

SEAWAY COLLECTION HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING – OPEN SESSION

TUESDAY, NOVEMBER 19, 2013

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

MINUTES

DIRECTORS PRESENT

Matt Lawler
Dan Rosenthal
Susan Bristol

DIRECTOR ABSENT

FIRSTSERVICE RESIDENTIAL

Kellie Sambrano, Vice President, CMCA, CCAM

I. CALL TO ORDER

The Open Session Meeting of the Seaway Collection Homeowners Association Board of Directors was called to order at 6:29 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 now homeowners present.

V. CONSENT CALENDAR

Motion: Bristol

Second: Lawler

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

A. Approval of Minutes

Resolution: That the Open Session minutes dated October 16, 2013 be approved as presented.

B. Financial Statement – September 2013

Resolution: That the Board approves the September 30, 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 \$18,505.04 and year-to-date reserve funding of \$165,515.00 compared to the year-to-date reserve funding budget of \$171,708.04. The reserves are funded through September 30, 2013. The association has \$96,584.20 in operating funds, which represents 6.94 months of budgeted expenses and reserve contributions. The association has \$1,108,791.57 in reserve funds.

C. Lien Approval

Resolution: That the Board of Directors authorizes 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:

Account Number	Total Amount Due
0056-01	\$442.10
0095-02	\$465.97

The motion carried unanimously.

End of Consent Calendar

VI. UNFINISHED BUSINESS

A. Roofing Project

No items to report as the board has tabled the roofing project discussion until the April 2014 Board meeting.

B. Painting Project Logistics

No items to report.

VII. NEW BUSINESS

A. 2014 Draft Reserve Study

Motion: Bristol
Second: Rosenthal

Resolution: That the Board approves the draft reserve study as prepared by RDA. The study recommends monthly reserve funding of \$21,128.00 or \$135.44 per unit / per month.

The motion carried unanimously.

B. Landscape Proposals

1. Removal of declining plum trees

Motion: Bristol
Second: Lawler

Resolution: That the Board approves to remove declining plum trees throughout the community per revised list at a cost not to exceed \$1700.00.

The motion carried unanimously.

2. 8 Nutcracker – Root Barrier

Motion: Lawler
Second: Bristol

Resolution: That the Board approves to install a root barrier along the wall and neighboring sidewalk at 8 Nutcracker at a cost of \$480.00.

The motion carried unanimously.

3. 9 Nutcracker – Front yard landscape renovation

Motion: Lawler
Second: Bristol

Resolution: That the Board deny the proposal to renovate the entire front yard of the home due to the fact the Board deemed the yard to be in good condition. In addition, the Board directed management to offer the homeowner to pay for the requested renovation should they like to pursue upgrading the front yard.

The motion carried unanimously.

C. 2014 Draft Budget

Motion: Bristol
Second: Rosenthal

Resolution: That the Board approves the 2014 fiscal year budget with monthly operating funding of \$88.06 and monthly reserve funding of \$121.94 for a total assessment of \$210.00 per unit / per month. The Board has also reviewed and approved the 2014 delinquency policy and annual disclosure forms that will be sent out as part of the annual budget mailing.

The motion carried unanimously.

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 – Table April 2014

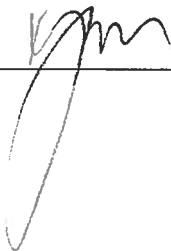
IX. NEXT MEETING

The next Open Session meeting of the Board of Directors is scheduled for Wednesday, January 15, 2014 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: _____

1/15/14