

SUNDANCE HOMEOWNERS ASSOCIATION

BOARD OF DIRECTOR'S MEETING

MINUTES

JANUARY 3, 2017

PRESENT: Chuck Sammis, President; Peggy Paddock, Vice President; Jane Arellano, Treasurer; Trudy Shiroma, Member at Large

ABSENT: The Secretary Position is Vacant

MANAGEMENT TRUST: Valerie Cuonzo, CCAM

**CALL TO ORDER:**

The meeting was called to order at 6:30 p.m. by President Chuck Sammis.

**EXECUTIVE SUMMARY:**

Mr. Sammis reported that the Board Members met in Executive Session with Attorney Denise Iger prior to the open meeting to discuss her firm's legal services and reviewed delinquent accounts.

**APPROVAL OF MINUTES:**

The minutes of the November 14, 2016, meetings were reviewed and a motion was made by Mr. Sammis to approve them. Motion seconded by Ms. Paddock. Passed unanimously. Minutes will be filed as submitted.

**AUTHORIZATION TO LIEN:**

The Board reviewed an authorization to lien on account No. 575353. Mr. Sammis made a motion to approve the lien. Motion seconded by Ms. Paddock. Passed unanimously.

**OPEN FORUM:**

Board Members entertained a homeowner concern about not receiving a follow-up/closure letter to a written notification from The Management Trust about missing clubhouse chairs and he discussed the notice he received about his garage door. The Garage Door Store owner was present to explain the problem with the garage door that was originally purchased and he stated that the matter has been resolved. Another homeowner expressed a concern about the lawn sprinklers. Ms. Denise Iger was introduced to the homeowners who were present.

**MANAGEMENT REPORT:**

**Action List** – FYI Board reviewed

**Site Review Report** –Ms. Cuonzo stated that various tree root issues need to be addressed by Sunset Landscape.

Ms. Cuonzo stated that potted plants on the wood fence cap at 16400 Greenlake are destroying the wood; she stated that the Board needs something in the rules to address this homeowner responsibility issue.

**Reserve Payments** – None this month.

**Board Member Resignation** – Bud Borrell, member at large, resigned from the Board of Directors and the Board thanked him for his service to the Sundance Community.

### COMMITTEE REPORTS

**Appointment Members to Committees** – No action was taken

**ARC Report** – Ms. Susi Neal reported that she made a final inspection on the garage door at 16525 Poppyglen Lane and the correct garage door panels have been installed.

**Landscape Report** – Ms. Arellano submitted her report in writing. The draft letter to the City Council was reviewed by Atty. Denise Iger. She recommends adding to the letter specific criteria that Sundance would like to see changed, name a point person and try to arrange time with the City Planning Commission to determine if some changes can be agreed upon. Possibly having all local homeowners associations sign off on the letter as well. The Board members had no changes to the draft letter.

**Parking Report** – No written report was provided. Request for parking permits will be discussed in Executive Session. Ms. Paddock discussed increasing the guest parking fee from \$15.00 to \$20.00 per month and no increase for RV parking. Maintenance issues and costs would support this increase. Attorney Iger stated that a proposed rule change is needed to make the increase and the fee should be stated in the rules. Ms. Paddock made a motion to have a Proposed Rule Change to set the fee at \$20.00. Ms. Shiroma seconded the motion. Passed unanimously. The review and approval of parking permit renewals were conducted in the Executive Session.

**Communication/Website** – Mr. Raul Reyes submitted a written report for the Board's review

**Clubhouse** – No report or discussion

**Rules** – pending with the attorney

### OLD BUSINESS

**Pool Deck Refurbishment Proposal** – Ms. Cuonzo stated that there are very few companies that provide the type of decking that the Board wants for the pool areas. She will continue to seek bids

**Bylaws Revision** – Ms. Cuonzo will send a copy of them to Attorney Denise Iger

**Street Repair Bids** – The Board will continue to review the bids received

**Paint Bids** – The Board will continue to review the bids received

**Rain Gutter Cleaning** – Ms. Cuonzo reported that the roof and rain gutter cleaning by Gale Force will take place from January 23-27. Notices to be mailed

### NEW BUSINESS

**Notice of Increase** – The Board acknowledged and accepted a 3% price increase in services by Sunset Landscape for lawn mowing and street sweeping effective January 1, 2017.

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**Parking Sticker Purchase** – The Board approved The Management Trust to purchase a new supply of the red, blue and yellow guest parking stickers.

**Requests for Reimbursements** – Requests were made for reimbursements to Ms. Paddock for \$35.17 and Mr. Sammis for \$31.90 for the December 6, 2016, annual meeting refreshments. Ms. Arellano made a motion to approve the reimbursements. Seconded by Ms. Shiroma. Passed unanimously. The homeowner at 16425 Westbrook Lane, Cerritos, CA. requested reimbursement of \$25.00 for a City of Cerritos Traffic Collision Report dated December 8, 2016. This report was needed in connection with an insurance claim for damage to the rear patio gate and wall at their property by a hit and run driver. Ms. Paddock made a motion to approve the reimbursement. Ms. Shiroma seconded the motion. Passed unanimously.

**Proposal for Legal Services** – This matter was decided in the Executive Session

**Request for Web Hosting Reimbursement** – Request for Reimbursement by Raul Reyes for \$107.88 covering the period from December 20, 2016 to December 20, 2017 for web hosting costs. Motion made by Ms. Paddock to approve the reimbursement. Seconded by Ms. Shiroma. Passed unanimously

**Items for the Newsletter** – Submit items to Ms. Suzanne Neal

**TREASURER'S REPORT:**

Ms. Arellano submitted her report in writing.

The \$100,000.00 transferred from the Alliance Association Bank to the Raymond James account on November 21, 2016 plus the \$99,000.00 Certificate of Deposit with First Niagara Bank that matured on November 15, 2016 were invested for a total of \$199,000.00 with the Bank of India at .8000% interest on November 30, 2016 to mature on November 29, 2017.

A Certificate of Deposit with Pacific Premier Bank matured on December 12, 2016 at .5500% interest in the amount of \$131,000.00. A CD was purchased with Discover Bank for \$115,000 at 1.0% interest to mature in December 2017. The remainder of \$16,000.00 will be invested in January 2017 along with the CD with Bank of NA that will mature on January 20, 2017, in the amount of \$125,000.00.

With no further business, the meeting was adjourned at 7:20 p.m.

Respectfully submitted by  
Jane E. Arellano

**THE NEXT MEETING OF SUNDANCE HOMEOWNERS ASSOCIATION WILL BE HELD ON TUESDAY,  
FEBRUARY 07, 2017, AT 6:00 P.M.**

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**BOARD MEMBER SIGNATURE  
APPROVED AS SUBMITTED**

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**BOARD MEMBER SIGNATURE  
APPROVED AS AMENDED**