

**MARINA HILLS  
PLANNED COMMUNITY ASSOCIATION**

**BOARD OF DIRECTORS MEETING**

**AGENDA**

Marina Hills Recreation Center  
31461 Parc Vista  
Laguna Niguel

JULY 14, 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.



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**BOARD OF DIRECTORS MEETING**  
JULY 14, 2004  
DETAILED AGENDA

**EXECUTIVE SESSION:** (Tab 8)

**I. Subjects to be Discussed:**

- A. Executive Session Meeting Minutes
- B. Delinquencies
- C. Tree Removal – 1 Genoa
- D. Homeowner Request – Repair and Paint of Side Walls
- E. Grant Davis – PAO – Reconstruction Update

II. **Consent Calendar – Executive Unfinished/New Business** – (Pages 281-282) Enclosed, please find the consent calendar and Executive Unfinished/New Business.

III. **Executive Session Minutes** – (Pages 283-285) Enclosed, please find the minutes of the June 9, 2004 Executive Session Meeting Minutes.

IV. **Executive Correspondence** – (Pages 286-307) 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 115-121) Enclosed, please find the landscape report prepared by Villa Park Services, Inc. No proposals were submitted this month.

B. **Landscape Inspection Punch List** – (Pages 122-124) Enclosed, please find the landscape inspection punch list prepared by Management.

C. **Landscape General Correspondence** – (Pages 125-134) 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 June: Six (6) to Animal Pest Management, One (1) to Icon, One (1) to Orange Coast Building Services and Forty Six (46) 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. **Painting of the Electrical Utility Boxes** – (Pages 200-201) Enclosed, please find an email stating that the electrical utility boxes were last painted by SDG&E in 2000 and they are scheduled to be painted again by SDG&E in 2005. If the Association wants to paint the meter boxes this year, SDG&E will provide the paint but the Association will have to pay to paint otherwise, SDG&E will paint them next year.  
**Board Discussion/Decision**

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

- A. **Cheryl Wilson's Activity Report** – (Pages 1-15) Enclosed, please find a copy of Cheryl's report.

VI. **MANAGEMENT REPORT**

General (Tab 2)

- A. **City of Laguna Niguel City Council Agenda/County of Orange Correspondence** – (Pages 16-19) Enclosed, please find correspondence received from the City of Laguna Niguel along with a copy of the agenda for the City of Laguna Niguel. Additionally, please find enclosed correspondence received from the County of Orange.
- B. **Activities Director Correspondence** – (Page 20) Enclosed, please find correspondence sent to and/or received from Cheryl Wilson.
- C. **Board Correspondence** – No correspondence this month.
- D. **District Delegate Correspondence** – (Pages 21-44) Enclosed, please find correspondence sent to the District Delegates.
- E. **Homeowner Correspondence** – (Pages 45-93) Enclosed, please find correspondence sent to and/or received from homeowners.
- F. **Sub-Association Correspondence** – No correspondence this month.
- G. **General Correspondence** – (Pages 94-111 & 113) Enclosed, please find internal office correspondence generated during the month, as well as correspondence sent to and/or received from Animal Pest Management, Barracuda Aquatics, La Cresta, LaBarre/Oksnee, SDG&E, miscellaneous income and inter-office correspondence.
- H. **Website Counter** – (Pages N/A) As of July 1, 2004, the site reflected 2,093 hits, as compared to 1,937 in June, for a net of 156.

- I. **Certified Common Interest Development Manager Notification** – (Page 112)  
Enclosed, please find correspondence from Keystone Pacific's Vice President of Association Management, Denise Bergstrom, indicating the status of management certification specific to your manager. This notice is being sent in accordance with California Business & Professions Code 11502.

Architectural (Tab 3)

- A. **Architectural Committee/Homeowner Correspondence** – (Pages 135-141)  
Enclosed, please find correspondence sent to and/or received from the Architectural Committee and homeowners regarding architectural matters.
- B. **Architectural Log** – (Pages 142-153) Enclosed, please find a copy of the architectural log.

