

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

May 14, 2018

GUEST: The Board met with Keith Hatch, agent with LaBarre/Oksnee Insurance, to discuss risks associated with trespassers onto the property.

CALL TO ORDER

The following are the Minutes of the Meeting of the Board of Directors of **Sundance Homeowners Association**, held on May 14, 2018, at the Sundance clubhouse, Cerritos, CA. A **Quorum** was present and the meeting was called to order at 6:23 p.m.

BOARD MEMBERS PRESENT

Jane Arellano, Vice President; Dorothy Gutierrez, Treasurer; Trudy Shiroma, Director at Large.

BOARD MEMBERS ABSENT

Peggy Paddock, President; Suzanne Neal, Secretary.

MANAGEMENT

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

HOMEOWNERS FORUM

16427 Westbrook: Homeowner reported that the exterior lighting around the clubhouse is coming on early. She also noted that the landscaping around her unit needs improvements.

12468 Fallcreek: Asked for input regarding her house electrical panel.

16416 Greenlake: Asked what happened to the ability to install wrought iron patio gates.

EXECUTIVE MEETING SUMMARY

Management reported that at the Executive Meeting of May 14, 2018, the Board reviewed delinquencies and held hearings.

APPROVAL OF CONSENT CALENDAR

The Board unanimously approved the Consent Calendar as follows:

- Approval of the April 16, 2018, Board Meeting Minutes as presented.
- Liens Approved: None this month

MANAGEMENT REPORT

Management included in the Board Meeting packet the Action List of April 16, 2018 and April 13 Site Review for Board information.

Reserve Payments Approved: None.

COMMITTEE REPORTS

Architectural: A request submitted by the owner at 16423 Meadowbrook for awnings was provided to Ms. Gutierrez for review with the ARC Committee.

Management directed to send a violation letter to the owners at 16509 Littleriver Lane to remove tacked-on screening to front door.

It was reported that the owners at 16524 Pinegrove has installed new windows but without the patio door.

Board approved allowing the owner at 16416 Meadowbrook to keep a hanging item over her front door.

Landscape: Written report provided by Jane Arellano was reviewed

Ms. Arellano to follow up with the owner at 12530 Pinegrove regarding Board approval to modify landscape around her unit to provide for a pathway to her patio area and about her report of 'flying mosquitoes'.

At 16415 Greenlake, the Board Board approved allowing some mow curbing in front of the unit where new plantings were installed only.

Parking: No report.

Communications/Website: No report.

Clubhouse: No report.

UNFINISHED BUSINESS

Rules Revisions: In reviewing the rules prior to adopting the revised set sent to the members, it was determined there were issues that needed to be included. Items noted include:

- Page 9 : Second bullet point, # 5, remove paper and cardboard from the list and add 'wood'
- Page 10: Second bullet, # 5, remove exterior window sun shades
- Violations Procedures does not include the fine amount, which is \$50
- Page 12: First bullet, remove 'permits must be returned to the Management Company annual to receive a new permit'
- Page 12: Under Safe Listing, first bullet, correct spelling of homeowners in website information
- Page 8: Add condition under Garage Door Replacement (and Maintenance): garage doors are to be maintained in a clean, good-working manner

BBQ Gas Leak Issue: Ms. Gutierrez made a motion to approve a proposal from PMC Plumbing to cap off the gas line to the BBQ in the Large Pool for a cost of \$375. Ms. Shiroma seconded the motion. All approved.

Ms. Gutierrez motoned to remove the BBQ after the gas line is capped off, and was seconded by Ms. Shiroma. All approved.

Ms. Arellano suggested a quarterly newsletter be prepared and to include informing the owners of the BBQ removal. All approved.

Solar Panel Rules/Guidelines: Pending attorney preparation for Board review.

NEW BUSINESS

2018 Reserve Study Projects: Management brought to the Board's attention two projects due in 2018, including termite treatment of the clubhouse and two pool houses, and painting of the community's wrought iron. Management was requested to obtain proposals for both projects.

TREASURER'S REPORT

April 2018 Financial Report:

Cash Operating	\$216,064.35
Cash Reserves	\$1,831,540.79
Total Liabilities and Equity	\$2,079,637.55
Income	\$63,546.06
Expenses	\$67,355.10
Excess Revenue Over Expenses for April	\$7,085.12
Excess Revenue Under Expenses YTD	\$1,676.32

Variances Reported:

- | | |
|--|---------------------------------------|
| 1. <u>6010 Office and Postage</u> | Variance for the Month: - \$ 87.70 |
| Variance for the Month: - \$ 927.95 | Variance for the Year : - \$ 182.77 |
| 2. Variance for the Year : + \$ 1,015.16 | |
| 3. <u>6029 Internet Services</u> | |
| 4. <u>6102 R&Maintenance</u> | Variance for the Month: + \$ 2,170.33 |

Variance for the Year : + \$ 5,050.32

5. **6124 Landscape Additions**

Variance for the Month: - \$ 9,349.00

Variance for the Year: - \$ 8,643.22

6. **6132 Irrigation**

Variance for the Month: - \$ 101.20

Variance for the Year: + \$ 2,964.10

7. **6152 Electrical**

Variance for the Month: + \$ 312.67

Variance for the Year: + \$ 1,082.68

8. **6450 Guard Service**

Variance for the Month: - \$ 1,490.17

Variance for the Year: + \$ 1,199.28

9. **6510 Gas**

Variance for the Month: - \$ 7.69

Variance for the Year: + \$ 973.49

Fund Investments Approved: Dorothy Gutierrez noted she will coordinate the following financial transactions with Raymond James Bank:

- \$50,000 CD at Raymond James (Bank of India) operating account maturing May 16, 2018; no re-investment at this time
- Reserve funds available at Raymond James money market to be invested in equal amounts in laddered position at best rate available

CORRESPONDENCE

Reviewed as submitted. Board reviewed; no action necessary.

NEXT MEETING(S)

Executive Meeting: Tuesday, June 19, 2018, 5:45 p.m.

Board Meeting: Tuesday, June 19, 2018, 6:00 p.m.

ADJOURNMENT

The Board Meeting adjourned at 7:44 p.m.

Prepared by: Valerie Cuonzo, Community Manager, CCAM

Approved by:

James Arellano 06/19/18
Date

Sundance Homeowners Association

As Submitted As Amended

END OF FILE