

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

September 18, 2018

CALL TO ORDER

The following are the Minutes of the Meeting of the Board of Directors of **Sundance Homeowners Association**, held on September 18, 2018, at the Sundance clubhouse, Cerritos, CA. A **Quorum** was present and the meeting was called to order at 6:00 p.m.

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT – None.

MANAGEMENT

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

HOMEOWNERS FORUM

16525 Poppyglen: Homeowner expressed the following concerns:

- Inquired when landscape maintenance quadrant map would be posted to website. The Board replied within the week.
- Landscape concerns – no removal of pine needles on the ground.
- Inquired about violation letter received regarding unfinished Architectural Request for window replacements. The Board explained Sundance rules require sliding doors be replaced if windows are replaced. Homeowner has replaced all windows but not two sliding doors. The Board unanimously granted Homeowner an extension until December 1, 2019, to resolve.

16427 Westbrook: Homeowner inquired about termite control. The Board noted termite control is a Homeowner responsibility.

EXECUTIVE MEETING SUMMARY

Management reported that at the Executive Meeting of September 18, 2018, the Board approved minutes, reviewed delinquencies and held hearings.

APPROVAL OF CONSENT CALENDAR

The Board unanimously approved the Consent Calendar as follows:

APPROVAL OF CONSENT CALENDAR (Cont.)

- Approval of the August 21, 2018, Board Meeting Minutes as corrected.
Corrections:
 - HOMEOWNERS FORUM, 12515 Pinegrove Lane, add “The Board suggested Homeowners not rely solely on Sunset Landscaping and are welcome to assist with clean-up of debris.”
 - HOMEOWNERS FORUM, 16525 Poppyglen, remove last sentence and add “Peggy Paddock supplied Homeowner with landscape maintenance quadrant map and will put map on website with landscape maintenance quadrant information.”
 - COMMITTEE REPORTS, Tree Removal on at 12446 Pinegrove, remove last sentence and add “Management to confirm tree root inspection requirements with Robert Lopez.”
 - COMMITTEE REPORTS, Parking, 16503 Midfield, last sentence should read “The Board directed Management to request surrender of the current permit ~~to be replaced by~~ before issuing an RV permit.”
 - UNFINISHED BUSINESS, Rules Revisions, remove last sentence.
- **Liens Approved: Account #575257.**

MANAGEMENT REPORT

Management included in the Board Meeting packet the Action List of August 21, 2018, and Site Review of September 10, 2018. The Board noted no major issues.

- Management to have Eichert Electric assess broken electrical box cover to the right of **12475 Fallcreek** for replacement (the utility box does not belong to SCE).

Reserve Payments Approved: None.

COMMITTEE REPORTS

Architectural: No report.

Landscape: Written report provided by Jane Arellano was reviewed noting no major issues. Approved tree removals will be performed in October.

- **12446 Pinegrove:** Management to notify Homeowner that Sunset Landscaping has assessed the two Eucalyptus trees near the unit for root intrusion and states they do not present a problem. Management to assess the Italian Cypress tree roots near the unit for root intrusion.

Parking: No issues.

Communications/Website: No report.

Clubhouse: No report.

UNFINISHED BUSINESS

- **Reserve Study:** The Board unanimously approved the Reserve Study as revised.
- **Rules Revisions:** Additional revisions ongoing.
- **Patrol One Parking Program:** Under consideration.

NEW BUSINESS

Resolution Regarding Resulting Damages and Deductibles: Dorothy Gutierrez moved to approve a resolution regarding resulting damages and deductibles as prepared by legal counsel. Suzanne Neal seconded the motion, which passed unanimously. The Board agreed to put the resolution on the website.

Landscape Proposal: Jane Arellano moved to approve an expenditure of **\$3,250** with **Sunset Landscape** for winter rye over-seeding per proposal #815. Trudy Shiroma seconded the motion, which passed unanimously.

Roof/Rain Gutter Cleaning Proposal: Suzanne Neal moved to approve an expenditure of **\$7,995** with **Gale Force** for roof/rain gutter cleaning per estimate #0702-1717. Trudy Shiroma seconded the motion, which passed unanimously.

Insurance Renewal: The Board reviewed proposals for renewal of the Association’s master insurance policy from LaBarre/Oksnee and Farmers Insurance, noting a \$10,000 deductible amount on the master insurance policy. Suzanne Neal moved to approve annual expenditures of **\$45,774** (master policy) with American Alternative and **\$35,140** (earthquake policy) with Golden Bear through **LaBarre/Oksnee**. Ms. Shiroma seconded the motion, which passed unanimously.

(Peggy Paddock left the meeting at 7:30 p.m.)

2019 Budget: Dorothy Gutierrez moved to approve the 2019 budget as presented with no increase in dues. Trudy Shiroma seconded the motion, which passed unanimously.

Reimbursement Request: Trudy Shiroma moved to reimburse Jane Arellano \$11.94 for printing cost of site maps. Suzanne Neal seconded the motion, which passed unanimously.

Holiday Landscaping: Dorothy Gutierrez moved to approve an expenditure of not-to-exceed **\$2,000** for placement of Poinsettias at the clubhouse and Sundance sign during the holidays. Jane Arellano seconded the motion, which passed unanimously.

TREASURER’S REPORT

August 2018 Financial Report:

Cash Operating	\$257,327.10
Cash Reserves	\$1,917,194.23
Total Liabilities and Equity	\$2,188,629.52
Income	\$65,203.65
Expenses	\$59,099.24
Excess Revenue over Expenses for August	\$6,104.41
Excess Revenue over Expenses YTD	\$28,277.86

TREASURER'S REPORT (Cont.)

Variations:

GL 6010 Office and Postage

Variance for the month: \$532.56

Variance for the year: \$2,921.43

GL 6102 R&M Maintenance

Variance for the month:..... \$130.15

Variance for the year: \$9,638.46

GL 6124 Landscape Additions

Variance for the month: . \$1,026.15

Variance for the year: ...-\$5,849.07

GL 6126 Tree Trimming

Variance for the month: ..\$1,583.33

Variance for the year:-\$7,994.84

GL 6132 Irrigation

Variance for the month:\$14.28

Variance for the year:\$5,476.92

Dorothy Gutierrez noted she would re-invest three CDs at Raymond James when they mature October 18, October 31 and November 13, 2018. After discussion, Dorothy Gutierrez moved to approve the August 2018 financial report as presented. Trudy Shiroma seconded the motion, which passed unanimously.

CORRESPONDENCE

Reviewed as submitted. No action was necessary.

NEXT MEETING(s)

Executive Meeting: Tuesday, November 20, 2018, 5:45 p.m. (no October meeting)

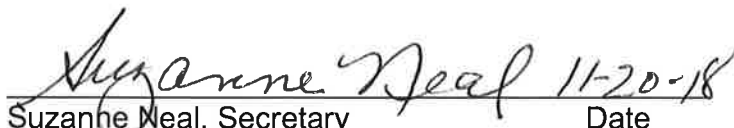
Board Meeting: Tuesday, November 20, 2018, 6:00 p.m. (no October meeting)

ADJOURNMENT

The Board Meeting adjourned at 7:41 p.m. An Executive Meeting was held prior to the Board Meeting to hold hearings and discuss delinquencies.

Prepared by: Pam Dingwell, Recording Secretary (RSI)

Approved by:


Suzanne Neal, Secretary Date

Sundance Homeowners Association

As Submitted _____ As Amended

END OF FILE