

# Sea View Villas Homeowners' Association Meeting Minutes

Wednesday September 25, 2013

**Location of HOA Meeting:** Rec Room

**Time:** 8pm

**Board of Directors (BOD) Members Present:** Deborah Torres (DT) President, Brian Anstey (BA) Vice President, Robert Irrera (RI) Secretary, Ali Navab (AN) Member at Large

**Board Members Absent:** Jeff Press (JP) Treasurer

**Others Owners/Tenants Present:** None

Item	Comments	Action /Due Date
Call to Order	<b>9/25/13</b> Called to order 8:00 PM by Deborah Torres, 2nd by BA	All to note
Approved Architectural Modification Requests	<b>9/25/13</b> None.	All to note
Homeowner Issues	<b>8/28/13</b> Cathy Combs requested Board try to keep HOA dues the same in 2014. Board is in process of doing year-end financial evaluation and is working toward that goal. <b>9/25/13</b> Board working on 2014 Budget with goal of not raising HOA fees in 2014..	All to note
Minutes: Approval /Corrections	<b>9/25/13</b> DT made a motion to approve minutes from the August 28, 2013 Meeting. AB 2 <sup>nd</sup> .	Concluded

<p>Treasurer's Report by Jeff Press</p>	<p>Sea View Villas Profit and Loss Statement Year to date through August 31, 2013</p> <table border="1"> <thead> <tr> <th></th> <th style="text-align: center;"><u>Actual</u></th> <th style="text-align: center;"><u>Budget</u></th> <th style="text-align: center;"><u>Variance</u></th> </tr> </thead> <tbody> <tr> <td><b>Income</b></td> <td style="text-align: right;">224,115</td> <td style="text-align: right;">226,384</td> <td style="text-align: right;">-2,269</td> </tr> <tr> <td><b>Operating Expenses:</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td>    Administrative Costs</td> <td style="text-align: right;">13,373</td> <td style="text-align: right;">20,781</td> <td style="text-align: right;">7,408</td> </tr> <tr> <td>    Contract Services</td> <td style="text-align: right;">26,835</td> <td style="text-align: right;">30,022</td> <td style="text-align: right;">3,187</td> </tr> <tr> <td>    Repairs and Maintenance</td> <td style="text-align: right;">10,351</td> <td style="text-align: right;">7,303</td> <td style="text-align: right;">-3,048</td> </tr> <tr> <td>    Utilities</td> <td style="text-align: right;">29,473</td> <td style="text-align: right;">26,880</td> <td style="text-align: right;">-2,593</td> </tr> <tr> <td><b>Total Expenses</b></td> <td style="text-align: right;">68,521</td> <td style="text-align: right;">74,363</td> <td style="text-align: right;">5,842</td> </tr> <tr> <td><b>Net Income(Loss)</b></td> <td style="text-align: right;">155,594</td> <td style="text-align: right;">152,021</td> <td style="text-align: right;">3,573</td> </tr> </tbody> </table> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1) Unfavorable variance in income is timing. New monthly dues went into effect in February.</li> <li>2) Favorable variance in Administrative Cost due to minimal legal and no audit costs year to date.</li> <li>3) Favorable variance in Contract Services due to timing of receipt of bills. Management contract better than budgeted</li> <li>4) Unfavorable variance in Repairs was work done on the pool. Also, tree trimming was budgeted ratably over the year and all the cost came in during May at budgeted amount.</li> </ol>		<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<b>Income</b>	224,115	226,384	-2,269	<b>Operating Expenses:</b>				Administrative Costs	13,373	20,781	7,408	Contract Services	26,835	30,022	3,187	Repairs and Maintenance	10,351	7,303	-3,048	Utilities	29,473	26,880	-2,593	<b>Total Expenses</b>	68,521	74,363	5,842	<b>Net Income(Loss)</b>	155,594	152,021	3,573	<p>All to note</p>
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<p>Vendor Contracts</p>	<p><b>VENDOR CONTRACTS AND PROOF OF INSURANCE</b></p> <p><b>1/30/13</b> Jeff Press is contacting vendors to get updated contracts and proofs of insurance, having SVV listed on both their insurance certificate and also endorsements. Quotes are in (started by Rosemary and handed over to J.P.) Certificates/endorsements are still needed.</p> <p><b>2/27/13</b> In progress. <b>3/27/13</b> In progress. <b>4/24/13</b> In progress.  <b>5/29/13</b> In progress. <b>6/26/13</b> In progress <b>7/31/13</b> In progress  <b>8/28/13</b> In progress / DT is assembling with vendors <b>9/28/13</b> DT completed</p>	<p>All to note</p>																																				
<p>Weekly Scheduled Maintenance</p>	<p><b>JANITORIAL MAINTENANCE (K+P JANITORIAL, FRIDAY) CONTACT: MARISOL</b>  Zamira Portnoy oversees this work and troubleshoots any problems with vendor. Incident reports regarding any janitorial issues are forwarded to her.</p> <p>TO HOMEOWNERS: If homeowners see any areas that need cleaning, or light bulbs that are out, please file an incident report on the Sea View Villas website.</p> <p><b>5/29/13</b> Janitors notified that new floor in rec room cannot be "soaked" with water when cleaning. They will sweep weekly, and wash 4 times per year or as needed.</p> <p>Owners using room for parties are asked to sweep after party and clean tables with Fantastik or other similar product, and wipe bathroom counters.</p> <p><b>6/26/13</b> Ernie Orchard told Board that hose outside of rec room cannot be left against building as it is leaking towards building. DT contacted landscape vendor to remove it and only attach when they do weekly hand-watering of plants in that area.</p>	<p>All to note</p>																																				

