

Sea View Villas Homeowners' Association Meeting Minutes

Wednesday, March 25, 2015

Location of HOA Meeting: Rec Room

Time: 8pm

Board of Directors Members Present: Deborah Torres (DT) President, Ali Navab (AN) Vice President, Brian Anstey (BA) Secretary, Robert Lindner (RL) Treasurer

Board Members Absent: None

Others Owners/Tenants Present: None

Item	Comments	Action /Due Date
Call to Order	3/25/2015 Called to order 8:03 PM by Deborah Torres, 2nd by Robert Lindner	All to note
Minutes: Approval /Corrections	3/25/2015 DT made a motion to approve minutes from the February 25, 2015 Board Meeting, seconded by AN, and approved unanimously.	All to note
Approved Architectural Modification Requests	<p>4/30/14 Robert Lindner, Unit #27 remodel application was approved. Robert Lindner has a City Permit to do electrical work. He will also replace damaged glass-only in master bedroom window, and add new wood flooring with correct STC rating. Robert will submit copy of final permit to the Board.</p> <p>7/30/14 No update.</p> <p>8/27/14 Received permit and installed gas fireplace.</p> <p>2/25/2015 Waiting for copy of final permit.</p> <p>3/25/2015 Copy of lighting inspections provided to Board.</p> <p>2/25/2015 Chuck Costello Unit # 32 received permit to remodel kitchen and laundry. He will replace appliances, replace lighting in Kitchen, and replace part of kitchen floor with the wood that is on rest of kitchen floor. He will update downstairs powder room and upstairs guest bathroom. He will move washer and dryer back upstairs, near original location. Previous Owner had moved them to location of first floor entry closet.</p> <p>3/25/2015 No update</p>	<p>Unit 27 remodel</p> <p>Unit 32 remodel ongoing</p>
Homeowner Issues	<p style="text-align: center;">SVV HOA RENTER ENDORSEMENTS</p> <p>2/25/2015 HOA Renter Endorsements requested from Owners of the following units:</p> <p>3/25/2015</p> <p>#5 - waiting #21 – received with tenant signatures, Owner still to sign</p> <p style="text-align: center;">UNIT #3 SOLD</p> <p>3/25/2015 Unit 3 has been sold.</p> <p style="text-align: center;">UNIT #8 IS LISTED FOR SALE</p> <p>3/25/2015 Unit 8 is listed for sale, and is under contract.</p>	#5 to provide Renter Endorsements

<p>Treasurer's Report</p>	<p>Sea View Villas Profit and Loss Statement Year to date through February 28, 2015</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="text-align: center;"><u>2015 Actual thru Feb</u></th> <th style="text-align: center;"><u>Annual Budget</u></th> <th style="text-align: center;"><u>Variance</u></th> </tr> </thead> <tbody> <tr> <td>Total Ordinary Income</td> <td style="text-align: right;">50,699</td> <td style="text-align: right;">303,730</td> <td style="text-align: right;">(253,031)</td> </tr> <tr> <td colspan="4">Operating Expenses:</td> </tr> <tr> <td>Reimbursable costs</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> <td style="text-align: center;">-</td> </tr> <tr> <td>Administrative Costs</td> <td style="text-align: right;">4,591</td> <td style="text-align: right;">28,871</td> <td style="text-align: right;">24,280</td> </tr> <tr> <td>Contract Services</td> <td style="text-align: right;">4,526</td> <td style="text-align: right;">37,727</td> <td style="text-align: right;">33,201</td> </tr> <tr> <td>Repairs and Maintenance</td> <td style="text-align: right;">1,154</td> <td style="text-align: right;">16,780</td> <td style="text-align: right;">15,626</td> </tr> <tr> <td>Utilities</td> <td style="text-align: right;"><u>7,590</u></td> <td style="text-align: right;"><u>48,849</u></td> <td style="text-align: right;"><u>41,259</u></td> </tr> <tr> <td>Total Expenses</td> <td style="text-align: right;">17,860</td> <td style="text-align: right;">132,226</td> <td style="text-align: right;">114,366</td> </tr> <tr> <td>Net Ordinary Income (Loss)</td> <td style="text-align: right;">32,839</td> <td style="text-align: right;">171,504</td> <td style="text-align: right;">(138,665)</td> </tr> <tr> <td colspan="4"> <ol style="list-style-type: none"> 1. Administrative costs – Under budget 2. Contract Services – Under budget. Annual Boiler Contract, Elevator Service Contract, Termite Contracts not yet payable 3. Repairs and Maintenance – Under budget. In February \$836 spent on plumbing repairs; \$318 for pool/spa repairs 4. Utilities – Under budget </td> </tr> <tr> <td colspan="4">NOTE: \$14,292.00 is transferred to the Reserve Account each month.</td> </tr> </tbody> </table>		<u>2015 Actual thru Feb</u>	<u>Annual Budget</u>	<u>Variance</u>	Total Ordinary Income	50,699	303,730	(253,031)	Operating Expenses:				Reimbursable costs	-	-	-	Administrative Costs	4,591	28,871	24,280	Contract Services	4,526	37,727	33,201	Repairs and Maintenance	1,154	16,780	15,626	Utilities	<u>7,590</u>	<u>48,849</u>	<u>41,259</u>	Total Expenses	17,860	132,226	114,366	Net Ordinary Income (Loss)	32,839	171,504	(138,665)	<ol style="list-style-type: none"> 1. Administrative costs – Under budget 2. Contract Services – Under budget. Annual Boiler Contract, Elevator Service Contract, Termite Contracts not yet payable 3. Repairs and Maintenance – Under budget. In February \$836 spent on plumbing repairs; \$318 for pool/spa repairs 4. Utilities – Under budget 				NOTE: \$14,292.00 is transferred to the Reserve Account each month.				
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<p>Vendor Contracts</p>	<p style="text-align: center;">VENDOR CONTRACTS AND PROOF OF INSURANCE</p> <p>All vendors' insurance and workmen's compensation coverage will be updated for 2015. The Board maintains the file and collects new proofs of liability and workers comp insurance throughout the year, as each vendor's comes due at different times.</p>																																																	

