

MARINA HILLS PLANNED COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING MINUTES
GENERAL SESSION - December 5, 2011

BOARD OF DIRECTORS PRESENT: Loretta Pierce
Chuck Johnston – left at 7:05 P.M.
Jeff Taylor
George Webster

BOARD OF DIRECTORS ABSENT: Jim Sabatello

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

ISSUES DISCUSSED IN THE DECEMBER 5, 2011 EXECUTIVE SESSION MEETING

The following items were discussed during the December 5, 2011 Executive Session meeting:

- A. Executive Session minutes from the October 19, 2011 meeting were approved
- B. Legal counsel renewal was discussed
- C. Violation matters
- D. Delinquent accounts
- E. Legal matters
- F. Homeowner request
- G. Standardized third party vendor contracts
- H. Held hearings

CALL TO ORDER

The General Session meeting of the Marina Hills Planned Community Association Board of Directors was called to order by Board President, Loretta Pierce 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 Son Serra, Villamoura, Sorbonne, Gaeta, Chamonix, Bellagio, Siena, Chantonnay, Minori and Valle Vista were detailed.
- The color by the recreation center and the focal corners along Marina Hills Drive were replaced. Mixed Ranunculus was used in most of the areas and red and white Cyclamen was used around the new Olive tree by the recreation center.
- 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.
- All tree topping requests will be reviewed individually by Management and the Landscape Committee during the monthly landscape drives.
- The Brazilian Pepper trees along Killini were trimmed this month.
- The Melaluca and palm trees at the recreation center were trimmed this 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 main leaks (main lines) were repaired last month at the end of Killini, 70 Siena, Marina Hills Drive and 96 Siena.

DELEGATE REPORTS

Harvey Holden, Monaco – Not present.

Vacant, Bel Fiore

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.

Vacant, Encore

Richard Butler, Palacio – Not present.

Hector Rodriguez, The Heights – Not present.

COMMITTEE REPORTS

- A. Landscape – No report.
- B. Architectural – No report.
- C. Tennis – No report.

OFFICER REPORTS

- A. President – Loretta Pierce stated that there are a lot of issues going on right now, especially the pool renovation project and wanted to remind everyone that has kids to stop by to see Santa at the clubhouse on 12/17 from 9-11 A.M.
- B. Vice President – No report.
- C. Treasurer – Jeff Taylor said the Association's accounts are in balance.
- D. Secretary – No report.
- E. Member at Large – No report.

HOMEOWNER FORUM

A couple of homeowners were present to discuss phone service providers and the pool renovation project.

CONSENT CALENDAR

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

- A. **Approval of October 19, 2011 General Session Meeting Minutes/Architectural Report from 9/10/11-11/10/11 – RESOLVED**, to ratify the action taken and approve the minutes taken by Management from the October 19, 2011 General Session Board Meeting/Architectural Report from 9/10/11-11/10/11.
- B. **Action Without Meeting Minutes – Perimeter Wall Repairs & Request from Director of Marketing and Web Technologies for Keystone Pacific Property Management, Inc. – RESOLVED**, to sign the Action Without Meeting Minutes dated November 11, 2011 approving the following proposals 4790, 4799, 4800, 4804, 4805, 4806, 4807, 4803, 4808, 4809, 4810, 4811, 4812, 4813, 4814, 4815, 4816 and 4817 from So Cal Coatings for repairs to perimeter walls and to allow Sarah Touchi, Director of Marketing and Web Technologies for Keystone Pacific Property Management, Inc. to use a couple photos of the community for a video piece to emphasize the company's services and file in the minute book.
- C. **Financial Statement – RESOLVED**, to accept the October 31, 2011 financial statement.

