

Minutes: Tuesday, February 12th, 2019

Glendora Gardens IV Annual HOA Monthly Meeting

(www.ggh4.org. – website for Glenview Lane addresses only)

Call to order: 7pm, Residence, Scott Campbell, #1237

Board members present Scott Campbell, Diana Nicolaou, Chris Blackledge, Steve Thomas, and Derek McCaulley, Personal Touch Property Management Inc. (PT)

Board Members Absent: Brian Franklin

Property Management Info:

Personal Touch Property Management, 451 W. Bonita Ave, Suite 7
San Dimas, CA 91773 (909) 592-1562

If you prefer to mail your monthly dues with your payment voucher, please use the following address: Glendora Gardens IV, PO Box 7700, La Verne, CA 91750

Homeowners Present: Jennifer Zamora, #1244

Homeowner/Residents Comments:

- Mrs. Nicolaou stated that their unit water shut-off valve is the old wheel type and showing wear. The HOA upgraded shut-off valves to the newer handle type, their unit was skipped. Derek will coordinate install with a plumber.
- Mrs. Zamora wanted to know the status of the gate project. See #2 below.

The next meeting will be at 7pm, March 12th, Nicolaou's, #1230

Old Business

1. Overnight Parking in front of garages. This has been viewed by prior boards, and the 2019 board, as parking in a red zone. Each vehicle entrance has signs stating that California vehicle codes will be observed. The warning notices placed on offending cars parked over night seems to have had a positive effect. The 2019 Board is focused on adherence to this vehicle code because of the potential dangers that can result from non-compliance.
 - a. Any towed vehicle will be done within the guidelines of the California vehicle code.
 - b. If the offending party is a renter, the board will consider fines to unit owners.
 - c. Derek (PT) to draft an updated compliance letter for board review.
2. Vehicle Gates Project. Feasibility was discussed but Brian was absent to give us a status.
 - a. There are many challenges, but if the decision is to proceed towards installation, the board intends to canvas all owners to vote on the project.
3. Concrete repairs. Has been postponed to later in 2019. Chris and Steve will survey all areas and give their results to Derek to handle bids from qualified companies.
4. Glendora Garden IV HOA will participate in the City and State Green Waste Program. Awaiting A&L Landscaping and Athens to deliver proper trash receptacle which will be stored in the pool area.
 - a. **All residents:** please do not place anything in the green waste container; it is only for cuttings from gardener activities.

5. Wind Damage downing common area carrot wood tree in front of #1223. Consulted with the owner. Waiting on their input of preference.

New Business

1. Transition - Establish Home Owner Data Base. Home owners are reminded to fill out the contact information sheet Personal Touch sent them. Once they have your email address, they will be able to send you a "portal" their company and to HOA - Glendora Garden IV where you can see the status of your check, receive important HOA wide broadcasts, etc. .
2. Transition – CPA to audit Financial Records from Western Condo Management. Derek stated this will be in progress now that they have all records. Cost is \$700.
3. Transition –Reserve Study. California mandates that each HOA conduct a study of finances and condition of public and private areas, e.g., remaining life of tile roofs, and deliver a report to the board. Previous study containing measurements will be given to firm conducting 2019 study. PT contracted with LGH Consulting, Reserve Specialist, to prepare a written report. Cost will be about \$1,000, perhaps more depending on further services.
4. New Leak, Robertson-Kruse, #1218. From the latest storms, water is coming into the living room area. A resident from Strawberry Lane who was familiar this kind of leak believes the chimney cap has either come loose or nails/screws have popped up due to high winds and age. RainDance located this condition and has made repairs.
5. Transition - State Farm Bond Information. State Law mandates HOA's have Fidelity Bond coverages. Using the formula from the law (Assembly Bill 2912) to include all bank accounts plus 3 months total paid dues, Steve increased our bond coverage. The board reviewed and approved the higher amount. Personal Touch has submitted the State Farm questionnaire and insurance form to State Farm. Cost of our HOA bond coverage went up slightly, \$109.81.
6. Signature Cards with HOA Banks. Scott, Diana & Steve have signed bank forms for our Opus operating HOA account and the savings account at One West. Remaining bank, Isolde has to coordinate.
7. Leak in the Spa. The water level is going down too fast to attribute it to use or evaporation. Derek to coordinate with Sparkling Pools to have a service do a leak detection survey. Cost is \$450.
8. Tree Trimming Time? The board voted to skip tree trimming this year. Trees are in good shape. Typical price from Best Tree has been mid \$2k, depending the work.
9. Roof Repairs to 1243 & 1244. Both units have flat shingles that accommodated the original contractor's pool heating system. Due to age and high winds, much of this system was blown off the roof. Again, thanks to Chris and Carlos, their volunteerism avoided more damages. We've asked RainDance for a quote to exchange the current flat shingles to our HOA's standard tiles. Because of the rain, they are very busy. PT offered the names of two more Roofing Firms for bids which the board approved.
10. Financials. The board reviewed PT's first monthly report. It's different from our previous. Steve suggested that there should be more exception reporting. For example, rather than show who has paid dues, instead, show owners late with their payments.