

**Minutes: Tuesday, April 9<sup>th</sup>, 2019**  
**Glendora Gardens IV Annual HOA Monthly Meeting**  
*www.ggh4.org. – website for Glenview Lane addresses only*

**Call to order:** 7pm, Poolside

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

**Board Members Absent: None**

**Owner/residents: None**

**Property Management Co. Info:**

Personal Touch Property Management, 451 W. Bonita Ave, Suite 7, San Dimas CA 91773  
(909) 592-1562 [www.personaltouchmgmt.com](http://www.personaltouchmgmt.com)

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

**The March 12<sup>th</sup> minutes were approved.**

**NEXT MEETING: May 14<sup>th</sup>, 7p.m., Poolside (weather permitting)**

### **OLD BUSINESS**

Vehicle Gate Access to Driveways project: Brian had an extended conversation with the Glendora City Planning and Code Dept. Relatively new construction have received code approval after review of plans/drawings that include driveway entry gates. Not until recently has an older project like ours (our project was completed in 1985) inquired about or made a formal request for entry gates. Brian learned from his meeting the following requirements before the City would approve any entry gate construction:

- a. Submittal of construction plans prepared by a licensed architect
  - b. A concept review and approval by every applicable City department and or commission besides code enforcement, including City fire and police.
  - c. Submittal of approximately \$1,000 to cover fees for the long review process. Fees are not returned if the project is not approved.
  - d. 100% approval from GGH IV HOA owners. A financial impact study would be prepared and submitted to owners before any voting. It would include capital costs, forecasted maintenance budgets, and future impact on monthly dues increases to owners.
  - e. Board members discussed these new elements. The project will be voted formerly at the next meeting.
2. Concrete repairs. PTM reported their contractor submitted a quote to repair driveway damages in front of 5 units, plus areas around the swimming pool. Their total bid is \$6,900, with most of the repair work around the pool where the ground has settled. The board thought more areas should be looked at, e.g., the raised sidewalk for #1237. The board requested another bid from a qualified company. Steve also asked any bid include re--painting all red pavements areas.

3. Replacing Missing Roof Tiles #1243/1244. PTM presented several options to include inserting tiles over the area covered now by shingles, to replacing all tiles with new for the 4 contiguous units. The bids ranged from \$6,300 to \$22,900. Due to the high cost, the board wants more time to review the quotes. There were varying opinions on the approach, but we requested a quote from one of the two bidders for a quote on option #2 for an apples to apples comparison.
4. Water shut off, from wheel to gate valve, for #1230 - awaiting replacement.

## **NEW BUSINESS**

1. Los Angeles County Pool Inspection. These happen at least once a year and they are unannounced. Scott and Steve accompanied the inspector who tested the pool and spa water, inspected the grounds and restrooms. We passed.
2. Mosquitos. Spring and summer heat bring these pests. The board already heard one resident's bug complaint. Be sure to not have any standing water in your backyards. Please review [www.sgvmosquito.org/about-repellents](http://www.sgvmosquito.org/about-repellents).
3. Floral Project. Spring is here and we've not started. At the meeting Steve volunteered to review the complex, take pictures and deliver a report to the board by week's end. Mr. Hare expressed an interest in the project and will receive a copy of the report.
4. Termites - #1218 Terez Bandar. The board approved Morgan Termite's estimate to treat termites in the areas found at a cost of \$950. The board did not approve the quote for an interior control policy. *It's strictly an owner's option*. Cost was \$250 per year.
5. Cars Parking Illegally in front of their garages overnight. PTM's letter is having results. A copy of the letter is on the HAO bulletin board for all residents to review. The board thanks all residents for their compliance.
6. Leak in Spa. The board approved \$650 to repair the leak and replace missing tiles.
7. Transition - Have you filled Home Owner data form and submitted it to PTM? Please use the contact information sheet PT sent to owners. Once they have your email address, they will send you an internet "portal" to their company. GGH IV has its own section where you can see the status of your check, receive important HOA wide broadcasts, etc. .
8. Transition – CPA audit financial records from Western Condo Management. Awaiting results.
9. Transition – Reserve Study. California law 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. Awaiting results from LGH Consulting, Reserve Specialist.
10. Signature Cards with HOA Banks. Scott, Diana & Steve will coordinate their schedules to meet at One West Bank on Route 66 and Grand, The above 3 officers will furnish drivers licenses, etc., and complete forms for on the scene background checks . Signatures from two officers will be required for any movement of our HOA funds. The CD is maturing spring of next year at this bank. This transition should happen within the next 2 weeks.
11. Financials. The board reviewed PTM's monthly financial report including a report showing dues payments that are "current and any that are 30-60 + days due". It provides a better tool to maintain your association's financial health. You *may* receive an "amount due" email if your check has not been received before the 20<sup>th</sup> of the month. It will be cashed in time for the new month.