

DRAFT Minutes of Meeting
Beverlywood West Board of Directors
May 11, 2004

Directors and Officers Present:

Pete Tuccillo, President (PT)
Helen Seid, Vice President (HS)
Maria Fradella Stone, Vice President (MFS)
Emelie Gerard, Director (EG)
Richard Sharpe, Director (RS)
Karen Maggio, Treasurer (KM)
Sandra Heib, Secretary (SH)

Directors and Officers Absent:

Also present:

John Fetters, Alden Management Group

The meeting was called to order at 7:05 p.m. by PT.

Irene Williams of 19G described for the Board of Directors a recent and unpleasant experience within the prior two weeks, in which a rat gained entry into her home via a draft protector for the unit and chewed through the drywall. Ms. Williams explained that Security had to be notified to remove the rat. She also inquired about the current status of pest and rodent control contracts for the community and if the Board would consider paying for the repair of her wall. Mr. Fetters informed Ms. Williams and the other attending Homeowners that comprehensive proposals from two termite/pest control firms would be reviewed during the following week to better deal with BWW's pest control and termite control needs. The Board informed Ms. Williams that although the HOA would make the necessary repairs and improvements to the exterior of buildings and common areas to prevent such occurrences in the future, the HOA does not typically assume responsibility for interior repairs.

SH took a moment during the open forum to offer her apology to Robin Mehrwald for mistakenly indicating in the previous month's Minutes that Ms. Mehrwald had resigned as Assistant Secretary and Landscape Committee Chairperson and Committee member, when in fact Ms. Mehrwald intended to retain her committee position.

Ms. Mehrwald detailed several concerns and inquires for the Board and Management to respond to: 1) Status of Termites: Mr. Fetters explained that one proposal for termite maintenance had already been received and the final proposal for consideration would be received in the next few days. Subsequently, a decision would be made as to which proposal would best suit BWW. 2) Front door painting: Ms. Mehrwald informed the Board that JFP Painting had not been turned away from painting their door by her husband. JFP failed to take advantage of performing touch-up and front door painting during the week when someone was at home and approached them on a Saturday when they were leaving and could not simply leave the door open as would be required. 3) Bollards: Ms. Mehrwald informed the Board that a number of bollards within the community had been painted beige instead of the required black. 4) Status of Landscape Committee: RS informed Ms. Mehrwald that a meeting would need to be called next week to meet with contractors and also to determine a more effective scope of work for the complex. 5) Request for Documents: Ms. Mehrwald expressed to the Board that her right as a member of the community permitted her to receive, at her own expense, a package of financial and operational information similar to what the Board receives each month. The Board responded by informing her that

they would make a determination on how best to make information available to all Homeowners. 6) Environmental Reports: Ms. Mehrwald requested that she and her neighbors receive copies of the environmental reports produced by Andersen Environmental. Mr. Fetters informed her that as soon as he received the reports, he would make sure they received them. 7) Ms. Mehrwald expressed her concern that a serious mistake had been made by the Board by replacing a Homeowner's window. She suggested further that it was fairly obvious that the window had been replaced before and any such alteration becomes the responsibility of the Homeowner. EG informed Ms. Mehrwald and the attending Homeowners that upon review of BWW's historical documents, there appears to be a failure to document improvements by Homeowners that could be utilized for a more appropriate and specific application of BWW policy in such situations. Without such documentation, the Board was left in a position of having to assume responsibility for the window. MFS added that it will be imperative for the community to document improvements by Homeowners as well as entering into escrow, in the event of a sale, a statement of responsibility of new owners for the improvements or alterations by previous owners. 8) Wood shingles: Ms. Mehrwald informed the Board that the wood shingles to be sealed by JFP painting had not been done. 9) Painting Contract: Ms. Mehrwald inquired as to how much additional money was given to JFP to paint the doors and fencing of the clubhouse. PT informed her and the attending Homeowners that there was no extra charge for the door and fence painting and that BWW would actually be receiving a refund from JFP. 10) Pressure Reducers: Ms. Mehrwald expressed her belief that the HOA is responsible for the installation of pressure reducers on individual units because of the increase in pressure by the South California Water Company. RS explained that the Homeowner assumes responsibility for the water line after the meter leading into the home. EG suggested that if the concern is that pipes may fail as a result of the increase in pressure, the HOA could send a suggestion to all residents to install pressure reducers to prevent breaks and subsequent water damage.

Upon motion by EG, seconded by RS, and passed unanimously, the Minutes of the prior meeting was approved, correcting the date for the night walkthrough from April 26, 2002, to April 26, 2004, and correcting Ms. Mehrwald's resignation.

Upon motion from RS to approve Anlin retrofit windows, the matter was opened for discussion. The discussion included the need for additional pricing from American Vision Windows. The motion to approve Anlin Windows was seconded by KM and unanimously approved, with SH recusing herself.

