

**AMERIGE HEIGHTS COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
AUGUST 23, 2010**

MINUTES

NOTICE Upon due notice given and received, the regular meeting of the Board of Directors of the Amerige Heights Community Association was held on August 23, 2010 at McDermont Park, Fullerton, California.

CALL TO ORDER The meeting was called to order at 6:150 P.M. by Mark Elliot, President.

PRESENT Mark Elliott, President
Geno Kaneshiro, Vice-President
Susan Fanello, Treasurer
Tom Moore, Secretary

Allison Muscat, Action Property Management, Inc.

ABSENT John Chen, Director

EXECUTIVE SESSION

DISCLOSURE An Executive Session was held immediately prior to the meeting to discuss member discipline, contracts, and collection matters.

**CONSENT
CALENDAR**

Motion was duly made, seconded to adopt the Consent Calendar as presented and in its entirety. Motion carried unanimously. The Consent Calendar will become a part of and is attached to these minutes.

**UNFINISHED
BUSINESS**

LANDSCAPE PROPOSALS

The Board reviewed and discussed proposals from Park West Landscape to refurbish the DG trail throughout Gardiner Park. Park West provided two options, replacement of 100 yards of DG with DG w/stabilizer to help reduce erosion at a cost of \$27,500, or replacing the existing DG trail with 10,200 square feet of concrete at a cost of \$62,240.

Motion was duly made, seconded and carried unanimously to direct Management to obtain additional proposals for option 1, replacement of 100 yards of DG with DG w/stabilizer.

NEW BUSINESS

A. LANDSCAPE REPORT/PROPOSALS

1. Chinese Elm's along Starbuck
Park West Landscape and Sims Tree Health Specialists presented findings reflecting a soil issue pertaining to water retention that is

**AMERIGE HEIGHTS COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
AUGUST 23, 2010
PAGE 2**

affecting the roots of the trees in various areas throughout the community.

Motion was duly made, seconded and carried unanimously to direct Management to obtain proposals from Park West Landscape for the following options:

- Removing turf from parkway (Starbuck)
- Removing a portion of turf around the trees along the parkway (Starbuck)
- Replacing trees with a more water tolerant option

2. Landscape Proposals

Park West Landscape presented proposals to replace 32 declining trees within the Sagewood tract at a cost of \$8,320.

After careful review and discussion motion was duly made, seconded and carried unanimously to approve the proposal to replace 32 trees within Sagewood at a cost of \$8,320. Funds to be expended from Tree Trimming/Removal, GL #9930.

3. Drains

Park West Landscape presented a proposal to have additional drains installed at McDermont Park to address ongoing drainage/pooling issues at a cost of \$6,355.

After careful review and discussion motion was duly made, seconded and carried unanimously to approve the proposal to add drains at McDermont Park at a cost of \$6,355. Funds to be expended from Irrigation, GL #9390.

B. COST CENTER RESERVE STUDY/BUDGET

Management presented the draft Reserve Study, 30 Year Funding Plan and Budget to the Board for review and consideration. The proposed budget calls for a decrease in assessments from \$82.00 to \$79.00 per month.

After careful review and discussion motion was duly made, seconded and carried unanimously to approve the Reserve Study, 30 Year Funding Plan and Budget with an increase to Landscape Extra's to keep the assessment amount at \$82.00.

C. MASTER RESERVE STUDY/BUDGET

Management presented the draft Reserve Study, 30 Year Funding Plan and Budget to the Board for review and consideration. The proposed budget calls for a decrease in assessments from \$176.00 to \$173.00 per month.

After careful review and discussion motion was duly made, seconded and carried unanimously to approve the Reserve Study, 30 Year Funding Plan and Budget with an increase to Landscape Extra's to keep the assessment amount at \$176.00.

D. JANITORIAL PROPOSAL

Management presented a proposal from Personal Touch Janitorial for an increase in service due to ongoing reports of trash bins being full and not serviced during the summer months.

After careful review and discussion motion was duly made, seconded and carried unanimously to deny the proposal at this time. Further, the Board directed Management to meet with Personal Touch management to discuss performance concerns and ensure they are fully aware of all parks and trash bin locations as they have observed some trash bins not being emptied for several weeks.

E. LIGHTING CONTRACT

Management presented a contract from Tri-County Lighting to add inspection of the exterior garage light fixtures located within the alleys of Stoneybrook to the Master Association Lighting Contract as the governing documents reflect this item as maintained by the Master Association. The cost for the additional service will be \$138.00 per month.

