

Palisair Home Owners Association

A NON-PROFIT CORPORATION

P.O. Box 901

Pacific Palisades, CA 90272

www.palisair.org

palisair@gmail.com

The association itself is a "Tract Committee"
under the Declaration of Restrictions covering
Tracts 15944, 15948 and 19890, and operates as
such through its Board of directors and its Officers

PHOA BOARD MEETING DECEMBER 16, 2013 MINUTES

I. President Larry Friedman called the meeting to order at 7:20 p.m. at the home of Diana Ungerleider. Present were: Larry Friedman, Steve Di Saia, Syd Vinnedge, Hans Weber, Francine Kirkpatrick, Vi Walquist, Patti Gallagher and Diana Ungerleider. Absent: Hal Erdley. Also present: homeowners Chuck Emerick and Karen Olan.

II. Approval of November 18 Minutes Minutes from the previous meeting were reviewed. *Di Saia moved that they be approved as written; Vinnedge seconded; passed unanimously.*

III. Treasurer's Report

Vinnedge reported checking balance as \$8,800.00 and savings balance as \$48,008.11.

IV. Membership and Governance

a. Cloud Record Keeping Emmerick reported that new website for electronic data storage is operational and ready to use. To be implemented beginning on Jan. 1, 2014.

b. Computer Bookkeeping Olan reported that new bookkeeping system is in place and will be implemented on Jan. 1, 2014.

c. Annual Meeting Meeting to be held on Feb. 3, 2014. Discussion held on agenda for meeting and possible guest speakers. Ballots will be counted by Election Inspector at Friedman's house on Jan. 29, 2014.

d. Welcome Wagon No developments.

V. Plans Committee

a. Policy

i. Discussion held on issue of view protection for second story additions with no existing protected view. To be explored further.

ii. Discussion held on approval process. Plans Committee can grant preliminary approval if there are no unusual circumstances or request for a variance; final approval requires Board vote.

b. 1260 Las Lomas Ave. (Slutzker) Plans Committee has not received response from owner to past correspondence. Di Saia will follow up.

c. 1115 Las Pulgas Rd. (Strempek & McMillan) Di Saia reviewed plans which

appear to be in compliance. He recommended preliminary approval.

d. 16058 Anoka Dr. (Nosrati) Full size plans and grading plans were received and appear in compliance. Friedman recommended consulting with an architect and surveyor to review plans and then scheduling a meeting with affected neighbors. Board will request that owner provide verification from an independent source to confirm compliance. *De Saia moved that funds be allotted for four hours of architectural consultation services; Kirkpatrick seconded; passed unanimously.* Friedman will follow up.

e. 16021 Anoka Dr. (Nathanson) Preliminary approval was given in September. Final plans have not been received; Di Saia will request them.

f. 16163 Anoka Dr. (Del Colliano) Story poles were erected and Plans Committee met with affected neighbors on possible view blockage due to second story addition. Consultation with realtor proposed to provide assessment, but none yet identified willing to participate. Efforts are ongoing. Di Saia will contact owner for update.

g. 1054 Palisair Pl. (Ghoreyshi) Di Saia will follow up to confirm compliance.

h. 1050 Palisair Pl. (Cohen) Friedman spoke with architect about height of new roof and remodel. Certified letter was sent but not accepted. Architect proposed that new CC&R-compliant plans are forthcoming. Plans Committee will follow up.

i. 1379 Las Canoas (Afifi) Friedman met with owner and affected neighbors and reviewed plans. Final plans with revisions discussed not yet received.

j. Watch List (1085 Palisair Pl.) No developments.

VI. Tree Committee

a. Policy Discussion held on need to consult with counsel on policy. Friedman will commence.

b. 949 Las Lomas Ave. (Thomas) No developments.

c. 1034 Las Lomas Ave. (Vernez) No developments.

d. 1261 Las Lomas Ave. (Rothman) No developments.

e. 16116 Anoka Dr. (Ransford) Tree Committee is waiting for neighbor to communicate with owner and then contact PHOA.

g. 1000 Las Lomas Ave. (Streiber) Kirkpatrick recommended waiting until trees need trimming to take any action.

VII. Old Business None

VIII. New Business None

President Friedman adjourned the meeting at 9:20 p.m.

Next meeting: **January 20, 2014** (3rd Monday of the month).

Respectfully submitted,



Diana Ungerleider, PHOA Secretary

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PHOA BOARD MEETING NOVEMBER 18, 2013 MINUTES

I. President Larry Friedman called the meeting to order at 7:05 p.m. at the home of Patti Gallagher. Present were: Larry Friedman, Steve Di Saia, Hal Erdley, Syd Vinnedge, Patti Gallagher, Vy Walquist, Hans Weber and Diana Ungerleider. Absent: Francine Kirkpatrick.

Also present: homeowners Clay Mitchell and Karen Olan.

II. Approval of October 22 Minutes Minutes from the previous meeting were reviewed. *Di Saia moved that they be approved as written; Gallagher seconded; passed unanimously.*

III. Treasurer's Report

Vinnedge reported checking account balance as \$10,766.30 and savings account balance as \$30,539.11.

IV. Membership and Governance

a. Cloud Record Keeping Ungerleider reported that Chuck Emmerick will have new website for electronic data storage operational by next Board meeting. Emmerick, Ungerleider and Kirkpatrick will work on organizing data. System will be implemented beginning on Jan. 1, 2014.

b. 2014 Board Nominations

- i. Weber's term as Board member and Tree Committee chairman will end Jan. 31, 2013; Kirkpatrick will chair tree committee in 2014.
- ii. Karen Olan will run for Board and, if voted onto Board, will assume the position of Treasurer in 2014.
- iii. Clay Mitchell offered to assist Plans Committee as a non-Board member.

c. Computer Bookkeeping Will be implemented in 2014. Erdley and Vinnedge to assist with transition; Karen Olan will examine program options.

d. Annual Meeting Meeting will be held in early February, 2014. Mailing will include agenda, Board candidate bios and ballots. Erdley, Ungerleider and Gallagher will work on mailing.

e. Welcome Wagon Gallagher reported that one house has closed escrow: 1217 Las Pulgas Rd.