<p>Weekly Scheduled Maintenance</p>	<p>JANITORIAL MAINTENANCE (K+P JANITORIAL, FRIDAY) CONTACT: MARISOL</p> <p>THE HOMEOWNER OVERSEEING JANITORS IS LESLIE MOHR, UNIT # 16. SHE COLLECTS WEEKLY REPORTS FROM VENDOR.</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>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 the room for parties are asked to sweep after the party, and clean tables and wipe bathroom counters with Fantastik or similar product.</p> <p>3/25/15 – Board sent note to K + P reminding them to 1) clean tables weekly, 2) clean all blue outdoor furniture, 3) sweep out garage</p>	<p>All to note</p>
<p>Weekly Scheduled Maintenance</p>	<p>TRASH + RECYCLABLES PICK UP BY ATHENS SERVICES: 4 TIMES PER WEEK MONDAY, WEDNESDAY, FRIDAY, SATURDAY</p> <p>Please do not let your recyclables or trash overflow the bins. If you are emptying your trash the night before a pick up and the bins are getting full, please either push it down into the bins or wait until bin has been emptied by our vendor.</p> <p>3/25/15 - NOTE: The vendor reported that, from time to time, our garbage contains construction debris, from work being done on some units. PLEASE INFORM YOUR CONTRACTORS AND WORKERS THAT IT IS EXPRESSLY FORBIDDEN TO PLACE ANY CONSTRUCTION DEBRIS IN THE BINS.</p>	<p>All to note</p>
<p>Weekly Scheduled Maintenance</p>	<p>LANDSCAPE & IRRIGATION (WILD CARROT NURSERY- EVERY TUESDAY, EXCEPT HOLIDAYS)</p> <p>2/25/2015 Following a number of reports of snails on the pathways, the landscaper has limited turning on sprinklers to once per week for 5 minutes during winter months, in order to reduce the moisture content which attracts the snails. The vendor will monitor and adjust as needed.</p> <p>3/25/15 No update.</p>	<p>All to note</p>
<p>Weekly Scheduled Maintenance</p>	<p>POOL AND SPA (KEVIN’S POOL SERVICE, EVERY FRIDAY)</p> <p>Pool is heated by solar screen, and thermostat can reach 87 degrees if weather conditions permit. This will likely also require more chemicals when temp does get that high.</p> <p>7/30/2014 Kevin reported that the hot tub already shuts off automatically at 10pm and comes on again at 8a.m.</p> <p>2/25/2015 Spa Usage and Utility Costs: A survey will be sent out to all homeowners to gauge the level of usage. In an attempt to reduce costs, the HOA is looking at options to lower the approximately \$1,000/month expense. One suggestion is to reduce the hours of automatic operation and install a switch (\$200, a one-time expense) which would heat the spa in 30 to 60 minutes, for those few off-hours users.</p> <p>3/25/2015 The Spa usage survey will be sent out tomorrow.</p>	<p>BA will send survey</p>

