

SEAWAY COLLECTION HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING – OPEN SESSION

THURSDAY, SEPTEMBER 18, 2013

ALISO VIEJO CONFERENCE CENTER
31 SANTA BARBARA, ALISO VIEJO, CA 92656

MINUTES

DIRECTORS PRESENT

Dan Rosenthal
Susan Bristol
Matt Lawler

DIRECTOR ABSENT

None

FIRSTSERVICE RESIDENTIAL

Kellie Sambrano, Vice President

I. CALL TO ORDER

The Open Session Meeting of the Seaway Collection Homeowners Association Board of Directors was called to order at 6:24 p.m.

II. EXECUTIVE SESSION MEETING

In accordance with Civil Code 1363.05 (b) 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, as specified in Civil Code Section 1367 or 1367.1. The Board of Directors reviewed violation issues and delinquency matters.

III. REPORTS

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

- A. Customer Service Report
- B. Landscape Report
- C. Utility Report
- D. Homeowner Paint Repairs Report

IV. HOMEOWNER FORUM

A Homeowner Forum was held with one homeowner of 10 Wigeon was in attendance. The homeowner discussed the possibility of the installation of solar panels, installation of a charging station for electric vehicles and the paint project.

A. Guest Speaker – SBS Lien Services

Jennifer Kennick of SBS Lien Services attended the Homeowner Forum to discuss the assessment collection process with the Board and homeowners.

V. CONSENT CALENDAR

Motion: Bristol
Second: Rosenthal

Resolution: That the Board of Directors approves Consent Calendar items A through B as presented.

A. Approval of Minutes

Resolution: That the Open Session minutes dated August 15, 2013 be approved as presented.

B. Financial Statement – July 2013

Resolution: That the Board approves the July 31, 2013 interim financial reports and bank reconciliations as presented, subject to annual audit. The report reflects a year to date net operating income/ (loss) of \$20,387.23 and year-to-date reserve funding of \$133,576.55 compared to the year-to-date reserve funding budget of \$131,845.00. The reserves are funded through July 31, 2013. The association has \$120,892.86 in operating funds, which represents 8 months of budgeted expenses and reserve contributions. The association has \$1,070,660.08 in reserve funds.

The motion carried unanimously.

End of Consent Calendar

VI. UNFINISHED BUSINESS

A. Painting Project Logistics

1. Building Repairs

Motion: Bristol
Second: Lawler

Resolution: That the Board approves the proposals submitted by Carasso Construction to complete repairs on the entry short wall at 10 Nutcracker, 11 Bobwhite, 5 Bluebird and 32 Bluebird as these walls are leaning and prevent the front gates from properly closing. Total cost of repairs is \$3635.00.

The motion carried unanimously.

2. Homeowner maintenance items

The Board reviewed a tracking list of fascia and wood trim repairs that have been identified by 1st Street Painting and have been confirmed to be homeowner responsibility.

Board directed management to notify homeowners of the required repairs and provide them with 45 days to complete the repairs. Following 45 days, management is to obtain an estimate to complete repairs and invite the homeowner to a hearing in order to institute self help and complete the necessary work.

VII. NEW BUSINESS

A. Roof Repair – 4 Wigeon

Motion: Lawler
Second: Bristol

Resolution: Board of Directors approves Hoyt Roofs, Inc. to complete the roof repairs as noted. Funds to be expended from the roof reserve, GL#23120 which has a balance of \$608,170.95 as of July 2013.

The motion carried unanimously.

B. Homeowner Request – 4 Bobwhite

Motion: Rosenthal
Second: Lawler

Resolution: The Board approves to provide the homeowner of 4 Bobwhite with a copy of the requested repair estimate and contract from Flood Pro.

The motion carried unanimously.

C. Landscape Proposals

Motion: Bristol
Second: Lawler

Resolution: That the Board approves removal and replacement of various plants within the community as noted at the September landscape walk at a cost of \$496.00.

The motion carried unanimously.

D. Community Website

Motion: Bristol
Second: Lawler

Resolution: That the Board approve to launch the community website.

The motion carried unanimously.

E. Holiday Lighting & Community Contest

Motion: Bristol
Second: Lawler

Resolution: That the Board approve proposal submitted by Bright Ideas to install the annual holiday lighting at the corner of Canyon Wren/Cardinal and the corner of Canyon Wren/Cuervo at a cost of \$480.00. Funds to be expended from holiday lighting, GL# 18563 which has an annual budget of \$480.00. In addition, the Board approved to hold the holiday lighting contest with a t \$50.00 cash prize.

The motion carried unanimously.

F. Architectural Submittal – 30 Cardinal

The Board reviewed a architectural plan submittal for 30 Cardinal front yard renovation and the plans were approved with conditions.

VIII. BOARD GOAL SETTING:

Current Board goals include:

- Increase Homeowner Meeting Attendance
- Completion of the Paint Project
- Recruit Homeowners to Administrate a Community Website
- Schedule and Obtain Funding for the Roofing Project - November 2013

IX. NEXT MEETING

The next Open Session meeting of the Board of Directors is scheduled for Wednesday, October 16, 2013 at 6:30 p.m. at the Aliso Viejo Conference Center, Aliso Viejo, CA 92656.

X. ADJOURNMENT

There being no further Open Session business to come before the Board, the meeting was

adjourned at 7:54 p.m.

APPROVED: _____ DATE: _____

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