

**AMERIGE HEIGHTS COMMUNITY ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
JANUARY 25, 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 January 25, 2016 at Fislser Elementary School, Media Room, 1350 Starbuck Street, Fullerton, California.
- PRESENT** Mark Elliott, President
Tom Moore, Vice President
Geno Kaneshiro, Secretary
Amindra Jayasinghe, Member at Large
- Eddie Tovar, Action Property Management, Inc
Marianne Simek, Action Property Management, Inc
- Three (3) Homeowners
- ABSENT** usan Fanello, Treasurer
- 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 6:30 P.M. by Board Treasurer Susan Fanello.
- 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.
- PARK WEST UPDATES** Jasen Eminger from Park West Landscape provided highlighted updates to the Board regarding the recent landscape upgrades and the tree trimming and maintenance services. There were no further questions regarding the landscape maintenance at this time.
- OPEN FORUM** There were no questions from the Homeowner present for the Board at this time.
- FINANCIAL UPDATE** A brief financial update was provided based on the October 31, 2015 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 Amindra Jayasinghe and seconded by Geno Kaneshiro to approve the Consent Calendar as presented in its entirety. The Consent Calendar is attached to and will become a part of these minutes. Motion carried unanimously.

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**MANAGEMENT
UPDATES**

Management provided highlighted updates to the Board from the Action List which included the tennis court lighting project, standard pacific homes, new park expansion/clubhouse, street signs at the StanPac Homes, and the fence & sidewalk projects.

**UNFINISHED
BUSINESS**

Clubhouse Furniture Proposals

The Board agreed to table this matter until the next meeting as there is no turnover date for the Clubhouse at this time.

Grand Opening Preparation

The Board agreed to table this matter until the next meeting, as there is no turnover date for the Clubhouse at this time.

Board Member Business Cards

The Board reviewed the proposal submitted by PJ Printers and agreed to table this matter until the next meeting.

Parking – Brookfield Homes

The Board instructed Management to work with the Patrol One to change the outdated “Private Property” signs in the community. The Board further instructed Management to order the “private parking” flyers as drafted by Board Member, Geno Kaneshiro, to distribute to the cars parked along Stein-Strauss and request that Patrol One start the additional patrol service approved at the last meeting by the week of December 21st.

Red Curb Painting Proposal

The Board reviewed the proposal submitted by ProTec Building Services and agreed to table this matter until the next meeting.

NEW BUSINESS

Investments

The Board reviewed the investment options related to maturing CDs and a motion was made by Susan Fanello and seconded by Geno Kaneshiro to continue the existing tiered investment structure and upon the maturity of the CDs with FirstBank PR Santurce & Community Bank, re-invest the CDs currently at Comerica for an additional 12 months. Motion carried unanimously.

Park West Proposals

The Board reviewed the proposals submitted by Park West Landscape for items discussed during the November walkthrough. A motion was made by Susan Fanello and seconded by Geno Kaneshiro to accept the proposals from Park West Landscape to fill the bare/dead areas at McDermont Park at a total cost of \$11,258.40, expense to be allocated to Operating Fund – Landscape Extras. Motion carried unanimously.

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**NEW BUSINESS
CONTINUED**

Park West Proposals (Cont'd)

The Board also reviewed a proposal to for the monthly maintenance of the additional phases of the Standard Pacific Homes, and a motion was made by Susan Fanello and seconded by Amindra Jayasinghe to accept the proposal from Park West Landscape for the monthly maintenance for Phases 8–9, and Lot A for the Standard Pacific Homes, as a cost of \$400.00 per month, expense to be allocated to Operating Fund – Landscape Maintenance Contract. Motion carried unanimously.

The Board reviewed proposals for recommended plant replacement at the Standard Pacific Homes, and a motion was made by Susan Fanello and seconded by Amindra Jayasinghe to accept the proposal from Park West Landscape to replace the failing plant material at the Standard Pacific Homes at a total cost of \$4,636.90, expense to be allocated to Operating Fund – Landscape Extras. Motion carried unanimously.

Tri-County Lighting Proposal

The Board reviewed the proposal submitted by Tri-County Lighting for the damaged light post at 2292 Shapiro. The Board instructed Management to obtain two (2) additional proposals and agreed to postpone the decision until the next meeting.

Adoption of 2016 Maintenance Calendar

Following discussion and review of the 2016 Maintenance Calendar, a motion was made by Geno Kaneshiro and seconded by Amindra Jayasinghe to adopt the maintenance calendar as presented by Management. Motion carried unanimously.

Appointment of Parking Committee

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

Patrol One – Post Orders

Following discussion and review of the Post Orders for Patrol One, specifically, as it relates to Commercial Vehicles, a motion was made by Geno Kaneshiro and seconded by Susan Fanello to instruct Patrol One to create a “hot list” so that the patrol officer notes the company name and vehicle ID#, if any, when a commercial vehicle is found parked in the community, and to report the information to Management. Management will then send a letter to the company to advise that commercial vehicles are prohibited from parking in the community overnight and subject to tow at vehicle owner’s expense. Motion carried unanimously.

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**NEW BUSINESS
CONTINUED**

Prior Owners/Bad Debt Write-Offs

Management advised that the collection attorney's office was not able to locate any assets for account \$46116 with a balance from a prior owner, and that the balance is uncollectable and recommended writing it off as bad debt.

A motion was made by Geno Kaneshiro and seconded by Amindra Jayasinghe to write off the unpaid balance of the prior owner of account #46116 in the amount of \$5,055.08. as uncollectable. Motion carried unanimously.

Lien Processing

A motion was made by Susan Fanello and seconded by Geno Kaneshiro to approve the lien resolutions for property account numbers 46073 (APN 934-36-034); 85548 (APN 280-401-01); 46450 (APN 280-351-12) 46571 (APN 934-361-23); and 84683 (APN 936-243-91). Motion carried unanimously.

Member Commination

The Board authorized Management to send mailer to the membership for "Holiday Reminders" to be included with the Annual Meeting Notice.

SCHEDULE

NEXT MEETING

The next meeting of the Board of Directors was scheduled for January 25, 2016 at 6:30 P.M. The meeting will be held at the Fisler Elementary School, Media Room, 1350 Starbuck Street, Fullerton, California.

ADJOURN

There being no further business to come before the Board at this time, the meeting was adjourned at 7:30 P.M.

ATTEST

Respectfully Submitted by Eddie Tovar, Community Manager.

MINUTES APPROVED BY THE BOARD OF DIRECTORS ON FEBRUARY 22, 2016
The Consent Calendar is herein attached and shall become a part of these minutes

**AMERIGE HEIGHTS COMMUNITY ASSOCIATION
DECEMBER 14, 2015
CONSENT CALENDAR**

- A. BE IT RESOLVED, that the Board Meeting Minutes of October 26, 2015 are approved as written;
- B. BE IT RESOLVED, that the financial statement for the period ending October 31, 2015 be accepted.
- C. BE IT RESOLVED, that the Cost Center financial statements for the period ending October 31, 2015 be accepted.
- D. BE IT RESOLVED, that the StanPac Cost Center financial statements for the period ending October 31, 2015 be accepted.