

Kim Schlotman Bantle

17933 Castellammare Drive
Pacific Palisades, CA 90272
Phone 310-418-5758
E-mail: ksbantle@gmail.com

To: Palisair Home Owners Association
P.O. Box 901
Pacific Palisades, CA 90272

Invoice for Plan Committee Services December 2018

<i>Date:</i>	<i>Description of Work:</i>	<i>Hours</i>
12/3/18	1160 El Medio – revised pool plans	1
12/4/18	Fire Suppression System, 16031 Anoka; book Richard for Board meeting; confirm neighborhood meeting	1.5
12/5/18	Prepare for 1120 Las Lomas neighborhood meeting	1
12/6/18	Neighborhood meeting & site visit 1120 Las Lomas	2.5
12/7/18	Set up site visit at Del Colliano; invoice	1.5
12/10/18	Revised landscape plans 1124 Las Pulgas; confirm Board meeting with Schultz' and others – time and location; ask for change of string line in storypoles; finalize invoice; review & revise agenda; 1120 LL neighborhood meeting notes for minutes; 1160 El Medio – pool plans submitted	2.5
12/11/18	Site visit – Del Colliano; review & edit minutes; follow up on neighborhood letter 1120 LL; 16050 Anoka Hardscape plans submitted	2
12/12/18	Send out all plans to Board for meeting discussion & website	1
12/13/18	Forward pictures from Del Colliano site visit	.5
12/17/18	Board meeting	3
12/18/18	Board meeting follow up to homeowners who submitted; 1124 Las Pulgas, 16050 Anoka and 1160 El Medio approval letters	2.5
12/21/18	Construction report	1
12/28/18	1124 Las Pulgas missing pages & approval process	
TOTAL	20

Fee for services rendered during December 2018, as shown above, at \$50.00 per hour (20 hours guaranteed):

TOTAL INVOICE: \$1,000.00

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<i>Date:</i>	<i>Description of Work:</i>	<i>Hours</i>
11/1/18	Set up Plans Committee meeting, invoice; meet with homeowner at 1132 LP to see potential view obstruction for 1124 LP proposed landscaping	1
11/2/18	Meet with Brian & Howard; drive through neighborhood; follow up with homeowner at 1120 Las Lomas re; next steps, Architect feedback, additional materials required	2.5
11/3/18	Continue working with homeowners of 1120 Las Lomas on required materials	1.5
11/4/18	Receive story pole schematic plan, send to Richard B for review	1
11/5/18	Drive thru neighborhood researching rear facing front doors; send follow up email to plans committee; view & respond to draft of minutes; send email to board updating them on 1120 LL and request for story poles, date for neighborhood mtg.	2
11/6/18	Forward photos to plans committee of 1132 Las Pulgas in concern over 1124 LP side yard proposed landscape; send email to 1124 LP with neighbor concerns over proposed strawberry trees	1.5
11/7/18	Finalize and send Oct invoice; list of affected homeowners for 1120 LL; review agenda; set up neighborhood meeting for board on 12/6	1.5
11/9/18	Send revised landscape plans for 1216 LP, ask to alert neighbors	.5
11/11/18	PDF of revised plans for 1120 LL; process and send to board;	.5
11/12/18	read and approve minutes for plans; meet with Rachel S for new plans – bring to Richard B's, determine date for SP installation	1
11/16/18	Dave Barr 6 ft. fence request	.5
11/18/18	Meeting at 1170 El Medio	1
11/19/18	Board meeting; confirm all guests attending meeting and time; Orosco covered garage response	3
11/20/18	Write 1120 LL Neighborhood meeting email; discuss with Michele	1
11/23/18	Review cover letters and agenda for 1120 LL neighborhood mailer	.5
11/26/18	16050 Anoka Drive – landscape plan submittal	.5
11/27/18	Call with Howard re: neighborhood meeting; research & send email with list of possibly affected neighbors plus most recent PDF	1
11/29/18	16031 Anoka Fire prevention system moving forward-not approved	.5
TOTAL	21

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Invoice for Plan Committee Services October 2018

