

WESTPARK LAS PALMAS HOMEOWNERS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
AUGUST 16, 2010

The Regular Meeting of the Board of Directors of the Westpark Las Palmas Homeowners Association was held on Monday, August 16, 2010 at the main pool area. The President, Frank Battaile, called the Meeting to order at 6:30 p.m.

Directors Present: Julie Arden
Frank Battaile

Directors Absent: Michael Fuscaldo

Representing Cardinal: Farrah Esquer, CCAM, CMCA, AMS, PCAM
Kelly Bunnell, Assistant Account Manager

Other Present: Lucille Duffy
Nancy Kung
Fermin Martinez
Gloria Monsalve
Rob Wirt

It was announced that an Executive Session had been held before the Regular Meeting to discuss delinquencies and legal matters.

It was announced that a quorum had not been reached for the Annual Meeting. The Fourth Calling would be September 20, 2010 at 6:30 pm.

The Hearing was held for the owner of Account #0024-0053-01 for failure to maintain their front door. The owner was not present. A Motion was duly made seconded and unanimously carried to approve a fine in the amount of \$100.00, with the stipulation that removal of the fine would be considered if the owner corrected the violation by the September Meeting. Cardinal was requested to advise the owner of the Directors' decision, and to call the owner to another Hearing in September.

The Hearing was held for the owner of Account #0024-0061-01 for failure to install a garage door handle. The owner was not present. A Motion was duly made, seconded and unanimously carried to approve a fine in the amount of \$100.00 with the stipulation that removal of the fine would be considered if the owner corrected the violation by the September Meeting. Cardinal was requested to advise the owner of the Directors' decision, and to call the owner to another Hearing in September. Cardinal was also requested to correct the fine approved at the July Meeting from \$200.00 to \$100.00, and to confirm that the letter sent to the owner specifically referenced the need for the owner to install a garage door handle.

The Hearing was held for the owner of Account #0024-0103-01 for failure to maintain the plant material in the patio area. The owner was not present. Cardinal was requested to send a letter to the owner, thanking them for correcting the

CALL TO
ORDER

EXECUTIVE
SESSION

ANNUAL MTG.

HEARING
ACCOUNT
#0024-0053-01

HEARING
ACCOUNT
#0024-0061-01

HEARING
ACCOUNT
#0024-0103-01

violation, to remove the fine approved for the violation, and to close the violation.

The Hearing was held for the owner of Account #0024-0152-01 for failure to maintain the plant material in the patio area. The owner was not present. A Motion was duly made, seconded and unanimously carried to approve a \$100.00 fine with the stipulation that removal of the fine would be considered if the owner corrected the violation by the September Meeting. Cardinal was requested to advise the owner of the Directors' decision, and to call the owner to another Hearing in September.

HEARING
ACCOUNT
#0024-0152-01

The Hearing was held for the member with Account #0024-0232-01 for failure to maintain plant material in the patio area. The owner was not present. Cardinal was requested to send a letter to the owner, thanking them for correcting the violation, and to close the violation.

HEARING
ACCOUNT
#0024-0232-01

The Hearing was held for the member with Account #0024-0248-01. The owner was not present, but had sent a response that was reviewed by the Directors. A Motion was duly made, seconded and unanimously carried to approve a \$50.00 fine due to the safety issue. Cardinal was requested to advise the owner of the Directors' decision, and to advise the owner to communicate to their tenants and customers that the speed laws needed to be obeyed. Cardinal was also requested to thank the owners for their response clarifying the tutoring activities.

HEARING
ACCOUNT
#0024-0248-01

The Hearing was held for the member with Account #0024-0257-02 for failure to repair their wood arch. The owner was not present. Cardinal was requested to send a letter to the owner, thanking them for correcting the violation. Cardinal was also requested to remove the \$100.00 fine imposed, and to close the violation.

HEARING
ACCOUNT
#0024-0257-02

The Hearing was held for the member with Account #0024-0278-01 for a continuous dog barking disturbance. The owner was not present. A Motion was duly made, seconded and unanimously carried to approve a fine in the amount of \$50.00. Cardinal was requested to advise the owner of the Directors' decision, and to schedule another Hearing for the September Meeting.

HEARING
ACCOUNT
#0024-0278-01

The Homeowner Forum was opened.

H/O FORUM

The owner of Account #0024-0226-01 was present to provide an update about the overgrowth of plant material at 84 Almador and 86 Almador, stating that the trees and other plant material should be trimmed, that the rats were still present, and it appeared that the roots of a ficus tree at 84 Almador might be causing damage. The owner stated that mud swallows had nested at 86 Almador and had deposited debris over the areas. Cardinal was requested to have Newport Exterminating inspect 86 Almador and the areas affected. Cardinal was also requested to send a violation letter

ACCOUNT:
#0024-0226-01

to the owners of 84 Almador and 86 Almador, calling them to a Hearing regarding the issues discussed. Cardinal was also requested to recind the violation letter to 88 Almador sent in error.

