

**HarborPlace Tower Homeowners Association**  
**Board of Directors**  
Open Session Minutes  
November 18, 2009

**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 6:34 p.m. in the P-1 Conference Room.

**Present**

President Tom Setterlund, Vice President Tom Lawson, Treasurer Phil Wendt (arrived late), Secretary Rob Damico, Member at Large George Rendell, Debra McGary of Horizon Management and Association Manager Lisa Frasquillo.

**HOMEOWNERS FORUM**

**APPROVAL OF MINUTES**

- Minutes of the October 28, 2009 meeting were approved. Motion made by George Rendell, Rob Damico seconded; Tom Lawson abstained; motion carried.

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

**Calendar**

Calendars for December and January as follows:

December 7	Toy drive begins
December 15	Monthly garage sweeping
December 17	Holiday Party
January 15	Intent to Run forms due
January 19	Monthly garage sweeping
January 20	Finance/Project meeting
January 27	Monthly Board Meeting

**Resolution to Record Liens**

The Board reviewed the Notice of Delinquent Assessment (pre-lien letter) sent to the owners of the properties identified as Assessor's Parcel Numbers 7278-006-191, 7278-006-0196 & 7278-006-235. The owners, as of the date of this Board meeting, have not requested internal dispute resolution (IDR). A majority of the Board members voted to authorize Horizon Management Company or other designee to record the liens for the amount of any delinquent assessments, late charges, interest and/or costs of collections (including the fees and costs of preparing the liens against the owners of the properties, fees for coordinating enforcement of the liens 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 17 & December 18, 2009 respectively. Thirty five (35) days after recordation of the liens, if the delinquency persists, the Board authorizes its designee to enforce the liens. This resolution is attached hereto and incorporated by reference. Rob Damico made a motion to record the liens, George Rendell seconded; motion carried unanimously.

**TREASURER'S REPORT – Phil Wendt**

- Reserve fund balance is \$1,760,396
- Construction account balance is \$275,259
- Operating balance is \$23,171

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

### **Investment Authorization**

George Rendell made a motion to authorize Phil Wendt to purchase \$300,000 of CD's at the best available rate and terms, Rob Damico seconded; motion carried unanimously.

### **OLD BUSINESS**

#### **Promenade Reconstruction Project**

The next meeting scheduled with Architect Mark Savel is on December 3 at 1:00pm.

#### **Finance/Project Committee**

George Rendell made a motion to accept the minutes of the Finance/Project Committee meeting, Phil Wendt seconded; motion carried unanimously.

#### **Emergency procedures Manual**

George Rendell made a motion to accept and file the revised emergency procedures manual, Rob Damico seconded; motion carried unanimously.

#### **Post Orders Manual**

George Rendell made a motion to accept and file the revised Post Orders procedures manual, Rob Damico seconded; motion carried unanimously.

#### **Budget Cover Letter**

George Rendell made a motion to adopt the cover letter for the 2010 budget as written, Rob Damico seconded; motion carried unanimously.

### **NEW BUSINESS**

#### **Tax Engagement Letter**

George Rendell made a motion to accept the tax engagement letter from Robert Owens to prepare the 2009 tax returns and annual audit report in the amount of \$1,800.00, Phil Wendt seconded; motion carried unanimously.

#### **Architectural Applications (#908)**

Rob Damico made a motion to affirm the e-mail vote to approve the architectural application for unit #908 after the Association was provided proof of a Contractor's license and proper insurance information, Phil Wendt seconded; motion carried unanimously.

#### **Reserve Items**

(0441) Phil Wendt made a motion to accept the ACCO proposal in the amount of \$3,152 to replace two pump drive and motors, Rob Damico seconded; motion carried unanimously.

(0442) Rob Damico made a motion to accept the ACCO proposal in the amount of \$5,500 to rebuild 2 centrifugal pumps on the roof, Phil Wendt seconded; motion carried unanimously.

(0452) Rob Damico made a motion to accept the Advance Mechanical proposal in the amount of \$2,195 to replace 7 ball & check valves on the 12<sup>th</sup> floor, Phil Wendt seconded; motion carried unanimously.

(0203) Phil Wendt made a motion to accept the proposal from Sunland Windows in the amount of \$26,400 for the exterior maintenance continuation project (9 stack), Tom Lawson seconded; motion carried unanimously.

(0409) Phil Wendt made a motion to accept the proposal from Vortex in the amount of \$4,270 to replace the resident entrance gate operators, Rob Damico seconded; motion carried unanimously.

(0438) Phil Wendt made a motion to accept the ACCO proposal to replace the heating back up boiler, George Rendell seconded; motion carried unanimously.

#### **Skyrider Annual Inspection**

Tom Lawson made a motion to accept the Skyrider annual inspection proposal as required in the amount of \$2,400, Rob Damico seconded; motion carried unanimously.

#### **Annual Meeting and Elections**

Phil Wendt has volunteered to chair the nominating committee. He will meet with the manager and set a date for the "Meet the Candidates" night.

**Bike Room Committee**

Jim Witherow, Sandy Rendell, Phil Wendt, George Rendell, Stewart Sexton, Rob Damico and Guy Zebert have volunteered to form a bike room committee. The committee will meet after the Finance/Project committee meeting on January 20<sup>th</sup>.

**MANAGEMENT REPORT AND PROPOSALS**

The Board reviewed correspondence both sent and received.

Management report for November was reviewed.

**ADJOURN**

President Setterlund adjourned to Executive Session to discuss delinquencies and homeowner matters of HarborPlace Tower Homeowners Association at 7:50 p.m.

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I, Rob Damico, 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 18, 2009, 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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Rob Damico, Secretary

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Date