

**VISTA DEL PARQUE H.O.A. BOARD MEETING**  
**WEDNESDAY, September 18, 2013, 7:30 P.M.**  
**Minutes**

1. **Call to order** 7.33p. Board members present: Barb De Cuir, Barbara Harshaw, Ida Krause, Brett Levin, Chris Grybauskas, and guest Steve Cammarata.
2. **Review** and approval of the Aug 7, 2013 meeting minutes. Approved.
3. **Comments from Home Owners** who wish to present HOA-related items to the Board.
  - a. Donna K., unit 22, notes pedestrian door to garage (opposite rec room) not closing. **For routine housekeeping and mechanical issues, homeowners can call or email Cammarata Management Company, 310-325-1110 or [Millee@cammm-inc.com](mailto:Millee@cammm-inc.com)** This info will be included in a memo going out with your next dues bill, as well.
  - b. Paul M., unit 8, asking about patching drywall in his home, where there was a leak scare but no water found.
  - c. Donna in unit 22 noted a water leak near her unit. Near parking spot C, domestic water line, intermittently leaking.
  - d. **FOR EMERGENCIES Homeowners are still encouraged to call Matt Quinn (unit 10) directly, 310-808-3717**
  - e. Light bulb out near trash room on east side
  - f. Advise homeowners about how to get information: in general, HOA info will be available on the website. For major updates, like the new Rules and Regulations, HOA Secretary will also email or deliver copies of the document. Cammarata Management will put a memo in next billing cycle to remind homeowners about maintenance requests.
  - g. Invoices to the HOA for approved work need to be more detailed, per Cammarata Management.
4. **Treasurer's report** (July 2013). 23,016. Total: 81,000 assets. Cammarata Management has bills from our vendors, and will take care of paying bills from now on. Annual fire inspection done for the year, verified.
5. **Architectural Committee** report from Eric De Cuir.
  - a. Update on the Request For Quotation (RFQ) for repiping: In about 1 week, we will submit two separate RFQs, one to plumbing contractors and one to drywall and demolition contractors. We should expect about 30 day period to receive bids, schedule walkthroughs etc. Evaluating bids should take another 30 days. The funding for the repairs will have to be approved by a vote of the Homeowners, expect 60 days

turnaround time for that. (include in Cammarata memo). Need to arrange 4-8 units to be available for walkthrough.

b. Unit 23 to be repaired next, Monday 9/23. Unit 4 cannot be estimated right now due to houseguests. Other units to be completed after 23. Water shut offs to be notified via note on door at least 1 day in advance.

## **6. Old business.**

a. Repiping of units that have already had leaks

b. Landscaping Committee update: Plan for big pots in wells, for palm trees. Not in budget at this time for trees, \$220 per tree, \$40 each pot. Motion to approve, not to exceed \$1040. Approved.

c. Garage door was serviced last week: bolts welded on, wire fixed. Billed to Cammarata, \$249. Next bill to be coming soon.

d. Updates to Rules and Regulations: going out this week, via email, and website. Homeowners have 30 days to submit comments.

## **7. New business.**

a. Outside chandelier bulbs are no longer available. Cammarata can investigate this bulb, but we shouldn't use bulbs that are \$16 per bulb.

b. Storage units in the garage, review of City of Torrance rules: Grandfather rules do apply to our old building, and storage units already in existence. Homeowners should note the 8.5x19 foot parking stall must be fully clear. Objects can overhang 3 feet in, and 4.5 feet above the ground. New construction must be permitted, anchored to the wall, possibly would need and engineers signature. If an enforcement officer visits our site they can require owner to obtain permit, or tear it out. Likely only to happen if someone calls and warns the City.

c. Budget and Reserve study, draft presented by Steve Cammarata. Dues currently set at present rate. Special assessments need to be voted on by homeowners, and will be limited to once per year. The repiping project will be paid for in a special assessment, once the bid is accepted. Financial data to be password protected if being emailed. Need to approve by Dec 1. 2011 was the year of our last Reserve study. Need Financial update this year, already budgeted. Inspection every 3 years.

## **8. Additional comments from Home Owners** who wish to present items to the Board.

a. Paul M. asked about prior assessments, which were estimates based on ongoing leak repair. With our change in strategy, we plan to look at repiping our complex all at once. There will be an assessment that will have to be approved by a majority of homeowners, to pay for this project.

## **9. Dates of next two meetings: Oct 22, Nov 19**

## **10. Adjournment: 8.40pm**