

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 15, 2014 MINUTES

I. President Friedman called the meeting to order at 8:00 p.m. at the residence of Patti Gallagher. Present: Larry Friedman, Patti Gallagher, Francine Kirkpatrick, Steve Di Saia, Diana Ungerleider, Syd Vinnedge and Vi Walquist. Absent: Karen Olan (Gallagher holds proxy for Olan).

Also present: Home owners Miriam Schulman, John Wlodek, Dawn Hill, Bobby Hill, and architect Richard Gemigniani.

II. Approval of 11-17-14 Minutes Minutes from the previous meeting were reviewed. Minutes were approved as amended.

III. Treasurer's Report

Kirkpatrick reported checking account balance is \$10,022.72 and savings account balance is \$62,940.31. Roughly half of 2015 dues payments have been received to date.

IV. Membership and Governance

- a. CC&R Revision** Kirkpatrick reported on recent consultation with CC&R attorney who will work on proposed revisions to the CC&Rs. Kirkpatrick and Hal Erdley will draft section on architectural guidelines for PHOA website.
- b. Annual Meeting** Friedman suggested that Board schedule a separate meeting to plan the Annual Meeting.
- c. Welcome Wagon** No developments.

V. Plans Committee

- a. PHOA Policy** Kirkpatrick will cc board members on updates of plans under review by Bantle.
- b. 16058 Anoka Dr. (Nosrati)** Friedman reported that he sent letter to owner about rooftop deck restrictions. He also met with architect and project manager to review plans and issues raised by homeowners. He will follow up on glass patio railing and rooftop deck. Longstanding PHOA prohibition against driveway lights remains. Board concurred that there will be no re-evaluation of this ruling.

- c. 16163 Anoka Dr. (Del Colliano)** Litigation is ongoing. Discussion held on using Kim Bantle to monitor construction. Friedman will contact Richard Blumenberg to find out how the Riviera HOA monitors activity. Final approval has not been given on Phase Two.
- d. 1050 Palisair Pl. (Cohen)** No developments
- e. 1378 Las Canoas (Afifi)** No developments
- f. 1217 Las Pulgas Rd. (Isaacs)** *Di Saia moved to grant preliminary approval for plans; Vinnedge seconded; passed unanimously.* Di Saia and Friedman will write letter of approval to be sent to owners; affected neighbors (the Hills) will be cc'd.
- g. 1085 Palisair Pl. (Orosco)** No developments. Preliminary approval was given.
- h. 1100 Las Pulgas Pl. (Wlodek)** It was determined that sufficient grounds not presented for Board to revisit approval of the fence. If there are any further disputes with neighbors they will be advised to resolve it themselves.
- i. 1251 Las Lomas Ave. (Munakash)** Owner will provide Kim Bantle with additional information. Friedman spoke with Blumenberg about height, retaining wall.
- j. 16100 Anoka Dr. (May)** May architect presented revised plans for one-story modern home without rooftop deck. *Kirkpatrick moved to grant preliminary approval on plans based on Richard Blumenberg's review and plans presented by architect at meeting; Gallagher seconded; passed unanimously.*
- k. Watch List**
 - 1227 Las Pulgas Rd. (Hill)** Friedman will give plans to Bantle; Kirkpatrick will ask her to follow up and inquire about excavation which is underway.
 - 1054 Palisair Pl. (Ghoreyshi)** No developments.

VI. Tree Committee

- a. PHOA Policy** Board approved that Kirkpatrick consult with attorney to get advice on enforcing longstanding CC&R violations.
- 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 on recent successful resolution; trees were trimmed and neighbor's view completely restored. Remove from agenda.
- f. 1170 El Medio Ave. (Gallagher)** Vinnedge reviewed letter of complaint from neighbor; discussion held on claim made of view obstruction. Condition reviewed by several Board members and claimed view obstruction not found. Gallaghers will continue to trim foliage which may present potential obstruction.

VII. Old Business/ New Business None

President Friedman adjourned the meeting at 10:00 p.m.

Next meeting: Monday, January 19, 2015 (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" being more prominent than the last name "Ungerleider".

Diana Ungerleider, PHOA Secretary

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PHOA BOARD MEETING NOVEMBER 17, 2014 MINUTES

I. President Friedman called the meeting to order at 7:10 p.m. at the residence of Patti

Gallagher. Present: Larry Friedman, Patti Gallagher, Francine Kirkpatrick, Karen Olan, Diana Ungerleider, Syd Vinnedge and Vi Walquist. Absent: Steve Di Saia. Gallagher holds proxy for Di Saia.

Also present: Home owners Miriam Schulman, Robert May, Dawn Hill, Dieter Holberg and John Wlodek.

II. Approval of October 20 Minutes

Minutes from the previous meeting were reviewed. Minutes were approved as amended.

III. Treasurer's Report

- a. Olan reported checking account balance is \$8,456.17; savings account balance is \$52,935.58. 39 homeowners have paid their 2015 dues to date. She also distributed copies of October/November financial report.
- b. Discussion held on request by a homeowner to make payments for past dues owed. *Friedman moved to allow a payment plan for delinquent owners who want to make payments over time; Vinnedge seconded; passed unanimously.*
- c. Discussion held on methods for collecting unpaid dues, possibly through small claims court or a collection agency. Vinnedge and Olan will explore further.

IV. Membership and Governance

- a. **Annual Meeting** Meeting is scheduled for Monday, Feb. 2, 2015. Cover letter is done. Ungerleider will draft bios of candidates running for election. Friedman will schedule ballot count with Inspector of Elections.
- b. **Welcome Wagon** No developments.

V. Plans Committee

- a. **Policy & Office Administration** Kirkpatrick will speak with Kim Bantle on best means to utilize her time and other organizational issues.
- b. **1227 Las Pulgas Rd. (Hill)** No developments.

- c. 16058 Anoka Dr. (Nosrati)** Discussion held on height of retaining wall under construction. Two guests expressed concern about height of wall and proximity to their properties. Kirkpatrick suggested turning project over to Kim Bantle for oversight and administration. Friedman will consult with Di Saia and get updated information.
- d. 16163 Anoka Dr. (Del Colliano)** Litigation is ongoing. Preliminary approval on Phase Two is pending receipt and evaluation of renderings. Friedman will consult with Di Saia about having Kim Bantle monitor construction.
- e. 1054 Palisair Pl. (Ghoreyshi)** Walquist received a letter from Hal Oliver, addressed to Larry Friedman. To expedite matters she will contact Oliver and arrange to have the Board meet with him. Board requested that he provide a list of concerns.
- f. 1050 Palisair Pl. (Cohen)** No developments.
- g. 1378 Las Canolas (Afifi)** No developments.
- h. 1217 Las Pulgas Rd. (Isaacs)** Postponed.
- i. 1085 Palisair Pl. (Orosco)** Preliminary approval was given.
- j. 1251 Las Lomas Ave. (Munakash)** Plans were submitted; fees were paid. Kirkpatrick gave plans to Kim Bantle for review.
- k. 1100 Las Pulgas Rd. (Wlodek)** John Wlodek was present and asked for Board assistance in resolving issue with neighbors who requested that he lower his fence. Kirkpatrick suggested that Board visit site to evaluate. Board concurred.

