

**HarborPlace Tower Homeowners Association**  
**Board of Directors**  
Open Session Minutes  
April 25, 2012

**OPENING**

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

Board President Sandy Rendell called the meeting of the Board of Directors for HarborPlace Tower Homeowners Association to order at 6:32 p.m. in the P-1 Conference Room.

**Present**

President Sandy Rendell, Vice President Tom Lawson, Treasurer Stewart Sexton, Member at Large Frank Zanka, Debra McGary of Horizon Management and Association Manager Lisa Frasquillo.

**Absent**

Secretary Ed Robinson

**APPROVAL OF MINUTES**

Minutes of the March 28, 2012 meeting were approved. Motion made by Tom Lawson, Stewart Sexton seconded; motion carried unanimously.

**PRESIDENT'S REPORT – Report by Sandy Rendell**

**Calendar**

Calendar for May as follows:

May 1	Carpet Cleaning project begins
May 9	Design Committee Meeting
May 9	Monthly Garage Sweeping
May 10	Bike Room Project begins
May 15	Quarterly Fire Testing
May 23	Project Committee Meeting
May 29	HOA Finances
May 30	Monthly Board Meeting

**TREASURER'S REPORT – Stewart Sexton**

- Reserve fund balance is \$1,766,790
- Operating balance is \$137,603

Stewart Sexton made a motion to transfer the proceeds of two (2) maturing cd's from Charles Schwab to Wells Fargo in the amount of \$400,000, Tom Lawson seconded; motion carried.

The next HOA Finance meeting will be held on May 29, 2012 at 6:30pm in the P1 conference room.

Frank Zanka made a motion to accept the Treasurer's report, Tom Lawson seconded; motion carried.

**OLD BUSINESS**

**Workmen's Compensation Insurance**

Frank Zanka made a motion to ratify the e-mail vote to renew the workmen's compensation insurance, Tom Lawson seconded; motion carried.

**Write off bad debt**

Frank Zanka made a motion to write off the bad debt for unit #503 in the amount of \$10,779.65, Stewart Sexton seconded; motion carried.

The Board decided to table the write off of bad debt for unit #911 until next month's meeting.

#### **Bike Room Racks**

This project will begin starting on May 10<sup>th</sup>. The removal of the bicycles from the bike room will begin on May 3<sup>rd</sup>.

#### **Dryer Duct Cleaning**

The dryer duct cleaning project will begin on June 11<sup>th</sup> and continue to June 21<sup>st</sup> approximately.

#### **Rules and Regulations Committee**

A new Rules and Regulations Committee was formed; Sandy Rendell and Ed Robinson will be part of this committee.

### **NEW BUSINESS**

#### **Architectural Application (#410 & 2008)**

Frank Zanka made a motion to ratify the approval of the architectural application for unit #410, Stewart Sexton seconded; motion carried.

Stewart Sexton made a motion to approve the architectural application for unit #2008 on the contingency that proof of a licensed contractor and proof of insurance is provided, Frank Zanka seconded; motion carried.

#### **Projects recommended by the Project Committee**

##### **Renewal of Elevator Contract**

The Board asked the manager to obtain additional proposals from other elevator companies.

##### **Access Control Panel System Replacement**

Frank Zanka made a motion to accept the HCI proposal for the access control panel system replacement in the amount of \$29,765, Tom Lawson seconded; Frank Zanka, Tom Lawson and Sandy Rendell voted yes, Stewart Sexton abstained, motion carried.

##### **Recoating the Building Committee**

A committee was formed for the recoating of the building project; Members are Rob Damico, Sandy Rendell, Guy Zebert, Ed Robinson and Jim Witherow.

##### **(0104) Waterproofing the Pool equipment room**

Tom Lawson made a motion to accept the proposal from Ladner Coatings in the amount of \$5,725 to recoat the pool equipment room floor, Frank Zanka seconded; Tom Lawson, Frank Zanka and Sandy Rendell voted yes, Stewart Sexton voted no; motion carried.

##### **(0432) Replace HVAC Heat Pumps**

Frank Zanka made a motion to accept the proposal from Aqua West in the amount of \$18,225 to replace 4 of the HVAC units; Tom Lawson seconded; Tom Lawson, Frank Zanka and Sandy Rendell voted yes, Stewart Sexton recused himself; motion carried.

##### **(0310) Repaint the blue rails on the Promenade**

Frank Zanka made a motion to accept the Martin Paint proposal in the amount of \$4,360 to repaint the railings on the Promenade, Tom Lawson seconded; Tom Lawson, Frank Zanka and Sandy Rendell voted yes, Stewart Sexton abstained; motion carried.

##### **(0444) Replace the LTV valve for the HVAC boiler**

Frank Zanka made a motion to accept the Air Tec proposal in the amount of \$998 to replace the LTV valve on the heating boiler; Tom Lawson seconded; motion carried unanimously.

**(0501) Camera for the new bike room**

Tom Lawson made a motion to accept the Professional Lock proposal in the amount of \$797 to add a new camera to the second bike room, Stewart Sexton seconded; motion carried unanimously.

**(0504) Exterior Lights**

Referred back to the project committee.

**MANAGEMENT REPORT AND CORRESPONDENCE-** reports for April were reviewed.

**HOMEOWNERS FORUM**

**ADJOURN**

President Rendell adjourned to Executive Session to discuss delinquencies and homeowner matters of HarborPlace Tower Homeowners Association at 8:10 p.m.

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I, Edwin Robinson, 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 at Association's place of business on April 25, 2012, 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.

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Edwin Robinson, Secretary

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Date