

# **Palisair Home Owners Association**

A NON-PROFIT CORPORATION

P.O. Box 901

Pacific Palisades, CA 90272

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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

## **PHOA BOARD MEETING EXECUTIVE SESSION MARCH 19, 2018 MINUTES**

**NOTE:** Executive session is closed to the membership per Civil Code §4935.

- I. **President Howard Weisberg called the meeting to order** at 8:45 pm at Miriam Shulman's residence. Present: Howard Weisberg, Suzanne Weisberg, Kathy Wedeking, Miriam Schulman, Dawn Hill, Brian Bradford, Chuck Emerick and Roger Broderick. Absent: Diana Ungerleider.
- II. **Approval of 2-19-18 Minutes** - Approved as written.
- III. **Sales and Escrow Process and Letters**

After consulting with legal counsel and discussion amongst the board the following was determined:

- A brief letter will be sent to listing agents with the following language:

Congratulations on your listing at \_\_\_\_\_! This property, along with 139 other properties, is part of the three tracts that comprise the Palisair Home Owners Association (PHOA). Homeowners are automatically a member of the PHOA when they purchase a home here. Being a member comes with certain rights and responsibilities, which are more clearly outlined in PHOA's Covenants, Conditions and Restrictions (CC&Rs), which run the land. The CC&Rs and more can be found on our website at Palisair.org. Kindly ask escrow to contact our office for important HOA documents, rules and regulations.

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A letter will also be sent to homeowners who are selling their property reminding them to disclose that there is a mandatory HOA membership. This box should be checked on the TDS form they are required to fill out, and they should be reminded that the CC&Rs can be found on the PHOA website.

- Take pertinent documents like the bylaws and articles of incorporation off of the palisair.org website.
- When escrow opens on a property and the escrow agent calls for HOA docs, ask them to email a document request form.
- The form asks for \$100 for HOA documents for escrow. Confirm with the treasurer if dues have been paid on this property or not. Also the form asks for the new buyer's name and contact information.
- Make sure to deliver all the documents the escrow company is requesting. There will be a list on the escrow request form.
- Make 20 or so copies at a time of all required docs so they are handy when requested.
- Fill out escrow request form with fee for documents and annual dues information.
- With the escrow package, include a homeowner receipt that the buyer is to fill out and sign confirming they have received the HOA docs. Kim to provide an example of the receipt.
- Make a copy of the receipt and escrow request.
- Call or email the escrow company and let them know the package is ready for pick up and the address it can be picked up at. They will send a messenger for it. (OK to leave outside).
- Follow up with the escrow officer on the status of the close if nothing is received within 6 weeks to 2 months.
- Once the check for docs and the buyer receipt is received, send the new homeowner a welcome letter with a copy of the CC&Rs, Rules and Regulations, Plans Application, Plans Application Process, and Tree Violation Report documents. (If the buyer receipt is not sent with the check, ask the escrow officer for it. If the buyer contact info is not included, ask again or obtain it in some other way.).
- Once the homeowner has moved in, Welcome Wagon will hand deliver a basket or welcome gift of some kind (without documents). Try to determine if the homeowner will be remodeling or adding on to determine if a conversation and/or information about submitting plans might be in order

#### **IV. Review of Legal Expenses**

Howard reported that half of the yearly budget for legal expenses was spent last month on sales & escrow issues regarding the Del Colliano property which is for sale as well as consultations on letters to be sent to listing agents of new properties that come on the market in the PHOA.

Howard moved that the budget for legal expenses for the remainder of the year be increased from 2 hours a months to 5 hours a month; Miriam seconded; 6 in favor; motion passed.

NOTE: Brian & Roger left the meeting at 9:15.

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## **V. Tree View Obstruction Enforcement Strategy**

- a. Per suggestion of counsel, the fine policy for non-compliance of home owners with tree violations will be modified, which will include increasing the fine amount
- b. PHOA policy on resolving tree violations will include the option to sue.
- c. Following attorney recommendation, violation hearings will be scheduled for Thomas (949 Las Lomas) and Rothman (1261 Las Lomas) for ongoing view blockage issues.
- d. Once the Fine policy is re-written, we will send a letter to Streiber offering to remove the current fine amount and encouraging her to participate in a “Meet and Confer” (IDR) meeting with Gabayan, Silverton, and the PHOA (as facilitator). If Streiber participates, we hope that a resolution can be reached, since Gabayan and Silverton are willing to share in the cost of removing the tree. If this fails, we will have another violation hearing and presumably start fining again at the new, higher rate

The meeting was adjourned at 9:47 p.m.

Respectfully submitted

A handwritten signature in blue ink that reads "Dawn Hill". The signature is written in a cursive, flowing style.

Dawn Hill, PHOA Secretary