

MARINA HILLS PLANNED COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
GENERAL SESSION – June 8, 2011

BOARD OF DIRECTORS PRESENT: Vito Ferrante
Jeff Taylor
Jim Sabatello

BOARD OF DIRECTORS ABSENT: Loretta Pierce
Chuck Johnston

MANAGEMENT REPRESENTATIVE: Kim Hockings
Keystone Pacific Property Management,
Inc.

ISSUES DISCUSSED IN THE JUNE 8, 2011 EXECUTIVE SESSION MEETING

The following items were discussed during the June 8, 2011 Executive Session meeting:

- A. Executive Session minutes from the April 13, 2011 meeting were approved
- B. Violation Architectural Issues
- C. Legal matters
- D. Delinquent Accounts
- E. Held hearings

CALL TO ORDER

The General Session meeting of the Marina Hills Planned Community Association Board of Directors was called to order by Management, Kim Hockings at 6:00 P.M. at the Marina Hills Clubhouse, 31461 Parc Vista in Laguna Niguel, California.

LANDSCAPE REPORT

Amy Crapo from Villa Park Landscape was present and reported the following:

Maintenance Items:

- The slopes on Marina Hills, Salerno, Pulos, Killini, Son Bon and Son Morell were detailed.
- The renovation project has been completed.
- All the streets and sidewalks were cleaned.
- The middle islands on Marina Hills Drive were detailed.
- The Honeysuckle on Valle Vista was trimmed and manicured.
- The Roses were cleaned and dead heads were removed.

Tree Trimming:

- There is still a two week schedule for work orders requesting tree trimming and all requests are reviewed individually. Not all trees are due to be trimmed. Trees are trimmed once per year and depending on the species, if tree trimming is requested more than once per year it will be an additional cost. Tree trimming requests are tracked by their completion dates. Work order numbers are assigned to each one of the requests by the Management company.

- Trees on the focal corners on Marina Hills Drive, Chandon, Encore and the recreation center were trimmed last month.

Irrigation Items:

- All the irrigation is on and inspections to the irrigation system are conducted daily.
- The Central System is working properly and communicating with all the satellite controllers on site and the system is on-line and can be accessed remotely.
- Four major leaks were reported during the month of May 2011 on Marina Hills Drive, Merano, Pienza and Calella by Niguel Road.
- Vandalism to the irrigation system was minor and reported on the slope behind Cala D'Or facing the City park, Villamoura, Mercato and Chandon.

DELEGATE REPORTS

Harvey Holden, Monaco – Not present.

George Webster, Bel Fiore – Not present.

Manny Piceno, Terracina – Not present.

Andrew Kienle, Vistara – Not present.

Larry Buss, Chandon – Not present.

Peter Klause, Amarante – Not present.

Dan Mulhern, Siena – Not present.

Carol Albert, Cabo Del Mar – Not present.

Morris Passwater, Encore – Not present.

Richard Butler, Palacio – Not present.

Hector Rodriguez, The Heights – Not present.

COMMITTEE REPORTS

- A. Landscape – No report.
- B. Architectural – No report.
- C. Tennis – Members from the tennis committee were present to discuss how they would like to see awnings installed between courts 2 and 3, 4 and 5 and 5 and 6 for shade.

OFFICER REPORTS

- A. President – No report.
- B. Vice President – No report.
- C. Treasurer – No report.
- D. Secretary – No report.
- E. Member at Large – No report.

HOMEOWNER FORUM

Homeowners were present to discuss installation of awnings on the tennis courts, rules/regulations in the spa area and violations that pertain to a neighbor.

CONSENT CALENDAR

A motion was made, seconded and carried to approve the following items from the consent calendar, without further discussion:

- A. **Approval of April 13, 2011 General Session Meeting Minutes/Architectural Reports from 3/10/11-5/10/11 – RESOLVED**, to ratify the action taken and approve the minutes taken by Management from the April 13, 2011 General Session Board Meeting/Architectural Reports from 3/10/11-5/10/11.
- B. **Financial Statements – RESOLVED**, to accept the April 30, 2011 and May 31, 2011 financial statements as submitted.
- C. **Maturing CD - RESOLVED**, to allow Jeff Russell from Morgan Stanley to roll over the reserve CDs that are maturing on 6/8/11 in the amount of \$90,000.00, 6/9/11 in the amount of \$200,000.00 and 6/23/11 in the amount of \$190,000.00 for the same term at the highest interest rate possible, in order to keep the CDs staggered.
- D. **Landscape Proposal From April Landscape Drive – RESOLVED**, to approve the proposal submitted by Villa Park Landscape for the item at 18 Denia only that was generated from the April 7, 2011 landscape drive for a cost of \$245.00.
- E. **Landscape Proposal From May Landscape Drive – RESOLVED**, to approve the proposal submitted by Villa Park Landscape for the items generated from the May 18, 2011 landscape drive for a cost of \$4,935.00.
- F. **Delinquent Account APN #653-271-77 – RESOLVED**, to place a lien on account APN #653-271-77 for outstanding assessments and applicable charges.
- G. **Delinquent Account APN #653-271-68 – RESOLVED**, to place a lien on account APN #653-271-68 for outstanding assessments and applicable charges.
- H. **Delinquent Account APN #653-401-23 – RESOLVED**, to place a lien on account APN #653-401-23 for outstanding assessments and applicable charges.