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 Ave. (Rothman)** No developments.
- e. 16116 Anoka Dr. (Ransford)** Tree committee visited owners to request that trees be trimmed; pruning was done but trees grew back. Kirkpatrick suggested that Mr. May approach owners directly.

VII. Old Business/ New Business None

President Friedman adjourned the meeting at 8:35 p.m.

Next meeting: **Monday, December 15, 2014** (third Monday of the month)

Respectfully submitted,



Diana Ungerleider, PHOA Secretary

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PHOA BOARD MEETING

OCTOBER 20, 2014

MINUTES

I. President Larry Friedman called the meeting to order at 6:55 p.m. at the residence of Patti Gallagher. Present: Larry Friedman, Patti Gallagher, Francine Kirkpatrick, Karen Olan, Diana Ungerleider, Syd Vinnedge and Vi Walquist. Absent: Hal Erdley and Steve Di Saia (Kirkpatrick holds proxy for Erdley; Gallagher holds proxy for Di Saia). Also present: home owners Miriam Schulman, Karen Beard and Tom Helscher.

II. Approval of September 15 Minutes Minutes from the previous meeting were reviewed. Minutes were approved as amended.

III. Treasurer's Report

- a. Olan reported checking account balance is \$8,586.50 and savings account balance is \$52,931.08.
- b. Olan reviewed list of home owners who have not paid plans approval fees. Discussion held on need for coordinating and communicating on plans fee billings and payments. Olan will coordinate with Di Saia.

IV. Membership and Governance

- a. Annual Meeting** Friedman will draft cover letter to be mailed to all homeowners Nov. 1. Letter will explain dues increase and will include dues bill and 2015 Budget which will be drafted by Olan. Ungerleider will coordinate mailing. Tentative date for Annual Meeting is Feb. 3, 2015; Gallagher will check on availability of meeting room.
- b. Board Recruits** Kirkpatrick will share position of president with Friedman in 2015, with alternating 4-month terms.
- b. Welcome Wagon** Gallagher reported that 1038 Anoka Place closed.

V. Plans Committee

- a. Office Administrator** Kirkpatrick reported that Kim Bantle has been assisting with rewriting the plans approval document currently on website and has also been reviewing CC&Rs.
- b. 1227 Las Pulgas Rd. (Hill)** No developments.
- c. 16058 Anoka Dr. (Nosrati)** Discussion held on roof top deck issues.
Friedman moved that all deck top furniture be limited to 15.5 feet height; Gallagher seconded; passed unanimously.
- d. 16163 Anoka Dr. (Del Colliano)** Litigation is ongoing.
- e. 1054 Palisair Pl. (Ghoreyshi)** No developments.
- f. 1050 Palisair Pl. (Cohen)** No developments.
- g. 1378 Las Canoas (Afifi)** No developments.
- h. 1217 Las Pulgas Rd. (Issacs)** Owner submitted new plans which are being reviewed by plans committee. Board members who have not seen plans will meet to review; Gallagher will coordinate.
- i. 1085 Palisair Pl. (Orosco)** Plans review meeting for affected neighbors took place on Oct. 11.

VI. Tree Committee

- a. Policy** No developments.
- b. 1100 Las Pulgas Rd. (Wlodek)** Kirkpatrick presented sight-line drawing and photos of new fence which blocks the view of the neighbors above, Karen Beard and Tom Helscher, who were present at meeting. Mr. Helscher and Ms. Beard requested Board help with resolving issue. Kirkpatrick will follow up with Di Saia and show him photos and drawing. She also showed landscaping plans which Board reviewed and endorsed; approval is delayed due to need for re-evaluation of fence.
- c. 949 Las Lomas Ave. (Thomas)** No developments.
- d. 1034 Las Lomas Ave. (Vernez)** No developments.
- e. 1261 Las Lomas Ave. (Rothman)** No developments.
- f. 16116 Anoka Dr. (Ransford)** Tree committee visited owners and discussed tree problems.

VII. Old Business/ New Business None

President Friedman adjourned the meeting at 8:55 p.m.

Next meeting: **November 17, 2014** (third Monday of the month)

Respectfully submitted,



Diana Ungerleider, PHOA Secretary

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PHOA BOARD MEETING SEPTEMBER 15, 2014 MINUTES

I. President Larry Friedman called the meeting to order at 7:07 p.m. at the residence of Larry Friedman. Present: Steve Di Saia, Hal Erdley, Larry Friedman, Patti Gallagher, Francine Kirkpatrick, Diana Ungerleider, Syd Vinnedge and Vi Walquist. Absent: Karen Olan. Also present: homeowner Dawn Hill.

II. Approval of August 20 Minutes Minutes from the previous meeting were reviewed. Minutes were approved as amended.

III. Treasurer's Report

- a. Kirkpatrick reported checking account balance is \$8,079.27 and savings account balance is \$52,926.73.
- b. ADAC Collections** ADAC is no longer under consideration as a collection agency because the company ceased doing business in California. Other companies will be researched.

IV. Membership and Governance

- a. Board Recruits** Nominating committee received three acceptances for three open Board positions.
- b. Welcome Wagon** Gallagher reported no new closings; 1038 Anoka Place is in escrow.
- c. Annual Mailing** Friedman, Kirkpatrick and Ungerleider will coordinate drafting of cover letter for annual mailing.