Weekly Scheduled Maintenance	<p><b>7/31/13</b> Leaking hose-bibb repaired.</p> <p><b>8/28/13</b> No update.</p> <p><b>9/25/13</b> Hose bibb repaired on exterior wall outside of Rec Room.</p>	All to note
Weekly Scheduled Maintenance	<p align="center"><b>TRASH + RECYCLABLES PICKUP (BY ATHENS SERVICES: TRASH/RECYCLING PICKUP EVERY MONDAY, WEDNESDAY, FRIDAY, SATURDAY)</b></p> <p><b>7/31/13</b> Athens Services revised schedule for trash/recycling pick-up is 4 days/week. There are no longer separate recycling containers, and Athens reported they sort through the trash and pull out and recycle all recyclable materials.</p> <p><b>8/28/13</b> No update.</p> <p><b>9/25/13</b> Athens Services was coming at 7a.m. on Saturday morning and waking Owners. Both Deborah Torres and Ita Anstey wrote to Athens to request that they come after 10a.m., and they have obliged.</p>	All to note
Weekly Scheduled Maintenance	<p align="center"><b>LANDSCAPE &amp; IRRIGATION (WILD CARROT NURSERY- EVERY TUESDAY, EXCEPT HOLIDAYS)</b></p> <p><b>8/28/13</b> Sherrell Paris reported (by phone to DT) possible white flies on trees between buildings, and on metal handrail. Report has been issued to Wild Carrott. (Note: landscaper later reported they are psyllids and Board has requested quote to spray.)</p> <p><b>9/25/13</b> PSYLLIDS: Cost is \$750 for spray and systemic in 2013 by company recommended by Wild Carrott, and \$550 if systemic needed in future years. Irrigation turn offs will be repaired/located first as they are most urgent and could be very costly.</p> <p><b>9/25/13</b> IRRIGATION TURN-OFFS: The turn-off near pool is broken and needs to be repaired. Also, the landscaper has never been able to locate the turn-offs that service the other zones of irrigation and requested that the Board hire a plumber to locate. Otherwise if there is a problem with broken irrigation lines, all building water may need to be turned off for a few days. DT will get quotes and have work done in October.</p>	All to note
Weekly Scheduled Maintenance	<p align="center"><b>POOL AND SPA (KEVIN'S POOL SERVICE, EVERY FRIDAY)</b></p> <p><b>5/29/13</b> Netting over Jacuzzi has tear from Owner trying to get toy down. Bid being obtained to repair. If something gets stuck on top of netting, please do not use pole to try to get to it. Either use ladder or report to Board so it can be removed without damage to solar panels or netting.</p> <p><b>6/26/13</b> No Updates</p> <p><b>7/31/13</b> Reminder to all that NO DOGS allowed in pool area or pool !</p> <p><b>8/28/13</b> No update.</p> <p><b>9/25/13</b> Thermostat changed so temp can reach 87 degrees if weather conditions permit. This will likely also require more chemicals when temp does get that high.</p>	All to note

