

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

**1. CALL TO ORDER:** Meeting was called to order at 7:04 p.m.

**ROLL CALL:**

Board Members Present: Mel Green, Ida Krause, Barbara De Cuir and Barbara Harshaw.

Home Owners Present: Eric De Cuir (1), Paul Makowski (8), Stephanie Chavez (13), Lily & Chris Grybauskas (14), Rebekkah Halliwell (23), Patricia Jaffet (28) and Barbara & Fred Brewen (29).

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

**2. APPROVAL OF MINUTES:** January 16, 2013 Meeting Minutes were approved as written.

**3. COMMENTS FROM HOME OWNERS:**

Fred Brewen had several items he wanted the Board to explore: up-date on re-piping activities; retention of consultant regarding re-piping; and use of re-piping contractor. The Board had included those items (maybe not in those exact words) in its agenda.

**4. TREASURER'S REPORT:**

**Summary:** Financial Reports as of February 20, 2013, were submitted and filed. It was pointed out that approximately \$9,200 in re-piping expenses for Units 3, 9 and 10 were accumulated in January and February.

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

Ending Balances (on a cash basis):

	<u>FEB. 22, 2013</u>	<u>DEC. 31, 2012</u>	<u>P/(N)*</u>
Operating Acct	\$ 15,557	\$ 11,477	\$ 4,080
Reserve Acct	\$ 32,887	\$ 32,883	\$ 4

\* P = Positive change from the previous month.

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

**VISTA DEL PARQUE HOME OWNERS' ASSOCIATION  
MINUTES OF THE FEBRUARY 20, 2013 BOARD MEETING  
DRAFT**

**5.ARCHITECTURAL COMMITTEE:**

a. Water pipe leaks in Units 3, 9 and 10 were identified and repaired. See Treasurer's Summary above for approximate costs.

b. Other maintenance work – The Board authorized Matt Quinn to replace the broken/damaged/rotten, i.e. unsafe, pickets (slats) on the common area stairways. The fascia boards can be deferred for now.

**c. 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 had nothing new to report at this time. 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.

**7.OLD BUSINESS:**

a. Trash/recycling contract – The Board determined that the HOA should enter into a contract with Athens, and a contract was signed. The change-over should occur March 6-March 7, 2013

b. Progress of re-piping – It was discussed that a graphic representation of each unit regarding re-piping activity would be created. The Board met with an independent plumber with a fine reputation to give us his thoughts on going forward with necessary re-piping needs. His basic concern was that we get reasonable, responsive answers (estimates) from re-pipe specialists so that we would be able to judge the estimates against each other and against the costs we have incurred to date.

The Board also discussed we become proactive, rather than reactive. For instance, bundling 4 units at a time for estimate purposes.

Straw Poll – 19 home owners responded to the straw poll as follows:

**Option A – 4 votes** to Continue with the increase in the monthly dues as permitted by the By-Laws, and ask the membership for a special assessment in the amount of \$650 in 2013.

**Option B – 15 votes** to have a single special assessment of \$1,300 in 2013 and reduce the HOA monthly fees by the \$50 increase that was effective as of February 1, 2013.

**VISTA DEL PARQUE HOME OWNERS' ASSOCIATION  
MINUTES OF THE FEBRUARY 20, 2013 BOARD MEETING  
DRAFT**

Basing their decision on the Straw Poll, the Board approved going forward with a special assessment vote of the entire HOA. If the home owners approve the \$1,300 special assessment, the Board also approved rescinding the \$50 increase in HOA monthly fees that was effective as of February 1, 2013.

The Ballots will be distributed as soon as possible and will be due back at the HOA Board meeting in mid April.

**c.** Nominating Committee – Ida is the Board head of the committee and will be calling on people to encourage them to run for office or to nominate others they think will do a good job as a Board Director.

Management Companies - Fred Brewen is gathering information from two Management Companies. 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.

**8. NEW BUSINESS**

**a.** The Board authorized unit 8 to have the mold in their toddler's bedroom fixed by an outside contractor up to the estimated cost of \$250. This is with the knowledge that any damage done by that contractor will be the responsibility of the home owner.

**b.** Creating signs to indicate access to building systems and utilities for all Units is a project that needs to be completed.

**c.** News about units: Unit 19 has been sold.

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

**10. DATE OF NEXT MEETING:** Wednesday, March 20, 2013, at 7:00 p.m.

**11. ADJOURNMENT:** 8:40 p.m.