

**HarborPlace Tower Homeowners Association**  
**Board of Directors**  
Open Session Minutes  
October 26, 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 6:38 p.m. in the P-1 Conference Room.

**Present**

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

**Absent**

Vice President Tom Lawson

**APPROVAL OF MINUTES**

Minutes of the September 28, 2011 meeting were approved. Motion made by Ed Robinson, Stewart Sexton seconded; motion carried.

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

**Calendar**

Calendar for November as follows:

November 7	Annual Food Drive
November 9	Monthly Garage Sweeping
November 10	Pet Committee Meeting
November 16	Promenade Design Committee Meeting
November 28	HOA Finances Meeting
November 30	Monthly Board Meeting

**Resolution to Record Liens (3)**

The Board reviewed the Notice of Delinquent Assessment (pre-lien letter) sent to the owners of the property identified as Assessor's Parcel Numbers 7278-006-133, 7278-006-159, 7278-006-228. 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 owner 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. November 30, 2011 respectively. Thirty (30) 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. Stewart Sexton made a motion to record the liens, Ed Robinson seconded; motion carried unanimously.

**TREASURER'S REPORT – Stewart Sexton**

- Reserve fund balance is \$1,559,183
- Operating balance is \$130,426
- Construction account is closed

The next HOA Finance meeting will be held on November 28, 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**

### **Hot water distribution problem**

Ed Robinson made a motion to accept the ACCO proposal in the amount of \$17,521 to install a new air separator and new water pump for the hot water distribution system, Stewart Sexton seconded; motion carried unanimously.

### **Exterior Leaks**

Ed Robinson made a motion to direct the consultant to place a priority on resolving the identified leaks associated with specific windows and doors on the upper floors, preferably without involving an architect, Rob Damico seconded; motion carried unanimously.

### **Promenade Lighting**

Tom Setterlund explained that the louvers he was investigating are not interchangeable and it would be at least a minimum of \$5,000 per light to put in reflectors. Ed Robinson agreed to take over this project and find a solution to the lighting issue.

### **Ready Key System**

Tabled until next month to ensure the Board has accurate prices and to resolve discrepancies among the approaches suggested by different vendors

### **Pet Registration form**

The Board requested another meeting of the Pet Committee to consolidate and/or refine the multiple registration forms which were included in the Board package. A meeting was scheduled for Thursday, November 10, 2011, at 6:30pm.

## **NEW BUSINESS**

### **Architectural Application (#904)**

Stewart Sexton made a motion to approve the architectural application for unit #904 to install new carpet, paint, add a new stove, microwave and dishwasher, Rob Damico seconded; motion carried unanimously.

### **Trash Chute Cleaning**

Tabled until next month

### **Window Cleaning**

Ed Robinson made a motion to approve the Sunland window cleaning proposal in the amount of \$9,000, Stewart Sexton seconded; motion carried unanimously.

### **Insurance Renewals**

Ed Robinson made a motion to approve the Insurance Proposal for the Association's Insurance policies from Hoffman Brown in the amount of \$63,643, and to borrow the insurance premium from the Associations reserve account to be replenished at the rate of one-twelfth per month for the next 12 months, Rob Damico seconded; motion carried unanimously. Coverage begins on November 1, 2011.

### **2012 Reserve Study**

Ed Robinson made a motion to adopt the 2012 Reserve Study as submitted and adopt Funding Plan #3 (full funding), Stewart Sexton seconded; motion carried unanimously.

### **2012 Budget**

Ed Robinson made a motion to adopt the 2012 budget draft #6 (average assessment increase of 3.3%), Rob Damico seconded; motion carried unanimously.

**Promenade Design Committee**

Stewart Sexton will head up the Promenade Design Committee, meeting will be held on Wednesday November 16<sup>th</sup> at 6:30pm on the Promenade.

**Use of the P1 Conference Room**

The Board reaffirmed its policy of not renting the P1 Conference room and controlling the use of the notice boards through the management office.

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

**ADJOURN**

President Setterlund adjourned to Executive Session to discuss delinquencies and homeowner matters of HarborPlace Tower Homeowners Association at 9:10 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 October 26, 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