<p>Other Scheduled Maintenance</p>	<p style="text-align: center;"><b>PEST CONTROL</b></p> <p><b><u>Shield (rat bait stations)</u></b>  REMINDER TO HOMEOWNERS: DO NOT KEEP ANY PET FOOD on patios. Shield will spray for bugs in common areas as well as monitor our rat bait stations. Spraying inside units for bugs is at Owners' cost of \$25, payable day of service to Shield. Service for this is only on the second Wednesday of the month. Email Shield ahead of time to schedule: shieldpest@yahoo.com.</p> <p><b>8/28/13</b> No update.</p> <p><b><u>Terminex</u></b>  If you have termites, call the number on the website and say: "My condo Sea View Villas in Hermosa Beach, CA has an annual contract with you. I have active termites <b>and request a treatment</b>. Our account number is #6735658." We found out that if you don't say that, the first time they come only to inspect and then make a second appointment to do a treatment. If you request the treatment when you call, you save yourself having to wait for them to come out a second time.</p> <p><b>7/31/13</b>  Annual Termite Inspection is scheduled at ALL UNITS for Saturday November 16 from 8a.m. – 5p.m. All residents must be home, or have someone at their unit to let termite inspector have access. Terminix will not make an individual schedule with units, but you may leave after your inspection.</p> <p><b>8/28/13</b> No update.</p> <p><b>9/25/13</b> Several Owners have notified Board that they called Terminix for treatments this month. Terminix told Board it was likely due to unusually high temps in Sept.</p>	<p>All to note</p>
<p>Other Scheduled Maintenance</p>	<p style="text-align: center;"><b>ELEVATOR (MONTHLY INSPECTIONS)</b></p> <p><b>9/25/13</b> No update.</p>	<p>All to note</p>
<p>Other Scheduled Maintenance</p>	<p style="text-align: center;"><b>SECURITY AND FIRE</b></p> <p><b>1/30/13 Deficiencies in individual units</b></p> <p>These will need to be corrected by Owners prior to SVV Annual Fire System Inspection (company's new name is Red Hawk Fire and Security). Letter initially issued to Owners March 2011. Ali Navab will issue updated letter and coordinate with Owners to get repairs in units done prior to Fire System Inspection.</p> <p><b>3/27/13</b> Letter received from Red Hawk Fire and Alarm and will be issued by Ali Navab to Owners, who will coordinate project.</p> <p><b>5/29/13</b> BA and AN working with Owners on coordination of this.</p> <p><b>6/26/13</b> BA and AN working with Owners on coordination of this. Work underway at several units.</p> <p><b>7/31/13</b> In process.</p> <p><b>8/28/13</b> In process.</p> <p><b>9/25/13</b> BA and DT will meet with supervisor at Red Hawk to troubleshoot how to get this done at each location, as no fire system drawings exist for units.</p>	<p>All to note</p>