<i>Date:</i>	<i>Description of Work:</i>	<i>Hours</i>
10/1/18	Review 9/17/19 minutes; Invoice, Final Approval info for 1124 Las Pulgas	1
10/3/18	Finalize and send invoice; determine what pages to be submitted for 114 LP	1.5
10/5/18	New construction report, sent to board; review Oct. agenda	1.5
10/8/18	Review Sept. minutes again; add changes Oct agenda; review approval process for 1228 Las Lomas pl; receive final plans for 1124 Las Pulgas	1
10/09/18	Send PDF of final plans to board & chuck for website; set up plans committee meeting; plan drop off-meet with HO agent	1.5
10/10/18	Pick up prelim plans for 1124 Las Pulgas from Diana; Review preliminary vs. final plans for 1124 Las Pulgas rd; request and receive homeowner grant deeds, application and PDF of landscape plans for 1124 Las Pulgas Rd; meeting with Howard and Brian; drop off check with Chuck	2.5
10/17/18	Board meeting recap; construction report follow up; follow up with 1124 LP	1
10/18/18	Pick up 1120 Las Lomas Ave, Schultz plans from Dawn; process; pick up 1124 Las Pulgas plans	1
10/19/18	Process 1120 Las Lomas Ave plan & app. Scan app; send to Chuck for website; email Roger regarding tree blockage complaint against 1124 Las Pulgas. Ask for site visit to his property. No response; collect correct fee from 1120 LL Ave, send 1120 LL email explaining review process	2.5
10/21/18	Track down Site plan, renderings; extra set for 1124 Las Pulgas; read through Annual Meeting mailer documents, send changes; Final Approval letter w/o landscape for 1124 Las Pulgas Ave	2.5
10/22/18	Drop off 1120 Las Lomas Ave to Richard; Appl Let to website; send to HO; pool submittal info for 1216 Las Pulgas	1.5
10/29/18	Pick up 1120 LL at Richard's; follow up with neighbor of 1124 LP regarding proposed trees; update 1120 LL on progress	1.5
10/30/18	Request survey from 1120 LL; confirm Richrd attendance at board mtg; 1061 Palisair schedule of upcoming meetings	1
TOTAL	20

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Invoice for Plan Committee Services September 2018

<i>Date:</i>	<i>Description of Work:</i>	<i>Hours</i>
09/2/18	1228 Las Lomas Pl story pole elevation plan; send & get approvals	.5
09/4/18	Revise 1216 Las Pulgas approval letter; 16050 Anoka approval letter changes; rec'd 2 nd copy of 1228 Las Lomas pool; PDF of city approved plans for pool to Chuck; CC&R rewrite – tracts protected from each other?; update 1228 Las Lomas approval letter	2.5
09/5/18	Drop off plans at Dawn's; drive neighborhood; check on invoice from Crisp Imaging; Invoice; drive by story poles & photograph	1.5
09/7/18	Update on 1085 Palisair Place plans; update on 1061 Palisair place – new plans from Vertoch; August invoice; schedule story pole site visit for 1228 Las Lomas; Review minutes, suggest format change.	2
09/10/18	Set up story pole site visit; review agenda	.5
09/11/18	Story pole site visit at 1228 Las Lomas, get large plans; 1216 Las Pulgas signature mtg at site for approvals; 1228 Las Lomas cover letter to residents for story poles & plans; 1228 LL separate letter to immediate neighbors; additional changes to agenda	2.5
09/12/18	Drop off signed docs for 1216 Las Pulgas to Dawn; send Las Lomas neighbor letter to Dawn & Mel to send; set up site visit Las Canoas	2
09/17/18	Board Meeting	1
09/18/18	Site visit, Koch	1.5
09/19/18	Board meeting follow up – 1228 Las Lomas approval & story pole timing; 1216 Las Pulgas tree removal	2
09/21/18	board meeting minutes; 1228 LL prelim approval letter for addition	1.5
09/24/18	review large plans for 1228 LL and new condensers shown on roof – talk to HO re:condensers; communicate with homeowner that no complaints on project so formally approved	1.5
09/25/18	Drop plans for 1228 LL with Dawn	.5
09/28/18	1124 Las Pulgas – city permits received – contact for final approval submit	.5
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Invoice for Plan Committee Services August 2018

