

Palisair Home Owners Association

A NON-PROFIT CORPORATION

P.O. Box 901

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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

JUNE 19, 2017

MINUTES

I. Vice President Howard Weisberg called the meeting to order at 7:00 p.m. at Miriam Schulman's residence. Present: Brian Bradford, Diana Ungerleider, Howard Weisberg, Suzanne Weisberg, Chuck Emerick, Miriam Schulman and Roger Broderick. Also present: Kim Bantle. Absent: Francine Kirkpatrick. Guest present: Dawn Hill.

II. Approval of 4-25-17 and 5-15-17 Minutes Minutes from the previous two meetings were reviewed.

a. 4-25-17 Minutes The minutes from the special Board meeting to vote on Steve Chapin's plans were approved at the Board meeting on May 15, but edits suggested by Kirkpatrick were received late by the Board and were not reviewed in time. Ungerleider explained the changes. Board agreed to the changes and minutes were approved as revised.

b. 5-15-17 Minutes were approved as written.

III. Treasurer's Report

a. Bank Balances Emerick reported that checking account balance is \$14,203.06 and reserve account balance is \$24,529.91

b. Delinquent Dues Emerick reported that unpaid dues total about \$16,840; there are currently 27 homeowners in arrears. The Witkin Neal law firm can collect unpaid dues for PHOA. He showed a sample letter that he drafted to a delinquent homeowner, along with a spreadsheet detailing past unpaid dues, interest owed, etc. Discussion was held and Board is in support. H. Weisberg suggested that the sample letter be shown to PHOA's attorney for feedback.

c. QuickBooks Consultation Emerick found a bookkeeper who will review PHOA's books.

d. Vote *Howard moved that, whereas Emerick has made progress in collection of unpaid dues and also with finding a bookkeeper for a consultation, he is to be commended by the Board and should proceed with both; Schulman seconded; passed unanimously.*

IV. Membership and Governance

- a. **CC&R Rewrite** No developments.
- b. **For Sale and Escrows**
 - i. 16043 Anoka Drive (Neil Nolop) has sold; new owners are the Goldsteins.
 - ii. 1216 Las Pulgas Rd. (Wellwood) is for sale.
- c. **Board Policies and Procedures**
 - i. H. Weisberg reminded the Board about the Davis-Stirling workshop on June 26 at the Adams Stirling Law firm.
 - ii. The new fine policy was emailed to all homeowners on June 2, 2017 and no feedback has been received so far. If no feedback is received, the policy will be official when the 30 day mandatory review period ends on July 3, 2017. Board will vote on it at the next meeting.
- d. **Executive Committee**
 - i. An Executive Session meeting was held on May 15, 2017.
 - ii. Francine Kirkpatrick is currently unable to serve because of medical issues, but will continue as President on medical leave.
 - iii. Board appointed Howard Weisberg to be Vice President, filling the space vacated by David Schultz.
 - iv. Board appointed Francine Kirkpatrick, Howard Weisberg, and Chuck Emerick to constitute the Executive Committee, and Brian Bradford to be the alternate member. The Executive Committee can meet and make decisions on behalf of the Board, provided members agree unanimously, during the periods between public meetings.
- e. **Board Personnel** To be discussed in Executive Session.

V. Plans Committee

- a. **PHOA Policy** No report.
- b. **Under Review:**
 - i. **1055 El Medio Ave.- Chapin** Owner needs to sign preliminary approval letter and plans; Ungerleider will follow up.
 - ii. **1160 El Medio Ave. - Gonzales** Following Board review of plans as well as review by Richard Blumenberg, a neighborhood meeting was held on June 12. One possibly affected neighbor came but had no objections to the plans.
Given that the plans appear to be in compliance with the CC&Rs, Bradford moved to grant preliminary approval; S. Weisberg seconded; passed unanimously.
Bantle will draft letter to owner to be signed by H. Weisberg.
- c. **Under Construction:**
 - i. **16058 Anoka Drive - Gonen** Owner signed letter of final approval for Lighting, Planting and Hardscape plans. Other issues to be discussed in Executive Session.
 - ii. **1341 Las Canoas- Koch** No developments.
 - iii. **1261 Las Lomas Ave. - Rothman** No developments.

VI. Landscape Committee

- a. **949 Las Lomas Ave. -Thomas** No developments.
- b. **1034 Las Lomas Ave. -Vernez** No developments.
- c. **1261 Las Lomas - Rothman** No developments.
- d. **1170 El Medio - Gallagher** No developments.
- e. **1200 El Medio - Barber** S. Weisberg reported that complainant was asked to fill out and submit a tree trimming request but she has not done so.

- f. 1216 Las Pulgas Rd. - Wellwood** S. Weisberg contacted owner who agreed to trim trees.
- g. 1148 Las Pugas Rd. - Darvish** S. Weisberg will contact owners.

VII. New Business/ Old Business

Bantle reported that there appears to be work being done at 1124 Las Pulgas Rd. (formerly owned by Diane Minassian; new owner is Jesse Martin). She will contact owner to notify him of PHOA requirements.

The meeting was adjourned at 8:15 p.m.

Next meeting: July 17, 2017 (third Monday of the month)

Respectfully submitted,

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

Diana Ungerleider, PHOA Secretary