

SEAWAY COLLECTION HOMEOWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING – OPEN SESSION
MONDAY, JANUARY 21, 2019

ALISO VIEJO COMMUNITY CENTER – WEDGEWOOD
31 SANTA BARBARA, ALISO VIEJO, CA 92656

MINUTES

CALL TO ORDER

The Open Session meeting of the Board of Directors for the Seaway Collection Homeowners Association was called to order at 6:58p.m. by general consent.

DIRECTORS PRESENT

Dan Rosenthal
Matt Lawler

DIRECTORS ABSENT

Susan Bristol

FIRSTSERVICE RESIDENTIAL

Kirsten Contino, CMCA[®], Community Manager

ANNOUNCEMENT - EXECUTIVE SESSION MEETING

In accordance with Civil Code 4935 (a) the Board met in Executive Session immediately prior to the Open Session meeting in order to consider litigation, matters relating to the formation of contracts with third parties, member discipline, personnel matters, or to meet with a member, upon the member's request, regarding the member's payment of assessments.

REPORTS

The following reports were reviewed and filed.

- A. Management Report
- B. Work Orders
- C. Landscape Report

HOMEOWNER FORUM

This portion of the meeting was not conducted as no homeowners were in attendance.

CONSENT CALENDAR

Motion: Bristol
Second: Rosenthal

Resolved: That the Board of Directors approved the Consent Calendar items A through E as presented.

A. Approval of Minutes – November 2018

Resolved: That the Open Session minutes dated November 5, 2018 be approved as presented.

B. Financial Statement – October 2018

Resolved: That the Board approves the Association's income statement for October 31, 2018, comparing actual results to budget, reserve statement, bank statements and reconciliations, check history report and general ledger as presented, subject to an annual audit. The report reflects a year to date net operating income of \$37,199.62 and year-to-date reserve funding of \$171,613.19 compared to the year-to-date reserve funding budget of \$166,510.00. The actual year-to-date operating expenses were \$160,245.40. The budgeted year-to-date operating expenses were \$192,290.00. The reserves are funded through October 31, 2018. The association has \$150,406.64 in operating funds, which represents 8.86 months of budgeted expenses and reserve contributions. The association has \$581,623.46 in reserve funds.

C. Financial Statement – November 2018

Resolved: That the Board approves the Association's income statement for November 30, 2018, comparing actual results to budget, reserve statement, bank statements and reconciliations, check history report and general ledger as presented, subject to an annual audit. The report reflects a year to date net operating income of \$39,790.53 and year-to-date reserve funding of \$188,889.30 compared to the year-to-date reserve funding budget of \$183,161.00. The actual year-to-date operating expenses were \$177,018.04. The budgeted year-to-date operating expenses were \$211,519.00. The reserves are funded through November 30, 2018. The association has \$156,109.71 in operating funds, which represents 9.19 months of budgeted expenses and reserve contributions. The association has \$598,899.57 in reserve funds.

D. Lien Approval

Resolved: That the Board approved the resolution to place a lien on the following accounts.

Account Number	Total Amount Due
0039-02	\$1,438.50

E. Annual Meeting Logistics

Resolved: That the Board of Directors authorize Management to mail the annual election packet with the meeting date of March 18, 2019 with ballots to be returned to FirstService Residential's office at 15241 Laguna Canyon Rd., Irvine, 92618. The first homeowner to volunteer will act as Inspector of Election.

The motion carried unanimously.

End Consent Calendar.

UNFINISHED BUSINESS

A. Mailbox Replacement Project

Motion: Lawler
Second: Rosenthal

Resolved: That the Board of Directors resolved to not pursue a mailbox replacement project for 2019, as they felt that it was not necessary at this time. The mailboxes are still functional and are in good shape.

The motion carried unanimously.

NEW BUSINESS

A. ARCHITECTURAL REVIEW AGENDA

A separate Architectural Agenda will be included as Exhibit A.

B. 28 Cardinal Tree Removal Request

Motion: Bristol
Second: Rosenthal

Resolved: That the Board approves for Parkwest to remove the tree as requested by the homeowner but will not be replacing the existing tree with another. Instead, the Board has agreed that turf will be installed within this area instead. Management to inform homeowner of the Board's decision. If homeowner resolves that they will keep the landscaping as is than no further action will be taken on this matter. Funds will be expensed from Operating Account # 15502, Landscape Replacement, which has a remaining annual budget of \$6,608.55 as of the November 30, 2018 financial statement.

The motion carried unanimously.

NEXT MEETING

The next Board of Directors meeting is scheduled for Monday, March 19, 2018 at 6:30 p.m. at the Aliso Viejo Community Center – Wedgewood.

ADJOURNMENT

There being no further business to come before the Board of Directors in Open Session, the meeting was adjourned at 7:35p.m.

APPROVED: _____ DATE: _____