Upon motion from RS, the approval of American Vision Windows as the preferred installer was opened for discussion. Sandy Heib re-capped the primary issues of concern for choosing an installer: The installation crew should be employees of the installation company (not subcontractors) and certified by the American Architectural Manufacturers Association (AAMA). The installation company should have workers' compensation insurance and at least \$1 million in liability coverage. The Board was advised by SH that the Homeowner wishing to change-out windows would have to obtain a permit from the Culver City Building Department and that in order to obtain the permit, the Homeowner will require a letter from the Board approving the change. EG suggested that the aggregate insurance coverage for American Vision Windows is comparably low to many substantial companies and that the Board would need to receive an updated copy of their Certificate of Insurance as the one in their proposal had expired. SH will obtain that document. Mr. Fetters suggested that the community should develop a simple improvement form in which all residents seeking to install windows would acknowledge the basic requirements established by the Board, including providing the Board with a copy of the installer's Certificate of Insurance, and would provide a form letter for Homeowners to give to the Building Department. The motion, as amended, was seconded by PT and unanimously approved, with SH recusing herself, to designate American Vision Windows as an acceptable installer of Anlin Windows for Beverlywood West.

Mr. Fetters provided the Board Packages including financial reports. He informed the Board and attending Homeowners that with the production of March financial report, the transition from Horizon to Alden Management was essentially complete; some items remain outstanding and will be resolved very shortly. Mr. Fetters also informed the Board and Homeowners the HOA was operating in the black and there appears to be no glaring discrepancies with the HOA's March financial report as prepared by Horizon Management. Mr. Fetters did mention, however, that the HOA's percentage funding of reserves would need to be consistently increased in order to meet approaching financial obligations. The Board requested that Mr. Fetters include in future financial reports a summary of the operating and reserve accounts, showing cash-on-hand. Upon motion from KM, seconded by EG, the March financial report was unanimously approved.

As the Board had not had a chance to review the April financial report, approval of the report was tabled to May 25, 2004, when KM can attend.

Mr. Fetters reviewed the Project Check List with the Board regarding the current status of issues impacting the complex. After reviewing the list, the Board requested that Alden Management mail a separate notice and automatic pay form to all Homeowners to ensure that all Homeowners have the opportunity to utilize the service.

Committee Reports:

Landscape Committee: RS advised the Board that proposals will be received soon.

Technology Committee: EG gave the floor to Joel Forman who described the various components and costs of a community website. Upon discussion of the potential for a community website, the Board requested that Mr. Forman contact the web-designer and have a proposal developed for its review.

Rules Committee: RS indicated that a second meeting had occurred and that the vast majority of "hot spot" issues had been addressed. Documentation regarding the recent meetings would be forthcoming.

Address Change Committee: No current update. Ms. Fetters will research implementation of new addresses as it relates to requirements by lending institutions and for property legal descriptions that have been recorded.

Directory Committee: The disk of current information would need to be deciphered in order to determine how it could be utilized. SH will call Bernie Roswig to assist in finalizing the Directory.

Architectural Committee: Sandy Heib would call a meeting now that the windows were approved.

Old Business:

The Board requested that Mr. Fetters remind JFP painting to send an agreement of non-liability for the painting of the balcony flashing.

The Board concluded that as a result of an agreement to put painting atria on the agenda for the May 25, 2004, meeting, Alden Management should not send any correspondence to Homeowners until the matter is resolved.

The Board requested that Alden Management ensure that the flood light on Lot 5 be replaced at the earliest opportunity as its non-operation is a safety issue.

The Board agreed that based upon previous policy, the Board could not approve the request submitted by a Homeowner regarding cleaning up and improving a portion of the common area adjacent to her residence.

New Business:

The Board of Directors agreed to meet on May 16, 2004, at 9:30a.m., for a final painting inspection before releasing the final payment to JFP.

HS asked for approval for a Homeowner to have a pool party and reserve the party room at the same time at noon on June 6, 2004. Inasmuch as the Homeowner provided a letter stating that no wet bathing suits would be allowed in the Rec Building and the Party Room, the request was approved.

The Board requested that bids be obtained for a Homeowner's request for a motion sensor light on her unit to provide additional security between the Unit and the cemetery.

There was discussion about having a Homeowners meeting regarding Neighborhood Watch and CERT. Further information will be obtained by KM regarding possible dates.

HS advised the Board that she will be out of town from May 23 through June 7, 2004. MFS will be the contact for party room reservations during that time.

The meeting adjourned at approximately 10:25 p.m.

The next Board meeting will be held on May 25, 2004, at 7 p.m., in the Party Room.

HOMEOWNERS ARE ADVISED TO CALL JFP DIRECTLY AT 714/392-5755 WITH CONCERNS OR COMPLAINTS.

PLEASE BE ADVISED ALDEN MANAGEMENT MAY BE CONTACTED AT 310/838-3920, A LOCAL TELEPHONE NUMBER.

Respectfully submitted,

Sandra Heib
Secretary