

**MARINA HILLS  
PLANNED COMMUNITY ASSOCIATION**

**BOARD OF DIRECTORS MEETING**

**AGENDA**

Marina Hills Recreation Center  
31461 Parc Vista  
Laguna Niguel

FEBRUARY 11, 2004

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WELCOME TO YOUR HOMEOWNERS ASSOCIATION MONTHLY MEETING!

Regular Monthly meetings are held on the second Wednesday of each month beginning at 5:00 P.M. for the Executive Session and 6:00 P.M. for the General Session with Homeowner Forum, Delegate Roll Call and Architectural Committee Report at 6:30 P.M. The meetings are held at the Recreation Center Clubhouse, 31461 Parc Vista West, Laguna Niguel.

Any person wishing to address the Board of Directors on any matter, whether or not it appears on this agenda, is required to complete a "Homeowners Forum Sheet" available at the door. Please submit the completed form to the Association Manager prior to being heard by the Board. Each individual will be allowed 3 Minutes. No action will be taken on any items not on the agenda unless the Board makes a determination that an emergency exists or that the need to take action on the item arose subsequent to posting the agenda.

Thank you for attending.



**MARINA HILLS PLANNED COMMUNITY ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**FEBRUARY 11, 2004**  
**DETAILED AGENDA**

**EXECUTIVE SESSION:** (Tab 8)

**I. Subjects to be Discussed:**

- A. Executive Session Meeting Minutes
- B. Delinquencies
- C. Legal - Petition Requests
- D. Personnel - Employee Handbook
- E. Personnel – Board Resolution Re: Employee Handbook
- F. Personnel – Job Description
- G. Legal – Perimeter Fencing Requirements/Pools & Spas
- H. Vendor Request
- I. Architectural Committee Volunteers
- J. Homeowner Request – Web Forum
- K. Toro Extended Warranty and Service Agreement
- L. Grant Davis – PAO – Reconstruction Update

II. **Consent Calendar – Executive Unfinished/New Business** – (Pages 267-269) Enclosed, please find the consent calendar and Executive Unfinished/New Business.

III. **Executive Session Minutes** – (Pages 270-272) Enclosed, please find the minutes of the January 12, 2004 Executive Session Meeting Minutes.

IV. **Executive Correspondence** – (Pages 273-364) Enclosed, please find the Executive correspondence.

**V. ADJOURNMENT**

There being no further business to discuss, the meeting is adjourned to General Session.

**GENERAL SESSION**

I. **ALL TO ORDER/ROLL CALL** - The President will call the meeting to order. Roll call is recorded by Management on behalf of the Board of Directors.

II. **PROOF OF NOTICE OF MEETING** - Proof of Notice is recorded by Management on behalf of the Board of Directors.

III. Landscape (Tab 3)

- A. **Landscape Report** – (Pages 55-74) Enclosed, please find the landscape report prepared by Villa Park Services, Inc. A log itemizing the work orders has been included, as well as the monthly water usage log. A summary of the proposals submitted are as follows:

December 15, 2004 – Slope Renovation

**Area 1** – Amarante, Narbonne, Below Valle Vista, Milos, Turano & Bastia

\$11,752.25 – March 2004

**Area 2** – Mercato, Genoa, Valle Vista, Coursan, Corsica, Sorbonne, Novilla, Gaeta, Chamonix & Bellagio

\$32,024.75 – March 2004

**Area 3** – Above Chandon & Below Marina Hills Drive

\$7,567.70 – March 2004

**Area 4** – Brindisi, Argos, Via Di Nola, Marina Hills Drive, Tennis Courts

\$13,416.00 – April 2004

**Area 5** – Merano, Son Morell, Dion, Aleria, Patra, Calella, Salt Creek Trail, Marina Hills Drive, Cala Moreya, Parc Vista

\$6,180.75 – April 2004

**Area 9** – Siena, Pienza, City Park Slopes, Killini & Pienza

\$19,543.55 – April 2004

Total for 2004: \$90,485.00

The following areas should be planted in March 2005, unless the Association has accumulated enough equity by October or November of 2004 to complete the work this year.

**Area 6** – Cosenza, Son Serra, Malea, Lucca, Pallazo, Tunis

\$30,834.75 – March 2005

**Area 7** – Nicosia, Minori, Via Vetti, Via Marini, Sitges, Mikro, Mondano, Celano, Anacapri & Chatonnay

\$22,585.25 – March 2005

**Area 8** – Chios, Corfu, Sitges, Via Marini, Bergamo & Bernay

\$10,098.50 – March 2005

**Area 10** – Denia, Encore, Parc Vista & View Park

\$8,125.00 – March 2005

January 28, 2004

Slope behind 13 Tunis – Remove dying abelias and install (25) 5 gallon pyracanthus.  
Slope behind 1 Pilos – Remove four dead escallonia shrubs and install (4) 5 gallon  
escalonia fradessi.