After careful review and discussion motion was duly made, seconded and carried unanimously to approve the proposal. Further, the Board directed Management to confirm that all alleys throughout the Association are being maintained and included in the lighting contract as they too are to be maintained by the Master Association.

F. AUDIT/TAX PROPOSALS

Management presented three (3) proposals for audit and tax preparation.

After careful review and discussion motion was duly made, seconded and carried unanimously to approve the proposal submitted by Schonwit & Associates at a cost of \$1,625.

**AMERIGE HEIGHTS COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
AUGUST 23, 2010
PAGE 4**

G. INVESTMENT DECISIONS

Management advised the Board of the Comerica – Oceanside Bank CD investment maturing on 09/30/10.

After careful review and discussion motion was duly made, seconded and carried unanimously to approve roll-over of the investment for an additional 6 month term.

H. LIEN RESOLUTIONS

After careful review and consideration motion was duly made, seconded and carried unanimously to proceed with liens on the following accounts:

111-1622010241	111-1628192761	111-1628131981
111-1614040341	111-1628111912	111-1628111352
111-1628163242	111-1645871431	111-1628131434

I. PRIOR OWNER WRITE OFFS

After careful review and discussion motion was duly made, seconded and carried unanimously to write off the following balances to the auditor's bad debt allocation:

111-1613625311 FC (\$712.05)	111-1613658071 FC (\$2,172.75)
111-1613722241 FC (\$1,792.19)	111-1613803532 BK (\$2,338.55)
111-1613830131 FC (\$4,400.74)	111-1613904041 FC (\$1,073.35)
111-1613904053 FC (\$438.41)	111-1613926501 FC (\$1,682.56)
111-1620544062 FC (\$4,347.98)	111-1622010034 FC (\$303.41)
111-1622010071 BK (\$1,106.86)	111-1622010272 FC (\$1,086.15)
111-1628101682 FC (\$1,838.73)	111-1628101822 BK (\$2,316.04)
111-1628101823 FC (\$1,617.18)	111-1628111022 FC (\$2,445.08)
111-1628111033 FC (\$3,320.85)	111-1628128791 FC (\$4,237.34)
111-1628128823 FC (\$688.28)	111-1628128852 FC (\$6,194.04)
111-1628128931 FC (\$1,439.45)	111-1628128942 FC (\$781.29)
111-1628132302 FC (\$2,371.76)	111-1628152092 FC (\$169.00)
111-1628152093 AD (\$176.00)	111-1628152562 FC (\$4,747.19)
111-1628163162 FC (\$8,069.54)	111-1628164022 FC (\$2,696.34)
111-1628164102 FC (\$2,467.68)	111-1628164102 FC (\$1,610.82)
111-1628164503 FC (\$2,467.68)	111-1628192602 FC (\$141.00)
111-1645830452 FC (\$3,879.65)	111-1645861141 BK (\$730.46)
111-1645861321 FC (\$7,859.09)	111-1645866371 BK (\$5,660.04)
111-1645890041 FC (\$151.00)	111-1645890042 FC (\$141.00)

J. INSURANCE CLAIM – HOLCOMB PARK

The Board discussed the recent accident at Holcomb Park. Having been notified by the drivers insurance company that the insured carries only \$10,000 in property damage the Board moved to escalate this matter to

**AMERIGE HEIGHTS COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
AUGUST 23, 2010
PAGE 5**

the Association attorney for guidance as the incident resulted in repairs in excess of \$33,000. Motion was seconded and carried unanimously.

ADJOURN There being no further business to come before the Board at this time, the meeting adjourned at 8:00 P.M.

APPROVED BY THE BOARD OF DIRECTORS ON OCTOBER 25, 2010

**AMERIGE HEIGHTS COMMUNITY ASSOCIATION
AUGUST 23, 2010**

CONSENT CALENDAR

- A. BE IT RESOLVED, That the Board Meeting Minutes of June 28, 2010 are approved as written;
- B. BE IT RESOLVED, That the Executive Session Minutes of June 28, 2010 are approved as written;
- C. BE IT RESOLVED, That the financial statement for the period ending June 30 , 2010;
- D. BE IT RESOLVED, That the Cost Center financial statements for the period ending June 30, 2010;
- E. BE IT RESOLVED, That the financial statement for the period ending July 31, 2010;
- F. BE IT RESOLVED, That the Cost Center financial statements for the period ending July 31, 2010;