V. Plans Committee

- a. Policy** Postponed due to Kirkpatrick's absence.
- b. 1260 Las Pulgas Ave. (Slutzker)** Di Saia sent letter to owner addressing further evaluation of possible view blockage. No response yet; he will follow up.
- c. 1115 Las Pulgas Rd. (Strempek & McMillan)** Plans were received; Di Saia will review with Clay Mitchell.
- d. 16058 Anoka Dr. (Nosrati)** Di Saia requested full-sized structure and grading plans which address the most recent plans revision, but they have not been received to present. He will follow up.
- e. 16021 Anoka Dr. (Nathanson)** Preliminary approval was given in September.
- f. 16163 Anoka Dr. (Del Colliano)** Plans were received. Di Saia has reviewed and provided to Erdley for independent review. Plans Committee will also visit site and communicate with potentially affected homeowners.
- g. 1054 Palisair Pl. (Ghoreyshi)** Di Saia will confirm that height of current structure is in compliance.
- h. 1378 Las Canoas (Afifi)** Di Saia has reviewed plans and provided to Erdley. Friedman will check with neighbors to make sure that there are no view blockage issues; he and Erdley will review plans.
- i. 1050 Palisair Pl. (Cohen)** Friedman spoke to owner and requested plans; he will follow up.
- j. Watch list (1085 Palisair Pl.)** No developments.

VI. Tree Committee

- a. Policy** Postponed.
- b. 949 Las Lomas Ave. (Thomas)** No developments.
- c. 1034 Las Lomas Ave. (Vernez)** No developments.
- d. 1261 Las Lomas (Rothman)** No developments.
- e. 16116 Anoka Dr. (Ransford)** No developments.
- f. 16151 Anoka Dr. (Sawaii)** Fire Department was apparently called and came to inspect tree on property for possible fire hazard.
- g. 1000 Las Lomas Ave. (Streiber)** Weber spoke with owner and neighbor in an attempt to resolve issue ; no action has been taken.

VII. Old Business None

VIII. New Business None

President Friedman adjourned the meeting at 8:25 p.m.

Next meeting: December 16, 2013 (third Monday of the month).

Respectfully submitted,



Diana Ungerleider, PHOA Secretary

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PHOA BOARD MEETING OCTOBER 22, 2013 MINUTES

I. President Larry Friedman called the meeting to order at 7:05 p.m. at the home of Patti Gallagher. Present were: Larry Friedman, Steve Di Saia, Hal Erdley, Syd Vinnedge, Patti Gallagher, Vy Walquist, Francine Kirkpatrick and Diana Ungerleider. Absent: Hans Weber. Also present: Homeowner Chuck Emmerick.

II. Approval of Sept. 16 Minutes Minutes from the previous meeting were reviewed. *Kirkpatrick moved that they be approved as written; Vinnedge seconded; passed unanimously.*

III. Treasurer's Report

a. Vinnedge reported checking account balance as \$11,625.26 and savings account balance as \$30,536.52.

b. Budget Copies of Preliminary 2014 Budget were distributed. New item will be added: Collection Expenses, allocation of \$2,000 (previously allocated to reserve fund). *Kirkpatrick moved to approve revised budget; Gallagher seconded; passed unanimously.* Friedman will draft revised budget.

c. Delinquent Dues There are currently 16 unpaid homeowners. List of owners was distributed and reviewed; Board members will attempt to contact owners personally to remind them about paying dues. Friedman will draft reminder letter to delinquent owners.

d. Mailing On November 1, PHOA mailing will go out to all homeowners and will include cover letter, new dues collection policy and 2014 Budget. Proposed cover letter has been written and will be revised by Friedman.

IV. Membership and Governance

a. Cloud Record Keeping Emmerick and Kirkpatrick described how new electronic data storage system will be implemented for PHOA documents. Kirkpatrick distributed outline of categories. System will be implemented on Jan. 1, 2014.

b. 2014 Board Nominations Discussion held on current Board positions and the need to find new volunteers to serve. Nominating committee comprised of Friedman, Gallagher and Kirkpatrick will meet to explore.

c. Welcome Wagon Gallagher reported one house in escrow: 1217 Las Pulgas Rd. No new listings.

d. Computer Bookkeeping Erdley reported on his research on computer bookkeeping systems. Ungerleider will assist with bookkeeping, once system is in place. *Kirkpatrick moved to approve purchase of software for trial use; Vinnedge seconded; passed unanimously.*

V. Plans Committee

- a. Policy** Discussion held on extent of monitoring of ongoing construction projects for continuing compliance.
- b. 1260 Las Lomas Ave. (Slutzker)** Di Saia sent letter to owner on review of plans.
- c. 1132 Las Pulgas Rd. (Algert)** Di Saia researched and confirmed that PHOA did receive final plans in 2012. Remove from agenda.
- d. 1115 Las Pulgas Rd. (Strempek & McMillan)** Di Saia received plans and will review.
- e. 16058 Anoka Dr. (Nosrati)** Di Saia e-mailed owner in September; owner replied saying that plans will be revised. Di Saia received PDF of revision, which addressed concerns raised. Full-size plans and grading plans have been requested, but not yet received.
- f. 16021 Anoka Dr. (Nathanson)** Preliminary approval was given in September.
- g. 1031 Anoka Pl. (Gabayan)** Di Saia looked at outdoor light structures and they appear to be in compliance.
- h. 1054 Palisair Pl. (Ghoreyshi)** Neighbor contacted PHOA with concern about height of metal structure and its compliance. Di Saia will follow up.
- i. 1378 Las Canoas (Afifi)** Plans were received; Erdley took to review.
- j. 16163 Anoka Dr. (Del Colliano)** Plans were received; Committee will review.
- k. Watch List (1085 Palisair Pl.)** No developments.