<i>Date:</i>	<i>Description of Work:</i>	<i>Hours</i>
08/2/18	1216 Las Pulgas landscape submittal; secure city stamped plans from Mackin	.5
08/6/18	1228 Las Lomas Pl – finalize submittal – payment	.5
08/7/18	1228 Las Lomas Pl – pool approval details; invoice; 1216 Las Pulgas website	1
08/8/18	Receive final plans for 16050 Anoka; Board meeting agenda	1
08/09/18	review agenda; contact Diana re: submittal; finalize invoice and send; check on Crisp invoice; site visit 1216 Las Pulgas & look at 1341 Las Canoas	2.5
08/11/18	Change agenda format; Discuss with Howard; 1216 Las Pulgas plant plan; more agenda revisions	1
08/13/18	Review fire suppression system; review Koch plans & ladbs website	.5
08/14/18	Pick up prelim Mackin plans from Dawn & compare to final plans; review final agenda and minutes	1.5
08/16/18	1218 Las Lomas – Hoffman concerns – pool, confirm meeting attendance; received 1216 las Pulgas app & check; work on database updates APN, etc	2
08/17/18	Work on database	1.5
08/19/18	Finalize database research and send; email to board 1216 Las Pulgas plans	2
08/20/18	1085 Palisair – revisions to plans, look up LADBS; Board meeting	2.5
08/21/18	Board meeting follow up – contact homeowners; website – updates; Mackin final approval letter; board meeting minutes	2
08/22/18	PDF of 16050 Anoka submittal to website; potential submittal 1061 Palisair Pl;	.5
08/23/18	1216 Las Pulgas place approval letter; 1228 Las Lomas Pl final pool approval letter	1.5
08/25/18	Fire suppression system additional info; received Hoffman large pool plans	.5
08/27/18	1228 Las Lomas Pl story pole follow up; research last database update	.5

TOTAL 21.5

**Fee for services rendered during August 2018, as shown above, at \$50.00 per hour
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**Invoice for Plan Committee Services
July 2018**

<i>Date:</i>	<i>Description of Work:</i>	<i>Hours</i>
07/3/18	Approval letter 16050 Anoka and email response; invoice	1.5
07/4/18	Send emails to chuck for website; finalize invoice and send	1.5
07/5/18	Review email to Mackins; arrange to drop off scanned plans – determine who will store; review agendas	2.5
07/11/18	Diana – fire suppression system	1
07/12/18	Review revised agendas; look up APNs and address for homeowners in arrears	2.5
07/13/18	Pick up scanned plans at Crisp with discs and bring to Dawns for storage	2.5
07/20/18	Look up APN numbers; tax mailing addresses & name differences for all residents	3
07/25/18	Review Emerick response to hearing	.5
07/30/18	Continue researching residents list; Board meeting; send meeting notes for minutes; email Steve Chapin about plans; send resident list and notes to email with APN numbers and any changes	5

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**Invoice for Plan Committee Services
June 2018**

<i>Date:</i>	<i>Description of Work:</i>	<i>Hours</i>
06/1/18	Review agenda and comment; invoice; Chapin, 1055 El Medio request for renewal of plans	2
06/5/18	16050 Anoka Dr, submittal response; continue working on scanning & invoice; review minutes and respond	1
06/6/18	Finish and send invoice; 1160 El Medio-plan renewal	1
06/12/18	Add 16050 Anoka & 1228 Las Lomas to agenda; set up site visits	1
06/13/18	Process 16050 Anoka remodel submittal; determine fee; 1228 Las Lomas Place site visit	2.5
06/14/18	16050 Anoka site visit	1
06/18/18	1228 Las Lomas Place submittal; add to agenda; send out 16050 Anoka PDFs to board with site visit update; Board Meeting	3.5
06/19/18	Board meeting minutes; send D&O insurance info & accountant info	3
06/21/18	Prelim approval letter for Mackin, 16050 Anoka; drop off plans to Dawn	2.5
06/27/18	Order disk for scanned plans; plans ready for pick up	.5
06/28/18	Review Mackin email response to approval letter; write response & revise letter	2

TOTAL 20

Fee for services rendered during June 2018, as shown above, at \$50.00 per hour (20 hours guaranteed):

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