The owner of Account #0024-0209-02 was present to discuss their correspondence regarding the roof repairs and requested confirmation that the roof repairs had been completed with a water test. The owner distributed a letter to the Directors and inquired as to when the interior repairs would be completed. Cardinal was requested to contact Koenemann Paint Enterprises for scheduling. The owner reported that the plants outside of the home in the common area had a disease. Cardinal was requested to issue a work order to Dan's Landscape to inspect the area and to check the irrigation. The owner also reported that their wall was falling. Cardinal was requested to issue a work order to Vinco Construction to inspect the wall and the neighboring wall at 0024-0209-02.

ACCOUNT:
0024-0209-02

The owner of Account #0024-0207-01 was present to report that the stucco was curing on the wall repair. The owner also requested that the Jacuzzi and showers be checked at the main pool, as it was reported that they were not operational. Cardinal was requested to issue a work order to ProServ Plumbing and Drain to inspect the areas. It was also reported that roots were pushing through the tiles at the Jacuzzi at the main pool area. Cardinal was requested to issue a work order to Dan's Landscape to inspect the area, and advise if the roots could be cut back and a root barrier installed to prevent further damage.

ACCOUNT:
0024-0207-01

Cardinal was requested to have the locksmith inspect the main pool gate again, as the keys were not working from the outside of the gate.

POOL GATE
MAINTEN'CE

The owner of Account #0024-0231-01 was present to submit an architectural application request form for the installation of new windows and a sliding glass door. A Motion was duly made, seconded and unanimously carried to approve the application with the stipulation that DM Construction co-ordinated the slider stucco repair with the replacement. Cardinal was requested to issue a work order to DM Construction to co-ordinate the repair with the owner.

ACCOUNT:
0024-0231-01

The Homeowner Forum was closed.

H/O FORUM

A Motion was duly made, seconded and unanimously carried to approve the Minutes of the July 19, 2010 Regular Meeting, as prepared.

APPROVAL OF
MINUTES

A Motion was duly made, seconded and unanimously carried to accept the August 3, 2010 Action Without a Meeting to approve the rat bait stations at a cost not to exceed \$135.00 per month, to be charged to operating.

AWOM:
BAIT
STATIONS

The Directors tabled review of the June 2010 Financial Statement, the July 2010 Financial Statement, and the draft budget to the September Meeting.

FINANCIAL
REVIEW

The Directors reviewed the correspondence from McIntyre Law Group for Account #0024-0051-01. No action was required.

ACCOUNT:
0024-0051-01

Cardinal was requested to follow up on the correspondence to McIntyre Law Group for Account #14640-173-01, as no response had been received.

ACCOUNT:
14640-173-01

Cardinal was requested to follow up on the correspondence to McIntyre Law Group for Account #14640-0263-02/0024-0262-04, as no response had been received.

ACCOUNT:
14640-0263-02/
0024-0262-04

The Directors reviewed the interim payment received from McIntyre Law Group for Account #14640-0271-01. No action was required.

ACCOUNT:
#14640-0271-01

There were no status reports to review from McIntyre Law Group. Cardinal was requested to send a follow up letter requesting the scheduled monthly status reports that were not received.

MLG STATUS
REPORTS

The Directors tabled the completed Reserve Study acceptance to the September Meeting.

RESERVE
STUDY

The Directors reviewed the correspondence with regards to the new banking service and software. No action was required.

NEW BANKING
SVC/SFTWRE

The Directors reviewed the correspondence from U.S. Bank with regards to the FDIC Insurance increase. No action was required.

U.S. BANK
CORRESP.

The Directors reviewed the Irvine Ranch Water District Rebate checks. No action was required.

IRWD REBATE
CHECKS

The Directors tabled the discussion of the lattice on the gates to the September Meeting.

LATTICE

The Directors tabled the discussion of the garage doors to the September Meeting.

GARAGE
DOORS

The correspondence from the owner of Account #14640-0123-01 was distributed to the Directors for review. The owner had agreed to pay the balance due to Thornton Construction Services, Co. after the Association had released a payment in the amount of \$3,129.60 to the contractor, and a corrected invoice had been submitted to the owner. Cardinal was requested to release the check to Thornton Construction Services, Co. for the amount agreed upon, to be charged to reserves.

ACCOUNT:
#14640-0123-01
REIMBURSMT
REQUEST

The Directors reviewed the proposal from Dan's Landscape for tree removal at 24 Agostino. The Directors tabled the proposal to the September Meeting. Cardinal was requested issue a work order to Nate at Dan's Landscape to inspect the trees to determine if the roots were causing property damage. Cardinal was requested to notify the owner of the Director's decision, and that another opinion was being obtained.

DAN'S
LANDSCAPE
PROPOSALS
24 AGOSTINO

The Directors reviewed the proposal from Dan's Landscape for tree removal at 166 Agostino. The Directors tabled the proposal to the September Meeting. Cardinal was requested issue a work order to Nate at Dan's Landscape to inspect the trees to determine if the roots were causing property damage. Cardinal was requested to notify the owner of the Director's decision, and that another opinion was being obtained.

