

SEAWAY COLLECTION HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING – OPEN SESSION  
WEDNESDAY, SEPTEMBER 20, 2017

SEAGATE COLONY CLUBHOUSE  
4 JAEGER LN., ALISO VIEJO, CA 92656

MINUTES

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CALL TO ORDER

The Open Session meeting of the Board of Directors for the Seaway Collection Homeowners Association was called to order at 6:54 p.m. by general consent.

DIRECTORS PRESENT

Dan Rosenthal  
Matt Lawler  
Susan Bristol

DIRECTORS ABSENT

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

There were three homeowners in attendance to discuss landscape maintenance and appearance.

CONSENT CALENDAR

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Motion: Lawler  
Second: Rosenthal

Resolved: That the Board of Directors approved the Consent Calendar items A and D as presented with Director Bristol abstaining from the minutes. Item B was tabled to the October meeting, while Item C was denied as the homeowner's accounts were up to date as of the meeting.

A. Approval of Minutes – August 2017

Resolved: That the Open Session minutes dated August 8, 2017 be approved as presented.

B. Financial Statement – July 2017

Resolved: That the Board approves the July 31, 2017 interim financial reports and bank reconciliations as presented, subject to annual audit. The report reflects a year-to-date net operating loss of \$(7,529.06) and year-to-date reserve funding of \$133,603.00 compared to the year-to-date reserve funding budget of \$132,314.00. The reserves are funded through July 31, 2017. The association has \$116,476.45 in operating funds, which represents 6.86 months of budgeted expenses and reserve contributions. The association has \$472,118.19 in reserve funds.

C. Lien Approval

Resolved: That per the enclosed resolution dated August 29, 2017 Management is requesting authorization to place liens on the following accounts should the delinquent assessments not be paid within the time period established in the intent to lien letter.

<u>Account Number</u>	<u>Total Amount Due</u>
0141-01	\$590.50
0104-01	\$494.80

D. Foreclosure Documentation

Resolution: Per California Civil Code 5705(c), this item serves to document action taken by the board in Executive Session to involve the association's collection attorney in delinquent account proceedings, which may result in foreclosure action by the association against the properties mentioned below:

APN 623-261-48

The motion carried unanimously.

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*End Consent Calendar.*

UNFINISHED BUSINESS

A. 2017-2017 Reserve Study

The Board of Directors resolved to table this discussion until the October meeting as Director Bristol wanted confirmation that the small block walls maintained by the Association were included in the study performed by Strategic Reserves.

B. Wood Repair Project – Uncompleted Homes

The Board of Directors resolved to table this discussion until the October meeting as Management had requested that Hoyt Roofing provide a proposal for painting the remaining footage of the newly replaced trim. The proposal was not ready at the time of the meeting.

NEW BUSINESS

A. ARCHITECTURAL REVIEW AGENDA

Motion: Bristol  
Second: Rosenthal

Resolved: That the Board of Directors approve the architectural application for 3 Bobwhite for the new patio door as submitted as it met the architectural guidelines for the community.

The motion carried unanimously

B. District Delegation- Resignation

Motion: Bristol  
Second: Rosenthal

Resolved: That the Board of Directors approve the resignation of Emily Reichbach as the District Delegate for Seaway Collection to the AVCA and Laguna Audubon Master Association Boards. The Board of Directors appointed Gerald LaBeaune as the District Delegate for Seaway Collection for the Laguna Audubon Master Association. At this time, there is no delegate to the AVCA Master Association.

The motion carried unanimously

C. Hoyt Roofing

Motion: Bristol  
Second: Rosenthal

Resolved: That the Board of Directors approve Hoyt Roofing to re-roof 7-9 & 53-55 Cuervo; 24-26 Nutcracker, and 12 Wigeon for a cost of \$83,177.00. Funds will be expensed from Reserve Account # 23120, Roof, which has an available balance of \$276,811.46 as of the July 31, 2017 financial statement.

The motion carried unanimously

D. Park West- Tree Removals

Motion: Bristol  
Second: Rosenthal

Resolved: That the Board of Directors approve Park West to remove several trees within the community for a cost of \$1,700.00 as they have been identified as being a possible safety concern to the nearby homes. Funds will be expensed from Reserve Account # 23124, Tree Trim which has an available balance of \$4,422.93 as of the July 31, 2017 financial statement.

The motion carried unanimously

E. 27 Bluebird- Concrete Request

The Board of Directors resolved to table this request as they wished for Director Bristol and Management to review the area in question at the next landscape walk prior to making a decision on whether this is an Association responsible item.

F. Crape Myrtle- Tree Removals

Motion: Lawler  
Second: Rosenthal

Resolved: That the Board of Directors approve Park West to remove the Crape Myrtle trees at 15, 19, and 30 Cardinal per homeowner request as the trees have been proven to be a nuisance. However, the Association will be replacing a tree within this area to maintain the tree standard for the Association. The Board of Directors will be selecting the replacement tree as recommended by Park West. Funds will be expensed from Reserve Account # 23124, Tree Trim which has an available balance of \$4,422.93 as of the July 31, 2017 financial statement.

The motion carried unanimously

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NEXT MEETING

The next Board of Directors meeting is scheduled for Monday, October 16, 2017 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 7:48 p.m.

APPROVED: *[Signature]* DATE: 10/16/17

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