

**PH&L COMMUNITY ASSOCIATION
BOARD OF DIRECTORS MEETING
Via Zoom
13020 PACIFIC PROMENADE, PLAYA VISTA, CA 90094**

THURSDAY, OCTOBER 29, 2020 – 7:00PM

OPEN SESSION MINUTES

DIRECTORS PRESENT

Jordon Persell, President
Jennifer Rice, Treasurer
Kevin Trosian, Vice President
Bert Walker, Secretary

DIRECTORS ABSENT

FIRSTSERVICE RESIDENTIAL

Chris Moran, Senior Community Manager

I. CALL TO ORDER

The Board of Directors Meeting was called to order at 7:02 pm by Board President, Jordan Persell.

II. ANNOUNCEMENT – EXECUTIVE SESSION MEETING

In accordance with Civil Code Section 4935(a) the board will be meeting in Executive Session immediately following the Regular Session meeting on April 5, 2017, in order to consider litigation, matters relating to the formation of contracts with third parties, member discipline, personnel matters, or to meet with a member, upon the member's request, regarding the member's payment of assessments, as specified in Civil Code.

III. COMMITTEE UPDATES

A. PRESIDENT’S REPORT

Director Persell gave the community an update on recent activities in last several months, including:

- Hiring FirstService Residential for management services
- Ensuring back-up battery system was on maintenance plan
- Hiring BrightView Landscaping to overhaul landscape throughout community.

Director Walker also advised on ongoing work to mechanical equipment in garage, as well as the need to assess garage leaks.

B. TREASURER’S REPORT

Director Rice gave the community an update on ongoing work to revise the community's financial statement to ensure accurate record keeping. Management to follow up on Pacific Premier account closures.

C. LANDSCAPE COMMITTEE

Committee members Diane Hudock and Bert Walker were present to discuss ongoing landscape maintenance work. Membership was advised of long term plan to cut down overgrown shrubs/bushes to allow them to be maintained at a lower level as previously intended.

Motion: Persell

Second: Rice

Resolution: The Board resolves to approve two proposals for tree removal from BrightView Landscaping for \$574.00 and \$360.00, respectively.

The motion carried unanimously.

D. PARK HOMES COMMITTEE

Member Patti Londre was present to discuss Park Homes matters, including lighting and landscaping.

IV. HOMEOWNER FORUM

Several homeowners were present to discuss the following items:

- Landscaping issues / future installation plans
- Garage leak(s)
- Water treatment system

V. CONSENT CALENDAR

Motion: Persell

Second: Rice

Resolution: The Board resolves to approve the consent calendar items A-B.

A. INSURANCE PAYMENT RESERVE – OPERATING TRANSFER

The motion carried unanimously.

VI. UNFINISHED BUSINESS

A. APPROVAL OF MINUTES – SEPTEMBER 2020

Motion: Persell
Second: Walker

Resolution: The Board resolves to approve the September open session minutes, as presented by management.

The motion carried unanimously.

VII. NEW BUSINESS

A. ONGOING MAINTENANCE PROPOSALS

Motion: Persell
Second: Walker

Resolution: The board resolves to approve the proposal from Action Duct Cleaning to clean dryer vents in lofts building for a total of \$45.00/unit—access is required; management to coordinate.

The motion carried unanimously.

Motion: Persell
Second: Rice

Resolution: The Board resolves to approve water intrusion assessment proposal provided by IMS Construction to erect scaffolding and expose scupper drain at 13019 Discovery Creek for a total of \$3,808.47.

The motion carried unanimously.

B. RESERVE STUDY

This matter was tabled for additional information. Management to coordinate with Director Walker

C. ENTRY SYSTEM REPLACEMENT

This matter was tabled for additional information.

D. GARAGE POWER WASHING

This matter was tabled for COVID considerations.

E. CD RECOMMENDATION

Motion: Persell
Second: Rice

Resolution: The Board resolves to approve CD recommendation by Morgan Stanley (document enclosed herein).

The motion carried unanimously.

VIII. ADJOURNMENT

There being no further Executive Session business, the meeting was adjourned at 8:15pm.

APPROVED: _____ DATE: _____