166 AGOSTINO

The Directors tabled the proposals to the September Meeting for the lattice repair at 29-31 Alcoba, as it was believed that the repairs had already been completed. Julie Arden reported that there was a light hanging from the lattice that needed to be repaired.

LATTICE
REPAIRS

The Directors reviewed the proposals for janitorial service. The Directors decided to remain with Personal Touch as the janitorial contractor. The proposals submitted from A-1 Building Maintenance, Calico Building Services and Whisk Cleaning were denied.

JANITORIAL
SERVICE
PROPOSALS

The Directors reviewed the correspondence from DM Construction regarding the pool gate latch. It was determined that the gates' hydraulic closure was still not latching properly. Cardinal was requested to have Ken's Lock inspect the lock at recreational site #1, and to install a thumb latch on the interior of recreational site #2. Cardinal was also requested to ask Grant Davis of the Davis Company to inspect the perimeter wall at recreational site #2 to determine if it was possible to make the wall higher to discourage unauthorized entry.

POOL AREA
GATE
LATCHES

The Directors reviewed the proposals for gate repair at 96 Almador. A Motion was duly made, seconded and unanimously carried to approve the proposal from Protec for \$1,770.00, to be charged to operating. The proposal from Vinco Construction was denied. Cardinal was requested to request the vendor expedite the scheduling of the repair with the owner.

96 ALMADOR
GATE REPAIR

The Directors reviewed the proposals for roof repair at 138 Almador. A Motion was duly made, seconded and unanimously carried to approve the proposal from Antis Roofing and Waterproofing in the amount of \$1,137.00, to be charged to reserves. The proposal from DRI was denied.

138 ALMADOR
ROOF REPAIR

The Directors tabled the review of the Gale Force Pressure Wash proposal to the September Meeting. Cardinal was requested to e-mail the proposal to the Directors.

GALE FORCE
PRESSURE
WASH

The Directors tabled the review of the Newport Exterminators proposal to the September Meeting. Cardinal was requested to e-mail the proposal to the Directors.

NEWPORT
EXTRMNATRS

The Directors tabled the discussion of the records retention list to the September Meeting.

RECORDS
RETENTION

A Motion was duly made, seconded and unanimously carried to approve the garage door replacement at 42 Alcoba, and the garage door replacement at 54 Agostino. The satellite dish notifications were approved for 100 Agostino and 52 Almador with the stipulation that the installation be done by a licensed contractor, and that the Satellite Dish Guidelines were followed.

ARCHITECT'L
APPROVALS

A Motion was duly made, seconded and unanimously carried to approve the garage door replacement at 116 Almador with the stipulation that the model being used was #337 from the Overhead Door Company.

GARAGE
DOOR
STANDARD

A Motion was duly made, seconded and unanimously carried to approve the garage door standard. Cardinal was requested to notify the membership of the adoption, and to note the standard in the Black Book.

The Directors reviewed the correspondence from the owner of Account #0024-0148-02 who had requested a payment plan fee waiver. A Motion was duly made, seconded and unanimously carried to waive the \$25.00 per month payment plan fee. Cardinal was requested to notify the owner of the Directors' decision.

ACCOUNT:
0024-0148-02

The Directors reviewed the correspondence from the owner of Account #0024-0238-02 who had requested a reimbursement for chimney maintenance. A Motion was duly made, seconded and unanimously carried to deny the request, as the owner was not charged for the gas line sealing. Cardinal was requested to notify the owner of the Directors' decision.

ACCOUNT:
0024-0238-02

The Directors reviewed the Black Book pages. No action was required.

BLACK BOOK

The Directors reviewed the correspondence regarding the free legal advice luncheon. No action was required.

FREE LEGAL
ADVICE

The Directors reviewed the correspondence regarding the CLTP course. No action was required.

CLTP
COURSE

The Directors reviewed the proposal from Adams Brothers to reinstall the tile at the recreational area #1 Jacuzzi. The Directors tabled the proposal pending review of the tree root issue by Dan's Landscape.

PROPOSAL
REQUEST

Cardinal was requested to add discussion of purchasing new tables for the pool area to the September Meeting Agenda.

AGENDA
ITEM

The next Meeting was scheduled for Monday, September 20, 2010 at 6:30 p.m. to be held at the main pool area.

NEXT
MEETING

There being no further business, the Regular Meeting was adjourned at 7:26 p.m.

ADJOURNED

Submitted by: Farrah Esquer, CCAM, CMCA, AMS, PCAM
Kelly Bunnell, Assistant Account Manager

SUBMIT

ATTEST:

ATTEST

Frank Battaile, President

Date

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August 16, 2010
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SECRETARY CERTIFICATION

I, Julie Arden, the appointed Secretary of the Westpark Las Palmas Homeowners Association do hereby certify that the foregoing is a true and correct copy of the Minutes of the Westpark Las Palmas Homeowners Association Board of Directors Meeting held on August 16, 2010, as approved by the Board Members in attendance at the Meeting.

Julie Arden, Secretary

Date

SECRETARY
CERTIF.