

DRAFT Minutes of Working Meeting
Beverlywood West Board of Directors
July 13, 2004

Directors and Officers Present:

Directors and Officers Absent:

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)

Absent:

John Fetters, Alden Management Group (JF)

The meeting was called to order in Executive Session at 6:50 p.m.

Tony Welsh reported on a problem with an employee of one of the contractors. The contractor will be informed that the employee is no longer allowed on the premises.

The meeting reconvened in regular session at 7:05 p.m.

New Business:

Pool Equipment: The heater for the lower pool has been replaced. More information will be obtained for repairing the solar system.

Directory: Bids were obtained for printing 225 copies of the new Directory from four printers. Upon motion by RS, seconded by SH, it was unanimously approved to spend up to \$450 with PIP, Pasadena, to print the Directory as it will do the job in one day.

Computer for Guard Room: Upon motion by SH, seconded by KM, the Board approved to spend up to \$1,000 for a new computer and 4-in-1 printer. This equipment will be used by the guards to check for e-mails from the Board and JF to store non-sensitive information that can be accessed during Board meetings, printing and copying of documents, and printing of photographs of Rule violations, sending and receiving of faxes, etc. The vote was 5 to 1. At HS' request, it is noted she voted "no."

Reserve Study: This matter was tabled as John Fetters was not present.

BWW Building Plans: After discussion on the cost of producing electronic and hard copies of building plans from the microfiche at an estimated costs of \$850. KM volunteered to investigate further. It was noted that there are plans for all buildings except those in Old Phase

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A; and the Board wants to transfer the data to current technology to ensure the information is not lost. This matter was also tabled for further information.

First Aid Kit and First Aid Training for Guards: It was reported by EG that First Aid Kits cost about \$27. KM reported, after a telephone call to the Fire Department, that the Fire Department holds regular CPR training at \$20 per person. The next session is on July 24, 2004, from 9:00 to 12:30 p.m. To make reservations, call 310/253-5999, ext. 6869, or obtain more information at www.culvercity.org. SH will check with JF regarding whether the HOA has increased liability if an employee had been trained in first aid procedures and utilizing the training and report at the next meeting. Upon motion by MFS, seconded by RS, it was voted unanimously to send Tony Welsh to CPR as soon as possible. Upon motion by RS, seconded by SH, RS will check the laws regarding use of a first aid kit and report at the next meeting.

Tony Welsh will be advised that upon receiving verbal complaints from homeowners, the guards will ask the homeowner to put the complaint in writing for the Board and/or Management Company

HS advised the broken door knob to the gate between the upper and lower pools was replaced at a cost of \$51.51.

HS reported the blinds in the kitchen could be replaced by 3-Day Blinds for \$158.19, including installation and removal of old blinds. It was noted after an inspection, the blinds in the card room also need replacing. After MFS reported she had blinds installed by Home Depot with no problem and at a lower cost, and after measurements were taken, KM offered to get a bid from Home Depot for both windows, to include installation. [Note from SH while typing Minutes, St. Vincent de Paul will take old blinds for a tax-deductible donation. Goodwill will not accept them as they consider them dangerous for children.]

Non-Executive Session Telephone Conference with JF (while at side of road while waiting for help with broken-down vehicle): He has more information on pest control companies and will present it at the next Board meeting and will do the same with Reserve Study proposal.

Greenhouse windows: SH reported that a homeowner wanted to replace her greenhouse window with one from American Vision Windows. SH reported that the window is manufactured to match the approved windows, but that she was advised by American Vision Windows that the greenhouse window has only a five-year product warranty with a lifetime installation warranty. She will ask for clarification on the warranty and also send an e-mail to the Architectural Committee to request if they want a meeting on the greenhouse windows.

SH reported that a homeowner provided her with a copy of the Board Minutes from 10/15/98 which stated that sliding doors purchased by homeowners would be installed at the Board's expense. It was reported by MFS, and confirmed by other Board members, that those

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Minutes referred to a particular homeowner's sliding door where the door had become damaged due to the structure below the window at that location was deteriorating. The HOA will not be paying for replacement sliding doors. It was noted by SH that the prior Minutes were inadequate on such issues.

HS reported there was nothing new on the recycling issues of smaller trash trucks and specialized trash cans.

RS provided red-lined copies of the proposed Rules and Regulations for the Board to review. As requested by SH and MFS, he will provide a non-red-lined copy with a Table of Contents at the next meeting.

At approximately 9:00 p.m., the Board again reconvened in Executive Session.

Telephone conference with JF: Letters have been sent regarding unauthorized use of the Recreation Building at 2:00 a.m. and a parking problem. A Judicial Committee hearing will be held regarding the parking problem.

SH will provide the Board with more information regarding the height and contact with walls of an issue at the end of a building.

The meeting was adjourned at 9:26 p.m.

The next regular Board meeting will be held on July 27, 2004, at 7:00 p.m. in the Party Room.

Respectfully submitted,

Sandra Heib
Secretary