Slope behind 6 Chamonix – Install (20) 1 gallon myoporum

Planter behind 1 Aleria – Install (3) 15 gallon Sycamore trees

Total: \$494.15

There is \$94,068.00 allocated towards landscape extras for the 2004 calendar year and there is approximately \$117,000.00 in accumulated equity. Management recommends areas 1-5 and area 9 be completed during the months of March and April 2004 and that the accumulated equity be used for payment. The Association will accumulate equity through the landscape extras line item during the 2004 calendar year since the majority of the slope enhancement plan will be complete. Areas 6-8 and area 10 should be completed in March 2005, unless there is enough accumulated equity at the end of 2004 to complete the work.

- B. **Landscape Vendor Correspondence** – (Pages 75-82) Enclosed, please find correspondence sent to and/or received from Villa Park Services.
- C. **Landscape General Correspondence** – (Pages 83-85) Enclosed, please find the correspondence between the Association and homeowners.
- D. **Work Orders** – (Pages N/A) The following is a list of work orders generated during the month of January: Three (3) to Animal Pest Management, One (1) to Orange Coast Building Services, Nineteen (19) to Villa Park Services. Management maintains copies of these work orders if the Board would like to review them.

IV. **UNFINISHED/NEW BUSINESS** (Tab 5)

- A. **Architectural Committee Member Resignation/Appointment** – (Pages N/A) Architectural Committer Member, Bob Mayer, advised Cheryl Wilson he needed to resign from the Architectural Committee. A letter will be sent to Mr. Maher thanking him for his past service. Additionally, correspondence received from homeowners interested in serving on the Architectural Committee was included in the Executive Session portion of the board packet for Board review/discussion. The appointment of Bob Maher's replacement will need to be made during General Session. **Board Discussion/Motion.**
- B. **Homeowner Request – Home Maintenance** – (Pages 129-130) Enclosed, please find correspondence received from a resident requesting management to require homeowners with rusty chimney caps to paint them. Management needs direction from the Board as to whether or not violation notices should be sent for this. **Board Discussion/Motion.**

V. **ACTIVITIES/RECREATIONAL FACILITY (Tab 1)**

- A. **Cheryl Wilson's Activity Report** – (Pages 1-11) Enclosed, please find a copy of Cheryl's report.

VI. **MANAGEMENT REPORT**

General (Tab 2)

- A. **City of Laguna Niguel City Council Agenda/Correspondence** – (Pages 12-19) Enclosed, please find a copy of the agenda for the City of Laguna Niguel.
- B. **Activities Director Correspondence** – (Pages 20-21) Enclosed, please find correspondence sent to and/or received from Cheryl Wilson.
- C. **Board Correspondence** – (Pages 22-23) Enclosed, please find correspondence sent to and/or received from past and present Board Members.
- D. **District Delegate Correspondence** – No correspondence this month.
- E. **Homeowner Correspondence** – (Pages 24-50) Enclosed, please find correspondence sent to and/or received from homeowners.
- F. **Sub-Association Correspondence** – No correspondence this month.
- G. **General Correspondence** – (Pages 51-54) Enclosed, please find correspondence sent to various vendors regarding a notice received from the Moulton Niguel Water District.
- H. **Website Counter** – (Pages N/A) As of February 2, 2004, the site reflected 1317 hits, as compared to 1184 hits in January, for a net of 133.

Architectural (Tab 3)

- A. **Architectural Committee/Homeowner Correspondence** – No correspondence this month.
- B. **Architectural Log** – (Pages 86-96) Enclosed, please find a copy of the architectural log.

Legal Issues (Tab 7)

- A. **LaBarre/Oksnee** – (Pages 176-186) Enclosed, please find correspondence sent to and /or received from LaBarre/Oksnee regarding homeowner lawsuit threats.
- B. **PAO & Bridgeport Builders Correspondence** – (Pages 187-213) Enclosed, please find correspondence sent to and/or received from Pulaski, Arita, Olsson, Inc. (PAO) and Bridgeport Builders relating to reconstruction.

- C. **Richard Tinnelly** – (Pages 214-251) Enclosed, please find correspondence sent to and/or received from general counsel.
- D. **Dicks & Coglianese** – (Pages 252-266) Enclosed, please find correspondence sent to and/or received from defect counsel.

