

Guadalupe Villas HOA Meeting Minutes
January 24, 2015

Attendees: Cynthia (Unit 1), Debbie & Phil (Unit 2), Nancy (Unit 3), Ed (Unit 4), Anita (Unit 5), Saeed (Unit 6)

Saeed called meeting to order at 9:00AM

Old Business:

Follow up on items from Sept 2014 meeting:

1. Bushes in front of Unit 1 to be trimmed – DONE by Bennett
2. Bush/hedge along walkway (NE corner) near Unit 4 – DONE by Bennett
3. New recycle bins – DONE
4. Mud wasp nest above Unit 2 rear balcony & wasp activity @ roof peak above Unit 1 – DONE
5. Tree trimming on parkway in front of building – Anita contacted City of Redondo Beach but did not get call back; Debbie will follow up with City.

New Business:

Phil passed out final Balance Sheet for fiscal year October 2013 – September 2014. Our current average expenses are about \$2300 every 2 months; our income from HOA dues is \$2400 every 2 months. Phil proposed raising the HOA dues to allow for building back the reserves.

Ed proposed we raise dues to \$500 bimonthly from \$400, or an average of \$250/month. Nancy suggested we raise to \$600 to build reserves faster, however, ensuing discussion highlighted concerns about how this compared with other HOAs in the area – Anita indicating her research showed this average was \$275/month). Cynthia suggested we raise dues to \$500 bimonthly and assess our financial position at end of this fiscal year (Sept 2015) – we voted and agreed to this proposal.

Effective with HOA dues payment due Feb 1, 2015 – bimonthly HOA dues will increase to \$500/unit.

1. Phil summarized repair to exterior lights by Zimmerman Electric
 - a. Lights along walkway at front of building are in need of repair/replacement to avoid a potential underground electrical short from arising – several fixtures are broken and if water were to get into the wiring it could pose a bigger problem.
 - b. These are the only “ground level” lighting – nothing at rear of building
 - c. Verbal quote received from Zimmerman Electric – Phil to check on cost to buy parts ourselves.
2. Ed pointed out some termite damage at rear fence of property – Phil will follow up with Americana and also ask if they will be providing a written report from the Dec 2014 termite inspection of each unit and both building exteriors.
 - a. Americana recommended having bushes in front of Units 2 & 3 be cut back from decks and to reduce height to below deck surface to minimize potential wood infestation. Debbie spoke with Bennett and this should be completed next week.

3. Protective box for electrical is in need of replacement – dry rot and doors no longer close completely; design deficient at keeping rainwater from running into box. Debbie will contact Grover to get referral for a good carpenter to evaluate and provide quote.

Meeting adjourned at 9:30 AM

Respectfully submitted - Phil Koerner, Secretary/Treasurer

Guadalupe Villas HOA Meeting Minutes
September 6, 2014

Attendees: Cynthia (Unit 1), Debbie & Phil (Unit 2), Nancy & Jim (Unit 3), Ed (Unit 4), Anita & Gary (Unit 5), Saeed (Unit 6)

Motion to call meeting to order at 9:30AM by Saeed

Old Business:

Phil passed out Balance Sheet for fiscal year of October 2012 – September 2013, including details for miscellaneous items, and reviewed the Budget. Costs for broken sprinkler repair, yearly termite treatment, retaining wall repair, and stated insurance has not gone up and he reviewed miscellaneous expenses. There were no questions.

He updated us on the pending lawsuit against Unit 4 stating that the Court date is set for October 17, 2014 (ca. 6 weeks). Saeed stated this meeting was not the forum to discuss the lawsuit. Both lawyers urge us to discuss at a minimum. Everyone agreed.

New Business:

Phil passed out new Balance Sheet for current fiscal year (October 2013 - 2014 YTD). Indicated that water and electricity usage has gone down. Trash pickup cost has gone up approximately \$5-6 per month. Americana Termite service contract fees were \$900/bldg. (\$300 per unit) plus \$100 certification fee/bldg.

Legal fees are up.

After conclusion of current fiscal year (end of Sept 2014) Phil will send out the complete Balance Sheet summary to unit owners.

Discussed the agreement with Americana Termite. We are due for our yearly inspection later in the year and renewal of the contract for another two years. Call Americana to negotiate contract.

There is one wasp nest located above Unit 2 third floor window where wall meets overhang. Phil will ask Americana if they can remove them. Ed suggested doing it ourselves with wasp spray; however, it was decided that would not be safe considering where the nest is located relative to ground level. Cynthia asked about extermination for other bugs inside her unit and if she can hire an exterminator herself. Phil said yes at her cost.

