

QUAIL HILL COMMUNITY ASSOCIATION  
GENERAL SESSION MEETING MINUTES  
SEPTEMBER 24, 2009  
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**BOARD MEMBERS PRESENT:**

Brian Von Helmolt – President  
Paul Phillips – Vice President  
Shervin Bozorgnia – Secretary  
Alex Gurski – Treasurer  
Wali Reshad – Member at Large

**BOARD MEMBERS ABSENT:**

None

**MANAGEMENT REPRESENTATIVES:**

Sheryl Uggen – Keystone Pacific  
Sean Fitzpatrick – Keystone Pacific

**ISSUES DISCUSSED IN EXECUTIVE SESSION –September 24, 2009**

**July 23, 2009 Executive Session Meeting Minutes** – Approved without changes.

**Hearings** – Conducted hearings for non-compliance of the Architectural submittal/installation requirements in the CC&R's, maintenance issues or common area damage.

**IDR Process** – Approved to send two homeowner files to general counsel to initiate the “ADR” process as the homeowners did not respond to the Association’s request for “IDR”.

**Delinquencies** – The following action was recorded:

APN#481-095-13 – **RESOLVED**, to file a small claims suit thirty days after the lien is filed.

APN#936-34-005 – **RESOLVED**, to write off the outstanding balance.

APN#932-72-266 – **RESOLVED**, to file a small claims suit thirty days after the lien is filed.

APN#934-24-415 – **RESOLVED**, to file a small claims suit thirty days after the lien is filed.

APN#934-24-428 – **RESOLVED**, to file a small claims suit thirty days after the lien is filed.

APN#935-35-728 – **RESOLVED**, to approve an Asset Search.

APN#481-094-34 – **RESOLVED**, to begin the foreclosure procedure.

APN#932-60-144 – **RESOLVED**, to approve an Asset Search.

APN#481-094-24 – **RESOLVED**, to file a small claims suit thirty days after the lien is filed.

APN#931-68-361 – **RESOLVED**, to begin the foreclosure procedure.

APN#931-58-363 – **RESOLVED**, to send file to a collection agency.

APN#933-27-300 – **RESOLVED**, to write off balance as bad debt and send file to a collection agency to collect post petition debt.

APN#932-72-294 – **RESOLVED**, to approve an Asset Search.

APN#481-121-16 – **RESOLVED**, to execute the document to send the file to a collection agency.

APN#935-35-536 – **RESOLVED**, to approve an Asset Search.

APN#936-34-107 – **RESOLVED**, to not proceed with filing foreclosure.

APN#936-34-110 – **RESOLVED**, to begin the foreclosure procedure.

APN#936-27-181 – **RESOLVED**, to execute the document to send the file to a collection agency.

APN#935-35-696 – **RESOLVED**, to approve an Asset Search.

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APN#935-35-647 – **RESOLVED**, to reverse two late fees but not the pre-lien fee.  
APN#932-72-197 – **RESOLVED**, to reverse late fees once the balance is paid in full.  
APN#481-123-20 - **RESOLVED**, to deny payment plan and file small claims thirty days after lien is filed.

**CALL TO ORDER**

The meeting was called to order by Board President, Brian Von Helmolt, at 4:30 p.m. at the corporate office of Keystone Pacific Property Management, Inc., 16845 Von Karman, Suite #200, Irvine, CA 92606.

**PRESENTATIONS**

Pablo Santoya and David Spegon from Valley Crest Landscape Maintenance were in attendance to summarize for the Board the maintenance tasks completed from June 4, 2009 – September 24, 2009.

Doug Swardstrom, Swim Team founder, was present to thank the Board for their support during the 2009 swim season. Doug advised the Board that the league may require the local swim teams to increase participation from 120 to 130 children in 2010. He further advised that the swim team would like to conduct a “test” program from January to May that would allow participants of the team to condition for the upcoming season. The Board concurred to allow this program provided the participants utilize the pool that they will heat in the winter and not require a specific location.