Delinquency Issues (Tab 8)

- A. **General Correspondence** – No correspondence this month.
- B. **Notice of Intent to Lien** - Management maintains copies of the notices of intent to lien if the Board would like to review them.
- C. **Premium Collection Services Status Report** - No status report this month.
- D. **Sheldon Goodman Correspondence** - No correspondence this month.
- E. **Keystone Pacific Collection Status Report** – (Pages 273-277) Enclosed, please find a copy of the delinquency report as of January 31, 2004, as prepared by Keystone Pacific.

VII. **CONSENT CALENDAR** (Tab 5)

- A. **Approval of Minutes** - (Pages 131-137) Enclosed, please find the minutes taken by management as follows:

❖ January 13, 2004 – General Session Meeting Minutes

**RESOLVED**, to approve the January 13, 2004 General Session Meeting Minutes, as submitted by Keystone Pacific Property Management, Inc.

- B. **Acceptance of the Financial Statements** - (Pages 138-172) Enclosed, please find the November 30, 2003 and December 31, 2003 financial statements for review and acceptance.

**RESOLVED**, to accept the November 30, 2003 and December 31, 2003 financial statements, as submitted by Keystone Pacific Property Management, Inc.

- C. **Homeowner Request for Extension** – (Pages 173-175) Enclosed, please find correspondence received from Stacy Fialkoff, resident at 27 Mercato, requesting an extension until March 1<sup>st</sup> to rectify her outstanding violation by removing the oil/rust stains from her driveway.

**RESOLVED**, to grant the request of Stacy Fialkoff, resident at 27 Mercato, for an extension until March 1, 2004 to remove the oil/rust stains from her driveway.

- D. **Neighbor to Neighbor Pre-Approved Stucco Wall/Wrought Iron Fence Color** –

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to obtain approval from the Architectural Committee to paint the interior portion of their perimeter stucco walls and neighbor to neighbor portion of their stucco walls and wrought iron to match the colors being used by the Association. The stucco color of the walls is Dunn Edwards SP-224 Riverbed and the wrought iron color is Dunn Edwards SP-2 Black. Management recommends these colors be added to the pre-approved color palette to be used on the above locations.

**RESOLVED**, to add the perimeter stucco wall paint color, Dunn Edwards SP-224 Riverbed and the perimeter wrought iron paint color, Dunn Edwards SP-2 Black to the pre-approved color palette to be used on the interior portion of the stucco wall and neighbor to neighbor stucco wall and wrought iron fence.

- E. **Landscape Proposals** – (Pages 56-62) Enclosed, please find the proposals submitted by Villa Park Services, as summarized below:

**December 15, 2004 – Slope Renovation**

**Area 1** – Amarante, Narbonne, Below Valle Vista, Milos, Turano & Bastia

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\$10,098.50 – March 2005

**Area 10** – Denia, Encore, Parc Vista & View Park

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Total for 2005: \$71,643.50

**January 28, 2004**

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**RESOLVED**, to approve a portion of the proposal dated December 15, 2003 submitted by Villa Park Services, Inc., in the amount of \$90,485.00 and the proposal dated January 28, 2004 submitted by Villa Park Services, Inc., in the amount of \$494.15.

**VIII. OFFICER REPORTS**

- A. President
- B. Vice President
- C. Treasurer
- D. Secretary
- E. Member-At-Large

**IX. DELEGATE ROLL CALL AND REPORTS (Tab 6)**

The Delegates will be given an opportunity to report on items of an Association nature as it pertains to their District.

Harvey Holden – Monaco

Resa Blinkovitch – Bel Fiore

Mike Higgins – Terracina

James McGee – Vistara

Larry Buss – Chandon

Loretta Pierce – Amarante

Marcia Bloom – Siena

Carol Albert – Cabo Del Mar

Morris Passwater – Encore

Richard Butler – Palacio

Ira Hermann – The Heights

**X. HOMEOWNER FORUM** - Homeowner discussion will be limited to 15 minutes.

**XI. ARCHITECTURAL COMMITTEE REPORT**

**XII. HEARINGS (Tab 4)**

Violation Hearings

**Homeowners wishing to have their Hearing in "Closed/Executive Session" thereby only meeting with the Board and Management Company, should request this upon their name being called for their Hearing.**

**A. February 11, 2004 Hearings** – (Page 97) Enclosed, please find the hearing list.

**B. Hearing Correspondence** – (Pages 98-120) Enclosed, please find the correspondence sent to those homeowners that have been requested to appear before the Board of Directors.

**C. Violation Status Report** – (Pages 121-123) Enclosed, please find the Violation Status Report.

- D. **General Violation Correspondence** – (Pages 124-128) Enclosed, please find general violation correspondence.

XIII. **ADJOURNMENT**

There being no further business to come before the Board, the meeting is adjourned. The next meeting of the Board will be March 10, 2004.