 2019 Board of Directors meeting was made by Director MacLennan, seconded by Director La Grua and unanimously approved.

- a. Approval of Agenda
- b. BOD Minutes – 6/6/19 Regular
- c. Management Report
- d. Committee Minutes/Reports
 - 1. Architectural Control Committee
 - 2. Election Advisory Committee
 - 3. Finance Advisory Committee
 - 4. Landscape Advisory Committee – Pulled – Chair, Nancy Henry provided report on Ph 10 and importance of holding to the schedule for phase 13.
 - 5. Maintenance Advisory Committee – Pulled – Included in the report provided by the Landscape Advisory Committee Chair, Nancy Henry.
 - 6. Property Protection Advisory Committee

8. CFO REPORT

- a. The monthly Financial Report was provided by CFO Walt White.
- b. May 2019 Financial Report
 - Motion: I ratify that I have reviewed, independent of a board meeting, the unaudited May 2019 financial documents and statements described in Civil Code 5500 was made by Director White, second by Director Stuart and unanimously approved.
- c. Initiate Foreclosure of a Lien
 - Motion: Confirm that at its Executive Session held on June 21, 2019, the Board approved, by a majority vote of the directors, initiating the foreclosure of an assessment lien against the owner of the property identified by assessor's parcel number (APN) 933-52-033 was made by Director White, seconded by Director La Grua and unanimously approved.
- d. Funds Transfer Policy
 - Motion: Approve the proposed Funds Transfer Policy was made by Director White, seconded by Director Stuart and unanimously approved.
- e. Funds Withdrawal Policy
 - Motion: Approval the proposed Funds Withdrawal Policy was made by Director White, seconded by Director La Grua and unanimously approved.
- f. Reinvest Maturing CD
 - Motion: Reinvest a \$248K CD maturing on July 19, 2019 in a new 6-month CD at a rate of about 2% as recommended by Morgan Stanley was made by Director White, seconded by Director La Grua and unanimously approved.

9. UNFINISHED BUSINESS

- a. Rules and Regulations Addendum E Fine Schedule Final Approval
Motion: The attached proposed revision, (dl/ww 2/17/19), having been posted in accordance with civil code 4360, for 28 days, with no challenge or requests for change, shall replace the existing Addendum E in the Huntington Landmark Rules and Regulations was made by Director La Grua, seconded by Director White and unanimously approved.

10. NEW BUSINESS

- a. Install Gutters and Downspouts in Phase 10
Motion: Accept Rain Stoppers' proposal dated May 31, 2019 in the amount of \$23,960 to install gutters and downspouts in 91 locations in Phase 10. Additional funds for construction management are authorized for a total cost not to exceed \$24,500 chargeable to Reserve Account 6000-0127, Buildings-Roofs-Gutters was made by Director White, seconded by Director La Grua and unanimously approved.
- b. Approval of Proposal for Drainage in Phase 10.
Motion: Accept Harvest's Proposal #71092, dated 06/17/19, in the amount of \$29,364.00 for drain lines to remove water via the new gutter system in Phase 10. Additional funds for construction management are authorized for a total cost not- to-exceed \$30,000 chargeable to Reserve Account 6000-0671, Landscape Renovation was made by Director La Grua, seconded by Director Stuart and unanimously approved.
- c. Termite Control of Phase 13 Condominium and Garage Buildings
Motion: To approve Payne Pest Management proposal dated 6/13/19 to fumigate Phase 13 Condominiums and Garages the amount of \$62,130.00. Additional funds for construction management and contingencies are authorized for a total cost not to exceed \$64,000 chargeable to Reserve Account 6000-0161, Buildings - Fumigation Expenses was made by Director White, seconded by Director La Grua and unanimously approved.
- d. 2019 Asphalt Repair and Seal Coating
Motion: To ratify the City Services Paving bid dated May 24, 2019 to repair and seal coat six areas (Biscayne, Portola, Riverside, Orange, Sutter and Ventura) and seal coat Van Ness to improve the life of these areas for a cost of \$87,750. Additional funds for construction management, contingences, etc. should be authorized for a total cost not to exceed \$90,000 chargeable to Reserve GL Account 60000511, Asphalt Repair and 600000513, Asphalt Seal was made by Director White, seconded by Director La Grua and unanimously approved.
- e. Landscape Chemical Treatment of 19 Infected Trees in Phases 12 & 13
Motion: To accept the proposal from Harvest LEI, in the amount of \$5,908.50, for the chemical infusion treatment of nineteen trees infected with Shot Hole Borer Beetles, chargeable to Operating Account 5235-0000 was made by Director La Grua, seconded by Director Muse and unanimously approved.

