

**THE MINUTES OF THE MEETING OF
THE BOARD OF DIRECTORS OF
THE VILLAGE PALOS VERDES HOMEOWNERS ASSOCIATION**

June 11, 2009

CALL TO ORDER

The following are the Minutes of the Meeting of the Board of Directors of the **Village Palos Verdes Homeowners Association**, held on Thursday, June 11, 2009 in Redondo Beach, California. The President stated that a **Quorum** was present and called the Meeting to order at 7:30 P.M.

BOARD MEMBERS PRESENT

President, Treasurer, and Member at Large. The Secretary joined the meeting at 7:36 P.M.

BOARD MEMBERS ABSENT

Vice President

OTHERS PRESENT

Association Manager with Scott Property Management; On-Site Maintenance person; and Recording Secretary with HOA Organizers, Inc.

HOMEOWNERS FORUM

Members will be permitted to speak for 2 minutes each to allow everyone an opportunity to speak.

447 Camino de la Colinas

A homeowner asked what the cost of the increase in coverage on the Fidelity Bond was, what the limits on the Bond was, and what and who the Fidelity Bond covers. The manager will provide a response to the homeowner.

APPROVAL OF MEETING MINUTES

The Board reviewed the minutes of May 14, 2009. The Treasurer stated that on, page 2 under 466 PV Blvd. "The Association position to do the repairs" "put and the" should be omitted. On page 5, the first paragraph says "access of hat, which should say "what." The Treasurer moved to approve the minutes as edited, the President seconded, and the motion carried unanimously.

TREASURER'S REPORT

Reserve Investments

The Treasurer reviewed correspondence from Merrill Lynch regarding reserve accounts, which offered a recommendation to ladder mature accounts into 12 month certificate of deposit accounts. The Treasurer recommended that the approximate \$300,000 be invested in a 3 month CD because of the low interest rates. The Treasurer made a motion to invest \$300,000 in a 3 month CD, the President seconded, and the motion carried unanimously. The Secretary joined the meeting at this time. The Treasurer made a motion to leave all funds in the special assessment money market account in the liquid account, the President seconded, and the motion carried unanimously.

Delinquencies

The Board reviewed the delinquency status reports.

Resolution to Record Liens

None at this time.

MAINTENANCE REPORT

Maintenance Requests

The on-site maintenance person reported that there were 6 broken sprinklers that were called in directly. There was a broken drain with drywall repairs, and a roof leak from a condensation line which will be coated temporarily until roof gets replaced. There were two railings that were also reported. One cap and railing was replaced, and the other, the lumber was received and will be replaced. The expense of Trex doesn't make financial sense at this time. There was a deck that needs to be cut and sealed, which will be addressed next week. There was also a reported gas leak due to a rusted gas pipe that was repaired. There was also an issue with a garage door where the hardware pulled right off the jamb. The on-site manager repaired the garage door. He also pressure washed all of the pool lounges. The on-site manager reported that gate valves may need to be installed on 4 service valves to be able to shut off water independently. The Manager will look into obtaining proposals to do this. The Board discussed water conservation options and will continue to research feasible methods.

The Association manager stated that there were some landscape issues with ivy that was covering sprinklers. The manager reported that there were a lot of landscaping issues that were called in. The sprinkler timing issues for the LA County water conservation was also being dealt with. The sprinkler timers will be changed to avoid any fines.

MANAGEMENT COMPANY

Annual Review (Year-End Audit)

The Annual Review Audit was received last week, and there are no additional changes. The President noted that there was a typo. The Secretary made a motion to approve the Annual Audit with the typo correction that will be forwarded by the President, then to mail the audit to the membership. The Treasurer seconded the motion. Further discussion arose. The motion carried by a majority, with the Member at Large abstaining.