VI. Tree Committee

- a. PHOA Policy** No developments.
- b. 949 Las Lomas Ave. (Thomas)** No developments.
- c. 1034 Las Lomas Ave. (Vernez)** No developments.
- d. 1261 Las Lomas Ave. (Rothman)** No developments.
- e. 16116 Anoka Dr. (Ransford)** Kirkpatrick reported that she spoke with affected neighbor who will write letter of complaint.
- f. 16151 Anoka Dr. (Sawaii)** No further communication has been received from complainants. Kirkpatrick will contact daughter of one of the two complainants.
- g. 1000 Las Lomas Ave. (Streiber & Silverton)** Board support for Weber letter to Streiber with two possible solutions proposed by Silverton.

VII. Old Business None

VIII. New Business None

President Friedman adjourned the meeting at 9:15 p.m.

Next meeting: November 18, 2013 (third Monday of the month)

Respectfully submitted,



Diana Ungerleider, PHOA Secretary

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PHOA BOARD MEETING SEPTEMBER 16, 2013 MINUTES

I. Steve Di Saia called the meeting to order at 7:05 pm at the home of Patti Gallagher.

Present were: Steve Di Saia, Hal Erdley, Diana Ungerleider, Francine Kirkpatrick, Vi Walquist, Patti Gallagher and Syd Vinnedge. Absent: Hans Weber & Larry Friedman.

II. Approval of August 19 Minutes Minutes from the previous meeting were reviewed. *Vinnedge moved that they be approved as written; Kirkpatrick seconded; passed unanimously.*

III. Treasurer's Report

a. Vinnedge reported checking account balance of \$9,651.67 and savings account balance of \$30,533.05.

b. **Delinquent Dues** More payments were received; there remain 31 unpaid homeowners for 2013 dues.

c. **Delinquent Dues Policy** Latest draft of Delinquent Dues Policy was reviewed.

ACTION: Di Saia will revise wording of policy and consult with attorney.

d. Discussion held on need to establish a bookkeeping system that would integrate Treasurer's information with PHOA data base. Erdley volunteered to be our bookkeeper and will research software programs and bookkeeping services. Vinnedge, Erdley, Ungerleider and Kirkpatrick will meet to explore further.

IV. Membership and Governance

a. **Computer Record Keeping** Meeting has been scheduled between Kirkpatrick, Ungerleider and our webmaster, Chuck Emmerick; will report next month.

b. **Website** No developments.

c. **Welcome Wagon** Gallagher reported that escrow closed on 1139 Las Pulgas Rd; she will follow up with realtor.

V. Plans Committee

a. **Policy** Kirkpatrick will commence work on draft of plans fee policy.

b. **1260 Las Lomas Ave. (Slutzker)** Plans were received; Di Saia will write to owners concerning submission and review.

c. **1132 Las Pulgas Rd. (Algert)** Di Saia will follow up.

d. **16058 Anoka Dr. (Nosrati)** Di Saia will contact owner concerning grading plans.

e. **16021 Anoka Dr. (Nathanson)** Plans were received; Di Saia reviewed them with the Board and they appear to be in compliance with CC&Rs. *Kirkpatrick moved to grant preliminary approval; Vinnedge seconded; passed unanimously.*

f. **1031 Anoka Pl. (Gabayan)** Di Saia will follow up on inquiry to ensure compliance.

g. **Watch List: 1085 & 1054 Palisair Pl.** No developments.

VI. Tree Committee

- a. **Policy** No developments.
- b. **949 Las Lomas Ave. (Thomas)** No developments.
- c. **1034 Las Lomas Ave. (Vernez)** No developments.
- d. **1261 Las Lomas Ave. (Rothman)** No developments.
- e. **16116 Anoka Dr. (Ransford)** No developments.
- f. **16151 Anoka Dr. (Sawaii)** Tree Committee visited one of the two properties from which complaints were received and spoke with complainant about options. Tree Committee will contact the Sawaiis.
- g. **1000 & 1020 Las Lomas (Silverton and Streiber)** Owners contacted PHOA about a property line dispute related to trees that have been pruned; PHOA does not possess powers on issues to be addressed between homeowners, unless trees pose an active view blockage or other CC&R violation. Kirkpatrick will follow up.

VII. Old Business None

VIII. New Business None

Di Saia adjourned the meeting at 8:35 p.m.

Next meeting: October 21, 2013 (third Monday of the month)

Respectfully submitted,

A handwritten signature in cursive script that reads "Diana Ungerleider".

Diana Ungerleider, PHOA Secretary

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PHOA BOARD MEETING AUGUST 19, 2013 MINUTES

I. President Friedman called the meeting to order at 7:10 pm at the home of Larry Friedman. Present were: Larry Friedman, Steve Di Saia, Hal Erdley, Diana Ungerleider, Francine Kirkpatrick and Vi Walquist. Absent: Hans Weber, Syd Vinnedge and Patti Gallagher. Quorum was met.