Other Scheduled Maintenance	<p style="text-align: center;">PEST CONTROL</p> <p><u>Shield Pest Control (monitors rat bait stations, and spray for bugs in trash room and common areas once per month)</u> 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><u>Terminex</u> 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 and request a treatment. 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>2/25/2015 – See Reserve Study below regarding termite tenting.</p>	All to note
Other Scheduled Maintenance	<p style="text-align: center;">ELEVATOR (MONTHLY INSPECTIONS)</p> <p>3/25/2015 No update.</p>	All to note
Other Scheduled Maintenance	<p style="text-align: center;">SECURITY AND FIRE</p> <p>Fire System Inspection, Sprinkler Inspection, Fire Extinguisher Inspection – contracts and scheduling in process</p> <p>Fire system inspection, including the heat detectors inside units will be by Red Hawk, the vendor, late Spring or early Summer. We schedule this on a Saturday as all Owners/residents must be home. This typically takes the entire day. In each building, the units are daisy-chained to each other and to the fire panel and the vendor verifies that the entire building's fire system is working properly. Date to be announced.</p> <p>Sprinkler Inspection will occur on the same day.</p> <p>3/25/15: The Board discussed possible dates for the upcoming <u>fire alarm system</u> and <u>sprinkler</u> inspection - since every owner has to be present on that day, a Saturday – and will give all owners adequate notice. The quote for the Fire Alarm inspection is \$1,535, and \$375 for the Sprinkler inspection. The Board voted to approve these costs.</p> <p>Fire extinguisher inspections by Encore, the vendor, also occur in the Fall. Ali Navab will coordinate.</p> <p>Carbon Monoxide Detectors – <u>As of January 1, 2013 very unit is obligated by law to have them.</u> They are available in stores such as Costco and Home Depot, and also at many places online.</p> <p>3/25/15: Be sure to have your Carbon Monoxide Detectors in place before the inspection, at least one per floor.</p>	All to note
Other Scheduled Maintenance	<p style="text-align: center;">BOILERS (TWO INSPECTIONS PER YEAR)</p> <p>3/25/15: No update.</p>	All to note

<p>Other Scheduled Maintenance</p>	<p style="text-align: center;">TREE TRIMMING (ANNUAL IN APRIL)</p> <p>3/25/15: Tree trimming will be in May 2015. AN will obtain, review, and sign contract, and obtain proofs of insurance.</p>	<p>AN</p>
<p>Old Business</p>	<p style="text-align: center;">RESERVE ACCOUNT PROJECTS: WATER INTRUSION</p> <p>If you have any water intrusion please contact the Board in writing at the time it is occurring, and send legible photos, so it can be inspected by Ernie Orchard and/or Tim Mattson.</p> <p>2/26/2014 Per the 2014 vote, the next Water Intrusion Repairs at units will be scheduled in 2016 at remaining units in the lower building. Refer to the vote for more detailed information.</p> <p>5/28/14 Unit 17 reported water intrusion into their first floor. The HOA will have a water test done by HOA water intrusion contractor and consultant to investigate.</p> <p>7/30/2014 Water test was performed at unit #17 on June 12 by Mattson + Mattson, and directed by Ernest Orchard. Two Board members were present. Report was submitted by Ernest Orchard, water intrusion consultant. Board voted unanimously to repair unit 17 upper level, based on recommendation of consultant. Work will tentatively start October 20 and be completed approximately December 5</p> <p>2/25/15 UPDATE from August 1, 2014 to February 25, 2015.</p> <p>Tim Mattson again inspected unit #17 on December 15, 2014 and the tenant reported water intrusion on both levels (evidence visible at lower level Living Room windows) but Owner has proposed delaying repairs. To date, the Owner of # 17 has declined to commence repair work.</p> <p>#2 reported water intrusion after rains on December 11 and 12, 2014. Unit 2 was inspected on December 15 by Tim Mattson. Water tests were done at unit #2 on February 4, 2015 and chimney at #9 above was also tested. Owner of unit #2 agreed to temporary repairs, to be done in March 2015, as water intrusion is minor, until such time as full repairs are scheduled. Full repairs for unit #2 are scheduled for 2016 per 2014 HOA special assessment vote.</p> <p>#6, #7, #25 reported very minor water intrusion after rains on December 11 and 12, 2014. Tim Mattson, water intrusion repair contractor, inspected all on December 15, 2014. None of those units reported water intrusion in January or February 2015. No temporary repairs were required.</p> <p>Unit #28 reported water intrusion and sent photos on January 22, 2015 and was inspected on February 4, 2015. #28 again had leaks on February 22, 2015. Owner agreed to a temporary repair to be done in March 2015. If no further rain in rainy season, a water test will be done summer 2015. Water intrusion consultant, Ernie Orchard, recommends that Full Repairs at unit #28, scheduled for 2023, be moved up to 2016.</p> <p>#32 has reported on 2/24/15 that water intrusion had occurred in the living room on 2/22/2015. No photos sent. Tim Mattson will inspect when he is on site next.</p> <p>DT made a motion to approve \$4,000 to cover temporary repairs to units #2 and #28. The Board unanimously approved. This does not include costs of consultants doing water tests, as those invoices not received to-date.</p>	<p>All to note</p>

