

**VISTA DEL PARQUE HOME OWNERS' ASSOCIATION**  
5920-5924 South Pacific Coast Highway  
Redondo Beach, CA 90277  
**MINUTES OF THE MARCH 20, 2013 BOARD MEETING**  
**DRAFT**

**1. CALL TO ORDER:** Meeting was called to order at 7:06 p.m.

**ROLL CALL:**

Board Members Present: Mel Green, Brett Levin, Barbara De Cuir and Barbara Harshaw.

Home Owners Present: Lily & Chris Grybauskas (14), Rebekkah Halliwell & David Sands (23), Patricia Jafet (28) and Barbara & Fred Brewen (29).

**QUORUM:** A quorum of Board members was declared present.

**2. APPROVAL OF MINUTES:** February 20, 2013 Meeting Minutes were approved as corrected.

**3. COMMENTS FROM HOME OWNERS:**

Patricia Jafet (28) and Lily Grybauskas (14) noted that they both found nails in their tires and determined that the nails came from our underground parking area. The Board stated that they would look into this problem.

Sandy Malik (27), through a note to the Board, wanted the parking area wall, which has to be rebuilt, to look more aesthetically pleasing. The Board discussed this idea, unanimously noting that it would be more costly and would look strange with a different-looking wall right across the small parking area. All attendees agreed with the Board. The matter was closed – the wall will be rebuilt like for like.

Chris Grybauskas (14) suggested looking into an up-dated proposal from Time Warner and also looking into a proposal from VIOS. The Board indicated that he could follow-up with both companies.

**4. TREASURER'S REPORT:**

**Summary:** Financial Reports as of March 20, 2013, were submitted and filed. It was pointed out that all expenses (bills received) have been paid to date.

There were no transfers of funds between the Reserve Account and the Operating Account during this period. Reserve Account Interest accounted for the additional \$4.

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**4.TREASURER'S REPORT (Continued):**

Ending Balances (on a cash basis):

	<u>MARCH 22, 2013</u>	<u>FEB. 22, 2013</u>	<u>P/(N)*</u>
Operating Acct	\$ 15,906	\$ 15,557	\$ 349
Reserve Acct	\$ 32,891	\$ 32,887	\$ 4

\* P = Positive change from the previous month.

\* (N) = Negative change from the previous month.

**5. ARCHITECTURAL COMMITTEE:**

a. Water pipe leaks – report on comparable costs. Nothing new to date. Mel and Fred will follow-up on this.

b. Other maintenance work – The unsafe, pickets (slats) on the common area stairways have been repaired/replaced, and the work has been approved. Work on the loose railings is being deferred for now.

c. Spa drain – Mel will be contacting those in charge of inserting the drain to fix it so that there will be no further floods in the room.

**d. CONTINUAL NOTICE TO ALL UNITS: Please check all of your closets and storage areas, at least monthly, for water pipe leaks. Don't just look down, look up as well. If you see a leak, contact a Board member immediately.**

**6. LANDSCAPE COMMITTEE:**

The Committee presented a quarterly report on the landscaping. Everything is looking good and contracted services have been on schedule. Jeanne Kelly asked that if anyone had questions about the landscaping to get in touch with her. The report contained several suggested procedures. The board will address these when estimated costs are presented. The Landscaping Report will be posted on our web site.

**7.OLD BUSINESS:**

a. Trash/recycling contract – The new trash contractor is Athens. Athens recycles at its own facilities. However, home owners and tenants are reminded that it is not okay to dump furniture, waste materials from redecorating, etc., and it is illegal to dump such things as batteries and other hazardous wastes. Trash containers are moved to the street between 6:30 a.m. and 7:00 a.m. Wednesday mornings.

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**OLD BUSINESS (Continued):**

**b.** Nominating committee – There was no new information. A request for people to run for the Board of Directors will be blasted out in early April.

**c.** Management Companies - Fred Brewen presented a report about the two Management Companies with whom he met and from whom he received introductory information. This report will be posted to our web site. Using a management company could be a viable option. It could take the load of work off the volunteer Board members for daily chores, and it could permit a more professional management of the complex. There is also the possibility that a combination of the two could be worked out. The Board is looking at this option very carefully and positively. Before the next Board meeting, the Board wants to meet with each of the two companies. The Board will then discuss this option at the April meeting and will decide whether to accept a Management company and, if so, will decide which company to use. Both companies offer one-year contracts and are very close in the standard monthly cost. There will be no initial dues increase.

**8. NEW BUSINESS**

**a.** Special Assessment Ballots - The Board handed out the 2013 Special Assessment ballots to all homeowners living in the complex and mailed out ballots to those not on-site, within the required time regulations. The ballots will be opened and counted at our April 17, 2013 Board Meeting.

**b.** Damaged Wall – The damaged wall in the visitor parking area will be repaired/replaced as soon as possible. Home owners and tenants will be made aware of dates. Signs will be posted. **Home owners and tenants – Please Remember that this parking area is for temporary visitor parking.**

**c.** Fred will look for our old sign post to advertise units for sale or for lease and it will be placed in front of our complex.

**d.** Powell Electric was called to replace the manual timer for the 5924 lower level walkway lights, per Board authorization.

**e.** Home owners and tenants are reminded to keep their parking spaces clear and uncluttered.

**9. ADDITIONAL HOME OWNER COMMENTS** - There were no further comments.

**10. DATE OF NEXT MEETING:** Wednesday, April 17, 2013, at 7:00 p.m.

**11. ADJOURNMENT:** 8:30 p.m.

Vista del Parque Homeowners Association  
5920-5924 Pacific Coast Hwy #34  
Redondo Beach, CA 90274

April 1, 2013

Department of Building and Safety  
City of Torrance  
Torrance, CA 90503

Re: Repair Permit for CMU Wall

To Whom It May Concern:

The firm of Disaster Kleanup and Better Floors is the contractor who will repair the masonry wall that was damaged by a vehicle. They have our permission to work on the property.

Please feel free to contact me if there are any questions or if additional information is required.

Yours truly,

A handwritten signature in dark ink, appearing to read "Melvyn Green", with a long, sweeping horizontal line extending to the right.

Melvyn Green  
President