

**MARINA HILLS  
PLANNED COMMUNITY ASSOCIATION**

**BOARD OF DIRECTORS MEETING**

**AGENDA**

Marina Hills Recreation Center  
31461 Parc Vista  
Laguna Niguel

MARCH 10, 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 Delegate Roll Call, Homeowner Forum, 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**  
**MARCH 10, 2004**  
**DETAILED AGENDA**

**EXECUTIVE SESSION:** (Tab 8)

**I. Subjects to be Discussed:**

- A. Executive Session Meeting Minutes
- B. Delinquencies
- C. PAO Contract Change Order
- D. Homeowner Request – Perimeter Wrought Iron Fence Maintenance
- E. Homeowner Request – Alleged Light Nuisance
- F. Homeowner Concerns – Reconstruction
- G. Morgan Stanley Accounts – Maintenance Fees
- H. Interviews – Potential Architectural Committee Members
- I. Barracuda Aquatics Contract
- J. Grant Davis – PAO – Reconstruction Update

II. **Consent Calendar – Executive Unfinished/New Business** – (Pages 279-281) Enclosed, please find the consent calendar and Executive Unfinished/New Business.

III. **Executive Session Minutes** – (Pages 282-284) Enclosed, please find the minutes of the February 11, 2004 Executive Session Meeting Minutes.

IV. **Executive Correspondence** – (Pages 285-349) 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. **CALL 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 86-93) 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. There were no proposals submitted for review this month.

B. **Landscape Vendor Correspondence** – (Pages 98-104) Enclosed, please find correspondence sent to and/or received from Villa Park Services.

C. **Landscape General Correspondence** – (Pages 105-107) 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 February: Two (2) to Animal Pest Management, One (1) to The Bee Man, Two (2) to Orange Coast Building Services, One (1) to Professional Craftsman and Seventeen (17) 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 313-317) Architectural Committee Members Bob Mayer and Pam Wasley both advised Cheryl Wilson they no longer want to serve on the Architectural Committee. Therefore, there are two positions that need to be filled. A formal appointment will need to be made in General Session after the Board has interviewed the potential candidates in Executive Session. Thank you letters will be sent to the past committee members for their service. **Board Discussion/Motion.**

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

- A. **Cheryl Wilson's Activity Report** – (Pages 1-18) 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 19-27) Enclosed, please find a copy of the agenda for the City of Laguna Niguel and a notice of public hearing from the City of Laguna Niguel Planning Commission.
- B. **Activities Director Correspondence** – (Pages 28-31) Enclosed, please find correspondence sent to and/or received from Cheryl Wilson.
- C. **Board Correspondence** – No correspondence received this month.
- D. **District Delegate Correspondence** – (Page 32) Enclosed, please find correspondence sent to and/or received from the Terracina District Delegate.
- E. **Homeowner Correspondence** – (Pages 33-72) Enclosed, please find correspondence sent to and/or received from homeowners.
- F. **Sub-Association Correspondence** – No correspondence this month.
- G. **General Correspondence** – (Pages 73-85) Enclosed, please find internal office correspondence generated during the month, as well as correspondence sent to Animal Pest Management and Aquapure Pool Service.
- H. **Website Counter** – (Pages N/A) As of March 1, 2004, the site reflected 1,476

hits, as compared to 1317 in February, for a net of 159.

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Architectural (Tab 3)

- A. **Architectural Committee/Homeowner Correspondence** – (Pages 109-116) Enclosed, please find correspondence sent to and/or received from the Architectural Committee and homeowners regarding architectural matters.
- B. **Architectural Log** – (Pages 117-127) Enclosed, please find a copy of the architectural log.

Legal Issues (Tab 7)

- A. **Insurance Carrier Correspondence** – (Pages 193-197) Enclosed, please find correspondence sent to and /or received from Kemper Insurance Companies and Travlrs regarding various potential homeowner claims.
- B. **PAO & Bridgeport Builders Correspondence** – (Pages 198-235) 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 236-278) Enclosed, please find correspondence sent to and/or received from general counsel.
- D. **Dicks & Coglianese** – There was no correspondence this month.

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 285-289) Enclosed, please find a copy of the delinquency report as of February 26, 2004, as prepared by Keystone Pacific.

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

- A. **Approval of Minutes** - (Pages 166-173) Enclosed, please find the minutes taken by management as follows:
  - ❖ February 11, 2004 – General Session Meeting Minutes

**RESOLVED**, to approve the February 11, 2004 General Session Meeting Minutes, as submitted by Keystone Pacific Property Management, Inc.

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- B. **Acceptance of the Financial Statement** - (Pages 174-189) Enclosed, please find the January 31, 2004 financial statement for review and acceptance.

**RESOLVED**, to accept the January 31, 2004 financial statement, as submitted by Keystone Pacific Property Management, Inc.

- C. **Homeowner Request for Reversal of Fine** – (Pages 190-191) Enclosed, please find correspondence received from Terry & Annabela Amundson, owners of 10 Cala D’Or, requesting the \$200.00 fine to be reversed for failure to repaint their garage door. The issue has been rectified.

**RESOLVED**, to reverse the \$200.00 fine assessed to the account of Terry & Annabella Amundson, owners of 10 Cala D’Or, for failure to repaint their garage door.

- D. **Homeowner Request for Reversal of Fine** – (Page 192) Enclosed, please find correspondence received from John Englund, owner of 19 Narbonne, requesting the \$100.00 fine to be reversed for failure to utilize his garage to its capacity. Since the CC&R amendment passed, this issue has been rectified.

**RESOLVED**, to reverse the \$100.00 fine assessed to the account of John Englund, owner of 19 Narbonne, for failure to utilize his garage to its capacity.

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

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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. **March 10, 2004 Hearings** – (Page 128) Enclosed, please find the hearing list.
  - B. **Hearing Correspondence** – (Pages 129-158) 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 159-161) Enclosed, please find the Violation Status Report.
  - D. **General Violation Correspondence** – (Pages 162-165) 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 April 14, 2004.