

**DRAFT Minutes of Interim Meeting
Beverlywood West Board of Directors
July 19, 2005**

Directors and Officers Absent:

Directors and Officers Present:

Pete Tuccillo, President (PT)
Emelie Gerard, Vice President (EG)
Helen Seid, Vice President (HS)
Karen Maggio, Treasurer (KM)
Maria Fradella Stone, Director (MFS)
Robert Mullens, Treasurer (RM)
Sandra Heib, Secretary (SLH)

Also Present:

Kathleen Norman, Classic Property Management (KN)

The meeting was called to order at 7:06 p.m. by PT.

Open Forum:

Rosanne Feild, Unit 19-A, had a question about how complaints are made. She was advised the complaints, not observed by Security, should be in writing, signed, and delivered to the Security Committee. She asked how to obtain a copy of a past security complaint. She reported that the Fido box was empty. She was advised that the Board has no knowledge as to how 900 bags disappeared to quickly, more bags had been delivered that day, and a closer watch was being kept on usage. She said she also noted an apparent stranger on the property on July 20, 2005, between 9:30-10:00 p.m. She also reported a "beer run" on the property. She was advised by SLH that there are groups of runners called "Hash Harriers" located around the world and which started in Southeast Asia in the late 60's/early 70's. Her sister used to run with them in Oahu, and SLH will make an inquiry of her about them. Ms. Feild also reported an incident with another homeowner and was advised that the matter was being taken care of by the Security Committee.

The Open Forum was closed.

Agenda:

Upon motion by SLH, seconded by KM, and passed unanimously, the Agenda was adopted with the addition of the following items to New Business: J. Board deadlines; K. Relocate map of complex and adding building numbers; and L. Cleaning pool furniture.

Minutes:

Upon motion by KM, seconded by MFS, and passed unanimously, the June 21, 2005 Minutes were adopted with the following amendments: In the last line of the second paragraph

under Open Forum, the word “lounge” should be changed to “pool”. In the first line of the fifth paragraph, the name “Sal More” should be changed to “Sal Mora.” In fifth line of the third paragraph under Minutes, the name “Ann Brande” should be “Anne Brand”. In the first line of the paragraph under Financial Statement, it is to be noted that the amount of the Certificate of Deposit at First Federal Bank is \$307,872.66. Under Old Business, the paragraph should read, “The Radisic Plumbing camera report indicates that two more lateral sewer pipes will need to be cleaned and repaired which will occur in the near future.” Under New Business, the third paragraph should read, “Upon motion by SLH, seconded by KM, a \$100 petty cash fund for party room supplies, *i.e.*, vacuum cleaner bags, trash bags, soap, etc., will be established to be controlled by HS.” In the fifth paragraph, the word “morion” should be “motion”.

Financial Statement:

RM reported he has signed the tax returns and KN will file them. The draft audit has also been signed by RM. RM also reported that a proposal has been received by Sonnenberg for one to two years at \$1,250 a year and that this proposal is a good price. Upon motion by SLH, seconded by KM, and passed unanimously, it was agreed to sign a one-year agreement with Sonnenberg covering the year 2006. RM also reported that Current Assets are \$315,584.70, up \$10,000. However, it should be noted that a couple of checks have not cleared the bank, and the Smith Barney account balance should be \$218,623.22, not 245,583.90. RM also requested clarification on reserve transfers to the operating account. RM reported no homeowner dues were in arrears. Upon motion by MFS, seconded by SLH, the Financial Statement was adopted.

Manager Report:

KN reported a general accomplishment in that a lot of repairs have been made, inspection of the roofs of Units 18D and E, more units were being inspected and treated by Pest Options, installation of signs in the pool area prohibiting glass, repairing the paint on the cupboards in the kitchen, obtaining proposals for repairing the two rooms near the ping pong room, cleaning and repairing the carpet in the Party Room. Bids are being obtained for painting the inside of the Rec Building where holes from the copper plumbing installation were made.

