

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

August 13, 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, August 13, 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, Vice President, Treasurer, Secretary, and Member at Large.

OTHERS PRESENT

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

HOMEOWNERS FORUM

The manager informed the members that they will be permitted to speak for 2 minutes each to allow everyone an opportunity to speak. The litigation will not be discussed. If there are any questions, the Board will respond in writing by mail.

438 Calle Miramar

The homeowner stated that she lives by the North pool, and people are using the pool after hours. She is willing to volunteer to lock the pool at 10:00 P.M., but she stated that a homeowner will need to be a back-up volunteer for when she is out of town or unavailable. The President asked for volunteers to be a back-up volunteer to lock the pool. The homeowner also asked for an independent party to supervise the election balloting.

404 ½ Palos Verdes Blvd.

The homeowner stated it is very loud at the pool, and people do not clean up after themselves. He also volunteered to lock the pool at 10:00 P.M.

447 Camino De Las Colinas

The homeowner discussed concerns with a contract that seemed more favorable to the contractors, not the owners. He asked for more information regarding the contract.

131 Calle Mayor

An owner asked when the pool is going to be finished. The on-site maintenance person stated that the project is close to completion. He also thanked maintenance for replacing a light bulb, which maintenance explained is an electrical problem. He also stated that the landscapers are doing a good job.

456 Palos Verdes Blvd.

The owner asked if burning wood in the fire place would be prohibited in the rules and regulations. He volunteered to lock the south pool. He would like to see it being locked at 10:00 P.M. Also, he said he feels the pool temperature is too hot and would like the temperature turned down a few degrees, which would also save money.

APPROVAL OF MEETING MINUTES

The Board reviewed the minutes of July 9, 2009. The President stated that on page two, the second to last sentence currently read "the manager will remind the homeowner that repetitive correspondence will not be responded to." The sentence should be changed to "**the manager will relay the information and also remind the homeowner that correspondence with repetitive questions will not be responded to.**" On page three in the third paragraph, the second sentence started with "the on-site manager," and the President suggested that it be changed to read, "**the on-site maintenance manager.**" The Treasurer made a motion to approve the minutes of July 9, 2009 as amended. The Secretary seconded the motion, and the motion carried unanimously.

TREASURER'S REPORT

Reserve Investments

The Treasurer announced that there is a CD maturing on August 20, 2009 in the amount of \$100,000. The Treasurer recommended that it be rolled in to another CD account for a three month term. The Secretary made a motion to authorize Scott Management to instruct Merrill Lynch to roll the \$100,000 in to a three month certificate of deposit. The President seconded the motion, and the motion carried unanimously.

Delinquencies

There were no new delinquencies at this time.

Resolution to Record Liens

There were no liens to record at this time.

MAINTENANCE REPORT

Maintenance Requests

The on-site maintenance person reported that there are a few broken sprinklers and broken light bases. He also noted that there was a bird that died in a chimney. When the chimney caps get renovated, there will be screens placed in all of them.

He stated that all of the lounges and the deck at the pool were pressure washed. He also reported that the pressure of the North spa is not like it was prior to the renovation. He is still working on getting that issue resolved. The toilets at the North pool are also not flushing properly. The line has been snaked, but that did not solve the problem. He also attempted to inspect the line by using a camera, but the sewer line extends 150 feet from the bathroom, where in most cases it is only a 30 foot run. He recommended using a plumber to handle the work, and a proposal was provided for \$775 to saw-cut the sections and clear the lines. The President asked the community manager to review the contingency line item in the budget and report to the Board.

The on-site maintenance person reported a number of plumbing issues with individual units, which he has been working on resolving the leak and subsequent water damage repairs. The President added that in the reserve study, there is a major component for copper piping and plumbing issues. He also reported that the pool is almost complete and provided pictures of the project for review.

MANAGEMENT COMPANY

Annual Meeting

The community manager announced that the Annual Meeting will take place on October 8, 2009 at the Palos Verdes Inn. He provided drafts of sample forms. The President suggested reviewing the information in executive session.

Draft Budget

The community manager announced that he has a copy of a draft budget, which was submitted to the Board. The Finance Committee will be presenting their recommendations to the Board, and at that time, there may be modifications to the draft. The President asked for a timeline as to when any responses and recommendations will be submitted to the Board.

Reserve Study

The community manager stated that the Association is due for an update of the reserve study for \$780 and is not required for a full inspection at this time. The Secretary asked the difference between the basic and green options in the proposal. The manager stated that the green option is to accept receipt of the reserve study electronically as opposed to receiving hard copies. The President asked how long the Board has to make a decision on the matter but also noted that the budget allows for \$1,300 for this item. The President made a motion to table this matter until the next meeting. The Member at Large seconded the motion, and the motion carried unanimously.

Landscape Contract

GS Brothers relayed that the current contract rate will remain the same for next year, regardless of whether the Association signs the contract to include tree trimming. If a monthly tree trimming is included, there will be an additional cost added to the base rate. The Treasurer added that the tree trimming was previously identified as a reserve expense and expressed concerns that handling the tree trimming in this manner would make the expense an operating expense. The Finance Committee reviewed the past expense on handling tree trimming as a reserve expense on an as needed basis in the past and noted that the tree trimming cost the Association just over \$13,000. She stated that the price of doing the tree trimming as a separate project is similar to the proposal provided for monthly maintenance. She asked the manager to negotiate the proposed monthly fee, and the President also asked the manager to obtain two additional bids. The Treasurer added that there is a possibility of having the current landscape company only handle the landscape maintenance and have a separate entity handle tree trimming.

Landscape Extras

The manager stated that a proposal was received to remove all trees and bushes that are close in proximity to the building structures for Phase 1 of the renovations. The President asked for further explanations. The on-site maintenance person stated that it is primarily subterranean areas with area drain problems. The Association spent approximately \$10,000 for this in the past, as the trees have caused drainage issues. The President explained that if a tree is removed and the owner plants another tree, the repairs would be at the individual owner's expense. The Vice President made a motion to send letters to owners explaining the drainage and landscaping problems. The Member at Large seconded the motion, and the motion carried unanimously. The manager will draft a letter to be sent to the membership.

Incoming Correspondence

The manager stated that a complaint letter was received regarding chalk on the sidewalk since July 4th. The Secretary confirmed that as of yesterday, the chalk marking were still there.

An owner reference the By-Law amendment vote and asked for an explanation as to why the changes need to be made. The President suggested that the owner be referred to the letter from Laura Snoke, Esq., for an explanation.

Another letter was received from an owner with a complaint about their neighbor.

Outgoing Correspondence

The manager reported that some rules violations that were issued regarding parking, garage doors being left open, conducting a business out of a home, and noise nuisances. The manager stated that one of the violations has not been corrected since the warning letter was sent, so the next step will be to call the owner to a hearing in front of the Board of Directors.

Closed Escrows

None at this time.

OLD BUSINESS

There was no old business at this time.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned to executive session for legal matters, personnel issues, and contract formations at 8:05 P.M.

Submitted by: Recording Secretary with HOA Organizers, Inc.