II. Approval of July 15 Minutes Minutes from the previous meeting were reviewed. *Kirkpatrick moved that they be approved as written; Di Saia seconded; passed unanimously.*

III. Treasurer's Report

- a. Bank balance report postponed.
- b. **Delinquent dues:** Four dues checks totaling \$800 have been received. Discussion held on how to proceed with collecting unpaid dues.

ACTION:

- i. Ungerleider will obtain list of delinquent owners from Vinnedge.
- ii. List will be circulated to Board members, who will contact any owners that they know personally.
- iii. Delinquent dues policy, letter to delinquent owners and cover letter will be drafted and circulated to Board members for review. Di Saia will draft letter and policy.
- iv. Timeline to be established.
- c. Secretary Ungerleider will assist Vinnedge with Treasury responsibilities.

IV. Membership and Governance

- a. **Computer Record Keeping** Postponed.
- b. **Website** No developments.
- c. **Welcome Wagon** Postponed.

V. Plans Committee

- a. **PHOA Policy** No developments.
- b. **1260 Las Lomas Ave. (Slutzker)** Plans for second-story addition have been received; Plans Committee will review.
- c. **1132 Las Pulgas Rd. (Algert)** Di Saia will check on status.
- d. **16058 Anoka Dr. (Nosrati)** Grading plans have not been received. Architectural plans were received; Board reviewed; Erdley will review further.
- e. **Watch list: 1085 & 1054 Palisair Pl.** No developments.

VI. Tree Committee

- a. **PHOA Policy** No developments.

- b. 949 Las Lomas Ave. (Thomas)** No developments.
- c. 1034 Las Lomas Ave. (Vernez)** Postponed.
- d. 1261 Las Lomas Ave. (Rothman)** Gael Buzyn provided list of affected neighbors; Tree Committee will follow up.
- e. 16116 Anoka Dr. (Ransford)** Trees have been trimmed; view issue not resolved. Tree Committee will meet to discuss.
- f. 16151 Anoka Dr. (Sawaii)** Letter of complaint from affected neighbors was received. Tree Committee will follow up.

VII. Old Business None.

VIII. New Business None.

President Friedman adjourned the meeting at 8:22 p.m.
Next meeting: September 16, 2013 (third Monday of the month).

Respectfully submitted,

A handwritten signature in cursive script that reads "Diana Ungerleider".

Diana Ungerleider, PHOA Secretary

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PHOA BOARD MEETING JULY 15, 2013 MINUTES

I. President Friedman called the Meeting to order at 7:08 p.m. at the home of Patti Gallagher. Present: Larry Friedman, Francine Kirkpatrick, Hal Erdley, Steve Di Saia, Patti Gallagher, Syd Vinnedge, and Vi Walquist. **Absent:** Diana Ungerleider and Hans Weber. Quorum was met. Chuck Emerick, Homeowner, also attended.

II. Approval of June 19 Minutes. Minutes from the previous Meeting were reviewed. *Kirkpatrick moved that they be approved, as written; Erdley seconded; passed unanimously.*

III. Treasurer's Report

a. Vinnedge reported checking account balance of \$7,251.67 and savings account balance of \$29,425.50

b. Delinquent Dues Status. 35 delinquent members (one remaining to be identified and accounted) – reminder letter was sent to 49 members on July 1.

c. Delinquent Dues Policy. Erdley prepared a draft policy statement for collection from unpaid members, which was reviewed by Executive Committee and revised. Discussion held on terms to be included and excluded, based on rights afforded under Davis-Stirling Act. For further discussion, policy to be circulated to whole Board.

IV. Membership and Governance

a. Computer Record Keeping. Meeting to be planned to address.

b. Website. No developments. Agenda and minutes to be posted by Thursday prior to Monday Board Meeting.

c. Welcome Wagon. Gallagher worked with brokers on tree issue raised as to 16044 Anoka Drive and affecting homeowners at 16016 & 16031 Anoka Drive. Brokers were easy to address the issue. 1378 Las Canoas in escrow – Gallagher spoke to broker. 16163 Anoka Drive just closed on Friday – getting contact info for new owners to welcome to neighborhood.

V. Plans Committee

- a. PHOA Policy (eligibility to vote).** Discussion held to memorialize the fact that Board members with a personal interest in the outcome on an issue or property do not possess the right to vote on that issue. Such Board members maintain the right to participate in discussions, and to address the Board as an Association member, but not vote on the outcome. This has been an existing Policy of the Board.
- b. 1260 Las Lomas Ave. (Slutzker).** Plans have been received from homeowner for project. Meeting to be conducted by Plans Committee for review.
- c. 1132 Las Lomas Ave. (Algert).** No developments.
- d. 16058 Anoka Dr. (Nosrati).** Plans were received by Committee by PDF from architect. Full-sized plans are on the way. Meeting will be conducted by Plans Committee on receipt of the full-sized plans. A neighborhood meeting has been proposed as well.
- e. 16130 Anoka Dr. (Olan & Becker)** Confirmed that Executive Committee approved plans for solar panel installation.
- f. Watch list: 1085 & 1054 Palisair Pl.** No developments.

VI. Tree Committee

- a. PHOA Policy.** Postponed.
- b. 949 Las Lomas Ave. (Thomas).** No response to last letter to homeowner.
- c. 1034 Las Lomas Ave. (Vernez).** Awaiting report from Weber.
- d. 1261 Las Lomas Ave. (Rothman).** Postponed.
- e. 16116 Anoka Dr. (Ransford).** Walquist provided report. Spoke with Ransfords and receptive to discussion. Plan to arrange a meeting with them to discuss concerns.
- f. 16044 Anoka Dr. (Eisenberg).** Addressed in Welcome Wagon (Section IV above).

