

**THE MINUTES OF THE MEETING
OF THE
BOARD OF DIRECTORS
OF THE
SUNDANCE HOMEOWNERS ASSOCIATION**

January 16, 2018

CALL TO ORDER

The following are the Minutes of the Meeting of the Board of Directors of **Sundance Homeowners Association**, held on January 16, 2018, at the Sundance clubhouse, Cerritos, CA. A **Quorum** was present and the meeting was called to order at 6:09 p.m.

BOARD MEMBERS PRESENT

Peggy Paddock, President; Jane Arellano, Vice President; Trudy Shiroma, Secretary; Dorothy Gutierrez, Treasurer; Suzanne Neal, Director at Large.

BOARD MEMBERS ABSENT – None.

MANAGEMENT

Valerie Cuonzo, The Management Trust (TMT), was also present.

HOMEOWNERS FORUM

12540 Pinegrove: Homeowner reported her garage flooded during recent rains. The Board suggested she talk to a neighbor who installed rain gutters to alleviate the problem.

12529 Sleepyhollow: Homeowner reported his rain gutter is incomplete. Management agreed to have a contractor assess the issue.

EXECUTIVE MEETING SUMMARY

Management reported that at the Executive Meeting of November 7, 2017, the Board reviewed delinquencies and held hearings.

APPROVAL OF CONSENT CALENDAR

The Board unanimously approved the Consent Calendar as follows:

- Approval of the November 7, 2017, Board Meeting Minutes as presented.
- **Liens Approved: Account #575353.**

P

MANAGEMENT REPORT

Management included in the Board Meeting packet the Action List of November 7, 2017, and Site Review of January 8, 2018, for Board review. The Board noted no major issues.

Reserve Payments Approved: \$44,785 to Alan Smith Pool Plastering.

COMMITTEE REPORTS

Architectural: Suzanne Neal reported no major issues.

Landscape: Written report provided by Jane Arellano was reviewed noting no major issues. The Board reviewed a summary of a meeting held on December 13, 2017, with other Cerritos HOAs and city representatives to discuss further interface with the city council on tree regulations.

Parking: Peggy Paddock reported no major issues

Communications/Website: The Board requested Management post Board Meeting minutes from April 2017 to present on the Association website.

Clubhouse: No issues.

UNFINISHED BUSINESS

Rules Revisions: Board review ongoing.

Bylaws Revisions: The meeting to vote on bylaw revisions and hold annual elections has been rescheduled for Tuesday, February 20, 2018, 5:00 p.m. at the clubhouse.

Large Pool Re-Plastering: Complete.

Woodcrete Fencing Update: Management reported Straight Line Construction has found a vendor that sells woodcrete material for repairs.

NEW BUSINESS

Reimbursement Request: Jane Arellano moved to approve reimbursement of \$107.88 to Raul Reyes for one year of website hosting for the Association's website. Suzanne Neal seconded the motion, which passed unanimously.

Meter Pedestal Replacement: Dorothy Gutierrez moved to approve an expenditure of **\$3,975** with **Three Phase Electric** to replace the meter pedestal at the back gate at **16400 Greenlake** per proposal #LS-347178-JS. Suzanne Neal seconded the motion, which passed unanimously.

TREASURER'S REPORT

November 2017 Financial Report:

• Cash Operating	\$ 212,848.69
• Cash Reserves	\$1,763,135.08
• Total Liabilities and Equity	\$2,031,187.59
• Income	\$ 60,180.47
• Expenses	\$ 70,325.54
• Excess Revenue Over Expenses for November	(-\$ 10,145.07)
• Excess Revenue Over Expenses YTD	(-\$ 25,518.19)
• Areas Over Budget for November:	
○ GL 6008 Insurance	
Variance for the month: -\$ 3,634	
Variance for the year: -\$11,102	
Cause: Under budget projection	
○ GL 6010 Office and Postage	
Variance for the month: -\$ 100	
Variance for the year: -\$2,558	
Cause: Mailings	
○ GL 6057 Legal	
Variance for the month: -\$ 460	
Variance for the year: -\$5,071	
Cause: Need for legal assistance with ballot mailings	
○ GL 6102 R & M Common Area	
Variance for the month: -\$ 3,913	
Variance for the year: -\$17,552	
Cause: Increase in necessary repairs	
○ GL 6120 Landscape Maintenance	
Variance for the month: -\$2,525	
Variance for the year: -\$6,271	
Cause: Added extra worker	
○ GL 6128 Landscape Supplies	
Variance for the month: -\$ 50	
Variance for the year: -\$4,255	
Cause: Increased billing by vendor	
○ GL 6132 Irrigation Repairs	
Variance for the month: -\$1,425	
Variance for the year: -\$6,322	
Cause: Increased billing by vendor, aging irrigation system	

Funds Investments: Ms. Gutierrez to contact Raymond James (RJ) to correct a transfer made 12/1/17 in the amount of \$50,000 from RJ reserve account to RJ operating. Funds to be returned to reserves. It was noted that a CD at RJ matures 1/26/18; no action at this time.

CORRESPONDENCE

Reviewed as submitted. No action was necessary.

NEXT MEETING(s)

Membership Meeting–Bylaws Revisions/Annual Election

Tuesday, February 20, 2018, 5:00 p.m.

Executive Meeting: Tuesday, February 20, 2018, 5:45 p.m.

Board Meeting: Tuesday, February 20, 2018, 6:00 p.m.

ADJOURNMENT

The Board Meeting adjourned at 7:02 p.m. to convene the Executive Meeting to discuss delinquencies, legal matters and hold hearings.

Prepared by: Pam Dingwell, Recording Secretary (RSI)

Approved by:

Jane E. Bellano 2/20/18
Date

Sundance Homeowners Association

As Submitted As Amended

END OF FILE