<p>Other Scheduled Maintenance</p>	<p><b>Fire System Inspection, Sprinkler Inspection, Fire Extinguisher Inspection – contracts and scheduling in process</b></p> <p><b>2/27/13</b> Board is waiting for updated letter from Fire Alarm system. DT has asked them to keep their prices from when they first issued letter in 2011. Ali will meet with Owners who need to correct deficiencies in their units.</p> <p><b>3/27/13</b> Contract received for 2013 Fire Alarm Inspections, to be done after repairs completed in individual units.</p> <p>Separate contract received for Fire Extinguisher Inspections. Ali Navab will send in contract, coordinate inspection and meet with vendor, get cost proposal for any new extinguishers needed, and coordinate repairs.</p> <p><b>4/24/13</b> Ali Navab and Brian Anstey are coordinating.</p> <p><b>5/29/13</b> <u>Fire Extinguisher inspection</u> completed and extinguishers updated as needed.</p> <p><b>6/26/13</b> No update.</p> <p><b>7/31/13</b> No update.</p> <p><b>8/28/13</b> No update.</p> <p><b>9/25/13</b> No update.</p> <p><b>Carbon Monoxide Detectors</b></p> <p><b>2/27/13</b> Only 6 Owners ordered Carbon Monoxide Detectors through Jerry. <b><u>Every unit is obligated by law to have them in their units</u></b> (see above). They are available in stores such as Costco and Home Depot, and also at many places online.</p>	<p>All to note</p>
<p>Other Scheduled Maintenance</p>	<p style="text-align: center;"><b>BOILERS (TWO INSPECTIONS PER YEAR)</b></p> <p><b>9/25/13</b> No update.</p>	<p>All to note</p>
<p>Other Scheduled Maintenance</p>	<p style="text-align: center;"><b>TREE TRIMMING (ANNUAL)</b></p> <p><b>3/27/13</b> Rocky (Owner unit 17) has requested that all trees along west property line across from unit 17 be trimmed as much as possible next time trees are trimmed, to allow more ocean view from his unit. Landscaper is watching those trees, as roots are in danger of damaging swimming pool and the trees may need to be removed in future.</p> <p><b>9/25/13</b> No update</p>	<p>All to note</p>
<p>Old Business</p>	<p style="text-align: center;"><b>2013 RESERVE ACCOUNT PROJECTS:</b></p> <p><b>1/30/13 Water Intrusion Repairs at Units:</b> Full Repairs are budgeted at 4 units (8 decks). Work will only be done AS NEEDED.</p> <p>Decks being watched for 2013 full repairs are unit 19 upper and lower, unit 21 lower, unit 28 upper and lower, unit 32 upper and lower, unit 33 upper.</p> <p>Units 4 and 15 also reported water intrusion during rains January 2013. Both units were then inspected by Ernie Orchard and Tim Mattson.</p> <p><b>If you have any water intrusion please contact the Board in writing so it can be inspected by Ernie Orchard and/or Tim Mattson.</b></p>	<p>Owners to contact Board in writing if they have any water intrusion from rain in 2013.</p>