VII. Old Business. None.

VIII. New Business. None.

President Friedman adjourned the Meeting at 8:25 p.m.

Next Meeting: August 19 (third Monday of the month)

Respectfully submitted,



Steve Di Saia

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PHOA BOARD MEETING JUNE 19, 2013 MINUTES

I. President Friedman called the meeting to order at 7:12 p.m. at the home of Diana Ungerleider. Present were: Larry Friedman, Francine Kirkpatrick, Hal Erdley, Syd Vinnedge and Diana Ungerleider. Absent: Steve Di Saia, Patti Gallagher, Vi Walquist and Hans Weber. Quorum was met.

II. Approval of May 20 Minutes Minutes from the previous meeting were reviewed. *Kirkpatrick moved that they be approved as written; Vinnedge seconded; passed unanimously.*

III. Treasurer's Report

- a. Vinnedge reported checking account balance of \$7,151.67 and savings account balance of \$29,421.87
- b. Payment of insurance premium reported as \$5,437.04.
- c. Delinquent Dues** Vinnedge reviewed letter he drafted to unpaid owners which will be mailed in July.
- d. PHOA Delinquent Dues Policy** Erdley is working on drafting policy statement for unpaid homeowners.

IV. Membership and Governance

- a. Computer Record Keeping** Final draft of outline for electronic storage system has been drafted; Kirkpatrick and Ungerleider will work with Chuck Emmerick on creating system. Erdley suggested limiting amount of data to be stored and using PDF files for plans when possible.
- b. CC&R Revision** Friedman will notify interested PHOA members that CC&R revision is postponed until completion of Davis-Stirling Act revision.
- c. Website** No developments.
- d. Welcome Wagon** Postponed.

V. Plans Committee

- a. **PHOA Policy** Postponed
- b. **1260 Las Lomas Ave. (Slutzker)** No developments; move to watch list.
- c. **1132 Las Lomas Ave. (Algert)** No developments.
- d. **16058 Anoka Dr. (Nosrati)** Discussion held on requirement for Board to obtain grading plans for all construction projects. **ACTION:** Friedman will work with Di Saia on requesting both additional information on building plans and grading plans from Nosrati and request meeting with affected homeowners.
- e. **16130 Anoka Dr. (Olan & Becker)** Kirkpatrick reported that Executive Committee approved plans for solar panel installation.
- f. **Watch list: 1085 & 1054 Palisair Pl.** No developments.
- g. **1200 El Medio Ave. (Barber)** PHOA received letter from homeowner re: new roof. **ACTION:** Friedman will respond.

VI. Tree Committee

- a. **PHOA policy** Postponed due to absence of Walquist and Weber.
- b. **949 Las Lomas Ave. (Thomas)** Postponed.
- c. **1034 Las Lomas Ave. (Vernez)** Postponed.
- d. **1261 Las Lomas Ave. (Rothman)** Postponed.
- e. **16116 Anoka Dr. (Ransford)** Postponed.

VII. Old Business None.

VIII. New Business Kirkpatrick led discussion on use of goats to clear brush in wilderness close to PHOA homes; Board agreed that given it is not relevant to CC&Rs and that no one volunteered to lead project, it would not be pursued.

President Friedman adjourned the meeting at 8:20 p.m.

Next meeting: **July 15** (third Monday of the month).

Respectfully submitted,



Diana Ungerleider, PHOA Secretary

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PHOA BOARD MEETING MAY 20, 2013 MINUTES

I. President Friedman called the meeting to order at 7:12 p.m. at the home of Patti Gallagher. Present were: Larry Friedman, Francine Kirkpatrick, Patti Gallagher, Hal Erdley, Vi Walquist, Hans Weber and Diana Ungerleider. Absent: Syd Vinnedge and Steve Di Saia. **Also present:** Homeowner Chuck Emmerick.

II. Approval of 4/15/13 Minutes Minutes from the previous meeting were reviewed. *Kirkpatrick moved that they be approved as written; Gallagher seconded; passed unanimously.*

III. Treasurer's Report

a. Report postponed.

b. **Delinquent Dues** Erdley will draft PHOA policy regarding delinquent dues; Friedman will provide relevant legal information.

IV. Membership and Governance

a. **Next Door** Chuck Emmerick reported on Next Door.com, a social networking website. Discussion held on possibility of PHOA using it. Board agreed that it would not promote it to homeowners, other than by word of mouth.

b. **Computer Record Keeping** Ungerleider will take over setting up electronic storage system as part of secretarial duties. Outline has been completed and will be reviewed by Erdley.

c. **CC&R Revision** Friedman confirmed that CC&R revision will be postponed until after completion of Davis Stirling Act revision.

d. **Website** Discussion held on adding link to website for realtors. Emmerick will work on it.

e. **Welcome Wagon** Gallagher reported on how she interfaces with realtors when houses come on the market, to let them know about PHOA.

V. Plans Committee

a. **PHOA Policy** Postponed. Kirkpatrick will check with Di Saia about plans fee schedule.

b. **1260 Las Lomas (Slutzker)** No developments; owner has not responded to Friedman's communication.

c. **1132 Las Pulgas Rd. (Algert)** Preliminary approval has been given.

ACTION: Di Saia to follow up.

d. **16058 Anoka Dr. (Nosrati)** Plans have been received and were reviewed by Friedman and Erdley. Board reviewed plans. **ACTION:** Erdley & Di Saia will write letter to owner saying that Board reviewed plans and that they look ok, with minor issues.

e. **Watch list: 1085 & 1054 Palisair Pl.** No developments.