Update Status on North Pool Compliance with Virginia Graeme Baker Act

The Association Manager stated that the north pool was completed on Saturday, and it is now open for use. It is now in compliance with the Virginia Graeme Baker Act. The last item is the compliance certificate which should be received shortly. Everything was done according to budget.

Update Status on the South Pool Renovation

The Association Manager stated that the pool was drained 2 weeks ago. Lindahl Construction demolished everything and relayed that the plumbing and tile contractors were going to be starting work. They were supposed to come and inspect it next week. The President expressed concern with the schedule and asked the manager to apply pressure. The target is the 4th of July weekend, so the Board would like them to still attempt to uphold that deadline.

Incoming Correspondence

A homeowner called the Management office regarding the management software and requested two separate billings for the special assessment and regular monthly dues. Then, the homeowner also sent a letter reiterating that. It was explained that the management company maintains two separate accounts for regular dues and special assessments via an Excel spreadsheet. The homeowner also requested a refund on the assessment. The homeowner was informed that he could pick up a copy of the

spreadsheet with the breakdowns but has not done so. The manager will send a letter despite informing the homeowner of the billing procedure.

A homeowner sent a letter regarding the current events at VPV.

A homeowner sent a letter regarding their unit for sale and is asking if at the time of the transaction, whether the special assessment due or not. The Board discussed the matter and noted that per the original special assessment documentation, the assessment is due in full. When the property transfers without the assessment being paid in full, it will be due immediately in escrow. The owner as of record on December 1, 2008 is liable for \$75,000. While the owner can negotiate with the buyer as to who cuts the check, the owner is responsible. The manager will send a response letter informing the homeowner.

A homeowner sent a letter requesting reimbursement of the special assessment. The manager already sent a response to the owner.

A homeowner sent a letter expressing complaints about parking on areas that block ingress and egress when a homeowner parks in front of the garage, which is a violation of the rules. This is also a big concern for emergency access vehicles. The manager already responded to the matter. If it recurs, the Manager will call the non-compliant owner to a hearing. The manager will ensure that there is proper signage in place to be able to tow vehicles.

There was a former homeowner that sent a letter regarding the special assessment. The buyer of a unit paid for the assessment, but the original owner sent a request asking the Association for a reimbursement of the special assessment when the owner was not the one that paid in the first place. The manager will draft a letter.

Outgoing Correspondence

The manager responded regarding requests for reimbursement on special assessment.

A response was sent to a letter from the last meeting regarding late fees and explained that Scott Management does not have the authority to waive late fees. Also, the manager confirmed that ACH was cancelled per the owner's request.

A letter was sent to an owner with a black truck that was parked outside the garage.

There was another response regarding tree trimming from last month. It was explained that tree trimming is done every other year. The Finance Committee is evaluating the cost of trimming trees annually.

A response was sent to a homeowner that requested IDR. The homeowner relayed that they are not in town, so the manager will follow-up to find out if they would like to waive the IDR process.

Closed Escrows

None

OLD BUSINESS

The Treasurer stated that the Finance Committee members will be notified of a meeting on the first week of July to start the budget process. Also, the Rules Committee has met. The Treasurer will ask the Committee members what the anticipated timeline is for a draft to be completed. A Landscape Committee volunteer communicated with the President regarding the Riviera Association meeting. The President asked the manager to contact the Vice President to get the Committee started on conceptual ideas on the

Committee's mission statement to decide their scope of work. The Secretary will be working with the Architectural Committee to put together committee tasks. The Board discussed installation of portable air conditioning units and to research if the hardy plank could be built around portable air conditioners. The President suggested adding that task to the Architectural Committee to research and report.

The on-site manager also discussed an owner that was burning a wood fire. The manager stated that it is not a current rule and stated that this should be added to the drafted rules. The manager will also discuss some of these rules issues in the upcoming correspondence mailed to the membership.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned to executive session for legal matters, personnel issues, contract at 8:24 P.M.

Submitted by: Recording Secretary with HOA Organizers, Inc.