

SEAWAY COLLECTION HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING – OPEN SESSION

MONDAY, DECEMBER 29, 2014

LAGUNA AUDUBON VISTAS CLUBHOUSE  
2 ALDER LANE, ALISO VIEJO, CA 92656

**MINUTES**

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DIRECTORS PRESENT

Dan Rosenthal  
Susan Bristol  
Matt Lawler

DIRECTOR ABSENT

FIRSTSERVICE RESIDENTIAL

Kasidy Schaub, Community Manager  
Holly Maddalena, District Manager

I. CALL TO ORDER

The Open Session Meeting of the Seaway Collection Homeowners Association Board of Directors was called to order at 6:45 PM.

II. EXECUTIVE SESSION MEETING

In accordance with Civil Code 4935 (a) the board met in Executive Session prior to the Regular 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.

III. REPORTS

The Board reviewed and directed management to file the following reports:

- A. Customer Service Report
- B. Landscape Report
- C. Utility Report
- D. Management Report

IV. HOMEOWNER FORUM

No homeowners were present during homeowner forum.

V. CONSENT CALENDAR

Motion: Lawler  
Second: Bristol

Resolved: That the Board of Directors approves Consent Calendar items A-D as presented.

A. Approval of Minutes, November 2014

Resolved: That the Open Session minutes dated November 18, 2014 be approved as presented.

B. Financial Statement, October 2014

Resolved: That the Board approves the October 31, 2014 interim financial reports and bank reconciliations as presented, subject to annual audit. The report reflects a year to date net operating loss of \$28,047.48 and year-to-date reserve funding of \$192,838.78 compared to the year-to-date reserve funding budget of \$190,220.00. The reserves are funded through October 31, 2014. The association has \$73,560.34 in operating funds, which represents 5.25 months of budgeted expenses and reserve contributions. The association has \$1,044,181.21 in reserve funds.

C. Lien Approval

Resolved: Per the resolution dated November 14, 2014, the Board authorized Management to place a lien on the following account should the delinquent assessments not be paid within the time period established in the intent to lien letter:

<b>Account Number</b>	<b>Total Amount Due</b>
0104-01	\$706.47
0021-01	\$444.20

D. Architectural Review – 4 Wigeon Lane

Resolved: That the Board of Directors ratify the decision to approve the architectural application submitted by 4 Wigeon Lane for the installation of wrought iron fencing.

The motion carried unanimously.

*End of Consent Calendar*

VI. UNFINISHED BUSINESS

A. Roofing Project – FFI Retainer Agreement

Motion: Lawler  
Second: Rosenthal

Resolved: That the Board of Directors authorizes the Association to contract with FirstService Financial at a cost NTE \$8,500.00 to procure a loan commitment in an amount NTE \$850,000.00 for the proposed roofing project. Funds will be expensed from Reserve GL Account #23120, Roof Reserve, which has an available balance of \$820,479.62 as of October 31, 2014.

The motion carried unanimously.

## VII. NEW BUSINESS

### A. Landscape Proposals – Tree Replacement

Motion: Rosenthal  
Second: Lawler

Resolved: That the Board of Directors approves the tree replacement proposals for 1 Bluebird and 6 Wigeon as submitted by Park West Landscape for the replacement of recently removed trees, in the amount of \$1,023.00. Funds will be expensed from Operating GL Account #15502, Landscape Replacement, which has remaining budget of \$(2,831.31) as of the October 2014 financial statement.

### B. Landscape Proposals – Planter Renovations

Motion: Lawler  
Second: Rosenthal

Resolved: That the Board of Directors approves the three (3) landscape proposals submitted by Park West Landscape for the replacement and renovation of various planters throughout the community, to include the following: planter near 3 & 5 Bluebird, planter near 10 & 12 Cuervo, and planter near 8 & 10 Nutcracker, in the amount of \$2,579.00. Funds will be expensed from Operating GL Account #15502, Landscape Replacement, which has remaining budget of \$(2,831.31) as of the October 2014 financial statement.

Abstained: Bristol

The motion carried.

### C. Rear Block Wall Repair – 2 Cuervo

Motion: Rosenthal  
Second: Lawler

Resolved: That the Board of Directors approves the proposal provided by Alpha Regional Contracting for the repair of the slump stone wall at the rear of 2 Cuervo, in the amount of \$1,395.00. This cost will be expensed from Reserve GL #19827, which has a remaining budget of \$15,000.00 as of the October 2014 financial statement.

The motion carried unanimously.

D. Pilaster/Cap Repair – Monument on Cuervo/Canyon Wren

Motion: Rosenthal  
Second: Bristol

Resolved: That the Board of Directors approves the proposal provided by Tri-Star Construction for the replacement of the two (2) monument caps on the monument sign along Canyon Wren and Cuervo, in the amount of \$1,025.00. This cost will be expensed from Reserve GL #19846, Signs, which has a remaining budget of \$1,080.00 as of October 31, 2014.

The motion carried unanimously.

E. Homeowner Reimbursement Request – 1 Bobwhite

The homeowner at 1 Bobwhite requested a waiver of an \$850.00 charge, associated with a September 2014 plumbing leak. At this time, the Association has assessed the \$850.00 charge to the homeowner's account and the homeowner is seeking a waiver for the fee, as he believes it was the error of FirstService Residential On-Call staff for sending a plumber for the repairs, when the Association does not cover plumbing related incidents or repairs.

Motion: Lawler  
Second: Bristol

Resolved: That the Board requests that Management remove the \$850.00 charge from the homeowner's account and reimburse the Association with the cost that occurred from the plumbing leak.

The motion carried unanimously.

F. Homeowner Request – 20 Nutcracker Lane

Motion: Lawler  
Second: Rosenthal

Resolved: That the Board denies the homeowner request for a credit for the lack of landscaping and poor landscaping maintenance during the transition of contracts from Valley Crest Landscape to ParkWest Landscape. Management has been directed to follow-up with this

homeowner and invite them to the next Board meeting for further discussion with the Board.

The motion carried unanimously.

VIII. NEXT MEETING

The next Open Session meeting of the Board of Directors is scheduled for January 21, 2015, at 6:30 p.m.

IX. ADJOURNMENT

There being no further Open Session business to come before the Board, the meeting was adjourned at 7:23 p.m.

APPROVED:  DATE: 1/21/15