VI. Tree Committee

a. **PHOA Policy** Postponed

b. **949 Las Lomas Ave. (Thomas)** Owner has not responded to letter that was mailed last month through regular U.S. Mail.

c. **1034 Las Lomas Ave. (Vernez)** No developments. **ACTION:** Weber will follow up.

d. **1261 Las Lomas Ave. (Rothman)** No developments; discussion held about how best to move forward. **ACTION:** Weber will contact Gael Buzyn to get list of affected neighbors.

e. **16116 Anoka Dr. (Ransford)** **ACTION:** Weber and Walquist will arrange meeting with owner.

f. **Pending: 1138 Las Pulgas Rd. (Haldeman)** No developments; letter of complaint was never received from neighbor. Remove from agenda.

VII. Old Business None

VIII. New Business None

President Friedman adjourned the meeting at 8:30 p.m.

Next meeting: Wednesday, June 19, 2013

Respectfully submitted,

A handwritten signature in cursive script, reading "Diana Hugerleider".

PHOA Secretary

Palisair Home Owners Association

A NON-PROFIT CORPORATION

P.O. Box 901

Pacific Palisades, CA 90272

www.palisair.org

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The association itself is a "Tract Committee"
under the Declaration of Restrictions covering
Tracts 15944, 15948 and 19890, and operates as
such through its Board of directors and its Officers

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PHOA BOARD MEETING APRIL 15, 2013 MINUTES

I. Steve Di Saia called the meeting to order at 7:10 pm at the home of Patti Gallagher. Present were: Patti Gallagher, Francine Kirkpatrick, Syd Vinnedge, Hal Erdley, Vi Walquist, Diana Ungerleider and Steve Di Saia. Absent: Larry Friedman and Hans Weber (proxy: Di Saia for Friedman).

II. Approval of 3/18/13 Minutes Minutes from the previous meeting were reviewed. *Kirkpatrick moved that they be approved as written; Gallagher seconded; passed unanimously.*

III. Treasurer's Report

a. Vinnedge reported bank balance as \$12,053.71 for checking and \$29,415.45 for savings.

b. **Amendment of prior month's Board decision** to reimburse Gallagher her cost for potluck main course. Discussion held on use of PHOA funds for this purpose. Board unanimously agreed to reverse the vote taken during 3/18 Board Meeting (paragraph IIIb in 3/18 minutes), and share the cost of the food. Board members present will personally reimburse that PHOA Treasury outlay.

Kirkpatrick moved that in future, all expenses for parties will be shared by attendees; Vinnedge seconded; passed unanimously. Kirkpatrick moved that PHOA will approve expense of up to \$60 for Board thank you gifts; Walquist seconded; passed unanimously.

d. **PHOA Insurance** Vinnedge reported that PHOA's insurance underwriter has changed to Chubb. **ACTION:** He will file paperwork for new policy.

c. **Legal Consult Report** Di Saia reported on recent consultation with attorney regarding collection of unpaid dues. Several options are available, including use of a collection agency and liens on properties. **ACTION:** Di Saia will circulate attorney's suggestions in writing to Board. **ACTION:** Vinnedge will draft late notice letter to unpaid owners, to be reviewed by Executive Committee.

IV. Membership and Governance

a. **Next Door** Postponed

b. **Computer recordkeeping** Kirkpatrick is working with Chuck Emmerick on developing an electronic storage system for PHOA records.

- c. CC&R Revision** Kirkpatrick confirmed that Davis-Stirling Act will undergo revision in 2014. She suggested postponing CC&R revision until after completion of DS Act revision. **ACTION:** Kirkpatrick will notify homeowners on the CC&R Revision Committee of postponement
- d. Website** No developments.
- e. Welcome Wagon** No developments.

V. Plans Committee

- a. PHOA Policy** Postponed
- b. 1243 Las Lomas Ave.** Di Saia has reviewed plans for installation of solar panels; Executive Committee approved.
- c. 1260 Las Lomas Ave. (Slutzker)** No developments; move to watch list.
- d. 1132 Las Pulgas Rd. (Algert)** Di Saia will write letter to owner re: plans approval.
- e. 16058 Anoka Dr. (Nosrati)** Di Saia reported on recent communication with owner and project manager; structural plans and grading plans were requested.
- f. Watch List (1085 & 1054 Palisair Pl.)** No developments.
- g. 16130 Anoka Dr.** Di Saia provided information requested by owner on PHOA approval process.

VI. Tree Committee

- a. PHOA Policy** Postponed
- b. 1261 Las Lomas Ave. (Rothman)** No developments.
- c. 949 Las Lomas Ave. (Thomas)** Certified letter was sent to owner but he refused receipt. **ACTION:** Gallagher will follow up.
- d. 1034 Las Lomas Ave. (Vernez)** Kirkpatrick reported that tree has been thinned out but was not lowered. Weber to follow up.
- e. 16116 Anoka Dr. (Ransford)** Tree Committee members Walquist and Ruskin met with Kirkpatrick to look at problem. **ACTION:** Walquist and Weber will request meeting with owner.
- f. Pending: 16058 Anoka Dr. (Nosrati)** Kirkpatrick reported that trees have been cut down; remove from agenda.
- g. Pending: 1138 Las Pulgas Ave. (Haldeman)** Kirkpatrick left phone message in response to Haldeman's e-mail request for information but has not received a response.

VII. Old Business

Kirkpatrick will contact Chuck Emmerik about clearing brush from PHOA property.

VIII. New Business None

Di Saia adjourned the meeting at 8:30 p.m.

Next meeting: May 20, 2013 (third Monday of the month).

Respectfully submitted,

A handwritten signature in black ink, reading "Diana Ungerleider". The script is fluid and cursive, with the first name "Diana" being more prominent and the last name "Ungerleider" following in a continuous flow.

