

HarborPlace Tower Homeowners Association
Board of Directors
Open Session Minutes
August 30, 2023

CALL TO ORDER

Proof of Notice of the meeting was posted in accordance with state law and governing documents.

President Ed Robinson called the meeting of the Board of Directors of HarborPlace Tower Homeowners Association to order at 6:29 pm in the P1 Conference Room and via zoom.

PRESENT

President Ed Robinson, Vice President Caroline Ta, Treasurer Bob Lambros and Secretary Ellen Serbin, Debra McGary Horizon Management, and Association Manager Christina Ravelo.

APPROVAL OF MINUTES

The Board reviewed the minutes of the July 19, 2023 Board of Directors meeting. Bob Lambros made a motion to approve the minutes as amended. Caroline Ta seconded; motion carried unanimously.

PRESIDENT'S REPORT - by Ed Robinson

CALENDAR 2023 – The Board approved the September calendar with the addition of the Fire Drill on September 13th.

RESOLUTIONS TO RECORD LIENS

The Board reviewed the Notice of Delinquent Assessment (pre-lien letter) sent to the owner of the properties identified as Assessor's Parcel Numbers #7278-006-196 and #7278-006-053. The owner, as of the date of this Board meeting have not requested internal dispute resolution (IDR). The Board voted to authorize Horizon Management Company or other designee to record the liens for the amount of any delinquent assessments, late charges, interest and/or costs of collections (including the fees and costs of preparing the liens against the owners of the properties, fees for coordinating enforcement of the lien between designee, and attorneys' fees), if IDR is not requested and payment in full is not received by the Association by 5:00 p.m. September 17, 2023. Thirty (30) days after recordation of the liens, if the delinquency persists, the Board authorizes its designee to enforce the liens. Bob Lambros made a motion to record the liens, Caroline Ta seconded; motion carried unanimously.

TREASURER'S REPORT – Report by Bob Lambros

Operating Budget: As of July 31, 2023, the adjusted operating position has a loss of \$29,915 year-to-date.

Effective Operating Funds: \$152,123

Reserve Fund Balance as of July 31, 2023: \$2,783,215
Cash in Reserves as of July 31, 2023: \$253,215
Total Delinquencies: \$20,914

Bob Lambros made a motion to authorize the Treasurer to re-invest up to \$500,000 at best rate and term; seconded by Caroline Ta. Motion carried unanimously.

Ellen Serbin made a motion to accept the treasurer's financial report as given. Caroline Ta seconded; motion carried unanimously.

OLD BUSINESS

EV Charging Stations.

Ed Robinson reported that Edison's Rule 29 Program's requirements may not be the right direction for the association at this time. The Manager was asked to reach out to ABM for assistance with Edison as well as the Edison rep.

Hallway & Penthouse Remodel

Ed Robinson reported that Design Build Associates could take on the role of construction/project management. The Board has asked Horizon to provide an additional vendor for comparison.

Pool, Spa & Deck Remodel

Fire Pit Bowl—Caroline Ta made a motion to approve the proposal from California Home Spas and Patio for an American Frye 48" Fire Pit Bowl for a "not to exceed" of \$3981.83. Bob Lambros seconded; motion carried unanimously.

Gas Grills with Kitchen Bulit In—The Manager will clarify with PCW regarding access panels and Fire Magic Timer Covers. The manager was also asked to get a revised proposal from Friedman's and BBQs Galore for 1 - 30" Aspire Heston gas grill and 1 - 30" Coyote Flat Cook top to see best price available.

Landscape—The Board asked the manager to go back to American Heritage Landscape to get additional options for the planter along the pool fencing.

Electrical—Ellen Serbin made a motion to approved the COR-112954-16 from PCW for the additional electrical work at the pool and spa for \$39,235. Caroline Ta seconded; motion carried unanimously.

Pool Fencing Painting—Bob Lambros made a motion to approve the proposal from VWC to repaint the blue metal fencing and concrete pillars around the pool for \$7,550.48. Ellen Serbin seconded; motion carried unanimously.

Fire Alarm Replacements—Bob Lambros made a motion to approve the proposal from HCI to replace the faded alarm horn/strobes at the pool deck for \$1385. Ellen Serbin seconded; motion carried unanimously.

Treadmill Proposals

After reviewing three new Precor treadmill proposals along with the two previous proposals from True Fitness & Life Fitness, Ellen Serbin made a motion to approve the proposal from Life Fitness for the Aspire Treadmill for \$7,873.42. Bob Lambros seconded; motion carried unanimously.

Reserve Study

The Board acknowledged receiving the updated Reserve Study and will vote to approve it at the October Board Meeting.

NEW BUSINESS

Window Cleaning Proposal

Bob Lambros made a motion to approve the proposal from Flash Cleaning Company for window cleaning in the amount of \$12,650. Caroline Ta seconded; motion carried unanimously.

Annual Fire Training and Drill

Ellen Serbin made a motion to ratify the proposal from F11 Fire Safety for a 1-hr training webinar and an onsite fire drill for \$1650. Bob Lambros seconded; motion carried unanimously.

Pump Replacement Proposal

Bob Lambros made a motion to approve the proposal from Infinite Circulation to replace the pump skid system for \$12,737.16. Caroline Ta seconded; motion carried unanimously.

Hot Water Tank Replacement Proposal

Bob Lambros made a motion to approve the proposal from Infinite Circulation to replace the hot water expansion tank for \$ 4,360.36. Ellen Serbin seconded; motion carried unanimously.

Tax Engagement Letter

Bob Lambros made a motion to accept the proposal from Owens, Moskowitz to prepare the 2023 tax returns and audit for \$2,100. Ellen Serbin seconded; motion carried unanimously.

Architectural Applications

Unit 1207—Ellen Serbin made a motion to approve the architectural application for Unit 1207 to install a new shower and tub. Caroline Ta seconded; motion carried unanimously.

Unit 911—Unit 911's architectural application is on "hold" awaiting the report from Veneklasen Associates.

Ratify SkyRider Annual Inspection Repairs

Ellen Serbin made a motion to ratify the proposal from SkyRider to make all repairs from the annual basket and stage inspection for \$14,079.66. Bob Lambros seconded; motion carried unanimously.

2024 Budget

The Board set a meeting date for September 19th at 2pm to review the 1st draft of the 2024 budget.

Manager's Report —by General Manager Christina Ravelo.


HOMEOWNERS FORUM

Homeowners commented on several matters.

ADJOURN

President Robinson adjourned the Open Meeting of HarborPlace Tower Homeowners Association Board of Directors at approx. 8:20pm and invited homeowners to walk the pool deck to assess pool deck lighting options.

I, Ellen Serbin, Secretary of the HarborPlace Tower Homeowners Association, certify that the above is a true and correct transcript from the minutes of an Open Session of the Board of Directors of HarborPlace Tower Homeowners Association held on August 30, 2023 and that the meeting was duly called and held in all respects in accordance with the laws of the State of California and bylaws of the corporation and that a quorum of the Board was present.



Ellen Serbin, Secretary



Date