**HOMEOWNER FORUM**

There were no Homeowners present.

**CONSENT CALENDAR**

A motion was made, seconded and carried to approve the following items from the consent calendar, without further discussion. (5/0)

- A. **ADJOURNED ANNUAL MINUTES – RESOLVED**, to approve the July 9, 2009 Adjourned Annual minutes as submitted.
- B. **GENERAL SESSION MINUTES – RESOLVED**, to approve the July 23, 2009 General Session minutes as submitted and the Architectural reports from July 10 – September 10, 2009.
- C. **ORGANIZATIONAL MINUTES – RESOLVED**, to approve the July 23, 2009 Organizational minutes as submitted.
- D. **ACTION WITHOUT A MEETING – VALLEY CREST PROPOSAL – RESOLVED**, to execute the Action Without a Meeting as submitted.
- E. **TREASURER’S REPORT – RESOLVED**, to accept the June 30, 2009 and July 31, 2009 financial statement and variance report as submitted.

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- F. **CD MATURATION – RESOLVED**, to roll over the CD's that mature with Merrill Lynch between October 15<sup>th</sup> and November 19<sup>th</sup> at the highest interest rate for a term to be determined by the broker, provided it is no longer than one year and the association's portfolio continues to be laddered.
- G. **AQUAPURE PROPOSAL – TEMPERATURE CONTROL VALVE – RESOLVED**, to approve the proposal from Aquapure to rebuild the temperature Control valve located in the pump room at The Commons for a cost of \$1,040.00.
- H. **FIRE SAFETY FIRST PROPOSAL – WATER MIST FIRE EXTINGUISHER – RESOLVED**, to approve the proposal from Fire Safety First to install a 1 ¾ gallon water mist fire extinguisher in the pump room at The Commons and move the current ABC fire extinguisher to the Fitness Center for a total cost of \$415.00.
- I. **TREE TRIMMING** – Pulled from the Consent Calendar for discussion.
- J. **VALLEY CREST PROPOSAL – INFILL SLOPE SECTION – RESOLVED**, to approve the proposal submitted by Valley Crest to infill the base slope across the street from 46 Silhouette for a total cost of \$1,826.00.
- K. **VALLEY CREST PROPOSAL – TREE REMOVAL – RESOLVED**, to approve the proposal submitted by Valley Crest to remove one leaning Eucalyptus tree on Quail Hill Parkway for a cost of \$125.00.
- L. **MIDLANDS/HILLSIDE RESERVE STUDY APPROVAL – RESOLVED**, to approve the reserve study that was prepared for Midlands/Hillside on August 21, 2009 by Reserve Data Analysis as submitted.
- M. **QUAIL HILL COMMUNITY ASSOCIATION RESERVE STUDY APPROVAL – RESOLVED**, to approve the reserve study that was prepared for Quail Hill Community Association on August 24, 2009 by Reserve Data Analysis as submitted.
- N. **WEST VILLAGE RESERVE STUDY APPROVAL – RESOLVED**, to approve the reserve study that was prepared for West Village on August 21, 2009 by Reserve Data Analysis as submitted.
- O. **MIDLANDS/HILLSIDE 2010 DRAFT BUDGET APPROVAL – RESOLVED**, to approve the Midlands/Hillside 2010 budget with assessments remaining at \$145.00 per unit per month and the reserve maintenance disclosure as submitted.
- P. **QUAIL HILL COMMUNITY ASSOCIATION 2010 DRAFT BUDGET APPROVAL – RESOLVED**, to approve the Quail Hill Community Association 2010

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budget with assessments remaining at \$107.00 per unit per month and the reserve maintenance disclosure as submitted.