<p>Old Business</p>	<p><b>2/27/13</b> Unit 10 reported severe water intrusion during the last rain. Gutter/downspout vendor inspected roofline gutters at unit 10 and found no problems. Roofer inspected roof on 2/26/13 and is preparing proposal to do repairs at both buildings.</p> <p><b>3/27/13</b> This rainy season water intrusion was reported from units 19, 4, 15, and 10. Ernie Orchard recommends these units get full repairs in 2013.</p> <p>Units to remain on 'watch list' for future repairs are unit 21 lower, unit 28 upper and lower, unit 32 upper and lower, unit 33 upper.</p> <p><b>4/24/13 2013 Water Intrusion Repairs:</b> Repairs will begin on May 13, 2013 at units 4, 10, 15, 19 respectively per the Reserve Study Budget, and Ernie Orchard's recommendation (water intrusion consultant). Those units had significant leaks during rains this year. Construction will last approximately 9 weeks, not including additional time if there are change orders discovered during the demo phase. Per the Reserve Study, the total budget for 2013 is \$50,657.50 per unit, including cost of work, consultant, and contingency for change orders. Bids, including consultant cost, prior to start of construction are as follows, and vary due to differences at units, such as sizes of decks and height of exterior plaster side walls: unit 4: \$32,465.25, unit 10: \$48,776.77, unit 15: \$48,194.06, unit 19: \$32,260.62 Motion for Mattson + Mattson to do these repairs was made by BA and 2nd by AN. Motion passed. Tim Mattson has determined that some units above the units being worked on may not have use of water on their decks during the construction time period. He will work with our gutter and downspout vendor to redirect gutters as possible. He will notify owners prior to start of construction who will be affected by this.</p> <p><b>5/29/13</b> Full repairs projects, as listed above, commenced May 13, 2013.</p> <p><b>6/26/13</b> Work underway. Structural damage found at all 4 units is being repaired in addition to basic scope of work. Project is within budget at this time. New finish date due to Change Orders is August 15, 2013.</p> <p><b>7/31/13</b> Deborah has met with Tim Mattson, Rod, and Ernie Orchard on Thursday mornings for the past 12 weeks to review project and resident issues and to do walk-throughs. Brian and Ali have also attended select meetings and the Board is pushing Tim to complete project by August 8. Original finish date in contract was July 15, but due to change orders (original 1978 construction defects leading to damage previously not visible, discovered during demo) it was extended to August 15. Contractors agreed to tentatively schedule final water tests for August 8, and will adjust their schedule as needed to try to meet that date.</p> <p><b>8/28/13</b> Water tests are completed and all units passed. Also City signed off on all four repair projects at units 4, 10, 15, 19. Punch list items are being worked on by contractor.</p> <p><b>1/30/13 INTERCOM:</b> Intercom will only be replaced when needed. At this time it is functioning adequately. If not replaced this year the "useful life" will be extended in the next Reserve Study.</p>	<p>All to note</p>
<p>Old Business</p>	<p style="text-align: center;"><b>ROOF REPAIRS</b></p> <p><b>1/30/13</b> Contract for 2012 roof repairs signed and returned to vendor end of 2012 but he has not scheduled work to date.</p> <p>BOARD is trying to get contractor to commit to date for repairs.</p> <p><b>2/27/13</b> Brian, Ali and Deborah met and did roof walk-throughs with another roofer, who we had originally met with in 2007. He said roof is in fairly good condition, but agreed with our original roofer that our roofs need annual maintenance to prolong life. He noted all areas of damage, and is preparing a proposal to do repairs along west edges on both buildings (above west facing windows and doors), and other select areas.</p>	<p>All to note</p>