- I. **Delinquent Account APN #653-441-05 – RESOLVED**, to place a lien on account APN #653-441-05 for outstanding assessments and applicable charges.
- J. **Delinquent Account APN #653-563-10 – RESOLVED**, to place a lien on account APN #653-563-10 for outstanding assessments and applicable charges.
- K. **Delinquent Account APN #933-40-304 – RESOLVED**, to place a lien on account APN #933-40-304 for outstanding assessments and applicable charges.
- L. **Delinquent Account APN #653-563-38 – RESOLVED**, to place a lien on account APN #653-563-38 for outstanding assessments and applicable charges.
- M. **Delinquent Account APN #933-40-346 – RESOLVED**, to place a lien on account APN #653-40-346 for outstanding assessments and applicable charges.
- N. **Auto Pay for Water Invoices - RESOLVED**, to approve automatic payment for the water bills from Moulton Niguel Water District.
- O. **Proposal for Repair to Perimeter Wall/Pilaster – 3/5 Alsace – RESOLVED**, to approve the proposal from So Cal Coatings to repair a large crack on the common area perimeter wall, secure 1 loose glass panel and repair major wall damage at the wall and pilaster at 3 and 5 Alsace caused by the common area pilaster and wall shifting, for a cost of \$2,135.00.
- P. **Fountain Maintenance Proposals – RESOLVED**, to approve the proposals from Aqua Pure to maintain the fountains for a total cost of \$1,640.00.

A motion was made, seconded and carried to approve the following items from the consent calendar, with further discussion:

- A. **Proposal for Repair to Perimeter Wall/Pilaster – 13/15 Merano** - A motion was made, seconded and carried to table the proposal from So Cal Coatings to repair the common area perimeter wall and pilaster between 13/15 Merano and have Mike Rush from So Cal Coatings attend the July meeting to advise if there are possible alternative options for this repair. Motion carried 3/0.
- B. **Proposal for Repair to Perimeter Wall/Pilaster – 1/3 Merano** - A motion was made, seconded and carried to table the proposal from So Cal Coatings to repair the common area perimeter wall and pilaster between 1/3 Merano and have Mike Rush from So Cal Coatings attend the July meeting to advise if there are possible alternative options for this repair. Motion carried 3/0.
- C. **Proposal for Repair to Pilaster – 2/4 Salerno** - A motion was made, seconded and carried to table the proposal from So Cal Coatings to repair the common area perimeter wall and pilaster between 2/4 Salerno and have Mike Rush from So Cal Coatings attend the July meeting to advise if there are possible alternative options for this repair. Motion carried 3/0.

- D. **Replacement of Pump at Main Fountain** – A motion was made, seconded and carried to table the proposal from Aqua Pure to replace the pump at the main fountain so the Board could do some research and then get back to Management with their recommendation. This item can then be approved by an Action Without Meeting prior to the July meeting. Motion carried 3/0.

OLD/NEW BUSINESS

- A. **Replacement of Umbrellas** – A motion was made, seconded and carried to table replacing the umbrellas in the pool and BBQ area until the July meeting when there will be a full member Board. Motion carried 3/0.
- B. **Proposals for Repairs to Pool/Deck Areas Based on Report from Stoney-Miller Consultants, Inc.** – A motion was made, seconded and carried to table proposals for repairs to the pool and deck areas based on the report from Stoney-Miller Consultants, Inc. until the July meeting when there will be a full member Board. Jeff Taylor and Jim Sabatello will take a field trip with Tim from Aqua Pure on June 16, 2011 to visit a couple locations where Aqua Pure has removed/replaced pool decking. Motion carried 3/0.
- C. **Amending Governing Documents Regarding District Delegate System/Vacancy on Board** – A motion was made, seconded and carried to table amending the governing documents regarding the District Delegate system and vacancy on the Board since it is already too late to amend the governing documents this year. Motion carried 3/0.
- D. **Replacement of Gold Letters** – A motion was made, seconded and carried to table replacement of the gold letters on the monuments until the July meeting so Management can take photos of the condition of the current letters for the Board to review. Motion carried 3/0.
- E. **Proposed Change to Rules/Regulations Regarding Parking on Streets** – A motion was made, seconded and carried to not change the Rules/Regulations regarding parking on the streets and leave it written as is. Motion carried 3/0.
- F. **Proposed Deposit for Using New Television in Clubhouse** – A motion was made, seconded and carried to adopt a refundable \$300.00 deposit for homeowners that want to utilize the new television in the clubhouse for an event. If a service call needs to be made due to the television needing to be adjusted, \$125.00 will be taken out of the homeowner's \$300.00 deposit. If television remotes are lost, it will cost \$175.00 to replace them and \$175.00 will be taken out of the homeowner's deposit. Either the entire deposit or a part of it will be refunded to the homeowner that rented and used the television in the clubhouse. Motion carried 3/0.