Committee Reports:

There are no Committee reports at this time.

Old Business:

It was reported that camera review of all lateral sewers has been completed with the exception of behind Building 10 that apparently has a buried manhole which has been difficult to locate from the surface. Most lateral sewers have been cleaned and/or repaired.

Upon motion by RT, seconded by EG, and passed unanimously, BF Enterprise will be hired for an amount not to exceed \$2,500 in time and materials for repairs to termite-damaged wood.

New Business:

A proposal from Rancho California for an irrigation upgrade was tabled pending more bids.

It was requested that KN obtain a proposal for repairs to balcony damage at Unit 26-E.

It was requested that KN obtain information as to whether the sign on the tennis court should be changed or replaced to change the starting hours on weekends and holidays to 9:00 a.m.

Upon motion by SLH, seconded by HS, and passed unanimously, Radisic Plumbing is to install sewer relief valves at a cost of \$3,800. Upon motion by RM, seconded by KM, and passed unanimously, Radisic Plumbing will locate the manhole between Units 10-A and 8-G, replace approximately 20 feet of the Rec Bldg. sewer main, and treat the lateral sewers with root treatment for \$12,200.

Upon motion by KM, seconded by HS, and approved unanimously, neighboring homeowners will be reimbursed \$200 for removing a diseased Cypress that has been determined by the City of Culver City to be our responsibility.

A new escrow letter for new buyers assuming responsibility for renovations made by the selling homeowner was tabled.

Upon motion by KM, seconded by SLH, and approved unanimously, the proposal from Creative Coatings for interior repairs to Units 8C-C and 26-D for damage from leaking roofs was accepted.

KN reported that she is starting the draft budget for 2006 for use to start discussion on HOA dues. It was noted the Reserve Study calls for \$20 minimum per year for reserves.

Upon motion by KM, seconded by PT, and passed unanimously, HS will control reservations of the Party Room and will bring extraordinary requests to the Board for a one-time approval.

Board deadlines will be as follows: Board packets will be delivered to Board members no later than Friday morning before the Board meeting; verbal reports will be obtained at the Board meeting from the Security Committee as their meetings have been occurring the night before, the proposed Agenda will be determined the Tuesday before the meeting, and Minutes will be drafted by the Friday after the meeting for circulation to and review by the Board and KN.

Logistics for relocation of the map of the complex currently in front of the complex on Overland to near the real estate board will be investigated. The sign on the end of Building 26 will be replaced.

CAM will be advised they are to do more than dust pool furniture and are required to clean it. They will also be advised on the recommendation from the manufacturer for cleaning material that will not damage the furniture.

The meeting adjourned to Executive Session at 10:35 p.m.

A letter was received from homeowners complaining about loud swimming in the lower pool at approximately 7:45 a.m. on three mornings. It was determined by the Security Committee that no violation had occurred as no one was accused. On Sunday, July 17, 2005, between 7:30 and 8:00 a.m., five Board members were called to complain again about loud noise from someone swimming in the pool. Two Board members investigated and no violation was found.

A judicial hearing was held on July 7, 2005, for a homeowner that was in violation of satellite-dish rules and had not corrected the problem after notice was sent. It was decided by the judicial panel after determining the satellite dishes were removed or relocated that if the homeowners covered the lines from the satellite into the home by the time of the Board meeting on July 19, 2005, a \$75 suspended fine would be recommended to the Board. It was reported the lines were covered as required. Upon motion by KM, seconded by PT, and passed unanimously, the recommendation from the judicial panel was accepted.

It was reported by the Security Committee that it recommends sending to homeowners with chronic open garage doors.

The meeting adjourned at approximately 11:00 p.m.

The next meeting of the Board will be on August 16, 2005, at 7:00 p.m., in the Party Room.

Respectfully submitted,

Sandra Heib
Secretary