

**MINUTES OF
THE BOARD MEETING
OF THE
555 ESPLANADE CONDOMINIUM OWNERS ASSOCIATION**

February 15, 2010

CALL TO ORDER

The following are the Minutes of the Meeting of the Board of Directors of the Casa Bahia Condominium Owners Association, held on Monday, February 15, 2010, in the 535 Building Lobby, 535 Esplanade, Redondo Beach, California 90277. A quorum of Board Members was established and Frank Parker called the meeting to order at 6:42 PM.

BOARD MEMBERS PRESENT

Jake Murray, Vice President; Betty Schneider, Treasurer; Frank Parker, Member-At-Large.

BOARD MEMBERS ABSENT

Joe Engle, President; Dianne Merzel, Secretary.

MANAGEMENT COMPANY REPRESENTATIVE(S) PRESENT

Ellona Hess of Scott Management Company (SMC)

HOMEOWNERS FORUM

- Unit #302 – Dot Lee: Mrs. Lee provided a written memo of her concerns for the Board regarding the 535 elevator, the installation of a temporary barrier east of the drain at the bottom of the 535 entryway stairs, a sprinkler pipe under balcony of 302, scheduled hydro-jetting, percentage of renters, and request for financial documents.
- Unit #117 – George Makhoul: Mr. Makhoul requested an update on repairs to the interior of his Unit due to the recent water intrusion. The Board advised that the interior repairs are on hold until the problem area is fixed. Scott Management Company has attempted to schedule an inspection of the problem area but has not yet been successful in doing so. Mrs. Darzentas is to contact the Homeowners of the Unit/area in question, stating that access to the Unit's deck must be provided so that the problem area can be determined, and then fixed. The Board advised that this matter will be discussed further in Executive Session. Mr. Makhoul requested an update on the repair of the garage ceiling above his parking space. The Board advised that they have received a report from the structural engineer with specific recommendations on what must be done to repair the problem area. The Board has received two bids for the repairs. Mrs. Schneider advised that she will contact one of the two bidding contractors, CMS, and will request a more detailed description of the proposed repairs.
- Unit #619 – Harriet Hollis: Mrs. Hollis advised that her Unit experienced a water leak with the recent rains – in the downstairs bedroom. Scott Management Company will arrange for an inspection of this problem area to be completed.
- Unit #620 – Edna Marinella: Mrs. Marinella advised that her Unit experienced a water leak with the recent rains – coming through one of the light fixtures. Scott

Management Company will arrange for an inspection of this problem area to be completed. Mrs. Marinella requested an update on the purchase of artwork, furniture, etc. for the lobby areas. Mrs. Schneider advised that the Association would be purchasing lithographs, at \$25.00 each.

- Unit #403 – Donald Johnson: Mr. Johnson advised that his Unit experienced a water leak with the recent rains – coming through one of the switch-plates. Mr. Johnson stated that he believes the source of the problem is from the Unit above him – Unit #503. The Board advised that repairs were recently completed to the roof area above Unit #503.

APPROVAL OF AGENDA/MEETING MINUTES

Betty Schneider made a motion to approve the January 2010 minutes. Jake Murray made a second to the motion. The motion carried and the minutes were approved. A copy of the approved minutes will be mailed to all Homeowners along with the March 2010 monthly statements.

TREASURERS REPORT

Betty Schneider made a motion to accept the January 2010 Financial Report as submitted. Frank Parker made a second to the motion. The motion carried and the report was unanimously approved. Mrs. Schneider made note that the Association's expenses, as of January 31, 2010, were \$4,300.00 over the budgeted amount. The Board is still considering the idea of imposing a special assessment to accommodate the projected expenses for the year.

Betty Schneider made a motion to approve the CPA's Annual Review for the 2009 year. Frank Parker made a second to the motion. The motion carried and the review was approved.

