

**AMERIGE HEIGHTS COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
SEPTEMBER 26, 2016**

MINUTES

- NOTICE** With notice given and received, the regular meeting of the Board of Directors of the Amerige Heights Community Association was held on September 26, 2016 at Fisler Elementary School, Media Room, 1350 Starbuck Street, Fullerton, California.
- PRESENT** Mark Elliott, President
Geno Kaneshiro, Secretary
Susan Fanello, Treasurer
Amindra Jayasinghe, Member at Large
- Eddie Tovar, Action Property Management, Inc
Rhonda Hart, Action Property Management, Inc
- Chief Hughes, Fullerton Police
- Six (6) Homeowners
- ABSENT** Tom Moore, Vice President
- CALL TO ORDER** There being a quorum of directors present in accordance with the Bylaws of the Association, the meeting was called to order at 6:34 P.M. by Board President Mark Elliott.
- EXECUTIVE SESSION DISCLOSURE** It was reported that an Executive Session was held immediately prior to this meeting to discuss matters of member discipline pertaining to collection matters and non-compliance.
- GUEST SPEAKERS** Chief Hughes, of the Fullerton Police Department was present to offer safety tips to prevent crimes in the community and addressed resident's concerns with recent vandalism, theft, and traffic safety. Chief Hughes offered his contact information, should residents have additional questions or concerns; email: dhughes@fullertonpd.org and via phone at (714) 738-6825.
- OPEN FORUM** Homeowners were present to address some safety & traffic concerns with Chief Hughes from Fullerton PD.
- TEMPORARILY ADJOURNED** The meeting was temporarily adjourned at 7:34pm.
- RECONVENED** The meeting reconvened at 7:40pm.

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**FINANCIAL
UPDATE**

A brief financial update was provided based on the August 31, 2016 Financial Statement. It was reported that the Board continues to pursue collection efforts. There were no questions regarding the financial update at this time.

**CONSENT
CALENDAR**

A motion was made by Mark Elliott and seconded by Amindra Jayasinghe to approve the Consent Calendar as presented in its entirety. The Consent Calendar is attached and will become a part of these minutes. Motion carried unanimously.

**MANAGEMENT
UPDATES**

Management provided updates to the Board from the Action List, which included the clubhouse and tennis court update, tennis court lighting, “slow traffic” signs on Catlin, “private property” signs, Standard Pacific Homes, tree project on Northam, vandalism reports, request for additional red curbs, and SCE Easement over Lot B.

**UNFINISHED
BUSINESS**

Irrigation Smart Controller Proposal

The Board agreed to table this matter until the next meeting.

NEW BUSINESS

Park West Proposals

The Board reviewed the proposals submitted by Park West Landscape for the roundabouts areas, and agreed to table this matter until the next meeting.

Park West Proposals (Cont'd)

The Board also reviewed a proposal to for the monthly maintenance of the additional phases at the Standard Pacific Homes, and a motion was made by Mark Elliott and seconded by Amindra Jayasinghe to accept the proposal from Park West Landscape for the monthly maintenance for Phases 10–11 for the Standard Pacific Homes, as a cost of \$250.00 per month, expense to be allocated to Operating Fund – Landscape Maintenance Contract. Motion carried unanimously.

Insurance Renewal Proposal

The Board reviewed the proposal submitted by HUB International Service and a motion was made by Mark Elliott and seconded by Amindra Jayasinghe to accept the proposals from HUB International Services for the insurance policy term of October 1, 2016 through September 30, 2017 at an annual cost of \$16,352.07, expense to be allocated to Operating Fund – Insurance. Motion carried unanimously.

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**NEW BUSINESS
CONTINUED**

Trip Hazard Proposals

The Board reviewed the proposals submitted by ProTec Building Services and Real Green Inc. A motion was made by Sue Fanello and seconded by Mark Elliott to accept the proposal from Real Green Inc to repair the lifted sidewalks along Hughes and Launder Park, at a cost of \$4,500.00, expense to be allocated to the Operating Fund – Common Area Maintenance. Motion carried unanimously.

