

Minutes

Deane Gardenhome Association Meeting

Huntington Beach, California

6:00 pm March 20, 2014
Werth Residence
20252 Adrian Circle
Huntington Beach, California 92646

I Roll Call

- Present: John Howell (T), Lore Hynes (S), Martha Werth (AG), Bobi Cuddihy Frany Carr (homeowner) Jim Edwards, Joe Mulvihill, Kevin O'Connor (President)
- Absent: Nancy Oxner (VP)

II Approval of the Minutes of Preceding Meeting

- Kevin motioned to approved last meeting's minutes. Joe Mulvihill seconded. The minutes were approved.

III Report of Officers

President's Report

- Nothing to report.

Vice President's Report

- Annual assessments have been mailed out to homeowners.

Secretary's Report

- Edison Recreation Room has been reserved for the annual meeting for the 24th of April.
- Nomination forms have been distributed

Treasurer's Report

- Certified letters notifying of a pending lien were sent to homeowners that are in arrears.

IV Committee Reports

Architectural Committee Chair

- Nothing to report.

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Landscape Committee Chair

- We will be installing new, updated entry signs on both walls at Bushard and Hazelbrook. The signs should be complete by the end of April. The new signs will be constructed of porcelain tile that mimics slate for the background. The letters will be powder coated aluminum in a brushed nickel finish. The materials were selected for their durability for UV exposure and moisture and aesthetic appeal. These signs will certainly enhance our entire community with a more modern, updated look. The signs will also be more in scale with the large expanse of walls that we have.

V New Business

- "Deane Gardens Treasurers Agenda" was reviewed through item 7c.
- Motions made and seconded:
 - Motion made by Joe Mulvihill, seconded by Lore Hynes: A \$900.00 limit will be set for aggressive collection as stated in item 3 of the Treasurer's Agenda (Appendix).
 - Motion made by Kevin O'Connor, seconded by John Howell: A reserve fund account in the amount of \$11,500 will be opened as per California Civil Code 5570 (b)(4).

VI Action Items

- Lore Hynes to open a reserve fund account in the amount of \$11,500.

VI Adjournment -

Motion to adjourn was made by Lore and seconded by Martha.
Meeting adjourned at 855 pm

ATTEST:

Kevin O' Connor, President
Joe Mulvihill, Architecture

Appendix

1. Background-yearly payment statement, monthly statement if not paid
 1. Add to annual statement "For quarterly payments, the first quarter payment must be received by January 15 of the year or otherwise the full year's association dues will be due.
2. What dollar level should Deane Gardenhome Association begin aggressive collection?
 1. \$450, \$600, \$800, \$1000
3. Two approaches to collecting past due assessments:
 1. Placing a lien on the property
 2. Going to small claims court for judgement
4. Placing a lien on the property:
 1. Recommend that we use a lawyer. Cost about \$450 for one or 4 letters. Up to \$800 or so for filing a lien, etc. Cost eventually is passed to property holder if the association wins.
 2. Costs-payment up front
 3. Review of draft letter contemplating placement of a property lien-General demand letter
5. Small Claims Court
 1. No lawyer; association must fill out paperwork, appear at court, etc.
 2. Who has responsibility to file small claims court paperwork?
 3. Review of draft letter of Intent to file Small Claims Court action
 4. Review of draft letter of Installment Payment Arrangement
 1. Minimum monthly payment acceptable to board
 2. Negotiations-stop monthly late fee?
 3. How long a period should repayment take.
 4. If more than a year, any conditions about the next year assessment?
 5. Does the board want to vote as a whole on the repayment schedule?
 5. Who will appear in Small Claims Court and backup individuals?
6. Properties to be discussed by board/decision on action to be taken
 1. Property A-\$1310 PAID IN FULL
 2. Property B-\$900
 3. Property C-\$890
 4. Property D-\$690
7. Reserve fund – per California Civil Code §5570(b)(4)
 1. Reserve funds are to defray future repair, restoration, replacement, or additions to major components. During the next 30 years.
 2. What are the major components?
 1. Damage to irrigation system from major earthquake
 2. Repainting exterior walls after they have been repairs or to cover emergency workers marks.
 3. Replacement signage
 4. The association may borrow from the reserve funds to pay litigation costs but this must be paid back to the fund. Therefore if the association thinks it might need a substantial amount for litigation, then it might add additional money to the reserve fund.
 3. Reserve Funds should probably be kept in separate bank account.
 4. Any special assessment scheduled?
 5. Will the current balances be sufficient at the end of each year to meet the association's obligation for repair and/or replacement of major components during the next 30 years? Yes or No
 6. Are all major components included in the reserve study?
 7. 100% funded?
 8. Needs to be reported in the annual using the form in subdivision a of §5570
 9. Reserve Funding form, §5570, needs to be included with enquiries from escrow companies.
8. Annual Budget Report

Appendix

1. Pro Forma Operating Budget-Civil Code §5300(b)(1)
2. Reserve Summary-§§ 5300(b)(2), 5565
3. Reserve Funding plan Summary-§§5300(b)(3), 5550(b)(5)
4. Major component Repair Statement-§5300(b)(5)
5. Anticipated Special Assessment Statement-§5300(b)(5)
6. Reserve Funding Mechanism Statement-§5300(b)(6)
7. Procedures for Calculating Reserves Statement-§§5300(b)(7), 5570(b)(4)
8. Outstanding Loan Statement-§5300(b)(8)
9. Insurance Summary-§5300(b)(9)
10. Assessment and Reserve Funding Disclosure Summary Form- §§5300(e), 5570
9. AB 2273 Associations should record “Request for Notification” of foreclosure sales.
10. Estoppel letters - Do we have a fee? Who sends out this letter? Letter must be sent out 10 days after request.