

SUNDANCE HOMEOWNER'S ASSOCIATION  
BOARD OF DIRECTOR'S MEETING  
MINUTES  
SEPTEMBER 6, 2016

PRESENT: Peggy Paddock, Vice President; Susi Neal, Secretary; Jane Arellano, Treasurer;  
Bud Borrell, Member at Large

ABSENT: Chuck Sammis, President

MANAGEMENT TRUST: Valerie Cuonzo, CCAM

GUEST SPEAKERS: Lori Gilbert, Jackson Brown, PrimeCo

**CALL TO ORDER**

The meeting was called to order at 6:02 p.m. by Vice President Peggy Paddock.

**EXECUTIVE SUMMARY**

Board Members met in Executive Session prior to the meeting to hold hearings on violation matters and review delinquent accounts.

**APPROVAL OF MINUTES**

The minutes of the August 5, 2016, meeting were reviewed and a motion was made by Jane Arellano to approve. Motion seconded by Bud Borrell. Passed unanimously. Minutes will be filed as submitted.

**AUTHORIZATIONS TO LIEN**

No liens this month.

**OPEN FORUM**

Board Members entertained homeowner comments. Discussion re security issues.

**GUEST SPEAKERS**

Ms. Gilbert said the wood inspection has been completed and handed out a scope of work for the wood replacement project. Board Members will review the document and changes will be directed back to PrimeCo before going to bid.

**MANAGEMENT REPORT**

**Action List** – FYI, Board reviewed.

**Site Review** – FYI, Board reviewed.

**Reserve Payments** – Board Members reviewed and approved the following payment:

\$947.00	Marca Construction	Replace window in women's restroom
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**COMMITTEE REPORTS**

**Architectural** – Ms. Neal said a garage vent and two garage doors were approved. A motion was made by Jane Arellano to purchase 4 one way signs. Motion seconded by Susi Neal. Passed unanimously.

**Landscape** – Ms. Arellano submitted her report in writing for Board review.

**Parking** – Ms. Paddock said there was no report.

**Communications/Website** – Mr. Reyes submitted his report in writing for Board review.

**Clubhouse** – No report.

**Rules** – Ms. Paddock said she removed two rental signs placed in the common area. Since the rules are still under review with the attorney, Management was directed to ensure that the rules state that all rent/lease signs are to be placed only at the front and back of the unit. No signs are allowed in the common area.

#### **OLD BUSINESS**

**Pool Deck Refurbishment Update** – Management said the vendor is putting together a proposal and some samples for Board review. Postpone.

**ByLaws Revisions** – With the attorney.

**Engineer's Street Plan Update** – FYI, Board reviewed plans. Board Members need to make a decision on the expense of paving the extended driveways.

**Reserve Study** – Ms. Paddock recommended increasing reserves for lighting. The reserve analyst can adjust the numbers. Management recommended getting proposals for additional lighting before any adjustments to the reserve study are made. Ms. Paddock asked about adding a reserve line item for security systems/cameras, etc. Discussion. A motion was made by Jane Arellano to approve the installation of no more than three pole lights. Motion seconded by Susi Neal. Passed unanimously. Management said the budget will be ready for review next month.

#### **NEW BUSINESS**

**Paint Proposals for Wood Trim** – FYI, Board reviewed. Management waiting additional bids. Postpone.

**Gutter Cleaning** – Board reviewed proposals and a motion was made by Jane Arellano to approve the bid from GaleForce to clean the rain gutters for a total of \$6,495. Motion seconded by Susi Neal. Passed unanimously. Rain gutters will be cleaned after the trees are trimmed. Discussion. A motion was made by Susi Neal to authorize Ms. Arellano to approve the tree trimming bid, when available, for a cost not to exceed \$15,000. Motion seconded by Bud Borrell. Passed unanimously.

**Reimbursement** – Discussion. A motion was made by Susi Neal to authorize reimbursement to Jane Arellano the amount of \$10.00 for notary service. Motion seconded by Bud Borrell. Passed unanimously.

**Tree Removal/Overseed** – Board Members reviewed proposals and a motion was made by Jane Arellano to approve Proposal #630 from Sunset Landscape for tree removals for a total of \$3,125. Motion seconded by Bud Borrell. Passed unanimously.

**Audit/Taxes Bid** – Discussion. A motion was made by Bud Borrell to approve the proposal from Robert Owens to prepare the audit and taxes for a total of \$1,400. Motion seconded by Susi Neal. Passed unanimously.

**Water Heater Replacement** – Board Members reviewed proposals and a motion was made by Jane Arellano to accept the proposal from La Mirada Plumbing to install a 40 gallon water heater at the small pool for a total of \$1,211. Motion seconded by Bud Borrell. Passed unanimously.

**Security/Cameras/Lighting** – Already discussed. Information about scheduling a meeting re camera installation is forthcoming. Ms. Paddock said that additional lighting is needed on Shadydale and Sleepyhollow. A motion was made by Jane Arellano to approve the installation of 3 lights for Shadydale and Sleepyhollow, for a total not to exceed \$2,500. Motion seconded by Susi Neal. Passed unanimously.

**Newsletter Articles** – Forward to Ms. Neal.

#### **TREASURER'S REPORT**

Ms. Arellano said she is still not authorized to make decisions with the financial institutions. Ms. Paddock is still performing the Treasurer's duties. Management will check on the signature cards.

**CORRESPONDENCE** – FYI, Board reviewed. Ms. Paddock said there is a bee nest between 16414 and 16416 Meadowbrook. The vendor came out but the nest was not completely removed. Vendor will be called back out to remove it entirely.

With no further business, a motion was made by Susi Neal to adjourn. Motion seconded by Bud Borrell. Passed unanimously. Meeting adjourned at 7:15 p.m.

Respectfully submitted,  
Carol Frankenberg

**THE NEXT MEETING OF SUNDANCE HOMEOWNERS ASSOCIATION WILL BE HELD ON TUESDAY,  
OCTOBER 4, 2016, AT 6:00 P.M. IN THE CLUBHOUSE**

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BOARD MEMBER SIGNATURE  
APPROVED AS ***SUBMITTED***

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BOARD MEMBER SIGNATURE  
APPROVED AS ***AMENDED***