

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

Thursday, October 3, 2019, 9:00 AM, Main Lounge

1. CALL TO ORDER –President Brewer called the meeting to order at 9:05 AM.

2. Flag Salute – John Muse

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 30+ owners

Kimberly Pollard, General Manager
Dianna Marcks

5. HOMEOWNER FORUM – Two (2) homeowner addressed the Board on:
 - a. Dogs – Fighting and use of retractable leashes (1)
 - b. Landscaping – Use of Leaf Blowers for landscape cleanup (1)

6. 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 August 1, 2019 Board of Directors meeting was made by Director Stuart, seconded by Director Muse and unanimously approved.

 - a. Approval of Agenda
 - b. BOD Minutes – September 5, 2019 Regular
 - c. Management Report
 - d. Committee Minutes/Reports
 - 1.Architectural Control Committee
 - 2.Election Advisory Committee
 - 3.Finance Advisory Committee
 - 4.Landscape Advisory Committee
 - 5.Maintenance Advisory Committee
 - 6.Property Protection Advisory Committee

7. CFO REPORT
 - a. The monthly Financial Report was provided by CFO Walt White.
 - b. August 2019 Financial Report

Motion: I ratify that I have reviewed, independent of a board meeting, the unaudited August 2019 financial documents and statements described in Civil Code 5500 was made by Director White, second by Director La Grua and unanimously approved.

c. Reinvest Maturing CDs

Motion: Reinvest 2, nominal \$250K CDs maturing in November 2019 in 2 new, nominal \$250K CDs with terms ending in October 2021 and January 2023 respectively, with coupon rates of about 1.80%, as recommended by Morgan Stanley was made by Director White, seconded by Director Stuart and unanimously approved.

d. Authorization to Management Agent

Motion: Approve the proposed revised Authorization to Management Agent that is an attachment to the Funds Transfer Policy that was approved by the Board of Directors on July 11, 2019 Was made by Director White, seconded by Director Muse and unanimously approved.

e. 2020 Reserve Policy

Motion: Approve the proposed 2020 Reserve Policy was made by Director White, seconded by Director Muse and unanimously approved.

f. Clear Due To/From Operating and Reserve Accounts

Motion: During December 2019, transfer the November ending balance in the Due To/From Operating Asset Account 16500000 or Reserve Asset Account 16510000 to the other account to clear both accounts was made by Director White, seconded by Director Muse and approved by a vote of 5 ayes, 1 nay (Director MacLennan).

8. UNFINISHED BUSINESS

a. Electric Vehicle Charging Rules

Motion: Approve posting the proposed Electric Vehicle Charging Rules for inclusion in the 2018 Association Rules & Regulations for a 28-day review period as required by Civil Code 4360 was made by Director White, seconded by Director Stuart and unanimously approved.

9. NEW BUSINESS

a. 2020 Budget

Motion: Approve the proposed 2020 Budget totally \$7,837,245, (Operating \$4,417,245, Reserve \$3,420,000). Use of "Prior-Year Operating Equity" funds, and an increase in assessments will be required to cover inflation and other cost increases. The monthly assessment for 2020 will be \$500 per unit was made by Director White, seconded by Director John and Unanimously approved.

b. Treadmill

Motion: To approve Coast Fitness proposal to install one (1) TRUE C400

c. Commercial Treadmill with Emerge Display Including Medical Rail Kit at a cost of \$4417,75. Chargeable to Reserve Account 6000-0435 Recreation Equipment was made by Director La Grua, seconded by Director Muse and unanimously approved.

d. Revising Huntington Online Presence and Communication Procedures

Motion: To approve the process of Huntington Landmark online presence and communication procedures revisions.

The steps would include:

1. Revising Huntington Landmark.com to communicate specifically to future owners and residents and delete items that are for current owners and residents only.
2. Use Townsq.io as the primary communication tool for electronically communicating with owners and residents.

3. End the use of Constant Contact for broadcast e-mails as of December 31, 2019. This will decrease expenses.
4. End the use of Survey Monkey for broadcast e-mails as of December 31, 2019. This will decrease expenses.
5. Develop a Communication Policy for Huntington Landmark.
6. Modify TownSq and other communication means to effectively communicate with owners and residents.

The motion was made by Director Muse, seconded by Director La Grua and unanimously approved.

e. Parking Rules Revision

Motion: That the following rules revision as amended: Which in accordance with civil code 4360, has been posted for 28days. The PPAC has reviewed the few residents' comments received after posting and recommends no additional changes to these new clarifications of the rules. Replace the existing section 21, Parking, in the Huntington Landmark Rules and Regulations was made by Director La Grua, seconded by Director Stuart and approved by a vote of 4 ayes, 2 nays, (directors Muse and White).

f. Landscape Renovation of Phase 13

Motion: To accept the proposal from Harvest LEI, in the amount of \$111,990.00, for the renovation and upgrade of the irrigation system and landscape, including plants, turf and hardscape, in Phase 13. Additional funds for construction management and contingences are authorized for a total cost not to exceed \$114,000 chargeable to Reserve Account 6000-0671 was made by Director La Grua, seconded by Director Muse and unanimously approved

10. DISCUSSION ITEMS – None

11. DIRECTOR'S/MANAGER'S COMMENTS

a. John Muse –

1. Discontinuation of “Constant Contact”.
2. Invitation to residents to participate in the garage door working group.

b. Jean MacLennan –

1. Urge members in attendance to vote and encourage friends and neighbors to also vote.

c. Dayton La Grua –

1. Office hours will be suspended for the rest of the year and will resume in January.

d. Nancy Stuart –

1. Appreciation of Walt's time on the Board and his accomplishments as CFO

e. Marilyn Brewer

1. The importance of voting and to make sure the envelope is signed.
2. The need to meet quorum and the \$2,500 cost if quorum is not met.

12. ADJOURNMENT – President Brewer adjourned the meeting at 10:50AM by general consent.

13. NEXT BOARD MEETING –

- a. Joint Finance Advisory Committee Meeting, Board Executive Session, Friday October 18, 2019 at 9AM in MPR2.
- b. Annual Membership Meeting **Thursday, November 7, 2019 at 4:00PM in the Main Lounge.**

14. EXECUTIVE SUMMARY September 27, 2019 9:00AM – 5:05PM

- a. 2 HEARINGS WERE HELD,
 - i. Delinquency
 - ii. Insurance Claim.
- b. 2. CONTRACTS WERE APPROVED FOR:
 - i. Coast Fitness - monthly maintenance in the fitness center.
 - ii. PPM Contract - 2 yr. contract not to exceed \$1.5 million annually.
- c. EMERGENCY AGENDA ITEM WAS ACCEPTED.
 - i. Contract with serv-pro to paint; MPR 1 & 2, including Kitchens, Sewing Rm., Art Rm, & Electrical Room - not to exceed \$5,500 and Passed unanimous.
- d. MOTION TO ESTABLISH A WORKING GROUP to be led by directors' Muse and MacLennan to address new garage doors issues. A report is due in 3 mos.
- e. New Audio Equipment
 - i. By unanimous consent new audio equipment will be purchased. Association Audio Equipment will be available for Huntington Landmark recognized clubs only within the Main Lounge and MPR rooms, with a \$50 deposit and condition photo for documentation of condition. There will no use by outside entertainers.
- f. AUTO-LOCK SYSTEM
 - i. By unanimous consent, Auto-Lock System will not be utilized for the fitness center and other areas as previously announced.
- g. MEETING WAS ADJOURNED AT 5:05 PM.


Dayton La Grua, Secretary


Date