V. Plans Committee

- a. Policy** Kirkpatrick reported on Kim Bantle's administrative work; she is assisting with writing the new plans fee policy. Discussion held on plans fee structure. Kirkpatrick will e-mail draft of policy to Board for review.
- b. 1227 Las Pulgas Rd. (Hill)** No developments. Architect Blumenberg has plans; Kirkpatrick will follow up.
- c. 16058 Anoka Dr. (Nosrati)** Updated plans stamped by Dept. of Building and Safety have not been received to date. Plans Committee has original set of plans which were

approved by PHOA. Project manager requested proposed terms of rooftop deck restrictions.

d. 16021 Anoka Dr. (Nathanson) No developments; remove from agenda.

e. 16163 Anoka Dr. (Del Colliano) Litigation ongoing. Discussion held on design and style issues and comparisons made with Riviera HOA policies regarding same. Di Saia will draft letter to owner explaining that preliminary approval of Phase Two will be given pending receipt and evaluation of rendering.

f. 1054 Palisair Pl. (Ghoreyshi) Di Saia will visit site to look at piping. Walquist expressed neighbors' concerns and issues with proposed koi pond.

g. 1050 Palisair Pl. (Cohen) Certified letter was sent to architect but was returned undelivered. Friedman will follow up.

h. 1378 Las Canoas Rd. (Afifi) Owner is communicating with neighbors about building concerns. Walquist suggested that in the future, all Board members should visit site of every building project involving large revisions and make sure that all affected neighbors are kept informed.

i. 1217 Las Pulgas Rd. (Isaacs) No developments. Owner sent e-mail confirming intention to withdraw request for height variance.

j. 1100 Las Pulgas Pl. (Wlodek) Final approval was given.

k. 1085 Palisair Pl. (Orosco) Plans were reviewed. Walquist and Erdley will coordinate neighborhood plans review meeting.

VI. Tree Committee

a. Policy Kirkpatrick led discussion on need for legal advice from attorney with litigation experience. Friedman and Di Saia will look for one.

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) New owners of house next door have complained about view blockage; Kirkpatrick and Vinnedge will follow up.

f. 16016 Anoka Dr. (Kojian) Trees were trimmed; remove from agenda.

VII. Old Business/ New Business None

President Friedman adjourned the meeting at 8:55 p.m.

Next meeting: **October 20, 2014** (third Monday of the month)

Respectfully submitted,



Diana Ungerleider, PHOA Secretary

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PHOA BOARD MEETING

AUGUST 20, 2014

MINUTES

I. President Friedman called the meeting to order at 7:10 p.m. at the residence of Karen Olan. Present: Steve Di Saia, Hal Erdley, Larry Friedman, Patti Gallagher, Francine Kirkpatrick, Karen Olan, Diana Ungerleider, and Vi Walquist. Absent: Syd Vinnedge. Kirkpatrick holds proxy for Vinnedge. Also present: homeowners Klaus Koch, Jean and Bob Wyatt, Bobby and Dawn Hill, Valerie Belt, Roger Broderick, Joe Wlodek, Maureen Zweig, Miriam Schulman and Brent Armitage.

II. Approval of 7/21/14 Minutes Minutes from the previous Board meeting were reviewed. Minutes were approved as amended.

III. Treasurer's Report

- a. Olan reported that checking account balance is \$1,879.27 and savings account balance is \$57,921.88. A check for \$200 was received following last month's mailing.
- b. Discussion held on billing procedures for homeowners submitting plans approval applications, including re-submissions. Di Saia will provide Olan with input as to plan review billing which remain outstanding.
- c. **ADAC Collections** Di Saia led discussion on issue of indemnity clause in ADAC's contract. **ACTION:** Di Saia will e-mail issues as to content of contract to Olan and Erdley; Olan will call ADAC to clarify issue; Erdley will review contract.
- d. **Office Administrator Funding** Discussion held on affordability of Kim Bantle as office administrator. *Friedman moved that PHOA hire her for a maximum of 5 hours a week for a 6 month trial period beginning Sept. 1, 2014; Erdley seconded; passed unanimously.* Issue will go on agenda each month and work will be reviewed.

IV. Membership and Governance

- a. **Board Recruits** Miriam Schulman will run for Board position in January 2015. Friedman, Kirkpatrick and Olan will work on recruiting new Board members.
- b. **Welcome Wagon** Gallagher reported that 16100 Anoka Drive closed.

V. Plans Committee

a. Policy Di Saia led discussion on need for developing policy on requests for variances. Specific information needs to go on website. Any building restrictions should be listed on a house's title for future owners.

b. 1260 Las Lomas Ave. (Slutzker) No developments; remove from agenda.

c. 1227 Las Pulgas Rd. (Hill) Stamped plans from owners not received to date; final approval not yet granted.

d. 16058 Anoka Dr. (Nosrati) Stamped plans received by project manager and reviewed by Plans Committee. Plans prepared and obtained in October 2013 are in compliance; plans prepared and obtained in October 2013 demonstrated corrections made to comply with height restrictions. Correspondence to be sent to project manager on this issue. Roof-top deck restrictions also being drafted for review by Board and execution by owner. Once completed they are to be signed by owner.

e. 16021 Anoka Dr. (Nathanson) No developments.

f. 16163 Anoka Dr. (Del Colliano) Litigation is ongoing. Phase One has been given preliminary approval; Phase Two still pending approval. Discussion held on design and style of addition, as well as recent neighborhood opposition to two-story structures in general.

Board voted to give preliminary approval on Phase Two with the stipulation that final approval will depend on further evaluation of architectural style as shown in a rendering to be submitted. Five in favor; four opposed with one abstention.

g. 1054 Palisair Pl. (Ghoreyshi) Results of certified survey confirming correct height were obtained and conveyed to affected neighbors. Owner also made aware. No further inquiry has been made from neighbors. Owner has informed Board of issue raised by neighbor as to stairs to El Medio at back of property; corrective action will be taken.

h. 1050 Palisair Pl. (Cohen) Friedman sent certified letter to architect requesting a survey to confirm height of roof.

i. 1378 Las Canoas Rd. (Afifi) Neighbors below property contacted Board with concern about construction and retaining wall. Owner contacted neighbors, met with one and is addressing issues personally.

j. 1217 Las Pulgas Rd. (Isaacs) Plans received and reviewed; story poles were erected for review by Board and neighbors. PHOA has received multiple verbal and written objections from neighbors on second story addition and issue of precedent-setting. Homeowner has informed Board of intent to withdraw request for variance on existing plans. Board will obtain written confirmation and will inquire as to owners' intentions before removing item from agenda.

k. 1100 Las Pulgas Rd. (Wlodek) Plans received and inspection done of remodel and addition of fence. No issue presented by small addition to kitchen. Discussion held on effect of fence and proposed view obstruction. Mr. Wlodek was present at meeting; fence intended to provide privacy and sound barrier. *Di Saia moved that the plans for the fence meet the CC&R requirements; Friedman seconded; 5 Board members voted in favor (3 abstained due to not having seen property in question).*

VI. Tree Committee

a. Policy

- i. Kirkpatrick described application process used by Palos Verdes HOA whereby a complainant must fill out an application to request help to resolve issue, and recommended that PHOA adopt a similar procedure. Discussion ensued; Board is in general support. To be explored further.