Phil said Chase Bank is charging us \$21/month now because the balance in the HOA checking account is below the required minimum balance. Ed stated if debit card is used we can avoid the service charge. Need to look into this and seeing if we can reduce/eliminate this monthly service charge. Also discussed that if monthly dues were increased we might be able to increase account balance.

Phil passed out a document from Cal Water on Water Conservation Regulations and how the regulations affect water customers. He asked what our watering schedule was in order to comply with the regulations. Ed said they were set to go on twice a week Monday and Thursday for 10 minutes early in the morning. Units in the back said they

only watered by hand periodically. Someone needs to check the sprinklers early in the morning on said days to make sure the water is hitting the lawn and landscaped beds, and not the sidewalk, as we do not want to expose ourselves to a potential fine.

It was suggested that the wooden utility boxes on the north side of each building be replaced since the wood is rotting. Decided the wood is okay and will leave as is for now. In future may need to look into replacement, possibly vinyl or other weather resistant material.

Cynthia asked if our gardeners (Bennett Landscape) could trim the trees/bushes in front of her unit. Ed's bush/hedge on side (rear NE corner) also needs to be cut back to fence height. Debbie will call Bennett re: Cynthia and Ed's plant issues – this should be part of routine maintenance to landscaping.

Recycle bins are cracked and need to be replaced. Anita will contact Athens to get new ones.

The budget was discussed. Because of outstanding legal fees and other bills (i.e. fire alarm testing, termite contract) we need to assess each unit to bring the reserves up. Proposed to assess each unit \$5,000. We have less than \$6,000 in the checking account. Ed said we should wait until after the trial. He won't be a part of paying an assessment.

Cynthia asked to have a separate meeting re: the legal situation excluding Ed. All agreed. The trial is in 6 weeks and if there is any money left over after paying legal fees, we could rebate each unit. The assessment is due by end of September 2014. Phil thought we should defer raising the HOA dues for now and can revisit that next year. Ed said he will check with his lawyer re: his legal obligation re: the assessment.

Nancy made a motion to assess \$5,000 for each unit. Saeed seconded it.

Vote taken: 5 in favor, 1 opposed (Ed – Unit 4)

Motion was passed to assess \$5,000 per unit- Ed will not contribute due to monies being used to pay for attorneys - to be discussed with his counsel.

Discussion regarding the fire alarms: If they go off for any reason, we need to call the fire department – we cannot reset the alarms. Only the fire department has the key to reset the fire alarm; the HOA unit owners cannot and should not be resetting any alarms, as that would be a safety issue.

Jim asked why fire alarm was set off in June / July and Ed responded that a pipe broke in the basement ceiling and as he was working to repair this, the alarm was set off. RB fire department responded and after determining reason for alarm (Ed, Phil and Saeed present when RB fire dept arrived) they reset the alarm. When asked if we could have a key to reset, the fire captain responded "no".

We did a walk around to review some of the items discussed (watering schedule and trimming shrubs). Ed and Phil looked at the sprinkler timer and it appears to be ok. Presently programed to have sprinklers on for 10 minutes, 2 times per week.

The shrub on north side walkway (rear NE corner near Unit 4) needs to be trimmed. It was suggested to get rid of it, but then decided to just cut it way back to similar height

relative to fence as similar hedges/bushes on north side walkway. The lack of maintenance in trimming this specific bush/hedge has resulted in it growing up (looks like a tree) and overhanging significantly on neighbor to the north side. The HOA has a company (Gutierrez) that has done some tree trimming in the past, but before contacting them Debbie volunteered to call Bennett to see if they could do this as part of our current landscaping contract. It was felt the overgrown nature of this specific bush/hedge got to this point because they have not been maintaining (trimming) it routinely.

Anita will call city to ask about having the two trees on the parkway out front pruned as it is starting to hit the wires.

Annual Fire Alarm Inspection took place. We were told that back up batteries were needed for the outside panels. Cost is \$75.00 each (we need 2). They haven't been replaced in five years and we must have them in order to be certified. Phil will include payment for the batteries with check to Southland Fire Alarms for annual fire alarm testing/inspection. Batteries will be sent to us and installed by Southland early next week as he did not have them with him.

At 10:20 am Phil made a motion to end the meeting and meeting was adjourned.

With thanks to Anita, Debbie and Nancy for taking excellent notes and providing them for inclusion in the minutes of the meeting.

