

SEAWAY COLLECTION HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING – EXECUTIVE SESSION

TUESDAY, MARCH 19, 2014

ALISO VIEJO CONFERENCE CENTER  
31 SANTA BARBARA, ALISO VIEJO, CA 92656

**MINUTES**

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DIRECTORS PRESENT

Matt Lawler (arrived at 6:15 p.m.)  
Susan Bristol  
Dan Rosenthal

DIRECTOR ABSENT

FIRSTSERVICE RESIDENTIAL

Kellie Sambrano, Vice President, CMCA, CCAM

I. CALL TO ORDER

The Executive Session of the Board of Directors meeting for the Seaway Collection Homeowners Association was called to order at 6:05 p.m.

II. INVITED GUESTS

A. Landscape Service Contract

Park West Landscape and Villa Park Landscape were invited to meet with the Board to discuss landscape services for the community. A summary of the proposals is as follows:

Park West Landscape: \$3,500 per month, 40 hours, 4 man crew, 1 week rotation  
Villa Park Landscape: \$3,510 per month, 36 hours, 4 man crew, 4 week rotation  
Valley Crest Landscape: \$3,800 per month, 38 hours, 5 man crew, 30 day rotation

Motion: Bristol  
Second: Lawler

Resolution: That the Board approves to contract with Park West Landscape at a monthly cost of \$3,500.00. In addition, management to terminate the landscape contract with Valley Crest Landscape effective June 1<sup>st</sup>.

The motion carried unanimously.

III. REPORTS

A. Delinquency Report

The Board reviewed and filed a copy of the latest Delinquent Activity Report

(including all owners at the Intent to Lien stage and beyond), followed by a Delinquent & Prepaid Resident Report which notes the total receivables that are past due as of the date of the report. Per California Civil Code, all liens are approved in open session while foreclosures are voted on in executive session, and then recorded in the following open session minutes. All other delinquency actions are deliberated and voted on in executive session to afford the Board the opportunity to ask questions without divulging potentially sensitive financial information about an owner.

B. SBS Lien Services Report

The Board of Directors reviewed and filed the status report.

C. Violation Report

The Board reviewed and filed a copy of the latest Violation Report.

IV. CONSENT CALENDAR

Motion: Bristol  
Second: Lawler

Resolution: That the Board approves Consent Calendar items A as presented.

A. Executive Session Minutes

Resolution: That the Executive Session minutes dated February 24, 2014 be approved as presented.

The motion carried unanimously.

*End of Consent Calendar*

V. ADJOURNMENT

There being no further business to come before the Board in Executive Session, the meeting was adjourned at 6:39 p.m.

APPROVED: \_\_\_\_\_



DATE: \_\_\_\_\_

4/30/14

SEAWAY COLLECTION HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING – OPEN SESSION

TUESDAY, MARCH 19, 2014

ALISO VIEJO CONFERENCE CENTER  
31 SANTA BARBARA, ALISO VIEJO, CA 92656

**MINUTES**

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DIRECTORS PRESENT

Matt Lawler  
Susan Bristol  
Dan Rosenthal

DIRECTOR ABSENT

FIRSTSERVICE RESIDENTIAL

Kellie Sambrano, Vice President, CMCA, CCAM

I. CALL TO ORDER

The Open Session Meeting of the Seaway Collection Homeowners Association Board of Directors was called to order at 6:40 p.m.

II. EXECUTIVE SESSION MEETING

In accordance with Civil Code 1363.05 (b) the board met in Executive Session prior to the Regular Session meeting, in order to consider litigation, matters relating to the formation of contracts with third parties, member discipline, personnel matters, or to meet with a member, upon the member's request, regarding the member's payment of assessments, as specified in Civil Code Section 1367 or 1367.1. The Board of Directors reviewed violation issues and delinquency matters.

III. REPORTS

The Board reviewed and directed management to file the following reports:

- A. Customer Service Report
- B. Landscape Report
- C. Utility Report

IV. HOMEOWNER FORUM

A Homeowner Forum was held with no homeowners present.

V. GUESTS

Valley Crest Regional Manger, Autumn Rau was in attendance at the meeting to discuss the ongoing turf repairs in the community. Autumn reported that the entire community

had been reseeded and that we should see new growth and a dramatic improvement to the turf within two weeks.

VI. CONSENT CALENDAR

Motion: Bristol  
Second: Lawler

Resolution: That the Board of Directors approves Consent Calendar items A through B as presented.

A. Approval of Minutes

Resolution: That the Open Session minutes dated February 24, 2014 be approved as presented.

B. Financial Statement – February 2014

Resolution: That the Board approves the February 28, 2014 interim financial reports and bank reconciliations as presented, subject to annual audit. The report reflects a year to date net operating income/ (loss) of \$3,746.54 and year-to-date reserve funding of \$19,233.05 compared to the year-to-date reserve funding budget of \$19,022.00. The reserves are funded through February 28, 2014. The association has \$113,910.32 in operating funds, which represents 8,13 months of budgeted expenses and reserve contributions. The association has \$932,350.21 in reserve funds.

The motion carried unanimously.

*End of Consent Calendar*

VII. UNFINISHED BUSINESS

A. Painting Project Update

Management reported that the final round of door and fascia painting have been scheduled for Saturday, March 29<sup>th</sup>.

VIII. NEW BUSINESS

A. 4 Nutcracker – Roof Repair Request

The homeowner of 4 Nutcracker, Gordon Kral has recently closed escrow on their home and obtained a termite report. The homeowner has requested that the Board review the report and confirm if they would consider payment for the repair/replacement of the damaged fascia and roof sheathing.

Motion: Bristol  
Second: Lawler

Resolution: That the Board approves to reimburse the Gordon Kral in the amount of \$295.00 for the roof sheathing repairs only and not for the fascia repairs due to the fact that is homeowner responsibility.

The motion carried unanimously.

B. 3 Nutcracker – Plant Replacement

The homeowner of 3 Nutcracker, Gary Milius has requested that the hibiscus plant material located on the other side of his entry walkway be removed and replaced. The association recently replaced the plant material on the other side of the walkway following a gas meter leak. The homeowner reports that they do not like the hibiscus plant material.

Motion: Lawler  
Second: Bristol

Resolution: That the Board deny the homeowner's request to remove and replace additional hibiscus plant material located in front of the home due to the fact that plant material is healthy and does not require replacement. The homeowner may pay for this requested work if they'd like to proceed with this project.

The motion carried unanimously.

IX. BOARD GOAL SETTING:

Current Board goals include:

- Increase Reserve Funding
- Increase Homeowner Meeting Attendance
- Completion of the Paint Project
- Community Website – Reevaluate in August 2014
- Schedule and Obtain Funding for the Roofing Project – Table April 2014

X. NEXT MEETING

The next Open Session meeting of the Board of Directors is scheduled for Wednesday, February 19, 2014, at 6:30 p.m. at the Aliso Viejo Conference Center, Aliso Viejo, CA 92656.

XI. ADJOURNMENT

There being no further Open Session business to come before the Board, the meeting was adjourned at 7:54 p.m.

APPROVED:  DATE: 4/30/14