- ii. Discussion held on PHOA's need for legal advice on resolution of tree issues. Di Saia and Friedman will look for one.
- iii. Letter of complaint was received from neighbor on Anoka Place, regarding another neighbor's unfinished architectural elements in driveway. He requested that PHOA ask neighbor to fix problem.
- 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)** New owners of house next door verbally communicated their intention to request PHOA help in resolving view blockage.
- f. 1000 Las Lomas Ave. (Streiber)** Board made site visits to both 1000 and 1020 Las Lomas Ave. on 8/2/14. Kirkpatrick led discussion of 3 ongoing issues between neighbors and asked Board to vote.
 - i. Friedman moved that tree limb next to 1020 Las Lomas master bathroom does not pose an unreasonable view blockage; Gallagher seconded; passed unanimously.*
 - ii. Friedman moved that 2 trees on property line be trimmed a maximum of twice yearly between October and March; Ungerleider seconded; passed unanimously.*
 - iii. Friedman moved that PHOA will not be a go-between in the Streiber/Silverton tree issues; Gallagher seconded; passed unanimously.*Kirkpatrick will draft a written agreement for both neighbors to sign.
- g. 16016 Anoka Dr. (Kojian)** Tree trimming needs to be confirmed.

VII. Old Business/ New Business None

President Friedman adjourned the meeting at 10:00 p.m.

Next meeting: **September 15, 2014** (third Monday of the month)

Respectfully submitted,



Diana Ungerleider, PHOA Secretary

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PHOA BOARD MEETING

JULY 21, 2014

MINUTES

I. President Friedman called the meeting to order at 7:10 p.m. at the residence of Patti Gallagher. Present: Hal Erdley, Larry Friedman, Patti Gallagher, Francine Kirkpatrick, Diana Ungerleider and Vi Walquist. Absent: Steve Di Saia, Syd Vinnedge and Karen Olan. Gallagher holds proxies for Olan and Di Saia; Kirkpatrick holds proxy for Vinnedge. Also present: homeowners Bobby and Dawn Hill, Debbie Streiber and Mike McCall.

II. Approval of 6/16 and 6/23 Minutes Minutes from the previous two Board meetings were reviewed; minutes were approved as amended.

III. Treasurer's Report

- a. Kirkpatrick reported checking account balance is \$3,004.27 and savings account balance is \$57,916.96.
- b. **ADAC Collections** Erdley reported that Olan will mail one more reminder letter to delinquent homeowners, after which ADAC will be directed to pursue unpaid dues.
- c. **Office Administrator Funding** Kirkpatrick reported on recent consult with Kim Bantle on cost of her services as an outside administrator. Expense may be greater than PHOA budget justifies. **ACTION:** Cost/benefit analysis will be explored further.
- d. **2015 Dues Increase** Kirkpatrick led discussion on increasing annual dues for 2015. According to our CC&Rs, dues may not be increased by more than 10% per year. Also discussed was the need for plans submission fees to be paid for resubmission of plans. **ACTION:** Kirkpatrick will draft a proposal on fees and present it to Board at next meeting for a vote.

IV. Membership and Governance

- a. **Board Recruits and Organization** Friedman led discussion on need for new Board members and asked Board to seek new members. Especially needed are attorneys and people with experience in reviewing plans.
- b. **Insurance** Friedman reported on recent issues with extent of PHOA's insurance coverage.

c. **Welcome Wagon** Gallagher reported that 1038 Anoka Place was just listed for sale. 1085 Palisair Place just sold; 16100 Anoka Drive is in escrow.

V. Plans Committee

a. **PHOA Policy** Postponed

b. **1227 Las Pulgas Rd. (Hill)** Preliminary approval has been given; final approval to be given after stamped, city-approved plans are received and confirmed.

c. **16058 Anoka Dr. (Nosrati)** Di Saia has plans; preliminary approval has not been given. Kirkpatrick gave presentation on effect of driveway lights and requested Board support for requesting that there be no lights. Board will wait until plans are reviewed.

d. **16021 Anoka Dr. (Nathanson)** No developments. Plans were not received.

e. **16163 Anoka Dr. (Del Colliano)** Litigation is ongoing. Phase One has been given preliminary approval; Phase Two still pending approval. A rendering was requested but denied by homeowner. *Kirkpatrick moved that Plans Committee request a rendering from owner; Walquist seconded; passed unanimously.*

f. **1054 Palisair Pl. (Ghoreyshi)** Plans Committee is waiting for results of certified survey to confirm height of structure. Friedman and Di Saia will draft letter to affected neighbors on same.

g. **1050 Palisair Pl. (Cohen)** Height needs to be verified to ensure compliance.

h. **1378 Las Canoas Rd. (Afifi)** Neighbor who lives below property contacted PHOA with concern about construction; Friedman e-mailed him with an update.

i. **1217 Las Pulgas Rd. (Isaacs)** Plans not yet received. Bobby and Dawn Hill expressed concern that second-story addition would impact their view and light and lower their property value. Story poles will be erected for Board review. Meeting to be scheduled with affected neighbors.

j. **Watch List: 1260 Las Lomas Ave. (Slutzker)** No developments.

VI. Tree Committee

a. **Policy** Kirkpatrick reported on recent consult with attorney regarding Rothman and Thomas trees. Notice of Violation is not an option but CC&R's allow 30-day notice or trees will be trimmed at PHOA direction. Tree Committee needs further legal consultation with attorney with related experience. **ACTION:** Friedman and Di Saia will look for one.

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)** Walquist reported that Tree Committee successfully resolved issue; trees have been trimmed.

g. **1000 Las Lomas Ave. (Streiber)** Kirkpatrick reported on progress made in drafting a written agreement between owner and neighbor. Board will visit both properties.

h. **16016 Anoka Dr. (Kojian)** Owner agreed to trim trees after being contacted by Vinnedge.

VII. Old Business None

VIII. New Business None

President Friedman adjourned the meeting at 9:40 p.m.

Next meeting: **August 18, 2014** (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" being more prominent than the last name "Ungerleider".

Diana Ungerleider, PHOA Secretary

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PHOA SPECIAL BOARD MEETING JUNE 23, 2014 MINUTES

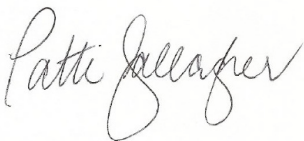
I. The meeting was called to order at 7:10 p.m. at the residence of Larry Friedman.
Present: Larry Friedman, Patti Gallagher, Hal Erdley, Syd Vinnedge, Vi Walquist, Karen Olan
and Francine Kirkpatrick. Absent: Diana Ungerleider and Steve Di Saia (Gallagher holds proxy
for Di Saia; Kirkpatrick holds proxy for Ungerleider).

II. The purpose of the meeting was to vote on approving the construction project at 1227 Las
Pulgas Ave., owned by Bobby and Dawn Hill.
Main issue discussed was impact of construction on view from Miriam Schulman's house.
Following earlier input from Erdley, the Hills modified their plans and lowered pad for garage 3
to 4 feet, thus reducing view obstruction.