	<p><b>3/27/13</b> Bid received from Peter Lang Roofing to repair roof on both buildings in 2013 for \$8620 to extend the useful life of the roof. The Board voted unanimously to do this work from the Roof line item in the Reserve Study.</p> <p><b>4/24/13</b> Roof repairs will be scheduled as soon as 2013 Full Repairs are completed at units.</p> <p><b>9/25/13</b> Roof repairs completed at both buildings.</p>	
Old Business	<p style="text-align: center;"><b>REPAIRS TO DOWNSPOUTS</b></p> <p><b>3/27/13</b> Unit 20 reported minor repair needed, and vendor has been contacted. We are waiting for vendor and Owner to coordinate their schedules to complete the work.  <b>4/24/13</b> No update. <b>5/29/13</b> No update. <b>6/26/13</b> No update. <b>7/31/13</b> No update.  <b>8/28/13</b> No update.</p> <p><b>9/25/13</b> Repairs were done at units 24 and 25 by roofer.</p>	All to note
Old Business	<p style="text-align: center;"><b>INCIDENT REPORTS</b></p> <p>Homeowners, please file Incident Reports on Sea View Villas Website.</p>	All to note
Old Business	<p style="text-align: center;"><b>SVV HOA RENTER ENDORSEMENTS</b></p> <p><b>1/30/13</b> Units with renters (#2, #5, #21, #27), please fill out Renter Endorsement on the website (under "Resources, Tenant Registration"). Please download, print, and return to Robert Irrera at email: <a href="mailto:irrerapastry@earthlink.net">irrerapastry@earthlink.net</a></p> <p>(NOTE: Units #17 &amp; #26 have already sent in endorsements)</p> <p><b>5/29/13</b> Renters Endorsements still required from Units #2, #3, #5, #21, #24.</p> <p><b>6/26/13</b> Renters Endorsements still required from Units #2, #3, #5, #21, #24.</p>	All to note
Old Business	<p><b>7/31/13</b> <b>Hard copies of RENTERS ENDORSEMENT forms will be delivered to units by Robert Irrera for completion. Unit #2 endorsement received.</b>  Old Business</p> <p><b>8/28/13</b> <b>Unit #3 endorsement received.</b></p> <p><b>9/25/13</b> <b>Unit #24 endorsement received.</b>  <b>Renters Endorsements still required from Units #5, #21.</b></p>	All to note
Old Business	<p style="text-align: center;"><b>LABELING OF HOT + COLD WATER TURN-OFFS AT UNITS</b></p> <p><b>1/30/13</b> This project is 2/3 complete. Units 1-8, 27, and 31 remain. Robert Irrera and Peter Baldwin have been meeting with Owners to verify and label water shut-off locations and Robert is mapping. Robert will contact Owners listed above to coordinate. Need volunteers to help Robert (so far Ali has offered to show Robert the location of shut-offs at Lower Units that he knows of).</p> <p><b>2/27/13</b>  <b>Please email Robert if you can help him on a Saturday, to be determined, when he identifies and labels turn-offs. <a href="mailto:irrerapastry@earthlink.net">irrerapastry@earthlink.net</a></b></p>	

	<p><b>3/27/13</b> Please contact Robert if you can assist him in completing this work.</p> <p><b>4/24/13</b> Lower Building - lowest Level HOT/COLD Water Shut-off Valve Labeling to resume during May.</p> <p><b>5/29/13</b> Please contact Robert if you can assist him in completing this work.</p> <p><b>6/26/13</b> Please contact Robert if you can assist him in completing this work.</p> <p><b>7/31/13</b> Upper Building Units not yet verified will be checked on individually in the next 6 weeks. Please contact Robert if you can assist him in completing this work.</p> <p><b>8/28/13</b> See above.</p> <p><b>9/25/13</b> Board members Ali Navab and Brian Anstey are assisting Robert Irrera.</p>	
Old Business	<p style="text-align: center;"><b>ARCHITECTURAL COMMITTEE</b></p> <p><b>4/24/13</b> In Rec Room new vanities, faucets, flooring, and paint to be selected by Brian Anstey, committee chairman. Also see notes about plumbing repairs in Roof Over Rec Room project above.</p> <p><b>5/29/13</b> Lili Navab-Tahmasebi has joined the architectural committee. The Board thanks her helping Brian Anstey on the Rec Room refurbishment project.</p> <p><b>6/26/13</b> No update.</p> <p><b>7/31/13</b> No update.</p> <p><b>8/28/13</b> No update.</p> <p><b>9/25/13</b> No update.</p>	All to note
Adjourn	<p><b>9/25/13</b> DT. made a motion to adjourn the meeting at 8:37 p.m. AB 2<sup>nd</sup>.</p>	All to note
Next HOA Meeting	<p style="text-align: center;"><b>NEXT HOA MEETING</b></p> <p>October 30, 2013            8pm            Sea View Villas Rec Room</p> <p>Note: meetings are the last Wednesday of the month at 8pm.</p> <p style="text-align: center;"><b>ANNUAL MEETING</b></p> <p>December 18, 2013            7pm            Sea View Villas Rec Room</p>	All to note

SEE DECLARATION OF CANDIDACY  
FOR ELECTION TO THE SEA VIEW VILLAS HOA BOARD OF DIRECTORS ON NEXT PAGE



**NOTICE OF DECLARATION OF CANDIDACY  
FOR ELECTION OF OWNERS TO THE SEA VIEW VILLAS HOA BOARD OF DIRECTORS  
AT THE DECEMBER 18, 2013 ANNUAL MEETING AND ELECTION**

