

SEAWAY COLLECTION HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING – OPEN SESSION  
MONDAY, MAY 20, 2019

ALISO VIEJO COMMUNITY CENTER – WEDGEWOOD  
31 SANTA BARBARA, ALISO VIEJO, CA 92656

MINUTES

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CALL TO ORDER

The Open Session meeting of the Board of Directors for the Seaway Collection Homeowners Association was called to order at 6:50 PM by unanimous consent.

DIRECTORS PRESENT

Dan Rosenthal  
Susan Bristol

DIRECTORS ABSENT

Matt Lawler

FIRSTSERVICE RESIDENTIAL

Sabrina Davoodian, CCAM<sup>®</sup>, CMCA<sup>®</sup>, AMS<sup>®</sup>, Senior Community Manager

ANNOUNCEMENT - EXECUTIVE SESSION MEETING

In accordance with Civil Code 4935 (a) the Board met in Executive Session immediately prior to the Open 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.

COMMITTEE UPDATE & INVITED GUESTS

A. Annual Election

The Annual Meeting of the Membership will be reconvened in June as only 32 ballots have been received at the time of this meeting, which does not meet the reduced quorum requirement of 39 ballots.

REPORTS

The following reports were reviewed and filed.

- A. Management Report
- B. Work Orders

## HOMEOWNER FORUM

There was one homeowner present to discuss the Annual Meeting.

## CONSENT CALENDAR

Motion: Bristol  
Second: Rosenthal

Resolved: That the Board of Directors approved the Consent Calendar items A and B as presented.

### A. Approval of Minutes – April 2019

Resolved: That the Open Session Minutes dated April 29, 2019 be approved as presented.

### B. Financial Statement – April 2019

Resolved: That the Board approves the Association's income statement for April 30, 2019, comparing actual results to budget, reserve statement, bank statements and reconciliations, check history report and general ledger as presented, subject to an annual audit. The report reflects a year to date net operating income of \$45,059.83 and year-to-date reserve funding of \$72,352.54 compared to the year-to-date reserve funding budget of \$68,196.00. The actual year-to-date operating expenses were \$30,851.09. The budgeted year-to-date operating expenses were \$75,324.00. The reserves are funded through March 31, 2019. The association has \$208,453.88 in operating funds, which represents 11.07 months of budgeted expenses and reserve contributions. The association has \$686,925.35 in reserve funds.

The motion carried unanimously.

*End of Consent Calendar.*

## NEW BUSINESS

### A. Architectural Review Agenda

Resolved: That the Board approves the architectural application submitted by 11 Cuervo Dr for the replacement of windows.

The motion carried by unanimous consent.

B. Draft Audit

Resolved: This matter was tabled, as Daniel Leonard still had not provided the draft audit for the Board to review.

The motion carried by unanimous consent.

C. Great Scott - 2019 Tree Trimming Proposal

Motion: Bristol  
Second: Rosenthal

Resolved: That the Board of Directors approve the proposal submitted by Great Scott Tree Service for 2019 tree trimming at a cost of \$5,025.00. Funding to be sourced from Operating Account line item 15504, which has a monthly budget of \$1,148.00, a year-to-date-expense total of \$1,145.00, as compared to a year-to-date budget of \$4,592.00, as of the April financial statements.

The motion carried unanimously.

D. Delegate Disclosures

Resolved: Management is to distribute additional ballots to those who have not cast their votes during the next site inspection, so quorum may be established for the Annual Meeting of the Membership and a new delegate may be elected.

The motion carried by unanimous consent.

NEXT MEETING

The next Board of Directors meeting is scheduled for Monday, June 17, 2019 at 6:30 PM at the Aliso Viejo Community Center – Wedgewood.

ADJOURNMENT

There being no further business to come before the Board of Directors in Open Session, the meeting was adjourned at 7:11 PM.

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