III. Board voted 6 to 3 to grant preliminary approval. Friedman will draft letter to Hills,
informing them of vote, and will request that they consider lowering the height of main structure
an additional 12 inches, out of consideration for Ms. Schulman. Erdley will call the Hills to
inform them of vote.

IV. Further discussion held on need for establishing a new policy for protecting views,
including clarification of position on view obstruction that occurs within the 15.5-foot
limits specified in current CC&Rs. When new policy is in place it should be posted on PHOA
website.

Respectfully submitted,



Patti Gallagher

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PHOA BOARD MEETING JUNE 16, 2014 MINUTES

I. President Larry Friedman called the meeting to order at 7:10 p.m. at his residence.

Present: Larry Friedman, Patti Gallagher, Karen Olan, Francine Kirkpatrick, Hal Erdley, Diana Ungerleider and Vi Walquist. Absent: Syd Vinnedge and Steve Di Saia. Gallagher holds proxies for Vinnedge and Di Saia.

Also present: homeowners Chuck Emerick, Miriam Schulman, Bobby Hill, Dawn Hill, Phillip Vertoch (architect for the Hills) and Michael Matkins (attorney for the Hills).

II. Prior to start of Board meeting, Mr. and Mrs. Hill and their architect discussed their efforts to gain Board approval for their building project at 1227 Las Pulgas Road and requested preliminary approval. Story poles were erected earlier that day and were viewed by most Board members. At issue is view blockage that would be created by new construction. Board will vote on approval after Vinnedge and Di Saia see conditions

III. Approval of May 19 Minutes Minutes from the previous meeting were reviewed. Minutes were approved, as amended.

IV. Treasurer's Report

a. Olan reported checking account balance is \$6,556.00 and savings balance is \$57,912.20.

Dues checks totaling \$816 were received following the last mailing.

There are currently 17 unpaid homeowners.

b. ADAC Collections Discussion held on wording of letter to be sent to homeowners explaining new system for collecting dues which will implement the ADAC service.

ACTION: Erdley will set up account with ADAC; Olan will draft letter to homeowners explaining system.

V. Membership and Governance

a. Website Board agreed that any website changes other than home page must be approved by Board. No advertising can be on website.

b. Welcome Wagon Gallagher reported that there have been no new closings. Two properties are for sale: 1033 and 1025 Las Pulgas Rd. 16100 Anoka Dr. is in escrow for the second time.

VI. Plans Committee

a. PHOA Policy

- i. Kirkpatrick and Friedman presented draft of “Application Process and Fees for Alteration and Construction” and explained the fee structure contained therein. Discussion ensued. ***Olan moved that fee structure be approved as amended; Gallagher seconded; passed unanimously.***
- ii. Kirkpatrick and Friedman also presented outline of potential duties for Kim Bantle, who would serve as administrator for Plans Committee. Discussion ensued on need for a reasonable cap for expenses and fees. Kirkpatrick and Friedman will meet with Bantle to develop system.
- b. 1260 Las Lomas Ave. (Slutzker)** No developments; move to watch list.
- c. 1227 Las Pulgas Rd. (Hill)** See section II above.
- d. 16058 Anoka Dr. (Nosrati)** Plans Committee is waiting for landscape and outside lighting plans.
- e. 16021 Anoka Dr. (Nathanson)** No developments.
- f. 16163 Anoka Dr. (Del Colliano)** Litigation is ongoing.
- g. 1054 Palisair Pl. (Ghoreyshi)** Meeting for concerned neighbors to be scheduled.
- h. 1378 Las Canoas (Afifi)** No developments.
- i. 1217 Las Pulgas Rd. (Isaacs)** Friedman will give plans to Erdley; consultation with architect Richard Blumenberg to be held.

VII. Tree Committee

- a. PHOA Policy** Kirkpatrick reviewed details of Tree Committee’s recent consultation with counsel. Issues covered: legal powers of PHOA regarding enforcement of CC&Rs; process for filing notice of violation for view blockage; Palos Verdes Estates HOA policies on view blockages.
Olan moved to proceed with filing notices of violation on two PHOA properties; Friedman seconded; passed unanimously.
- 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)** After escrow closes, buyers of house next door will write letter requesting help from PHOA to resolve view blockage.
- f. 16151 Anoka Dr. (Sawai)** Some tree trimming has been done; more trimming still needed. Tree Committee to follow up.
- g. 1000 Las Lomas Ave. (Streiber)** Tree Committee is working with owner and neighbor on ongoing basis to reach an agreement.
- h. 16016 Anoka Dr. (Kojian)** Two neighbors have complained about tree that blocks their views; Tree Committee will follow up.

VIII. Old Business None

IX. New Business None

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

Next meeting: July 21, 2014 (third Monday of the month)

Respectfully submitted,



Diana Ungerleider, PHOA Secretary

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PHOA BOARD MEETING

MAY 19, 2014

MINUTES

- I. Larry Friedman called the meeting to order at 7:10 p.m. at the residence of Patti Gallagher.** Present: Larry Friedman, Steve Di Saia, Patti Gallagher, Syd Vinnedge, Karen Olan, Hal Erdley, Francine Kirkpatrick, and Vi Walquist. Absent: Diana Ungerleider.
Also present: Kim Bantle for Presentation to Board
- II. Presentation on Going Forward (Friedman)** - Friedman discussed the pace of Board issues to be addressed, the number of projects under consideration and construction, and the need to spread the work out, or change positions on the Board, to accommodate needs of homeowners. He also addressed expanded use of consultants for efficiency and issues on delivery and logging of plans, assignment of fees, the use and involvement of architect(s) and fees charged by same, and handling of initial review. Erdley addressed the plan for handling, the use of the architect, and monitoring of projects in their course to insure compliance with plans.
- III. Presentation by Kim Bantle** – Explained management of Riviera Association and the procedures followed, deadlines, and fees charged, as well as involvement of a consulting architect on approval or denial for violation of CC&Rs. Also explained procedures on communications with homeowners and site visits on residences under construction to view work done and compliance with plans. Discussion of Board on potential retention and scope of involvement.
Action - Larry will prepare a proposal.
- IV. Approval of April 21 Minutes** - Minutes from the previous meeting were reviewed. Minutes were approved, as amended.
- V. Treasurer's Report**
 - a. **2014 Dues** - Olan reported that no additional 2014 dues payments were received.
Checking Account balance is \$5,995.00
Savings Account balance is \$57,907.25

- b. **Collections** - Erdley discussed the research done on collection agency and work needed to get to agency requisite information to set up account. Erdley made motion to retain ADAC on trial basis; Kirkpatrick seconded. Board confirmed that have 30-day cancellation right. Got references from four other associations. Vote held and passed unanimously.

