

# 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 MINUTES MAY 21, 2018

**I. President Howard Weisberg called the meeting to order at 7:01 pm at Palisades High School faculty lounge.** Present: Howard Weisberg, Suzanne Weisberg, Kathy Wedeking. Brian Bradford, Diana Ungerleider, Chuck Emerick, Roger Broderick, Dawn Hill.

Absent: Miriam Schulman

Consultants present: Kim Bantle,

**II. Approval of April 16, 2018 Minutes -Approved as written**

**III. Plans Committee –**

a. Under review (no report this month; projects under review or waiting for city permits):

- i. 1124 Las Pulgas Rd. -Martin, Remodel & Addition (Preliminary PHOA Approval 9/18/17; city application submitted 3/28/18 – permit not issued yet).
- ii. 1055 El Medio Ave – Chapin, New Construction (Preliminary PHOA Approval 5/10/17; not submitted to city; PHOA prelim plan approval expired).Homeowner was emailed regarding plan expiration.
- iii. 1160 El Medio Ave -Gonzales, New Construction; (Final PHOA Approval 6/19/17; city application submitted 12/1/17 – permit not issued yet). Board voted to approve a renewal of the plans for one year should the homeowner request that and provided that the plans have not changed.
- iv. 1085 Palisair Place - Orosco; Remodel & Addition (PHOA Preliminary Approval 4/16/18; city application submitted 5/15/18)
- v. 1216 Las Pulgas – Barr – reroofing; (PHOA Final Approval 4/16/18; city permit issued).
- vi. 1220 Las Lomas Place – Pillari - reroofing; (PHOA Final Approval 4/16/18; city permit issued).

(continued)

b. Under construction

- i. 1341 Las Canoas-Koch (no report this month); work continues
- ii. 1261 Las Lomas – Rothman (no report this month); work complete

**IV. Landscape Committee – S. Weisberg**

- a. 949 Las Lomas Ave. -Thomas
- b. 1000 Las Lomas Ave. – Streiber
- c. 1261 Las Lomas – Rothman
- d. 1170 El Medio – Gallagher
- e. 1177 El Medio – Emerick

**V. Treasurer’s Report - Emerick**

**a. Bank balances and expenses for month**

Chase checking:\$43,277.91  
Citibank Checking: \$5,493.36

**b. Dues delinquencies**

Emerick presented a list of the remaining homeowners that are still in arrears for assessment, late charges, and interest. The Board approved turning over the files for the four homeowners with the highest balance, totaling \$7,415, to the Witkin Neil firm.

**c. Discussion of lack of need for a reserve report**

As recommended by our counsel, Howard contacted an expert to get an opinion as to whether the PHOA needs to prepare a reserve study. Robert Nordlund of Association Reserves Inc, Calabasas CA, was contacted. He said that, based on our statement that the PHOA does not have any common area improvements, there is no practical reason, and no legal reason, (see Civil Code §5550) for us to carry out a reserve study.

**c. Discussion of reimbursement for refreshments**

Chuck reported that Miriam has sent a letter requesting reimbursement of approximately \$200 for past board meeting refreshments.

Kathy made the motion that we reimburse Miriam and in the future we bring food voluntarily with no reimbursement. Passed unnamimosly

Discssion of whether the PHOA needs to file State and Federal taxes. Decision was made that Chuck and Howard will have a conference call with a CPA that is experienced in HOA taxes to find out if this is required.

**VI. Membership & Governance**

**a. CC&R Rewrite**

Howard reported that the task force of Howard, Miriam and Suzanne have 2 more 4 hour sessions planned before the CC&R rewrite will be ready for review.

Discussion held on making a change in the Bylaws that the required number of Board members currently at 9 be reduced to 7.

Howard made a motion that the Bylaws be changed to require only 7 board members instead of the now 9. Vote taken 1 yes 6 no 1 abstain motion did not pass.

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**b. Organization and storage of plans and documents**

Kim reported Crisp Imaging has uploaded the first set of scanned plans to the Crisp website. Kim to check and confirm everything is as was submitted. About 25% of the plans in storage have been scanned. Kim to work with Diana on moving forward with the next set of plans. Howard and Kim have logins and passwords to the website

**b. Sales and escrows**

16163 Anoka -Del Coliano -for sale

1148 Las Pulgas – Darvish – for lease

1216 Las Pulgas -Wellwood-sold

Diana reported Welcome baskets were taken to new homeowners Fentris & Pillari

**c. Project to update member mailing addresses & email permissions**

Chuck reported that Clare has all mailing addresses & emails up to date. Chuck will have Clare start getting email approval. Email approval needs to be done yearly.

**d. Executive Session report** – no report as an Executive session was not held last month

**e. Granting Executive Committee authority to take action in certain cases**

Discussion held that authority be given to the executive committee authority to take action Howard proposed that the board move to delegate the option to take certain actions, when time is of the essence, to the Executive Committee. After some discussion to keep the scope limited, Howard moved the following:

*Whereas, the Association's Bylaws allow the Board to delegate certain of the powers and authority possessed by the Board to the Executive Committee, and*

*Whereas, certain kinds of actions that would otherwise require Board approval are time-urgent and too minor to justify calling a special Board meeting for action,*

*Therefore, the Executive Committee is authorized to take the following actions, at its discretion, and when time is of the essence, by unanimous vote:*

*a. Approve minor changes to structures, such as re-roofing, as allowed for in the schedule of charges for plans approval under "Minor Changes."*

*b. Approve ongoing communications regarding legal matters that follow up on an action previously approved by the Board*

*c. Approve unbudgeted expenditures totaling up to \$500.00 in a given month*

*All such actions shall be reported to the Board in the next public meeting.*

The motion was seconded and then approved, by a vote of 7 to 1.

The current Executive Committee. members are Howard, Miriam, and Chuck. Alternate is Brian.

**f. Set date for Directors' Training**

Howard reported that Directors training is set for June 25<sup>th</sup>. All board members are asked to attend

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**g. Proposed update to Procedures: fines policy; plans approval expiration and transferability**

Howard proposed revisions to the current Rules of the document. The changes are highlighted in red in the attached document titled, "Plans Application Process Rules Fees for Alteration or Construction June 2018 - Draft.docx". This document will also be posted on our website, [www.palisair.org](http://www.palisair.org) on the Documents page. Any member with questions or comments about the change should contact the Board at [Palisair@gmail.org](mailto:Palisair@gmail.org) prior to the July board meeting, or appear at the meeting. where the rules change will be brought to a vote. That meeting is currently scheduled for Monday, July 16. In summary, the following changes are proposed:

- For plans approval, substantial construction with intent to diligently complete the job must begin within one (1) year from the date of approval. Otherwise, the approval expires unless an extension is requested in writing and granted.
- The fine schedule for CC&R violations is modified to clarify the distinction between continuing and one-time violations, to add provision for fines for miscellaneous CC&R violations, and to change the fine for fence, wall, and tree violations to \$250 for each of the first two months and \$500 for each subsequent month.

**Meeting was adjourned at 8:34**

Next meeting **June 18, 2018** (third Monday of the month)

**Executive Session to follow Board meeting.**

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

**MEETING RULES:** This meeting is open to all Palisair Home Owners Association members and their consultants except attorneys. Others, including attorneys representing a homeowner, are not allowed to attend unless approved in advance by the Board. Members should participate in discussions only when called on by the chairman, should observe any time limit given, and may be required to leave if they disrupt the meeting. No audio or video recording, except by the Secretary, is allowed.

Respectfully submitted



Dawn Hill  
PHOA Secretary