

SEAWAY COLLECTION HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING – OPEN SESSION

THURSDAY, OCTOBER 16, 2013

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

MINUTES

DIRECTORS PRESENT

Dan Rosenthal
Susan Bristol

DIRECTOR ABSENT

Matt Lawler

FIRSTSERVICE RESIDENTIAL

Kellie Sambrano, Vice President

I. CALL TO ORDER

The Open Session Meeting of the Seaway Collection Homeowners Association Board of Directors was called to order at 6:36 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
- D. Homeowner Paint Repairs Report

IV. HOMEOWNER FORUM

A Homeowner Forum was held with one homeowner of 10 Wigeon was in attendance. The homeowner discussed the paint project.

V. CONSENT CALENDAR

Motion: Rosenthal
Second: Bristol

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 September 18, 2013 be approved as presented.

B. Financial Statement – August 2013

Resolution: That the Board approves the August 31, 2013 interim financial reports and bank reconciliations as presented, subject to annual audit. The report reflects a year to date net operating income/ (loss) of \$9,513.88 and year-to-date reserve funding of \$152,644.47 compared to the year-to-date reserve funding budget of \$150,680.00. The reserves are funded through August 31, 2013. The association has \$91,243.26 in operating funds, which represents 6.55 months of budgeted expenses and reserve contributions. The association has \$1,089,728 in reserve funds.

The motion carried unanimously.

End of Consent Calendar

VI. UNFINISHED BUSINESS

A. Roofing Project

No items to report as the board has tabled the roofing project discussion until the November 2013 Board meeting.

B. Painting Project Logistics

No items to report.

VII. NEW BUSINESS

A. 2013 FYE Audit and Tax Preparation

The Board reviewed proposal from the following CPA Firms:
Robert A Owens, CPA - \$1200.00
Schonwit and Company, CPA - \$950.00
Inouye, Shively, Longtin & Klatt, CPA - \$1000.00

Motion: Bristol
Second: Rosenthal

Resolution: Board of Directors approves to contract with Schonwit and Company, CPA to complete the 2013 FYE audit and tax preparation at a cost of \$950.00 with funds expended from GL# 19101, CPA services which has an annual budget of \$900.00.

The motion carried unanimously.

B. Landscape Proposals

Motion: Bristol
Second: Rosenthal

Resolution: That the Board approves to repair and reseed the turf throughout the community at a cost of \$435.00. Further, the Board tabled review of the proposals for the removal a replacement of several plum trees throughout the community in order for Director Bristol to review the trees in question first.

The motion carried unanimously.

VIII. BOARD GOAL SETTING:

Current Board goals include:

- Increase Homeowner Meeting Attendance
- Completion of the Paint Project
- Recruit Homeowners to Administrate a Community Website
- Schedule and Obtain Funding for the Roofing Project - November 2013

IX. NEXT MEETING

The next Open Session meeting of the Board of Directors is scheduled for Tuesday, November 19, 2013 at 6:30 p.m. at the Aliso Viejo Conference Center, Aliso Viejo, CA 92656.

X. ADJOURNMENT

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

APPROVED:  DATE: 11/19/13