VI. Membership and Governance

- a. **Executive Committee** - No developments, other than addressed previously.
- b. **Web Site** – Kirkpatrick addressed need for Board approval to changes made.
- c. **Welcome Wagon** - 16100 Anoka Drive fell out of escrow.

VII. Plans Committee

a. PHOA Policy

Discussed need for Policies & Procedures in general.

- b. **1260 Las Lomas Ave. (Slutzker)** - No contact from homeowner since January 2014 correspondence and no new developments. Discussed potential correspondence, if and when fee structure created for plan review.
- c. **1115 Las Pulgas Rd. (Strempek & McMillan)** – Meeting planned with Ms. Strempek by Kirkpatrick for resolution. Will take off agenda on completion.
- d. **1227 Las Pulgas Rd. (Hill)** - Plans were revised and submitted. Di Saia met with homeowner Schulman on status. Erdley identified CC&R violation as to pad height at front of structure. Erdley and Di Saia met on that subject and Erdley had subsequent meeting with homeowner and architect to explain violation. Revised plans to be submitted.
- e. **16058 Anoka Dr. (Nosrati)** – Meeting held May 8 at residence of Kirkpatrick with affected neighbors and Board, as well as Project Manager and architect for residence. Di Saia provided report as to issues addressed and responses provided, as well as subsequent communications with Mr. Nosrati as to review and request for approval.
- f. **16021 Anoka Dr. (Nathanson)** - No developments. Will check on status.
- g. **16163 Anoka Dr. (Del Colliano)** - Di Saia, Erdley, and Gallagher attended meeting held May 8 at residence of Gallagher with homeowner, his architect, and counsel. Di Saia explained meeting and two-phase plans submitted for review and approval. Plans reviewed and explained and request for 15-year option on completion of Phase II. Di Saia moved for approval of Phase I; Gallagher seconded. Passed unanimously. Discussion of second story proposed for Phase II and need for meeting with affected homeowners on same. Vote on Phase II deferred to completion of homeowner meeting.
- h. **1054 Palisair Pl. (Ghoreyshi)** – Affected neighbors have expressed complaints. Many voiced and discussed at May 8 meeting on 16058 Anoka. Long discussion on interpretation of plans and CC&Rs, particularly on claims of view blockage resulting from residence within CC&R height limitation. Koi pond addressed and plan for same reviewed by Board.
- i. **1050 Palisair Pl. (Cohen)** – Plans provided and roof confirmed to be within CC&Rs limitations. Revisions made by homeowner to plans to meet CC&Rs. Preliminary approval was given in January.
- j. **1378 Las Canoas (Afifi)** – Letter went to homeowner approving plans.

- k. **1217 Las Pulgas Rd. (Isaacs)** – Plans had been submitted and then withdrawn following meeting held with residents at 1227 Las Pulgas Road. No plan currently before the Board for consideration. Need to follow-up.

VIII. Tree Committee

- a. **PHOA Policy** – Defer to Next Meeting.
- b. **949 Las Lomas Ave. (Thomas)** – Defer to Next Meeting.
- c. **1034 Las Lomas Ave. (Vernez)** – Defer to Next Meeting.
- d. **1261 Las Lomas Ave. (Rothman)** – Defer to Next Meeting.
- e. **16116 Anoka Dr. (Ransford)** – Defer to Next Meeting.
- f. **16151 Anoka Dr. (Sawaii)** – Defer to Next Meeting.
- g. **1000 Las Lomas Ave. (Streiber)** – Defer to Next Meeting.

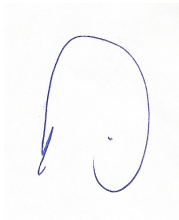
IX. Old Business None

X. New Business None

Meeting adjourned at 9:40 p.m.

Next Meeting: June 16, 2014 (third Monday of the month).

Respectfully submitted,

A handwritten signature in blue ink, appearing to be 'S. Di Saia', enclosed within a faint rectangular border.

Steven Di Saia

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PHOA BOARD MEETING APRIL 21, 2014 MINUTES

I. Francine Kirkpatrick called the meeting to order at 7:10 p.m. at the home of Diana Ungerleider. Present were: Karen Olan, Hal Erdley, Francine Kirkpatrick, Diana Ungerleider and Vi Walquist. Absent: Larry Friedman, Steve Di Saia, Patti Gallagher and Syd Vinnedge. Proxies: Kirkpatrick holds proxies for Di Saia and Vinnedge; Olan holds proxy for Gallagher. Quorum was met.

Also present: homeowners Miriam Schulman, Chuck Emerick, Klaus Koch and Miran Kojian.

II. Approval of March 17 Minutes Minutes from the previous meeting were reviewed. Minutes were approved as amended.

III. Treasurer's Report

a. Olan reported that one 2014 dues payment has been received.

Checking account balance is \$5,280.00

Savings account balance is \$58,756.42.

b. Erdley reported on research he did on collection agencies. Discussion ensued about benefits of using such agency to collect dues. In an informal vote, Board agreed unanimously to use agency; formal vote to take place next month when more Board members are in attendance.

IV. Membership and Governance

a. Executive Committee No developments.

b. Welcome Wagon Kirkpatrick reported that property at 16100 Anoka Dr. is for sale.

V. Plans Committee

a. PHOA Policy

i. Kirkpatrick reported that PHOA Architect Richard Blumenberg will assist Plans Committee with establishing a Plans Approval fee. Kirkpatrick will follow up.

ii. Erdley suggested that Plans Committee needs a "compliance monitor" to monitor major construction projects to ensure compliance. Board is in support.

ACTION: Kirkpatrick and Erdley will draft proposal.

- b. 1260 Las Lomas Ave. (Slutzker)** No issues addressed.
- c. 1115 Las Pulgas Rd. (Strempek & McMillan)** No issues addressed.
- d. 1227 Las Pulgas Rd. (Hill)** Plans are being revised.
- e. 16058 Anoka Dr. (Nosrati)** Kirkpatrick reported that recent visual inspection shows that level of building pad appears to be OK but recommended that PHOA hire a surveyor to confirm that elevation is correct before foundation is poured. Discussion held on need for meeting of affected neighbors and project manager to address ongoing concerns. Kirkpatrick to follow up.
- f. 16021 Anoka Dr. (Nathanson)** No issues addressed.
- g. 16163 Anoka Dr. (Del Colliano)** No issues addressed.
- h. 1054 Palisair Pl. (Ghoreyshi)** Compliance needs to be verified.
- i. 1050 Palisair Pl. (Cohen)** No issues addressed.
- j. 1378 Las Canoas (Afifi)** No issues addressed.
- k. 1217 Las Lomas Ave. (Isaacs)** Erdley will visit property.