The Annual Meeting of the Sea View Villas Homeowners Association is scheduled for December 18, 2013 at 7pm in the Rec Room. Should you wish to serve on the Board of Directors and have your name placed on the ballot, please fill out the form on the next page, sign, scan, and email it by 5pm on November 12, 2013 to the Independent Inspector, Rosemary Reinhardt: [rosemary@reinhardtcpa.com](mailto:rosemary@reinhardtcpa.com)

Voting packages will be mailed to Owners on or before November 16, 2013 and opened by the Independent Inspector at the December 18, 2013 Annual Meeting.

Should you have any questions please contact Rosemary by email. Thank you.

Sincerely,  
Board of Directors  
Sea View Villas Homeowners Association

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In addition to the description of officer duties in the Sea View Villas Bylaws, following is a more detailed list of work done by the Board as it has evolved over time. The main goal of the Board on a daily, weekly, monthly, and annual basis is to manage our budgets so that ACTUAL COSTS equal or are lower than PROJECTED COSTS so HOA fees will not be raised. The Board works as a team to share this work.

President

- Attend and run monthly HOA meetings and Annual Meeting
- Organize all projects to be done at Sea View Villas, monthly and long term
- Prepare contracts for projects and negotiate costs to be within or below budgets
- Act as liaison between homeowners, Board, vendors, consultants as needed
- Receive and respond to Incident Reports
- Meet informally with Owners and Vice President to resolve owner issues as needed
- Work with Board members to insure that costs incurred are meeting Operating and Reserve budgets, and reorganize future work accordingly to stay within budgets
- Work with Treasurer to update budgets and identify Reserve Study line items than can be revised if useful life can be extended
- Attend the 10-12 weekly Water Intrusion Repair meetings with Contractor, Consultant, and Member at Large
- Coordinate with Consultants as needed
- Review Insurance coverage and cost
- Cosign weekly checks from bookkeeper
- Update website with current documents as they are received

Vice President

- Attend and run monthly HOA meetings and Annual Meeting
- Work with President on projects listed above
- Respond to Incident reports
- Meet informally with Owners and Vice President to resolve owner issues
- Attend select weekly Water Intrusion Repair meetings with Contractor, Consultant, and Member at Large
- Take on special projects (e.g. Fire Alarm repairs in units)

Secretary

- Attend monthly HOA meetings and Annual Meeting / take and issue meeting minutes
- Assemble voting packages
- Meet with new Owners
- Prepare, issue and collect Renter Endorsement packages
- Take on special projects (e.g. working with all Owners to label plumbing turn offs at units, work with plumber to label irrigation turn offs)

Treasurer

- Attend monthly HOA meetings and Annual Meeting
- Prepare monthly financial report for meeting minutes
- Analyze expenditures for current year vs budget to plan next year's Operating and Reserve budgets
- Update Reserve Study as needed
- Prepare and present annual financial report to present at Annual Meeting
- Follow up with Owners who are late with monthly assessments
- File liens as needed
- Sign and file weekly checks received from bookkeeper
- Work with bookkeeper to provide documentation for both Taxes and Review

Member at Large

- Attend monthly HOA meetings and Annual Meeting
- Meet with vendors on site to verify work being properly done (e.g. overseeing plumbing projects, tree trimming, bug spraying in trees, etc)
- Respond to Incident reports
- Attend the 10-12 weekly Water Intrusion Repair meetings with Contractor, Consultant, and HOA President
- Oversee special projects

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Please fill out, scan, and return this form to [rosemary@reinhardtcpa.com](mailto:rosemary@reinhardtcpa.com)

Name of Owner \_\_\_\_\_

Owner's Sea View Villas unit number \_\_\_\_\_

Address where you primarily reside, if different from above:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_