Audit & Tax Preparation Proposals

The Board reviewed the proposals submitted by VanDerPol & Company and Inouye, Shively, Longtin & Klat for the preparation of the year-end audit.

A motion was made by Susan Fanello and seconded by Amindra Jayasinghe to accept the proposal from VanDerPol & Company for the audit and tax return preparation of the fiscal year-end 2016 at a cost of \$1,675.00, expense to be allocated to Operating Fund – Annual Review/Audit. Motion carried unanimously.

Patrol One – Special Unit Service

A motion was made by Mark Elliott and seconded by Geno Kaneshiro to discontinue the “special” unit service from Patrol One in the Talmadge area at the end of the year. The Board agreed to revisit the service at the end of the year, and if necessary, reinstate the service. Motion carried unanimously.

Budget Draft

The Board agreed to review the budget draft further, and table the matter until the next meeting.

Annual Meeting Preparation

The Annual meeting of the membership should be held in January. Of the five (5) directors on the Board, three (3) of the terms will expire this year; the directors are Mark Elliott, Geno Kaneshiro and Amindra Jayasinghe.

- The date, time and location of the Annual Meeting will be January 23, 2017 at 6:30 P.M. (unless the Clubhouse is turned over to the Association) at Fislser Elementary School, 1350 Starbuck Street, Fullerton, CA.
- The Board will conduct a regular meeting prior to the annual meeting.
- Management was directed to send a request for candidates to all members and to accept into nomination all candidates whose statements are received by the deadline.
- The Board has decided on a record date of Ownership of thirty (30) days prior to the meeting.
- The Board will make an announcement for cumulative voting.

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**NEW BUSINESS
CONTINUED**

Annual Meeting Preparation, (Cont'd)

- The Board has approved the agenda provided by Management and they do not wish to recognize any directors, nor will there be any retiring directors.
- The recommendation regarding excess funds is to apply them to the operating budget at the end of the year.
- A ballot inspector will be appointed and provided to Management by Susan Fanello at a later date.
- The Attorney will not be present at the meeting.
- The adjourned annual meeting date will be February 20, 2017 at 6:30 P.M. at the Amerige Heights Clubhouse.

Lien Processing

A motion was made by Mark Elliott and seconded by Geno Kaneshiro to approve the lien resolutions for the following property account numbers 46497, (APN 280-341-13), 47090, (APN 934-361-00), and 46180, (280-401-17). Motion carried unanimously.

Approved Foreclosure

The Board reported that in an Executive Session held immediately preceding this meeting, foreclosure proceedings were authorized against the following property: account numbers: 46268, (APN 280-371-11) 46197, (APN 280-401-07) and 94435, (APN 936-244-65). No action taken at this time.

Member Communication

There were no items to be communicated at this time.

SCHEDULE

NEXT MEETING The next meeting of the Board of Directors was scheduled for October 24, 2016 at 6:30 P.M. The meeting will be held at Fisler Elementary School, 1350 Starbuck Street, Fullerton, California.

ADJOURN There being no further business to come before the Board at this time, the meeting was adjourned at 9:05 P.M.

ATTEST Respectfully Submitted by Eddie Tovar, Community Manager.

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MINUTES APPROVED BY THE BOARD OF DIRECTORS ON OCTOBER 24, 2016
The Consent Calendar is herein attached and shall become a part of these minutes

**AMERIGE HEIGHTS COMMUNITY ASSOCIATION
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CONSENT CALENDAR**

- A. BE IT RESOLVED, that the Board Meeting Minutes of August 22, 2016 are approved as written;
- B. BE IT RESOLVED, that the financial statement for the period ending August 31, 2016 be accepted.
- C. BE IT RESOLVED, that the Cost Center financial statements for the period ending August 31, 2016 be accepted.
- D. BE IT RESOLVED, that the StanPac Cost Center financial statements for the period ending August 31, 2016 be accepted.