OLD BUSINESS

- Cast Iron Piping Replacement – Review Bid: This approved work, to be completed by Bert Meli Plumbing, is in progress.
- Common Area Hallway Carpet Cleaning – Review Bid/Schedule: The cleaning of the common area hallway carpet is scheduled to begin tomorrow, Tuesday, February 16.
- Proposed Additions to Rules and Regulations re Move In/Out – Review of Revised Language: The Board reviewed the revised edition of the move in/out rules and regulations. The Board requested that the rules be further modified to include the following: 1) Notice of move in/out must be given to the Management Company at least 48 hours prior to the scheduled move in/out. The Management Company will then contact the Board to see which member is available to supervise the move in/out. 2) The protective pads used for the move in/out must be returned within 48 hours of the move in/out. Mrs. Darzentas will forward the revised edition to the Board for review. The revised edition will then either be further modified or adopted at the next open Board Meeting.
- Review and Revision of Association CC&Rs – Review Bids/Information: Discussion of this line item was tabled for the next meeting so that all Board Members could be present for the discussion.
- Spa – Bring into Compliance with VGB Act: To date, two bids have been submitted for this project. A third bid is pending.

- Unit #503 – Roof Repairs – Review Information/Bid: The approved roof repairs for the problem area above Unit #503 were completed, in accordance with specifications set forth by James West (independent roof consultant).
- Driveway Concrete – The Board reviewed the bids submitted to date for the driveway entryway repairs. Mrs. Schneider advised that she will contact CMS (a company who bid on the project) and will ask him to provide a more detailed explanation of the proposed repair for the Board to review.
- Vertical Drain Cleaning by Bert Meli – Schedule: The hydro-jetting of the vertical drain lines has been scheduled. Letters have been sent to all Homeowners advising of the date/time their Unit and stack is scheduled to be worked on.
- Marina Security Gate bid to install a new pivot arm at vehicle gate: The Board reviewed the bid submitted by Marina Security Gate to install a new pivot arm at the vehicle gate. The Board unanimously approved to table the bid at this time.
- Special Assessment Projects - Update: The following updates were given regarding *The Entryway Project*:
 - A walkthrough of the entryways and lobby areas was completed. A list of repairs/deficiencies based on this walkthrough was sent to the contractor, requesting that all items on the list be addressed.
 - The Board has recently received report of two residents slipping on the new lobby flooring, when wet. Discussion was held regarding this safety issue. Several ideas to resolve this issue were discussed, including some temporary fixes until it can be permanently resolved, for example, applying a non-slip wax on the floors.

The following report was given regarding the second special assessment project – *The Elevator Project*:

- The elevator project is considered completed.

The following report was given regarding the third special assessment project – *The Garage Area – Power Washing of and Re-stripping of Parking Places and Replacement of Trash Room Doors Project*:

- To date, two bids have been submitted to power wash the garage levels and re-strip the parking places. The Board requested that a revised bid be requested from the two companies – with statement of warranty information and that they will use yellow paint to paint the 15 minute parking spaces and red paint to paint the no parking spaces.

The following report was given regarding the fourth special assessment project – *The Northwest Balconies Project*:

- Letters were mailed to all affected Homeowners with notification of when the project will begin and an estimated completion time.

The following report was given regarding the fifth special assessment project – *The Security Equipment Project*:

- It was confirmed that the bid amount for the security equipment bid of choice is still valid. Scott Management is to contact Moffitt Electric to confirm their bid amount for the installation of the purchased equipment.

The following report was given regarding the sixth special assessment project – *The Street-Side Retaining Wall Replacement Project*:

- The Board reviewed the report submitted by PV Engineering and could not find the engineer's recommendation/specifications for this project. Scott

Management is to contact PV Engineering and request that a revised report be provided with the inclusion of this information.

NEW BUSINESS

- Unit #517 Deck (Drain): Discussion was held regarding this agenda item under Homeowners Forum. The Board tabled further discussion until the Executive Meeting.

NEXT MEETING –Monday, March 15, 2010, 6:30 P.M.

ADJOURNMENT

Meeting was adjourned at 7:55 PM.

Submitted by: Ellona Hess