

DRAFT Minutes of Meeting
Beverlywood West Board of Directors
June 15, 2004

Directors and Officers Present:

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

Directors and Officers Absent:

Karen Maggio, Director

Also present:

John Fetters, Alden Management Group (JF)

The meeting was called to order at 7:15 p.m. by PT.

Open Forum: Bruce Landau informed the Board that the continuous leaving of trash cans by the janitorial crew represented a serious trip hazard as well as an eyesore. JF informed Mr. Landau that the crew should begin bagging and removing the collected trash after each service date this week. Mr. Landau also wanted to ensure that all new residents within the community had completed the appropriate registration form in the event immediate notification by the Board and/or Management was necessary. JF indicated that a registration form could easily be entered into each escrow as a required document for execution prior to the close of escrow. Mr. Landau recounted a recent event in which residents hosting a gathering of friends and family became extremely noisy when the guests left after midnight and made no attempt to be quiet. Mr. Landau requested that the Board ensure that the use of the alleyways for riding bikes and skateboards be prohibited and monitored as he recently witnessed an accident between a motorist and a child on a skateboard. SH suggested that Mr. Landau and any other resident that witnesses such activity should contact JF so that a letter can be sent to the parents. In conclusion, Mr. Landau informed the Board that the pool was not warm enough. The Board suggested that JF contact the pool man to get the thermometer replaced and an accurate read on temperature.

JF informed the Board that the two exterior clocks in the pool area would be replaced the following day.

Upon no further questions or comments from the floor, the open forum was concluded.

SH informed the Board that the Minutes included on the Board package was not the most recent edited version. Upon motion by EG, seconded by RS, the Minutes as provided by SH were approved unanimously.

Upon motion by SH, seconded by PT, the financials were tabled until KM could return from her business trip. Mr. Mullens suggested that the Board should be very concerned that management did not provide financials to be approved and the Board had no understanding of the association's financial position. PT clarified for Mr. Mullens that Alden indeed supplied the financials but they would not be

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approved until the Secretary could review them. Subsequently, PT summarized the association's financials and account balances for the attending members. They are:

\$27,159.46 in cash at Bank of Orange County, \$197,615.92 at Salomon Smith Barney, and \$58,462.81 in a Certificate of Deposit at First Federal Bank for a total of \$283,283.19. It was reported that we have accounts receivable of \$1,820.39 and prepaid insurance of 23,712.42, making total assets of \$308,771. We have reserves totaling \$247,688.73.

JF requested that all future Board Meetings be scheduled later in the month due to the fact that the gathering of financial information early in the month required a substantial effort in first retrieving the information and then organizing it into report form.

JF informed the Board that a response from Dewey Pest Control and All City Pest Control was incomplete. JF further explained that although he felt All City Pest Control (hereinafter "ACPC") had provided the most comprehensive proposal and would most likely provide clarification on the scope of service concerns, they had simply failed to meet the deadline. Furthermore, providing support for contractors that are not providing what the Board needs in order to make a decision may indicate service problems down the road. PT requested that if ACPC provided the required information this week, the Board would consider their proposal for service. However, the Board requested that JF continue to look for a pest control company that would be compatible with the needs of BWW. Upon motion by SH, seconded by DS, the board agreed to allow ACPC one week to submit the requested service clarification to management.

Committee Reports:

Landscape Committee: RS informed the Board that bids had been received from three contractors and that a meeting would be held the following week to confirm scope of work and cost before presenting the proposals to the Board. MFS inquired as to why JF had not been included in the landscape proposal process. JF responded by indicating that to date he had been asked to provide contractors to the committee for consideration.

Rules Committee: RS informed the Board members that the revision process was nearly complete.

Architectural Committee: Forms had to be redesigned and submitted to the Committee for approval. PT requested that copies of the forms be provided to the Board before they are approved and distributed. Forms for the replacement of doors and windows were complete and being utilized. SH provided a flyer sample from American Vision for use within the complex. The Board determined that flyers could be used but could include pictures only, it could not include customer testimonials, and it would have to be mailed. It was indicated that rebates are available to homeowners by applying to Southern California Edison and that Richard Carmichael was providing that information to homeowners.

