

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

August 21, 2018

**CALL TO ORDER**

The following are the Minutes of the Meeting of the Board of Directors of Sundance Homeowners Association, held on August 21, 2018, at the Sundance clubhouse, Cerritos, CA. A Quorum was present and the meeting was called to order at 6:03 p.m.

**BOARD MEMBERS PRESENT**

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

**BOARD MEMBERS ABSENT**

Jane Arellano, Vice President.

**MANAGEMENT**

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

**HOMEOWNERS FORUM**

**12515 Pinegrove Lane:** Homeowner reported being on the Landscaping Committee and noted various reports of pine needles and other debris around the community. The Board indicated that removal was on a weekly rotation basis, and that each quadrant was scheduled once per month. Board suggested residents can pitch in with clean-up of debris not relying solely on Sunset.

**16525 Poppyglen:** Homeowner requested a map illustrating landscape company's work schedule showing where they are working and when. Ms. Paddock provided the owner with a map noting the various quadrants and asked that a copy be posted to the Sundance website.

**EXECUTIVE MEETING SUMMARY**

Management reported that at the Executive Meeting of August 21, 2018, the Board reviewed delinquencies, held hearings and discussed legal issues.

**APPROVAL OF CONSENT CALENDAR**

The Board unanimously approved the Consent Calendar as follows:

- Approval of the July 17, 2018, Board Meeting Minutes as presented.

- **Liens Approved:** None.

## **MANAGEMENT REPORT**

Management included in the Board Meeting packet the Action List of July 17, 2018, and Site Review of August 7, 2018. The Board noted no major issues.

**Reserve Payments Approved:** None.

## **COMMITTEE REPORTS**

**Architectural:** No report.

**Landscape:** Written report provided by Jane Arellano was reviewed noting no major issues.

**Tree Removal, 12446 Pinegrove:** In response to a homeowner's tree-removal request, the Board noted that the city has mandated that inspection be done to determine if roots are causing damage to the unit. It was noted that the requirement may need to be done by a licensed home inspector. The Board directed Management to contact Robert Lopez of the City to confirm what the requirements are.

### **Parking:**

**16503 Midfield:** Homeowner has requested to park his vehicle in the RV lot. Management indicated that vehicle is currently permitted. The Board directed Management to request surrender of the current permit before giving an RV permit.

**Communications/Website:** No report.

**Clubhouse:** No report.

## **UNFINISHED BUSINESS**

**Reserve Study:** The Board reviewed the Reserve Study included in the Board Meeting packet. Management suggested revisions to the report including adding the wader pool as having been re-plastered and also the scheduled wrought iron painting. Board approved the reserve study as amended.

**Wrought Iron Fence Painting:** Suzanne Neal moved to approve an expenditure of \$4,670 plus an amount not to exceed \$2,025 (for additional stairs and one light post) with Premier Commercial Painting for pool area iron fence and gate painting at two (2) locations per proposal #SDI18. Trudy Shiroma seconded the motion, which passed unanimously.

**Rules Revisions:** Additional revisions ongoing. Peggy to communicate to the attorney additional revisions to the rules and to email to the Board and Management a list of those revisions.

**Patrol One Parking Program:** After discussion, the Board directed Management to request further information **and clarification** from the vendor and agreed to continue the discussion at the September meeting.

**NEW BUSINESS**

**Construction and Concrete Work:** Trudy Shiroma moved to approve an expenditure of \$3,193 with Straightline Construction for concrete and sidewalk construction per estimate #23209. Suzanne Neal seconded the motion, which passed unanimously.

**Legal Services Renewal Proposal:** Dorothy Gutierrez moved to approve the renewal proposal with Iger Wankel and Bonkowski LLP for legal services at \$270 per hour. Trudy Shiroma seconded the motion, which passed unanimously.

**Responsibility for Damages Policy:** The Board reviewed a sample policy provided by Management. After discussion, Suzanne Neal moved to approve that the attorney prepare a resolution noting homeowner responsibilities for interior damage and for the deductible whenever a claim is opened against the master insurance policy. Trudy Shiroma seconded the motion, which passed unanimously.

**October Meeting:** After discussion, the Board agreed to cancel its October meeting due to numerous planned absentees in that month and reconvene as scheduled on November 20, 2018.

**TREASURER’S REPORT**

**July 2018 Financial Report:**

Cash Operating .....	\$247,738.20
Cash Reserves .....	\$1,890,188.94
Total Liabilities and Equity.....	\$2,158,772.28
Income .....	\$60,718.20
Expenses .....	\$57,930.15
Excess Revenue over Expenses for July.....	\$2,788.05
Excess Revenue over Expenses YTD.....	\$22,173.45

**Variances:**

**GL 6010 Office and Postage**

Variance for the month: .... \$669.41  
 Variance for the year: .... \$2,388.87

**GL 6102 R&M Maintenance**

Variance for the month: \$2,046.33  
 Variance for the year: .... \$9,508.31

**GL 6124 Landscape Additions**

Variance for the month:.....-\$440.00  
 Variance for the year:.....-\$6,875.22

**GL 6132 Irrigation**

Variance for the month: .....\$893.18  
 Variance for the year: .....\$5,462.64

After discussion, Dorothy Gutierrez moved to approve the July 2018 financial report as presented. Suzanne Neal seconded the motion, which passed unanimously. Ms. Gutierrez will reinvest a maturing CD at Raymond James.

**CORRESPONDENCE**

Reviewed as submitted. No action was necessary.

**NEXT MEETING(s)**

**Executive Meeting:** Tuesday, September 18, 2018, 5:45 p.m.

**Board Meeting:** Tuesday, September 18, 2018, 6:00 p.m.

**ADJOURNMENT**

Trudy Shiroma moved to adjourn The Board Meeting. Dorothy Gutierrez seconded the motion and the meeting was adjourned at 7:18 pm.

Prepared by: Allison Golden, Recording Secretary (RSI)

Approved by:

*Suzanne Neal* 9/18/18  
\_\_\_\_\_  
Suzanne Neal, Secretary Date

**Sundance Homeowners Association**

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

**End of File.**