

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

September 15, 2020

CALL TO ORDER

The following are the Minutes of the Meeting of the Board of Directors of **Sundance Homeowners Association**, held on September 15, 2020, at the Sundance clubhouse, Cerritos, CA. A **Quorum** was present and the meeting was called to order at 6:30 p.m.

BOARD MEMBERS PRESENT

Jane Arellano, President; Mark Gross, Vice President; Trudy Shiroma, Secretary; Kavita Anand, Treasurer; Suzanne Neal, Member at Large.

BOARD MEMBERS ABSENT – None.

MANAGEMENT

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

GUEST SPEAKERS

Prior to calling the Board Meeting to order, Karen Lucien of Raymond James and Phil Pluta of JPMorgan presented information on investment services.

HOMEOWNERS FORUM

12511 Pinegrove: Homeowner inquired about extended guest parking for family members. The Board recommended Homeowner contact Management to coordinate.

EXECUTIVE MEETING SUMMARY

Management reported that at the Executive Meeting of September 15, 2020, the Board approved minutes and reviewed delinquencies.

APPROVAL OF CONSENT CALENDAR

The Board unanimously approved the Consent Calendar as follows:

- Approval of the August 18, 2020, Board Meeting Minutes as corrected. *Correction: HOMEOWNERS FORUM, 16407 Greenlake should read, "Homeowner appeared to resolve past due payment for RV lot parking extended safelisting for unauthorized guest parking."*
- **Liens Approved: Accounts #981295, #575257, #575342.**
- **Foreclosures Approved: None.**

MANAGEMENT REPORT

Management included in the Board Meeting packet the Action List of August 18, 2020, and Site Review of September 10, 2020. The Board noted no major issues.

Reserve Payments Approved: \$1,289 to **Straight Line Construction**; \$1,122.50 to **Eichert Electric**.

COMMITTEE REPORTS

Architectural: No major issues noted.

Landscape: Written report from Jane Arellano reviewed. She noted several extra Eucalyptus trees that need trimming and agreed to provide a list to Management in order to obtain a proposal from Treeco.

Communications/Website: The Board noted Suzanne Neal needs to be added to the Board of Directors list on the website.

Clubhouse: See NEW BUSINESS.

UNFINISHED BUSINESS

RV Lot Application: Additional revisions in progress.

Rules and Regulations: The Board agreed to review the Rules and Regulations as prepared by legal counsel and discuss at the October meeting.

RV Lot Asphalt Repair Specifications: LaBelle Marvin has completed the specifications for the RV lot asphalt repairs. Mark Gross moved to obtain three repair proposals. Jane Arellano seconded the motion, which passed unanimously.

Rain Gutter/Roof Cleaning: Scheduled for October 26, 2020.

NEW BUSINESS

Clubhouse Fireplace Repairs: Mark Gross moved to obtain proposals to repair the clubhouse gas fireplace and proposals to convert it to electric operation. Kavita Anand seconded the motion, which passed with Trudy Shiroma opposed.

Reserve Study: The Board reviewed and revised the reserve study. Management will communicate revisions to reserve analyst.

Water Intrusion Repairs: The Board reviewed two proposals for water intrusion repairs for **12529 Fallcreek**. Jane Arellano moved to approve an expenditure of **\$4,328** with **Straight Line Construction** to perform the repairs. Suzanne Neal seconded the motion, which passed unanimously.

Mosquito Treatment Proposal: A proposal of \$125 from CatsUSA Pest Control for a one-time mosquito treatment near **12501 Fallcreek** was declined.

NEW BUSINESS (Cont.)

Pool Key for Mail Carrier: The Board unanimously agreed to supply the mail carrier with a key to the pool area for restroom access.

Annual Meeting: Scheduled for December 15, 2020. Mark Gross moved to appoint the following Homeowners as Inspectors of Election: Dorothy Gutierrez, Kelly Calderon and Vera Masson. Trudy Shiroma seconded the motion, which passed unanimously.

Newsletter: Suzanne Neal to coordinate quarterly.

Landscape Proposals (added with permission): Mark Gross moved to approve the following expenditures with **Sunset Landscape**. Suzanne Neal seconded the motion, which passed unanimously.

- **\$3,300** for tree replacements per proposal #2009 revised to remove California Pepper tree as an option.
- **\$3,880** to clean all landscape drains per proposal #2010.
- **\$800** to clean drains at both pools per proposal #2011.
- **\$3,926** for Winter Rye over-seeding of turf areas per proposal #2012.

TREASURER’S REPORT

August 2020 Financial Report:

Cash Operating	\$210,887.08
Cash Reserves	\$2,409,726.81
Total Liabilities and Equity.....	\$2,653,753.33
Income	\$62,836.27
Expenses	\$60,810.23
Excess Revenue over Expenses for August.....	\$2,026.04
Excess Revenue over Expenses YTD.....	\$4,841.36

Variances:

GL 6006 Reserve Studies

Variance for the month:-\$1,434.58
 Variance for the year:-\$521.64

GL 6102 R&M Common Area

Variance for the month: \$1,144.75
 Variance for the year: \$7,597.57

GL 6132 Irrigation

Variance for the month:.....-\$1,193.48
 Variance for the year:-\$2,913.71

GL 6502 Utilities Water & Sewer

Variance for the month:.....-\$1,112.29
 Variance for the year: \$2,158.07

Funds Transfers: Mark Gross moved to approve the following funds transfers. Suzanne Neal seconded the motion, which passed unanimously.

- Re-invest \$51,000 in a CD in the Raymond James operating account maturing September 30, 2020, in a CD at the best rate and term at Raymond James.
- Transfer \$100,000 from the Alliance Association Bank reserve account to the Raymond James reserve money market account.

- Invest \$558,028 in the Raymond James reserve money market account in laddered CDs at the best rates and terms at Raymond James.

Investment Broker: Mark Gross moved to keep Association investments with Raymond James. Jane Arellano seconded the motion, which passed unanimously.

CORRESPONDENCE

Reviewed as submitted. No action was necessary.

NEXT MEETING(s)

Executive Meeting: Tuesday, October 20, 2020, 5:45 p.m.

Board Meeting: Tuesday, October 20, 2020, after the Executive Meeting.

ADJOURNMENT

The Board Meeting adjourned at 8:12 p.m. An Executive Meeting was held prior to the Board Meeting to approve minutes and review delinquencies.

Prepared by: Pam Dingwell, Recording Secretary (RSI)

Approved by:

 Jane Arellano 10/20/20

Trudy Shiroma, Secretary

Date

Sundance Homeowners Association

As Submitted X As Amended

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