VI. Tree Committee

- a. PHOA Policy** Kirkpatrick and Walquist have scheduled a conference call with attorney to discuss legal issues related to trees.
- b. 949 Las Lomas Ave. (Thomas)** No developments.
- c. 1034 Las Lomas Ave. (Vernez)** PHOA received copy of letter that owner sent to neighbor with view complaint; discussion held about contents.
- d. 1261 Las Lomas Ave. (Rothman)** No developments.
- e. 16116 Anoka Dr. (Ransford)** Realtor for house next door (16100 Anoka Dr., currently for sale) contacted Kirkpatrick to discuss view violation, impact on sale and prospective buyer intent.
- f. 16151 Anoka Dr. (Sawaii)** Walquist gave update on progress on tree trimming. One tree has been removed; two trees are still blocking views. Tree Committee will follow up after inspection by Fire Marshall.
- g. 1000 Las Lomas Ave. (Streiber)** Kirkpatrick and Walquist had successful visits with both property owner and complainant; both agreed that complainant will keep two trees on property line trimmed. Tree Committee will draft letter of agreement.

VII. Old Business None

VIII. New Business None

The meeting was adjourned at 8:20 p.m.

Next meeting: May 19, 2014 (third Monday of the month).

Respectfully submitted,



Diana Ungerleider, PHOA Secretary

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PHOA BOARD MEETING

March 17, 2014

MINUTES

I. Vice-President Steve Di Saia called the meeting to order at 7:15 p.m. at the home of Patti Gallagher. Present were: Steve Di Saia, Hal Erdley, Patti Gallagher, Francine Kirkpatrick, Karen Olan, Diana Ungerleider, Syd Vinnedge and Vi Walquist. Absent: Larry Friedman. Also present: homeowner Chuck Emerick.

II. Approval of Minutes

Minutes from the Feb. 17 Board Meeting, the Feb. 17 Plans Review Meeting, and the Feb. 8 Special Board Meeting were reviewed. Amendments and corrections were incorporated and all minutes approved.

III. Treasurer's Report

Olan reported that there are still unpaid homeowners from 2012 and 2013, and there are approximately 25 unpaid owners for current year. Discussion held on options for collecting dues, including using a collection agency and placing liens. To be further explored. Olan also proposed stamping "Past Due" on invoices when applicable.

IV. Membership and Governance

- a. Executive Committee** Gallagher has agreed to take Kirkpatrick's place on Committee. Board voted unanimously to approve.
- b. Cloud Record Keeping** Ungerleider reported that system is in place and is in use. Emerick described features of website. Discussion held on need for secure, fire-proof storage for full-size plans.
- c. Welcome Wagon** Gallagher reported that 1201 Las Lomas Ave. is in escrow.

V. Plans Committee

- a. PHOA Policy** No developments.
- b. 1260 Las Lomas Ave. (Slutzker)** Di Saia will follow up with owner about plans.
- c. 1115 Las Pulgas Rd. (Strempek & McMillan)** Stamped plans received; to be reviewed.
- d. 1227 Las Pulgas Rd. (Hill)** Di Saia met with owner and architect previously and reviewed residence and model of proposed project. Photographs reviewed by Board and issues discussed, including height variance request.
- e. 16058 Anoka Dr. (Nosrati)** Di Saia will communicate with project manager and discuss rescheduling of plans review meeting for affected neighbors. List of questions compiled at last meeting will be circulated. Deck use restrictions to be addressed. Also discussed was need for review of recent grading to verify correct elevation of new building pad.
- f. 16021 Anoka Dr. (Nathanson)** Di Saia will follow up with architect on stamped

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PHOA BOARD MEETING FEBRUARY 17, 2014 MINUTES

I. President Larry Friedman called the meeting to order at 7:45 p.m. at the home of Larry Friedman. Present: Friedman, Hal Erdley, Karen Olan, Diana Ungerleider, Syd Vinnedge and Vi Walquist. Absent: Steve Di Saia, Patti Gallagher and Francine Kirkpatrick.

II. Approval of January 20 Minutes and Annual Meeting Minutes Minutes from the previous Board meeting and the Annual PHOA meeting on February 3 were reviewed. *Vinnedge moved that they be approved as written; Olan seconded; passed unanimously.*

III. Treasurer's Report

- a. Vinnedge reported that there are currently 24 unpaid homeowners for 2014.
- b. Delinquent Dues Policy** Erdley led discussion on possibility of using a collection service that specializes in Homeowner Associations to collect unpaid dues. To be explored further.
- c. Computer Record Keeping** Olan reported that new bookkeeping system is in use.

IV. Membership and Governance

- a. Electronic Data Storage** Ungerleider reported that new website for storing PHOA documents is almost complete. Details are being worked out prior to Board use.
- b. Annual Meeting** No news.
- c. Welcome Wagon** Report postponed.

V. Plans Committee

- a. PHOA Policy** No developments.
- b. 1260 Las Lomas Ave. (Slutzker)** No developments.
- c. 1115 Las Pulgas Rd. (Strempek & McMillan)** No developments.
- d. 1227 Las Pulgas Rd. (Hill)** Plans were received and initial review was made; further work to be done.
- e. 16058 Anoka Dr. (Nosrati)** Plans review meeting for affected neighbors has been scheduled for Feb. 25 at 16050 Anoka Dr. at 7 pm. The public is invited.
- f. 16021 Anoka Dr. (Nathanson)** No developments.

- g. 16163 Anoka Dr. (Del Colliano)** Owner, his architect and his attorney gave presentation of plans to the Board earlier in the evening, explaining their reason for the requested variance. Discussion of compromise held.
- h. 1054 Palisair Pl. (Ghoreyshi)** No developments.
- i. 1050 Palisair Pl. (Cohen)** New plans were received and will be reviewed.
- j. 1378 Las Canoas (Afifi)** Letter to be sent granting preliminary approval.

VI. Tree Committee

- a. PHOA Policy** Postponed.
- 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 will contact Fire Department about dead trees.
- g. 1000 Las Lomas Ave. (Streiber)** Tree Committee met with neighbor and owner in effort to resolve dispute.

VII. Old Business None

VIII. New Business None

President Friedman adjourned the meeting at 8:10 p.m.