- D. **Maturing CDs - RESOLVED**, to allow Jeff Russell from Morgan Stanley to roll over the reserve CD maturing on 12/21/11 in the amount of \$181,000.00, one maturing on 12/21/11 in the amount of \$69,000.00, on maturing on 12/30/11 in the amount of \$175,000.00 and another one maturing on 12/30/11 in the amount of \$150,000.00 for the same terms at the highest interest rates possible, in order to keep the CDs staggered.
- E. **Delinquent Account APN #653-271-10 – RESOLVED**, to place a lien on account APN #653-271-10 for outstanding assessments and applicable charges.
- F. **Delinquent Account APN #653-261-02 – RESOLVED**, to place a lien on account APN #653-261-02 for outstanding assessments and applicable charges.
- G. **Delinquent Account APN #653-301-10 – RESOLVED**, to place a lien on account APN #653-301-10 for outstanding assessments and applicable charges.
- H. **Delinquent Account APN #653-401-15 RESOLVED**, to place a lien on account APN #653-401-15 for outstanding assessments and applicable charges.
- I. **Delinquent Account APN #653-401-23 – RESOLVED**, to place a lien on account APN #653-401-23 for outstanding assessments and applicable charges.
- J. **Delinquent Account APN #933-27-139 – RESOLVED**, to place a lien on account APN #933-27-139 for outstanding assessments and applicable charges.
- K. **Delinquent Account APN #933-27-220 – RESOLVED**, to place a lien on account APN #933-27-220 for outstanding assessments and applicable charges.
- L. **Delinquent Account APN #653-431-31 – RESOLVED**, to place a lien on account APN #653-431-31 for outstanding assessments and applicable charges.
- M. **Delinquent Account APN #653-531-27 RESOLVED**, to place a lien on account APN #653-531-27 for outstanding assessments and applicable charges.
- N. **Delinquent Account APN #653-611-20 – RESOLVED**, to place a lien on account APN #653-611-20 for outstanding assessments and applicable charges.
- O. **Delinquent Account APN #653-611-21 – RESOLVED**, to place a lien on account APN #653-611-21 for outstanding assessments and applicable charges.
- P. **Landscape Proposal From October Landscape Drive – RESOLVED**, to approve the proposal submitted by Villa Park Landscape for the items generated from the October 24, 2011 landscape drive for a cost of \$1,572.00.
- Q. **Tennis Clinic – RESOLVED**, to deny the request for a tennis clinic on the courts based on the recommendation from the Tennis Committee.

- R. **Perimeter Wall Repairs – RESOLVED**, to approve the two proposals from So Cal Coatings to for repairs to both sections of the perimeter walls/pilasters at 34 Via Vetti for a cost of \$4,960.00.
- S. **Pool Monitor Service – RESOLVED**, to approve the proposal from Barracuda Aquatics to provide pool monitoring service for the 2012 swim season starting on weekends beginning Memorial Day weekend, May 26th, daily beginning June 22nd and ending Labor Day, September 3rd for 12 hours a day, swim lessons and swim team for \$23,274.00. Management will have David Hickey, the Association's legal counsel draft the contract to be signed by the Association and Barracuda Aquatics.

OLD/NEW BUSINESS

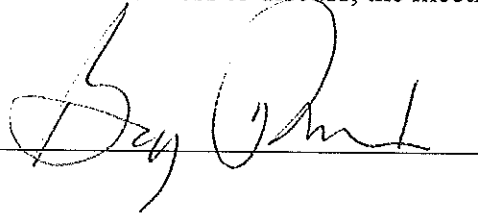
- A. **Pool Renovation Project** - A motion was made, seconded and carried to have Management set up a meeting on site with the Board and Tim from Aqua Pure on Friday, December 9, 2011 at 4:00 P.M. so the Board can ask questions about the pool renovation project in order to determine if they want to move forward with the pool renovation in January or October/November 2012. Motion carried 4/0.
- B. **Proposal to Perform Annual Maintenance to Pool/Spa/Wader** - A motion was made, seconded and carried to table the proposal from Aqua Pure to perform the annual maintenance to the pool./spa/wader which includes draining each entity, flushing out the old water, inspecting all main drains, installing all recalled drain covers and riser rings, safety inspect all underwater fixtures and lights, refill with fresh water, prime pumps and balance chemicals for a cost of \$935.00. If the Board decides to move forward with the pool renovation in January, this work will be done at that time. If the Board decides to postpone the pool renovation until October/November 2012, this work will need to be completed in December. Motion carried 4/0.
- C. **Installation of Awnings on Tennis Courts** – A motion was made, seconded and carried to table approving the extra expense to install the awnings on the tennis courts and invite Richard Zaino to the January 11, 2011 meeting to answer the Board's questions regarding the installation of awnings. Motion carried 4/0.
- D. **Proposal to Repair Tropea Fountain** – A motion was made, seconded and carried to table the proposal from Aqua Pure to repair the Tropea fountain so Management can have Aqua Pure revise the proposal so it includes a breakdown of labor and materials and shows how they came up with the estimate between \$2,875.00 - \$5,375.00. Motion carried 4/0.
- E. **Homeowner Comment Regarding Lighting the Flag at the Main Fountain** – A motion was made, seconded and carried to have Management explain to Harvey Holden, homeowner at 10 Son Bon that the Board has reviewed proposals to help illuminate the flag at the main fountain but found that by increasing the wattage of the bulb in the current fixture, there wouldn't be much affect and there isn't any electrical where wires could run up the pole to install another light fixture closer to the flag. Motion carried 4/0.

- F. **Drought Tolerant Guidelines** – A motion was made, seconded and carried to revise the drought tolerant guidelines, using some of the Architectural Committees' comments so the guidelines are clear on what homeowners can and can't do. Once the guidelines have been revised, Management will forward them to the Architectural Committee for final review. Motion carried 4/0.
- G. **Association Wish List** – A motion was made, seconded and carried to not add any additional items to the Association's wish list. Motion carried 4/0.

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 7:30 P.M.

APPROVED: _____



DATE: _____

1/11/12