- Q. **WEST VILLAGE 2010 DRAFT BUDGET APPROVAL – RESOLVED**, to approve the West Village 2010 budget with assessments remaining at \$9.00 per unit per month and the reserve maintenance disclosure as submitted.
- R. **DELINQUENCY REPORT** – The report of September 9, 2009 was reviewed. The following Board action was taken:

**APN#481-095-13 – RESOLVED**, to file a lien against this parcel in the amount of \$1,909.80.

**APN#932-34-026 – RESOLVED**, to file a lien against this parcel in the amount of \$543.80.

**APN#932-72-266 – RESOLVED**, to file a lien against this parcel in the amount of \$486.90.

**APN#934-24-415 – RESOLVED**, to file a lien against this parcel in the amount of \$543.80.

**APN#934-24-428 – RESOLVED**, to file a lien against this parcel in the amount of \$513.80.

**APN#481-094-24 – RESOLVED**, to file a lien against this parcel in the amount of \$1,426.40.

**APN#481-123-20 – RESOLVED**, to file a lien against this parcel in the amount of \$1,231.40.

**ITEMS PULLED FROM THE CONSENT CALENDAR FOR DISCUSSION**

- I. **TREE TRIMMING** – Upon review and consideration of the two proposals submitted, a motion was made, seconded and carried to not accept a proposal for Fall tree trimming, but to trim any parkway trees on an as needed basis. (5/0)

**UNFINISHED/NEW BUSINESS**

- A. **HOMEOWNER REQUEST – 20 Windchime** – Upon review and consideration of the correspondence submitted by general counsel, a motion was made, seconded and carried to not adopt rules making certain portions of Windchime available for guest parking. (5/0)

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- B. **HOMEOWNER REQUEST – 23 Windchime** – Upon review and consideration of the request submitted by the homeowner to be reimbursed \$250.00 for costs incurred for his vehicle that was towed, a motion was made, seconded and carried to not reimburse the homeowner as the vehicle was parked in a “Fire Lane, Tow Away Zone”. (5/0)
- C. **NEXT BOARD MEETING DATE** – A motion was made, seconded and carried to hold the next Board meeting on Thursday, December 3, 2009.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting is adjourned at 5:30 p.m.

ACCEPTED: \_\_\_\_\_



DATE: \_\_\_\_\_

12/2/09

10/12/09-08:51  
Resp: Amy Hallas  
Categories: Arch  
Detail:

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09/10/09 to 10/10/09

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Unit No	Address #	Property Address	Last Name	Type	Rec Date	To Committee	Ret From Committee	Ruling	Reason/Cond	Owner Notified
75002-1	138	Tapestry	Shen	Variance	09/24/2009	09/24/2009		Approved		09/25/2009
10637-1	27	Momento	Nguyen	NOC Resub 1	09/16/2009	09/16/2009		In Committee		
66043-2	160	Weathervane	Hirota	Landscape/Hardscape Front & Rear Yard	09/16/2009	09/16/2009		Approved	See notes on plan	10/02/2009
17001-1	10	Midnight Sun	Fang	NOC Resub 1	09/22/2009	09/30/2009		In Committee		
95052-2	105	Tearose	Li	NOC - Notice of Completion	10/06/2009	10/07/2009		In Committee		

11/10/09-09:37  
Resp: Amy Hallas  
Categories: Arch  
Detail:

P340 Quail Hill Community Assn.  
10/10/09 to 11/10/09

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Unit No	Address #	Property Address	Last Name	Type	Rec Date	To Committee	Ret From Committee	Ruling	Reason/Cond	Owner Notified
07016-2	81	Canopy	Youngs	Lighting ,Fence/Wall/Gate: Side ,Landscape/Hardscape Front & Rear Yard	10/12/2009	10/13/2009		In Committee		
10637-1	27	Momento	Nguyen	NOC - Notice of Completion	10/23/2009	10/26/2009		In Committee		
10641-1	19	Momento	O'rrell	NOC Resub 1	10/27/2009	10/27/2009		In Committee		
10641-1	19	Momento	O'rrell	SEE DESCRIPTION BEFORE SENDING FILE	10/27/2009			In Awareness		