	<p>3/25/15: Mattson + Mattson Inspections and testing: Water test upper deck #17 June 2014 \$606 and do temp repair at sill corners + screw holes. Water test #2 upper deck February 2015 \$789. Inspect #28. Ernest Orchard Waterproofing Consultant: Site Inspections and reports \$1676. Repairs by Mattson + Mattson: Temporary flashing repairs #17 January 2015 \$198. Temporary repairs, including sealing cracks and painting over 2 days at #2 + #9 (chimney over #2) \$1398. Temporary repairs at unit #28 \$2490.</p> <p style="text-align: center;">RESERVE ACCOUNT PROJECTS: TERMITE TENTING</p> <p>2/25/2015: The tenting of the complex (last done approximately 15 years ago) is scheduled in the Reserve Study for 2015. DT and AN are doing walk throughs and requesting updated bids from several vendors for the tenting as well as annual maintenance contracts.</p> <p>3/25/15: To date, two, tenting bids have been obtained, and a 3rd is expected. The Board discussed the possibility of postponing the tenting until next year, when many units will be undergoing water intrusion repairs.</p>	DT, AN
Old Business	INCIDENT REPORTS	All to note
Old Business	LABELING OF HOT + COLD WATER TURN-OFFS AT UNITS	Robert Irrera
Old Business	ARCHITECTURAL COMMITTEE	All to note
New Business	OPERATING BUDGET: ELECTRICAL REPAIRS	All to note

<p>New Business</p>	<p style="text-align: center;">TIME WARNER TELEVISION/ INTERNET/CABLE</p> <p>2/25/2015 Time Warner will do a walk through with DT in March to discuss a possible system upgrade throughout Sea View Villas. This upgrade, to be done at no charge, will provide better service to units that already have Time Warner (25 of 33 units).</p> <p>3/25/2015 The Time Warner walk-through was done and they are now preparing an upgrade plan for Sea View Villas.</p> <p style="text-align: center;">DIRECTV</p> <p>2/25/2015 The DirecTV satellite dishes, if units are not at roof level, are on the decks. Since the lower building units are scheduled for Full water intrusion Repairs, in 2016, these dishes will have to be removed and replaced at Owner's expense when the work is underway and decks are replaced.</p>	<p>DT</p>
<p>New Business</p>	<p style="text-align: center;">CONSENT FORMS TO RECEIVE HOA "INDIVIDUAL DELIVERY" AND "GENERAL DELIVERY" VIA EMAIL, OR OTHER ELECTRONIC MEANS</p> <p>2/25/2015 Consent forms were included in the packets handed to, or mailed to, all Owners after the Annual Meeting on January 28, 2015. It allows owners to elect to receive HOA "individual delivery" and "general delivery" via email, or other electronic means. Voting and other important communication will still be done by USPS.</p> <p>These were due by February 15, 2015 however several have not been returned to-date. Please fill out and provide to Sea View Villas Secretary, Brian Anstey.</p> <p>email: brianstey@gmail.com.</p> <p>Or drop off at his condo: unit #23.</p> <p>3/25/2015 Please send in your form if you have not yet.</p>	<p>All Owners to please return forms to Brian Anstey</p>
<p>Move to Adjourn</p>	<p style="text-align: center;">MEETING ADJOURNED</p> <p>3/25/2015 A motion to close the meeting was made by DT, at 10.00pm, seconded by Ali Navab.</p>	<p>All to note</p>
<p>Next Meeting</p>	<p style="text-align: center;">NEXT MEETING</p> <p>3/25/2015 The next general meeting is on Wednesday, April 29, 2015 at 8pm in the Rec Room.</p>	<p>All to note</p>