

**Beverlywood West Homeowners Association  
Board of Directors Meeting  
August 15, 2006  
Draft Minutes**

**Officers and Directors Present:**

Helen Seid, President (HS)	Gerry Stern, Vice President (GS)
Michael Gotz, Vice President (MG)	John Beard, Secretary (JB)
Robert Steinberg (RS)	

**Directors Absent:**

Rosanne Feild (RF)	Robert Mullens (RM)
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**Others Present:**

Anne Brand, 18B	Lara Embry, 17B
Dave Mason, 20F	Karin Shaw, 18F
Yvette Stern, 16A	Kathleen Norman, Classic Property Management (KN).

**I. The meeting was called to order at 7:05 PM.**

**II. Discussion from the Floor:**

Karen Shalt expressed concerns about cats and of violations of rules for the upper pool.

Dave Mason expressed concern about dog waste in lot 5. He recommended that the Board consider passing a rule to prohibit dogs from lot 5 and form a committee to police the area.

Lara Embry expressed concern about furniture being dumped on the curb at the end of building 17.

Yvette Stern expressed concern about a badly cracked sidewalk between buildings 15 and 16, water accumulation in the same area, and several cars lined up in the driveway late last Saturday night.

**III. Agenda:**

Motion (GS, RS): Add the following items to the New Business section of the agenda: Cats, pool rule violations, camper parked on site, proposal for staggered terms for directors, and a proposal for a Board manual. Approved.

**IV. Approval of June Minutes:**

Motion (GS, RS): Approve the minutes of the July meeting with two (2) changes: Show names of directors absent separately from those present. Show "Others Present" instead of "Also Present." Approved.

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## V. Financial Report:

Motion (MG, GS): Approve the May, June, and July financial reports. Approved

The Board discussed GS's earlier proposal to consider developing an index on which to base more gradual dues increases in the future in order to avoid periodic large increases. GS will present more information at the next meeting.

## VI. New Business

**A. Fumigation:** KN presented a BWW HOA fumigation priority list based on inspection of all units by Pest Options. KN also reported that studies show that fumigation is still the most cost effective approach to pest control, and that the piecemeal approach that has been taken at BWW up to now is not cost effective. She will research more and bring additional information to the next meeting.

**B. Pool replastering:** KN reported that the Health Department requires that the lower pool be replastered. KN will have three bids for the next meeting.

**C. Architectural request:** Motion (GS, MS): Approve request from Steven and Virginia Kaufman, 6B, to replace five windows and two sliding glass doors with American Vision Windows. Approved.

**D. International Potluck Dinner:** Anne Brand, Social Committee Chairperson, presented a flyer to advertise an international potluck dinner party on Saturday, September 30, 6 to 9 p.m. in the party room. The Board unanimously approved. Anne will present ideas at the next meeting for obtaining a video projector for use in the party room.

**E. Tennis Courts:** MG reported that there are large cracks in the tennis courts and that two nets need to be replaced. Motion (RS, HS): Approve expenditure of up to \$500 for two new nets. Approved. MG will locate the best source for the new nets and KN will issue check.

**F. Proposed New Rule: No Dogs in Lot 5:** Motion (MG, HS): Adopt the proposal to change rule III.6 (page 4) in the BWW HOA Rules and Regulations as follows: "Pets are not allowed in the Recreation Building, within the fence surrounding the pools/Jacuzzi area, on the tennis courts, or in the Tot Lot and in Lot 5." Approved. After hearing comments from all concerned homeowners at the next Board meeting, September 19, the Board will decide whether or not to adopt the new proposed new rule. If adopted, the rule will be effective, immediately.

**G. Website Cost Reimbursement:** Motion (RS, GS): Approve reimbursing Pete Tuccillo his expense of \$90.00 to maintain the BWWest.org domain. Withdrawn because the reimbursement was previously approved.

**H. Social Committee Reimbursement:** Approval not needed because the Board previously approved a budget for the Social Committee.

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**I. Cats:** KN will contact the maintenance company to make sure that they clean the tot lot three times each week.

**J. Pool Rule Violations:** KN will prepare a letter to remind homeowners of pool rules, and Board members will be more vigilant regarding any activities that appear in violation of pool rules.

**K. Camper parking:** JB raised a question regarding the definition of “camper” in Article XI, Section 5 – Parking- of the CC&Rs.

**L. Staggered Board Member Terms:** Motion (MG, GS): To address a motion at the next Board meeting to adopt a rule change to establish staggered terms for Board members. Approved.

**M. Board Manual:** GS presented a draft outline of a Board manual, the concept of which he and JB are exploring as a means of establishing sound procedures and practices for Board operations and to facilitating orientation of new boards in the future to such procedures and practices. The Board generally approved of the concept. GS and JB will continue working toward a prototype manual.

**N. Camera for Guards:** Motion (RS, GS): Approve purchase of inexpensive camera for the security guards to use to photograph evidence of conditions and activities for reports. Approved. HS will obtain information about cameras for the next meeting.

## **VII. Managers Report**

KN reported that Belle Pacific reports that they have completed 80% of the repair work needed on buildings and fences of buildings 1, 2, 4, 5, 6, 7, 12, 13, and 19. Avalon Roofing has not been able to locate mysterious leak in 23E and will need to open drywall to explore further. KN will look into matter regarding the need to maintenance of shingles on several units. A work order has been place with Rancho Landscape to clean sidewalks between buildings 15 and 16 and repair broken sprinkler heads causing the water accumulation problem in that area. KN has placed work orders with Belle Pacific to repaint some red curbs and yellow speed bumps, repair downspout on building 26H, and to look for source of stain on driveway behind 26. KN has requested Culver City to replace blue reflectors that mark fire hydrants, and the City responded that the work has been ordered.

**Adjournment of meeting:** Meeting adjourned to Executive Session at 10:00 p.m.

The next meeting is Tuesday September 19, 2006.

John Beard, Secretary