11. DISCUSSION ITEMS – None

12. DIRECTOR'S COMMENTS

- a. Marilyn Brewer –
 1. Next Board meeting will be August 1, 2019 at 9am in the main lounge.

2. The next Board Executive sessions will be July 17th in MPR2 at 1:00PM and July 19th in MPR2 at 9am.

13. ADJOURNMENT – President Brewer adjourned the meeting at 9:59AM by general consent.

14. NEXT BOARD MEETING – **Thursday, August 1, 2019 at 9:00AM in the Main Lounge.**

EXECUTIVE SESSION 6/21/19

a) Contract Formation –

i) Association Reserves Presentation

(1) Reserve Analysts Shawn Anderson and Sabrina Willison reported on the progress of the 2019 Reserve Study, answering questions and reporting that the draft will be available July 15th.

ii) Emergency Tree Removal

(1) Tree Pros was selected to remove 4 trees posing a safety hazard at a cost of \$5,910 charged to reserve item 6000-0611

iii) Pedestal BBQs – Replace

(1) Management to procure two high-end residential grade pedestal BBQs and 2 picnic tables at a cost not to exceed \$2,000 with the installation to include automatic gas shutoff valves. Installation and tables to be charged to operating cost code 5561-0000 Recreation Equipment – Other and BBQs to be charged to reserves cost code 6000-0430 – FF&E Equipment.

iv) 2019 Indianapolis Gate Engineering Proposal

(1) Dumont Engineering was selected to provide a "Secured Vehicle Exit Gate Design Project" for the Indianapolis exit gate to improve the operation of the gate and the vehicle flow at the Indianapolis exit at a cost of \$18,800. Additional funds for construction management, contingences, etc. are authorized for a total cost not to exceed \$20,000 chargeable to Reserve Account 60000571, Infrastructure: Access Control.

v) Rain Gutter Installation in Phase 13 & 12

(1) Rain Stoppers was selected to install rain gutters to the newly renovated Buildings on Phase 13 & 12 for Buildings 1318, 1319, 1320 & 1216 for the cost of \$7,065. Additional funds for Construction Management & Contingencies are authorized for a total cost not to exceed \$8,000 chargeable to Reserve Account 6000-0127 Rain Gutter Expense.

vi) Phase 12 Painting Buildings & Garages 2019

(1) Prem Max Painting Phase 12 Buildings \$78,900 and Garages \$10,250. Additional funds for Construction Management & Contingences are authorized for a total cost not to exceed \$94,000 chargeable to Reserve Account 6000-0153 Paint-Stucco Expense.

vii) Garage Door Identification Placard Replacement (PPM Contract)

(1) Awards & Trophies was accepted to provide 1250 Brown and White signs at a cost of \$3,437.50 charged to reserve cost code 6000-0115 – Buildings, Wood/Stucco – Renovate

b) Legal

i) Business Plan – Mike Boyd Presentation

- (1) PLAN FOR THE FUTURE - Part E
- (2) PLAN FOR THE FUTURE – Policy
 - (a) After discussion, Mike was asked to draft a Policy document.
- ii) Management of Reserve Fund –
 - (1) Transfer the management of the Association's Reserve Fund from Comerica Securities, Inc. to Morgan Stanley Smith Barney LLC.
- iii) Pre-Lien Management
 - (1) Transfer the issuance and administration of Pre-lien Notices from Professional Community Management-Associa to Richardson Ober PC.
- iv) Foreclosure
 - (1) The Huntington Landmark Senior Adult Community Association HOA by a vote of the Board of Directors hereby Resolves that a complaint for foreclosure and breach of CC&Rs shall be prepared and filed by Richardson Ober PC against the below-reference property/owner to collect/obtain a judgement for all amounts owed to the Association in accordance with the Association's CC&Rs and the California Civil Code. Richardson Ober File# C8303.30 Ac, HOA Acct. #00222-2857 APN 933-52-033.
- v) Solar Panels
 - (1) Management to finalize with legal counsel a Solar Panel policy.
- vi) Hearings
 - (1) Delinquency, Failure to Pay – Discussion of Status – 1313D
 - (a) Hearing to discuss the status and disposition of outstanding payment.
 - (b) Resolved during hearing
 - (2) Building Attachment Policy –
 - (a) Building Attachment Policy was approved.


Dayton La Grua, Secretary

Aug 2, 2019
Date