Diana Ungerleider, PHOA Secretary

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PHOA BOARD MEETING

MARCH 18, 2013

MINUTES

I. President Larry Friedman called the meeting to order at 6:10 p.m. at the home of Francine Kirkpatrick. Present were: Larry Friedman, Francine Kirkpatrick, Syd Vinnedge, Vi Walquist, Patti Galagher and Diana Ungerleider. Absent: Hal Erdley, Hans Weber and Steve Di Saia.

II. Approval of Minutes

- a. Minutes from the Board meeting on 2/18/13 were reviewed. *Vinnedge moved that they be approved as written; Gallagher seconded; passed unanimously.*
- b. Minutes from the Annual PHOA Meeting on 2/6/13 were reviewed. *Kirkpatrick moved that they be approved as written; Gallagher seconded; passed unanimously.*

III. Treasurer's Report

- a. Vinnedge reported checking balance as \$21,797.39 and reserve fund as \$19,213.81.
- b. **Reimbursements** *Kirkpatrick moved that PHOA reimburse Gallagher for expenses for dinner; Friedman seconded; passed unanimously. Kirkpatrick also moved that PHOA reimburse Ungerleider for gifts; Friedman seconded; passed unanimously.*
- c. **Delinquent dues ACTION:** Friedman and Di Saia will explore ways to collect unpaid dues.

IV. Membership and Governance

- a. **Computer record keeping** Kirkpatrick is developing an outline of what records require long-term storage and has consulted with Chuck Emmerick on developing a password-protected link to our website for internet storage ("cloud computing"). She will present proposal to Board when ready.
- b. **CC&R Revisions** Postponed
- c. **Website** Ungerleider reported implementation of Board decision: public access to minutes limited to one year.
- d. **Welcome Wagon** No developments.

V. Plans Committee

- a. **PHOA Policy** Postponed
- b. **1260 Las Lomas Ave. (Slutzker)** Postponed
- c. **16058 Anoka Dr. (Nosrati)** Di Saia will write letter to owner.
- d. **Watch list: 1085 & 1054 Palisair Pl.** No developments.
- e. **1132 Las Pulgas Rd.** Neighbor has contacted PHOA re: construction. Di Saia will follow up.

VI. Tree Committee

- a. **PHOA Policy** Postponed.
- b. **1261 Las Lomas Ave. (Rothman)** No developments
- c. **949 Las Lomas Ave. (Thomas)** Friedman reported that he sent a certified letter to owner but has yet to receive a postal receipt.
- d. **1034 Las Lomas Ave. (Vernez)** No developments.
- e. **16116 Anoka Dr. (Ransford)** No developments; Walquist will coordinate action with Weber.
- f. **16058 Anoka Dr. (Nosrati)** No news.

VII. Old Business None

VIII. New Business None

President Friedman adjourned the meeting at 6:42 p.m.
Next meeting: April 15, 2013 (third Monday of the month)

Respectfully submitted,

A handwritten signature in black ink, reading "Diana Ungerleider". The signature is written in a cursive, flowing style.

Diana Ungerleider, PHOA Secretary

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PHOA BOARD MEETING FEBRUARY 18, 2013 MINUTES

I. President Larry Friedman called the meeting to order at 7:05 p.m. at the home of Patti Gallagher. Present were: Larry Friedman, Francine Kirkpatrick, Steve Di Saia, Syd Vinnedge, Patti Gallagher, Hal Erdley and Diana Ungerleider. Absent: Hans Weber and Vi Walquist.

II. Approval of 1/21/13 Minutes Minutes from the previous meeting were reviewed. *Kirkpatrick moved that they be approved as written; Erdley seconded; passed unanimously.*

III. Treasurer's Report

a. Vinnedge reported checking account balance at \$20,397.39; reserve fund at \$19,764.25

b. Delinquent Dues

i. There are currently 9 unpaid homeowners for 2012 and 62 unpaid for 2013.

ii. Discussion held on best procedure to collect unpaid dues.

ACTION: Friedman and Di Saia will consult with attorney.

IV. Membership and Governance

a. Annual Meeting Discussion held about success of Feb. 6 meeting.

b. Computer Record Keeping Erdley suggested policy that homeowners submitting plans for review should submit both PDFs as well as paper versions, and got support from Board. He also addressed use of electronic media ("cloud computing") for storing PHOA documents.

ACTION: Kirkpatrick is in process of developing a format for storage and a list of what should be stored.

c. CC&R Revision Postponed

d. Website

i. Discussion held about new social media website NextDoor.com, as means of communication for PHOA homeowners. Kirkpatrick will research further with regard to privacy issues.

ii. POLICY: Kirkpatrick recommended policy that website list only prior year's Board Meeting minutes, which was supported by the Board.

ACTION: Ungerleider will follow up.

e. Welcome Wagon

- i. Gallagher reported no new developments.
- ii. Discussion held about organizing an event to welcome new Board members and to thank resigning members. Gallagher and Ungerleider will organize party for Monday, March 18 at 7:00 p.m., immediately following 6:00 p.m. Board meeting.

V. Plans Committee

- a. **Policy** Di Saia is in process of developing a plans fee schedule and compiling a file of law suits involving CC&R enforcement.
- b. **1260 Las Lomas Ave. (Slutzker)** Friedman reported on recent communication; he will follow up.
- c. **16058 Anoka Dr. (Nosrati)** Friedman sent 2 e-mails to owner but got no response.
ACTION: Friedman will call project manager.
- d. **Watch List: 1085 & 1054 Palisair Pl.** No developments.