Address Committee: No current update.

Directory Committee: A rough draft of the directory had been completed and a final version would be provided soon. The Board was asked to consider whether or not advertising in the directory would be accepted in order to off set some of the printing and distribution costs. **[Does anyone remember what happened here?]**

CIAO Committee: MFS reported that the July 4th party would proceed as planned and that a flyer for the gathering had already gone out to the homeowners and residents.

Tech Committee: EG reported that one proposal for a web-site had been provided. Additional proposals would be sought. Any residents who involved in web-site development and interested in offering their assistance are encouraged to contact her.

City Liaison Committee: Judy Alter (hereinafter JA) reported that the recent Democratic Party meeting regarding the expansion of the WLA College focused primarily on the issue of impact upon the immediate area and how best to develop an entrance to the college to accommodate the increased flow. Additionally, the EIR had not been issued for consideration and review due to the fact that the expansion plan has been changed four times to date. The Board suggested that JA determine the current position of Culver City on the project so that BWW could determine its position on the expansion. SH suggested that JA contact KM to obtain all relevant information.

It was reported that BWW has no regular mail person and that no push would be made with the Postmaster as the Post Office was not currently requiring BWW to have “gang mailboxes”, meaning that mail deliveries would be made to a central point where homeowners would have to get their mail.

Management Report:

JF reiterated the need to push the Board Meetings back in the month to ensure all information can be gathered and appropriately prepared. Upon motion from RS, seconded by SH, meetings for BWW will be moved to the 4th Tuesday of each month.

JF reviewed a summary of pool furniture costs (30 lounges and 8 tables) for both repair and replacement and is obtaining more information. The Board requested that JF obtain web-site addresses that they could visit to review furniture options.

JF informed the Board that a second and third lighting proposal would be forthcoming.

Maintenance:

The Board requested that JF contact real-estate agents with listings on the community board to request that the colors be changed from brown and gold to green and white.

The Real Estate Board had been painted.

The punch-list for JFP Painting had not been completed. The hole in the stucco at 27-C needed to be repaired. The door to unit 4-D still required painting.

More bids were requested for repairs to and slurry seal of the driveways.

The submission by Chem-Free for payment on an escrow inspection for approval.

The volleyball net still needed to be installed.

A bid was submitted for replacement of the broken water heater. Two bids for the installation of “on-demand” water heaters were requested.

Old Business:

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None.

New Business:

Future Board meetings will be held on the 4th Tuesdays of each month. Those dates will be July 27, September 24, October 28, October 26, November 23, and December 28.

Upon motion by SH, seconded by RS, the Board unanimously agreed to reimburse the resident of building 20 for a plumbing expense related to BWW's main line.

A list of preferred vendors was tabled.

The Board requested that JF find out how much it would cost to have the proposed "gym" room cleaned out by a "trash buster" vendor.

PT described the current status of keys to the recreation building and which doors each key opened. HS reported to the Board that Tony had been placed in charge of the keys and that an effective method of monitoring who had which key had not been implemented. Subsequently, the ability to be certain who had each key had been lost. Upon motion from MFS, seconded by SH, the Board by majority decision determined that all Board Members, Management and Security should have a complete set of keys and that keys held by members of the Board will be turned in to Management at the beginning of the Annual Meeting. HS asked that her dissent to this motion be noted for the record. The Board requested that JF and PT be placed on the authorization list for master key duplication and that prior Board members not currently in office be deleted.

The Board approved the use of the party room for unit 27E. The request by unit 8B for use of the party room on Wednesday and Thursday evenings on a "regular basis" was considered by the Board and approved on the basis that any other requests for the room on those days would receive priority and there would be an additional fee charged for more continuous use.

HS indicated that she would obtain information for replacement blinds for the party room kitchen.

The meeting reconvened in Executive Session at 11:10 p.m.

Upon motion by RS, seconded by MFS, it was unanimously approved for Blue Sky remediation of two units to be started after reconstruction bids are submitted to the Board.

The Executive business adjourned at approximately 10:30 p.m.

The next Board meeting will be held on July 27, 2004, at 7 p.m., in the Party Room.

Respectfully submitted,

Sandra Heib
Secretary