

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

February 20, 2018

**CALL TO ORDER**

The following are the Minutes of the Meeting of the Board of Directors of **Sundance Homeowners Association**, held on February 20, 2018, at the Sundance clubhouse, Cerritos, CA. A **Quorum** was present and the meeting was called to order at 6:24 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**

**16427 Westbrook:** Homeowner asked about the amount of late fees and how they are determined. Management explained that late fees are determined by the governing documents and are explained in the collection policy that is mailed to all Homeowners annually.

**EXECUTIVE MEETING SUMMARY**

Management reported that at the Executive Meeting of February 20, 2018, the Board reviewed delinquencies and held hearings.

**APPROVAL OF CONSENT CALENDAR**

The Board unanimously approved the Consent Calendar as follows:

- Approval of the January 16, 2018, Board Meeting Minutes as presented.
- **Liens Approved:** None.

**MANAGEMENT REPORT**

Management included in the Board Meeting packet the Action List of January 16, 2018, and Site Review of February 6, 2018, for Board review. The Board noted no major issues.

## MANAGEMENT REPORT (Cont.)

**Reserve Payments Approved:** None.

### Management Action Items:

- Research the definition of "fire lanes".
- Ask staff about the parking permit report for Peggy Paddock.

## COMMITTEE REPORTS

**Architectural:** Suzanne Neal reported no major issues.

**Landscape:** Written report provided by Jane Arellano was reviewed noting no major issues. Ms. Arellano reported she will attend a meeting on February 26, 2018, 10:00 a.m., with other Cerritos HOAs and city representatives to discuss city tree regulations for HOAs.

**Parking:** The Board reviewed the following parking permit requests/violations:

- **16519 Poppyglen:** Permit denied. Management to notify tenant to clear garage to allow parking of two vehicles within ten (10) days.
- **12516 Fallcreek:** Permits request on hold until Homeowner submits current registration for all vehicles.
- **12532 Pinegrove:** The Board requested Management call Homeowner to a hearing with the possibility of losing a parking permit for parking in the common area while using garage for storage.
- **12511 Fallcreek:** Permit request on hold until Homeowner submits current registration for vehicle and removes non-operative vehicle from garage within 30 days.
- **16425 Westbrook:** One short-term parking permit approved while Homeowner is remodeling unit.

## RECESS / RECONVENE

The Board Meeting recessed at 6:33 p.m. to conclude the Annual Meeting and hold an Organizational Meeting. The Board Meeting reconvened at 6:44 p.m.

## ELECTION RESULTS

At the February 20, 2018, Annual Meeting, the Inspectors of Election announced that the newly elected Board members are **Suzanne Neal** and **Peggy Paddock**.

## APPOINTMENT OF OFFICERS

At the February 20, 2018, Organizational Meeting the Board unanimously agreed to the following office appointments:

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

## COMMITTEE REPORTS (Cont.)

**Communications/Website:** No issues reported.

**Clubhouse:** No issues.

## UNFINISHED BUSINESS

**Rules Revisions:** Dorothy Gutierrez moved to direct Management to mail revised and attorney-reviewed rules to all Homeowners for 30-day review. Trudy Shiroma seconded the motion, which passed unanimously.

**Bylaws Revisions:** Restated/amended bylaws were approved at the Reconvened Special Membership Meeting held Tuesday, February 20, 2018, 5:00 p.m. at the clubhouse.

## NEW BUSINESS

**Reimbursement Request:** Dorothy Gutierrez moved to approve reimbursement of \$160 to Jane Arellano for clubhouse carpet cleaning. Trudy Shiroma seconded the motion, which passed unanimously.

### Landscape Proposals:

- Suzanne Neal moved to approve an expenditure of **\$1,774** with **Sunset Landscape** for landscape upgrades per proposal #805. Trudy Shiroma seconded the motion, which passed unanimously.
- Suzanne Neal moved to approve an expenditure of **\$1,723** with **Sunset Landscape** for landscape upgrades per proposal #806. Trudy Shiroma seconded the motion, which passed unanimously.
- Dorothy Gutierrez moved to approve an expenditure of **\$2,275** with **Sunset Landscape** for landscape upgrades per proposal #807. Suzanne Neal seconded the motion, which passed unanimously.
- Dorothy Gutierrez moved to approve an expenditure of **\$3,577** with **Sunset Landscape** for landscape upgrades per proposal #808. Suzanne Neal seconded the motion, which passed unanimously.

## TREASURER'S REPORT

### December 2017 Financial Report:

Cash Operating.....	\$222,798.42
Cash Reserves.....	\$1,781,239.27
Total Liabilities and Equity .....	\$2,048,216.38
Income.....	\$59,132.99
Expenses.....	\$74,428.05
Excess Revenue Over Expenses for December.....	(-\$15,295.06)
Excess Revenue Over Expenses YTD.....	(-\$40,813.25)

## TREASURER'S REPORT (Cont.)

- **Areas Over Budget for December:**
  - **GL 6008 Insurance**  
Variance for the month: -\$ 3,634  
Variance for the year: -\$14,736
  - **GL 6010 Office and Postage**  
Variance for the month: -\$2,440  
Variance for the year: -\$4,998
  - **GL 6057 Legal**  
Variance for the month:  
Variance for the year: -\$4,829  
Cause: Need for legal assistance with ballot mailings
  - **GL 6102 R & M Common Area**  
Variance for the month:  
Variance for the year: -\$17,476  
Cause: Increase in necessary repairs
  - **GL 6120 Landscape Maintenance**  
Variance for the month:  
Variance for the year: -\$5,909  
Cause: Added extra worker
  - **GL 6126 Tree Maintenance**  
Variance for the month: -\$16,287  
Variance for the year: -\$ 8,456
  - **GL 6128 Landscape Supplies**  
Variance for the month:  
Variance for the year: -\$4,205  
Cause: Increased billing by vendor
  - **GL 6132 Irrigation Repairs**  
Variance for the month:  
Variance for the year: -\$5,889  
Cause: Increased billing by vendor, aging irrigation system

**Funds Transfers Approved:** Reinvest \$111,000 in a CD at Raymond James maturing February 28, 2018, in a CD in a ladder position (i.e. six to nine months) at Raymond James.

### CORRESPONDENCE

Reviewed as submitted. No action was necessary.

### NEXT MEETING(S)

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

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

**ADJOURNMENT**

The Board Meeting adjourned at 7:24 p.m. An Executive Meeting was held prior to the Board Meeting to discuss delinquencies, legal matters and hold hearings.

Prepared by: Pam Dingwell, Recording Secretary (RSI)

Approved by:

Janet Arellano 3/20/18  
Date

**Sundance Homeowners Association**

As Submitted \_\_\_\_\_ As Amended \_\_\_\_\_

**END OF FILE**