Legal Issues (Tab 7)

- A. **PAO & Bridgeport Builders Correspondence** – (Pages 230-262) Enclosed, please find correspondence sent to and/or received from Pulaski, Arita, Olsson, Inc. (PAO) and/or Bridgeport Builders relating to reconstruction.
- B. **Richard Tinnelly** – (Pages 263-278) Enclosed, please find correspondence sent to and/or received from general counsel.
- C. **Dicks & Coglianese** – No correspondence this month.
- D. **Legal Updates Re: Association Operations** – (Pages 279-280) Enclosed, please find a legal update received from Fiore, Racobs and Powers regarding a new law that became effective July 1, 2004.

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 ) Enclosed, please find a copy of the delinquency report as of June 30, 2004, as prepared by Keystone Pacific.

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

- A. **Approval of Minutes** - (Pages 202-208) Enclosed, please find the minutes taken by management as follows:

- ❖ June 9, 2004 – General Session Meeting Minutes
- ❖ June 29, 2004 – Annual Delegate Meeting and Election Minutes

**RESOLVED**, to approve the June 2, 2004 General Session Meeting Minutes and the June 29, 2004 Annual Delegate Meeting and Election Minutes, as submitted by Keystone Pacific Property Management, Inc.

- B. **Acceptance of the Financial Statement** - (Pages 209-224) Enclosed, please find the May 31, 2004 financial statement for review and acceptance.

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

- C. **Record Date for Annual Election** – (Pages N/A) A record date must be set for the Annual Election that will be held on August 25, 2004. Article III A., Section 3.a.04 of the Association's documents states in part "The record date so fixed shall be not less than 10 nor more than 60 days prior to the date of the meeting", therefore Management would like to set the record date for July 19, 2004.

**RESOLVED**, to set the record date for the Annual Election for July 19, 2004.

- D. **Homeowner Request for Fine Reversal** – (Pages 225-226) Enclosed, please find correspondence received from Kimberly Konopka, owner of 19 Merano, requesting the reversal of the \$100.00 fine assessed to her account for failure to paint the garage door. The garage door has been painted and the homeowner is in compliance.

**RESOLVED**, to approve the homeowner's request to reverse the \$100.00 fine assessed to her account for failure to paint the garage door since the homeowner is now in compliance.

- E. **Homeowner Request for Fine Reversal** – (Pages 227-229) Enclosed, please find emails from Jafar Shafieha, owner of 19 Chamonix, requesting the reversal of the \$300.00 in fines assessed to his account for failure to reseed the grass and replace the Pepper tree with a King Palm tree. Mr. Shafieha states that the new grass is growing and he replace the Pepper tree with a King Palm tree.

**RESOLVED**, to approve the homeowner's request to reverse the \$300.00 in fines assessed to his account for failure to reseed the grass and replace the Pepper tree with a King Palm tree.

- F. **The Heights District Delegate** – (Pages N/A) Since Ira Hermann sold his home and is no longer an owner, the delegate position for The Heights is vacant. Management

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is recommending that Cheryl will post something in the next newsletter stating that the Association is looking for candidates that are interested in serving as the District Delegate.

**RESOLVED**, to have Cheryl post something in the next newsletter that the Association is looking for candidates that are interested in serving as the District Delegate for The Heights.

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

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**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. **July 14, 2004 Hearings** – (Page 154) Enclosed, please find the hearing list.
- B. **Homeowner Request – Extension for Tree Trimming** – (Pages 157-161) Enclosed, please a request from Mr. & Mrs. McPherson, owners of 17 Coursan asking for an extension of time to trim the trees on the side of their house. Management sent a violation letter to the homeowners stating that they needed to trim the trees on the side of their house. There were several homeowners present at the June meeting that were complaining about these trees. The Architectural Committee has advised the trees need to be trimmed. Mr. & Mrs. McPherson cannot afford to pay to have these trees trimmed at this time and would like a period of time to defer the project. This has been an ongoing violation since 4/04. Management recommends granting the homeowners a 30 day extension to have these trees trimmed. **Board Discussion/Decision**
- C. **Hearing Correspondence** – (Pages 162-167) Enclosed, please find the correspondence sent to those homeowners that have been requested to appear before the Board of Directors.
- D. **Violation Status Report** – (Pages 168-171) Enclosed, please find the Violation Status Report.
- E. **General Violation Correspondence** – (Pages 172-192) 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 August 11, 2004.