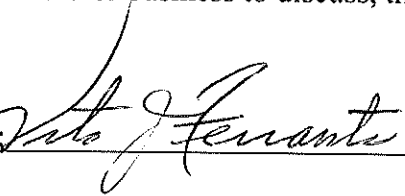
- G. **Improvement for Lighting the Flag at Main Fountain** – A motion was made, seconded and carried to table improvement for lighting the flag at the main fountain so Management can obtain a proposal for an option of having a ring installed on the flag pole with two light fixtures attached to it that can shine up to the flag and the Board will review this option at the July meeting. Motion carried 3/0.
- H. **Lock on Television Cabinet** – A motion was made, seconded and carried to secure the television inside the cabinet so it cannot be moved and lock the cabinet so homeowners cannot get into it without it being opened with a key. Motion carried 3/0.
- I. **Delinquent Account – APN #933-27-139** – A motion was made, seconded and carried to place a lien on APN #933-27-139 for outstanding assessments and applicable charges. Motion carried 3/0.
- J. **Landscape Proposal – Mulch** – A motion was made, seconded and carried to approve the proposal from Villa Park Landscape to install mulch on the slopes and focal corners as needed throughout the community, as directed by the landscape committee quarterly (March, June, September and December) for \$700.00 each quarter or an annual cost of \$2,800.00. Motion carried 3/0.
- K. **Earthquake Insurance Proposals** – A motion was made, seconded and carried for Management to check with Brakke-Schafnitz to see if they could provide a quote for earthquake insurance to cover the perimeter walls so they could be rebuilt in the event of an earthquake.
- L. **Investments** – The Board discussed the possible investments that the Association can enter into and no action was taken at this time.
- M. **Proposal for Repair to Metal Brackets – 16 Argos** – A motion was made, seconded and carried to approve the proposal from So Cal Coatings to repair two metal brackets that secure the perimeter wrought iron fence to the stucco pilaster for a cost of \$235.00. Motion carried 3/0.
- N. **Homeowner Refund Request for Clubhouse Event** – A motion was made, seconded and carried to reimburse Ali Sherifi, homeowner at 241 Chandon, the \$100.00 rental fee for not being able to rent the clubhouse due to his wife's illness and having to cancel at the last minute. Motion carried 3/0.
- O. **Tennis Committee Request for Cabanas for Tennis Courts** – A motion was made, seconded and carried to approve the installation of three awnings between tennis courts 2 and 3, 4 and 5 and 5 and 6. Management will request that Alex Spillane, the Chairman of the Tennis Committee, obtain three proposals with a scope of work, costs and timeline to install awnings and the Board will review them at the July meeting. Motion carried 3/0.

- P. **Homeowner Request – Tennis Instructor** – A motion was made, seconded and carried to deny the request from Laurie Roche, homeowner at 26 Sitges, to have David Magdaug give her daughter tennis lessons on the tennis courts, as Mr. Magdaug no longer lives in Marina Hills and the Association has had problems with instructors that haven't lived in the community in the past. Motion carried 3/0.
- Q. **Homeowner Request – Structural Problems with Pool/Spa** – A motion was made, seconded and carried to have the Association's legal counsel review the report from Tindall Engineering, Inc. that was provided by Mara & Kenneth James, homeowners at 5 Pallazo, to determine how best to respond to the homeowners. Motion carried 3/0.
- R. **Proposal for Consulting Landscape Architectural Services** – A motion was made, seconded and carried to invite Arthur Guy from Borthwich Guy Bettenhausen, Inc. to the July meeting so he can explain to the Board what consulting landscape architectural services he plans on providing to the Association for \$3,000.00. Motion carried 3/0.
- S. **Replacement of Drinking Fountain Near Tennis Courts** – A motion was made, seconded and carried to approve the proposal from James LeCourt Plumbing to replace the drinking fountain near the tennis courts for a cost of \$3,710.00. Motion carried 3/0.
- T. **Association Wish List** – A motion was made, seconded and carried to not add any items to the Association wish list. Motion carried 3/0.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 9:00 P.M.

APPROVED: _____



DATE: 7-13-11