Respectfully submitted - Phil Koerner, Secretary/Treasurer

Guadalupe Villas HOA Meeting Minutes
April 28, 2018

Attendees: Cynthia (Unit 1), Debbie & Phil (Unit 2), Nancy (Unit 3), Ed & Margaret (Unit 4), Rilwan (Unit 5), Saeed (Unit 6)

Meeting called to order at 10:00 AM

New Business:

1. Phil opened meeting with update on fence replacement on south side of property – in front of Units 4 & 5. Proposal to remove old wood fencing (dry rot and termite damage; and likely source of termites getting into Units 4 & 5) and replace with cinder block; scope of work to include removal of wood fencing on adjacent property also, with removal included.
 - a. Rilwan has obtained 5 different bids; 3 for wood fencing, and 2 for cinder block. Low bid for wood fencing was \$3495.00 and for cinder block was \$4200.00.
 - b. Ed and Rilwan have a stated preference for cinder block to mitigate return of further termite activity. They have proposed to pay for the difference between the wood and cinder block costs – amounting to \$705.00
 - c. Phil indicated that the HOA funds are sufficient to cover this cost without a need for a special assessment.
 - d. All unit owners voted in favor of this proposed work.
2. Discussion regarding fencing on south side (driveway) – neighbor replaced their fencing and when caps put back in place there is one in particular that is not installed correctly. Also need to have our side of cap painted to match fencing.
 - a. Nancy has been in touch with neighbors to have the contractor come back out to finish work properly.
3. Phil provided summary for estimate to repair all handrails – Lloyd's Welding came on-site to inspect all handrails and provided an estimate of \$1200 to add 8 baseplates where post is detached or on verge of detaching from concrete. The scope of work to include fabrication of 1 handrail to replace one that is missing from North side walkway near Unit 4.
 - a. Lloyd's Welding has done similar repairs in the past, and we've been happy with the work.
 - b. Work will be done in June – they are out on another job through May.
 - c. We will need to paint the replacement parts to match handrails and to protect from the elements and future degradation, once the repairs are completed.
4. Annual fire safety inspection by city of Redondo Beach was done and starting this year they charge for this; \$113.50 for first hour, and \$95 for each additional hour, prorated every 15 minutes.
 - a. We are waiting to receive invoice for this.
5. Annual fire extinguisher inspection due in May; Phil will schedule it – this is for outside fire extinguishers so no entry into individual units required.
6. Phil passed out YTD Balance Sheet for fiscal year-to-date (October 2017 – April 2018); see attachment

- a. Numbers not audited and there is a slight discrepancy between what is currently in HOA checking account (ca. \$7800) and the bottom line shown in YTD budget summary.
 - b. Phil will audit and get this discrepancy resolved.
 - c. Landscape bills increased to \$207/month; water, electricity, and trash trending normally.
 - d. Nancy mentioned LA Times article re: zero scaping/droust tolerant landscaping and possible rebates for lawn replacement; she will research and share findings. This could potentially reduce our water usage as it relates to landscape maintenance of the parkway grass.
 - e. Americana Termite has not yet invoiced us for annual inspection and spot treatment; Phil has asked but they have not responded with invoice but have provided unit owners with reports of the inspection that was done in January 2018.
7. Rilwan asked if we have a running list of 'future projects' to address when funds are available.
- a. He expressed concern about north side walkway/steps and potential slippery surface due to green discoloration (moss / mold??).
 - i. Possibly something Bennett can address, or
 - ii. High powered washer could be used, but I don't know if any unit owners have one?
 - b. Previous short list:
 - i. Front lights - Lights along walkway at front of building are in need of repair/replacement to avoid a potential underground electrical short from arising – several fixtures are broken and if water were to get into the wiring it could pose a bigger problem (temporary fix: broken fixtures have been taped in place to minimize water incursion, but this is only temporary). Previous estimate came in at ca. \$1000.
 - ii. Utility boxes one at north side of each of the 2 buildings) need repair / replacement due to termite and dry rot damage. Need to look into possibly getting pre-fab plastic boxes as these should be more weather proof and termite/dry rot resistant.
 - iii. Zero scape – replacement of parkway grassy area with drought tolerant material/plants to minimize water usage for landscaping. Possibly also for flower beds at front of complex?
8. Discussion of status of deck repair by Unit 4 owners.
- a. Per Margaret and Ed – this is on "indefinite" hold due to lack of funds
 - b. Phil reiterated that HOA would pull permits but only once a licensed and insured contractor has been identified to do the repairs to deck surface and underlying support.
 - c. Rilwan suggested that Ed and Margaret get an estimate from his guy (Danny) when they are ready to do the work.

Meeting adjourned at 10:32 AM

Respectfully submitted - Phil Koerner, Secretary/Treasurer

