

**HarborPlace Tower Homeowners Association**  
**Board of Directors**  
Open Session Minutes  
November 30, 2011

**HOMEOWNERS FORUM**

**OPENING**

Proof of Notice of the meeting was posted in accordance with state law and governing documents.

Board President Tom Setterlund called the meeting of the Board of Directors for HarborPlace Tower Homeowners Association to order at 6:30 p.m. in the P-1 Conference Room.

**Present**

President Tom Setterlund, Vice President Tom Lawson, Treasurer Stewart Sexton, Secretary Ed Robinson, Member at Large Rob Damico, Debra McGary of Horizon Management and Association Manager Lisa Frasquillo.

**APPROVAL OF MINUTES**

Minutes of the October 26, 2011 meeting were approved. Motion made by Ed Robinson, Rob Damico seconded; motion carried.

**PRESIDENT'S REPORT – Report by Tom Setterlund**

**Calendar**

Calendar for December as follows:

December 6	Toy Drive begins
December 7	Holiday Party
December 13	Special Board Meeting
December 14	Monthly Garage Sweeping
December 19	HOA Finances Meeting

**Resolution to Record Liens (1)**

The Board reviewed the Notice of Delinquent Assessment (pre-lien letter) sent to the owner of the property identified as Assessor's Parcel Numbers 7278-006-141. The owner, as of the date of this Board meeting, has not requested internal dispute resolution (IDR). A majority of the Board members voted to authorize Horizon Management Company or other designee to record the lien for the amount of any delinquent assessments, late charges, interest and/or costs of collections (including the fees and costs of preparing the lien against the owner of the properties, fees for coordinating enforcement of the lien between designee, and attorneys' fees), if IDR is not requested and payment in full is not received by the Association by 5:00 p.m. December 14, 2011 respectively. Thirty (30) days after recordation of the lien, if the delinquency persists, the Board authorizes its designee to enforce the lien. This resolution is attached hereto and incorporated by reference. Ed Robinson made a motion to record the liens, Tom Lawson seconded; motion carried unanimously.

**Annual Meeting and Election**

Rob Damico will chair the Nominating Committee; additional members are Ed Robinson and Bridget Ryan. The meeting is to be held on December 13, 2011 in the P1 Conference room following the Special Board Meeting.

**TREASURER'S REPORT – Stewart Sexton**

- Reserve fund balance is \$1,607,071

- Operating balance is \$118,004

Stewart reported that a CD was purchased at Wells Fargo (\$125,000 at .35% for 6 months).

Ed Robinson made a motion to invest an additional \$100,000 at Wells Fargo, Rob Damico seconded; motion carried unanimously.

Stewart Sexton made a motion to close the existing Reserve checking account at Wells Fargo and transfer the balance to a new checking account tied directly to the brokerage account at Wells Fargo Advisors, Ed Robinson seconded; motion carried unanimously.

The next HOA Finance meeting will be held on December 19, 2011 at 6:30pm in the P1 conference room.

Ed Robinson made a motion to accept the Treasurer's report, Rob Damico seconded; motion carried unanimously.

## **OLD BUSINESS**

### **Exterior Leaks-Kenway**

Ed Robinson made a motion to approve the water testing on the 9 stack in the amount of \$8,500, Stewart Sexton seconded; motion carried unanimously. The remainder of the proposal was tabled until a proposal can be reviewed for architectural services by Whitmore Architects.

### **Promenade Lighting**

Pacific lighting has removed a light on the Promenade to design a sample fixture, they will inform the manager when it is completed.

### **Pet Committee**

The Committee recommended that the Board enforce the Rules and Regulations as written and a new registration form will not be implemented.

### **Promenade Furniture Committee**

The next meeting is scheduled for January 11, 2011. The Committee is putting together ideas for interior designs. The Committee consists of homeowners George Rendell, Sandy Rendell, Bill Fahey, Dorothy Cook, Ed Robinson and Stewart Sexton.

### **Bike Room**

A new Committee will be formed; the first meeting will be held on January 12, 2012 at 6:30 in the P1 Conference room.

### **HUD Approval for FHA loans**

Ed Robinson made a motion to approve the Condo Approvals proposal in the amount of \$1,000, to prepare the application for FHA approval, Tom Lawson seconded; motion carried unanimously.

### **DLBA/PBID Reauthorization**

Tom Setterlund made a motion to write a letter to DBLA stating that HarborPlace Tower is opting out of the assessment for the PBID, Tom Lawson seconded; Stewart Sexton opposed, motion carried.

## **NEW BUSINESS**

### **Architectural Application (#901)**

Ed Robinson made a motion to approve the architectural application for unit #901 to install new flooring in the living room, dining room and hallway, Tom Lawson seconded; motion carried unanimously.

### **Trash Chute Cleaning**

Rob Damico made a motion to approve the proposal from Southland Maintenance in the amount of \$1,100.00 to clean the trash chute, Tom Lawson seconded; motion carried unanimously.

**Wessel Proposal**

Ed Robinson made a motion to approve the Wessel Mechanical Proposal in the amount of \$3,980 to perform the annual PRV rebuilds located in the commercial office space, Rob Damico seconded; motion carried unanimously.

**J&D Proposal- Cleanouts Stacks 4 & 8**

Ed Robinson made a motion to approve the J&D Plumbing proposal in the amount of \$5,000 to install new clean outs in the guest bathrooms of stacks 4 & 8, Tom Lawson seconded; motion carried unanimously.

**Alley Fence & Storage Unit**

Stewart Sexton made a motion to approve the installation of fencing to split P2 R3; amount not to exceed \$2,423.85; Fenceworks is the preferred vendor if they can match the A-Throne bid, Rob Damico seconded; motion carried unanimously. The alley proposal was tabled.

**Gym Equipment Repair**

The Board decided it was unnecessary to do the preventive maintenance at this time.

**Tax Engagement Letter**

Ed Robinson made a motion to approve the proposal from Robert Owens CPA to prepare the audit and tax service for 2011 in the amount of \$1,800.00, Stewart Sexton seconded; motion carried unanimously.

**Grand Prix**

A Committee Meeting date was scheduled for January 18, 2012 to discuss implementation of an auction system for Guest Parking during the Grand Prix and any other input on Grand Prix procedures to be discussed at the January meeting.

**Newsletter**

The Board reaffirmed the editorial policy for the newsletter which had been posted on the website

**Christmas Tree**

The artificial tree will be displayed on the Promenade; a live tree will be purchased for P1.

**Professional Lock Proposal**

Ed Robinson made a motion to accept the Professional Lock proposal in the amount of \$1,781.21 for an emergency repair to the P2 north door controller; Rob Damico seconded; motion carried unanimously.

**MANAGEMENT REPORT AND PROPOSALS** Management reports for October were reviewed.

**ADJOURN**

President Setterlund adjourned to Executive Session to discuss delinquencies and homeowner matters of HarborPlace Tower Homeowners Association at 9:30 p.m.

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I, Edwin T Robinson, Secretary of the HarborPlace Tower Homeowners Association, certify that the above is a true and correct transcript from the minutes of an open session of the Board of Directors of HarborPlace Tower Homeowners Association held at Association's place of business on November 30, 2011, and that the meeting was duly called and held in all respects in accordance with the laws of the State of California and bylaws of the corporation and that a quorum of the board was present.

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Edwin T Robinson, Secretary

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Date