Next meeting: **March 17, 2014** (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

plans.

g. 16163 Anoka Dr. (Del Colliano) Discussion held on owner's request for ADR (alternative dispute resolution). Recent developments addressed, including consultation with PHOA architect.

h. 1054 Palisair Pl. (Ghoreyshi) Board received e-mail correspondence from Martin Teitelbaum, son of neighbor, raising issues about prior approval of building. Plans will be reviewed again to confirm absence of CC&R violations. Di Saia will follow up with complainant and owner of subject property.

i. 1050 Palisair Pl. (Cohen) Postponed until Friedman's return.

j. 1378 Las Canoas (Afifi) Preliminary approval affirmed. Friedman and Di Saia to draft letter to owner.

k. Watch list: 1085 Palisair Pl. Residence is for sale; remove from agenda.

l. 1217 Las Pulgas Rd. (Isaacs) Newly proposed remodel addressed; Di Saia will follow up with owner and contractor on plans.

VI. Tree Committee

a. PHOA Policy Kirkpatrick will consult with attorney.

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) Vinnedge reported unsuccessful e-mail attempt to schedule meeting with owner. Efforts will continue. Two of the view-blocking pine trees are dying. Committee contacted Fire Department who will follow up in May re: fire hazard.

g. 1000 Las Lomas Ave. (Streiber) Walquist and Kirkpatrick visited neighbor with view complaint, involving 4 trees, two of which are on property line. Neighbor wishes to continue taking responsibility for maintenance of these two trees at their current height. Walquist and Kirkpatrick will follow up.

VII. Old Business None

VIII. New Business None

Di Saia adjourned the meeting at 9:05 p.m.

Next meeting: **April 21, 2014** (third Monday of the month)

Respectfully submitted,



Diana Ungerleider, PHOA Secretary

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Special Meeting of the Board

February 8, 2014

MINUTES

The Board of PHOA met at the home of Patti Gallagher at 9:55 a.m.

Present: Larry Friedman, Steve Di Saia, Patti Gallagher, Francine Kirkpatrick, Karen Olan and Vi Walquist. Francine had proxies for Diana Ungerleider and Syd Vinnedge; Larry Friedman had the proxy for Hal Erdley.

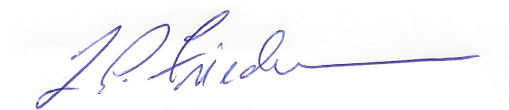
The purpose was to discuss the request for a variance at 16163 Anoka Avenue by the owner, Mr. Jerry Del Colliano, with specific regard to the proposed addition of a second story which would create a structure well in excess of the 15.5 limits imposed by the CC&Rs. Steve Di Saia discussed the Board responsibilities under the CC&Rs.

The issues involved in the determination, as required for consideration by the terms of the CC&Rs, were discussed in depth. These included the complaints by neighbors, as well as the related evidence obtained as to the obstruction posed to sunlight which normally fell on the neighboring home and impact on privacy, due to the position of the new structure, and the related impact on value. The style of proposed new residence, and compliance with the character of neighborhood, was also discussed.

In favor of the applicant's request for variance, the Board also considered the fact that the addition posed little to no view blockage and that there were other two story properties in the immediate vicinity.

A vote was held with 3 in favor of granting the variance and 6 against it. The variance was denied.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "L. Friedman", with a long horizontal flourish extending to the right.

Larry Friedman, PHOA President

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PHOA BOARD MEETING JANUARY 20, 2014 MINUTES

I. President Larry Friedman called the meeting to order at 7:08 p.m. at the home of Patti Gallagher. Present were: Larry Friedman, Syd Vinnedge, Steve Di Saia, Vi Walquist, Hal Erdley, Patti Gallagher, Francine Kirkpatrick and Diana Ungerleider. Absent: Hans Weber. Also present: homeowners Chuck Emmerick, Dennis Mendel and Margye Baumgardner.

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

III. Treasurer's Report

- a. Vinnedge reported checking balance as \$6,038.84 and savings balance as \$55,337.08.
- b. **Delinquent Dues Status** There are currently 49 unpaid homeowners. Discussion held on collection methods. **ACTION:** Vinnedge will draft reminder letter.
- c. **Computer Bookkeeping** Karen Olan is using QuickBooks for bookkeeping.

IV. Membership and Governance

- a. **Cloud Record Keeping** Ungerleider reported that system is in development.
- b. **Annual Meeting on Feb. 3**
 - i. Kirkpatrick reported that enough ballots have been received to constitute a quorum.
 - ii. Emerick reported that he arranged for a representative from the Fire Department to speak at meeting on issue of brush clearance and fire danger.
- c. **Welcome Wagon** Gallagher reported that 1109 Las Pulgas Rd. is in escrow.

V. Plans Committee

- a. **Policy** Friedman and Di Saia reported on their recent consultation with attorney on discretion of Board under language of CC&Rs. Further discussion to be held with counsel on requests for height variance and view protection arising from second story additions.
- b. **1260 Las Lomas Ave. (Slutzker)** Inquiry from owner received, responding to correspondence about plans. Return call made; no response yet. Di Saia will follow up.
- c. **1115 Las Pulgas Rd. (Strempek & McMillan)** Di Saia sent letter with preliminary approval.
- d. **16058 Anoka Dr. (Nosrati)** Full-size plans and grading plans were received and appear to be in compliance; Vinnedge has plans and reviewed. E-mail communications with designer Will Vallecios resulted in recent grading check to confirm proper elevations. Meeting with affected neighbors to be scheduled.
- e. **16021 Anoka Dr. (Nathanson)** Preliminary approval was given in September. Final

plans have not been received; Di Saia sent e-mail to architect requesting status.

f. 16163 Anoka Dr. (Del Colliano) Reviews of property have been conducted by Board and recently by consultant. Plans Committee is waiting for report from same.

Communications are on-going with owner and affected neighbors.

g. 1054 Palisair Pl. (Ghoreyshi) Di Saia has spoken with owner and will follow up to confirm compliance.

h. 1050 Palisair Pl. (Cohen) Friedman spoke with architect about height of new roof and remodel. New CC&R-compliant plans were provided and reviewed. Preliminary approval to be issued on that basis.

i. 1379 Las Canoas (Afifi) Final plans with revisions were received and reviewed by the Board. *Di Saia moved that Board give preliminary approval with the caveat that any view created by second story addition is not protected; Kirkpatrick seconded; passed unanimously.*

j. 1227 Las Pulgas Rd. (Hill) Plans were received, including a request for height variance. Plans Committee will review.

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

VI. Tree Committee

a. Policy Kirkpatrick led discussion on need for legal advice regarding policies.

She will follow up with attorney recommended by Friedman. Tree Committee will meet to create a policy that will provide guidance on how to proceed.

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) No developments.

g. 1000 Las Lomas Ave. (Streiber) No developments.

VII. Old Business None

VIII. New Business None

President Friedman adjourned the meeting at 8:50 p.m.

Next meeting: February 17, 2014 (third Monday of the month)

Respectfully submitted,



Diana Ungerleider, PHOA Secretary