VI. Tree Committee

- a. **Policy** Discussion held about confidentiality of persons who voice concern as to vegetation/view blockage issues, if requested. First step should always be to encourage neighbors to talk to each other before involving PHOA. Erdley recommended reviewing CC&Rs on policy and clarifying wording with next revision.
- b. **1261 Las Lomas Ave. (Rothman)** Kirkpatrick reported on recent Tree Committee meeting. **ACTION:** Meeting will be organized for all affected owners whose views are blocked by Rothman's trees.
- c. **1138 Las Pulgas Rd. (Haldeman)** Copy of letter of complaint to Haldeman never received; remove from agenda for now.
- d. **949 Las Lomas Ave. (Thomas)** **ACTION:** Friedman will write letter to owner. Copy of letter to be e-mailed to affected neighbors.
- e. **1075 Palisair Pl. (Goldman)** Owner trimmed tree to satisfactory height; remove from agenda.
- f. **1034 Las Lomas Ave. (Vernez)** No developments.
- g. **16116 Anoka Dr. (Ransford)** **ACTION:** Tree Committee will meet with owners to discuss issue.
- h. **16058 Anoka Dr. (Nosrati)** Kirkpatrick learned that property owner below is fighting to maintain view-obstructing eucalyptus tree.
- i. **16007 Anoka Dr. (Martin)** As a result of intervention by Tree Chairman Weber, a large eucalyptus that has blocked neighbor's view for 20 years was recently removed.
Affected homeowners very pleased.

VII. Old Business None

VIII. New Business None

President Friedman adjourned the meeting at 8:25 p.m.

Next meeting: Monday, March 18, 2013 (third Monday of the month)

Respectfully submitted

A handwritten signature in black ink, reading "Diana Ungerleider". The script is cursive and fluid, with the first name "Diana" and last name "Ungerleider" clearly legible.

Diana Ungerleider, PHOA Secretary

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PHOA BOARD MEETING JANUARY 21, 2013 MINUTES

I. President Larry Friedman called the meeting to order at 7:10 p.m. at the home of Patti Gallagher. Present were: Larry Friedman, Francine Kirkpatrick, Steve Di Saia, Syd Vinnedge, Patti Gallagher, Hal Erdley, and Diana Ungerleider. Absent: Hans Weber & Stan Swartz.

II. Approval of 12/17/12 Minutes

a. Review & Approval. *Erdley moved that they be approved as written; Kirkpatrick seconded; passed unanimously.*

b. Compliance with Davis-Stirling. A draft of Minutes from Board Meetings must be made available to all members of PHOA within 30 days of meeting. Kirkpatrick recommended that draft be e-mailed to Board members for review within one week of meeting; after edits for accuracy addressed, draft will be posted on PHOA website and will be replaced by final copy, when approved at the next Board meeting.

III. Treasurer's Report

a. Report. Kirkpatrick reported current balance, including reserve, is \$24,622.81.

b. Delinquent Dues. Nine homeowners remain unpaid for 2012, with over 130 compliant. This represents vast improvement over prior years. **ACTION:** Friedman will research legal methods of collecting unpaid dues. *Kirkpatrick moved that up to \$750 in attorney's fees be authorized for legal consult; Erdley seconded; passed unanimously.*

c. Transfer of Treasury Duties. Vinnedge reported that 2013 dues payments, totaling \$9,600, have been received so far, as well as one additional payment for 2012.

d. 2012 Financial Report. Kirkpatrick reviewed 2012 financial report.

IV. Membership and Governance

a. Annual Meeting

i. Agenda for annual meeting reviewed.

ii. A quorum of 47 homeowners (one-third of PHOA members) submitting ballots or proxies is required for the election of new Board members.

- b. Computer Record Keeping.** Postponed to allow further research.
- c. CC&R Revisions.** Postponed.
- d. Website.** No developments.
- e. Welcome Wagon.** Gallagher reported no developments.

V. Plans Committee

- a. Policy.** Di Saia will compile proposal.
- b. 1260 Las Lomas Ave. (Slutzker).** Friedman sent letter to owner, requesting plans and payment of plan review fee without response to present. **ACTION:** Friedman will follow up with certified letter.
- c. 16058 Anoka Dr. (Nosrati).** Executive Committee met with owner to review current plan and make recommendations; following meeting, Board received revised PDFs of exterior elevations. **ACTION:** Di Saia will look at previous submissions and compare to new set. Friedman will write letter to owner to recommend further changes and request full-size plans, plus excavation plans.
- d. Watch list (1085 & 1054 Palisair Place).** No developments.

VI. Tree Committee

- a. Policy** No developments.
- b. 1261 Las Lomas Ave. (Rothman).** No developments.
- c. 1138 Las Pulgas Rd. (Haldeman).** No developments.
- d. 949 Las Lomas Ave. (Thomas).** **ACTION:** Kirkpatrick will prepare outline of correspondence for further work and transmission.
- e. 1075 Palisair Pl. (Goldman).** No developments.
- f. 1034 Las Lomas Ave. (Vernez).** Di Saia reported on communications between owner and Stan Swartz.
- g. 16116 Anoka Dr. (Ransford).** Kirkpatrick spoke with owner about trees and possibility of obtaining records from Dept. of Building and Safety to determine orders given about hillside stabilization.
- h. Annual Meeting** Tree Committee will meet before Annual Meeting to review tree issues. **ACTION:** Kirkpatrick will coordinate meeting.

VII. Old Business None.

VIII. New Business None.

President Friedman adjourned the meeting at 8:40 p.m.

Next meeting: Monday, February 18, 2013 (third Monday of the month)

Respectfully submitted,



Diana Ungerleider
PHOA Secretary