

**BIXBY VILLAGE COMMUNITY ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
June 9, 2010**

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**NOTICE**

The General Session meeting of the Bixby Village Community Association Board of Directors was held on Wednesday, June 9, 2010 at the Clubhouse, located at 5951 Bixby Village Drive, Long Beach, California. The meeting agenda was posted at the clubhouse on Friday, June 3, 2010.

**PRESENT**

Directors Present: Jon Chasse, President  
Kim Napolillo, Vice President  
Mary Williams, Secretary  
John Sausen, Treasurer  
David Galuhn, Member at Large

Representing PCM: Laurisa Quella, CCAM  
Director of Community Management

Kendrah Kay  
Community Manager

Others: Approximately (24) Homeowners

**CALL TO ORDER**

Mr. Jon Chasse, Chairman, called the business portion of the meeting to order at 7:04p.m.

**ANNOUNCEMENTS**

Mr. Jon Chasse advised that an Executive Session Meeting was held prior to the Regular Meeting on June 9, 2010 for the purpose of discussing third party contracts, member discipline, legal matters and/or personal matters.

Mr. Chasse introduced the Board of Directors.

PCM gave an update regarding Executive Session business as follows:

- 2010 Concrete Repairs
- 2010 Paint Project
- 2009-2010 Audit Proposals
- Holbrook Roof Acceleration
- Homeowner Violations
- Pony Wall Update
- Hearing
- Verizon Update
- Director Correspondence

An announcement of administrative meeting procedure was made.

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**CONSENT CALENDAR**

**Consent Calendar**

The Board reviewed the following Consent Calendar items for approval.

**A. Minutes**

1. May 12, 2010 – Regular Session Minutes
2. May 12, 2010 – Executive Session Minutes

**B. Financials**

1. May 2010 Financial Statement
2. May 2010 Delinquency Report
3. Lien Resolutions (As Needed)

**C. Invoices for Approval**

1. Monthly Contract Approval
  - a. Harvest - \$13,500.00 (5/10)
  - b. Personal Touch Cleaning - \$500.00 (5/10)
  - c. Aquatrends - \$700.00 (5/10)
  - d. Nordic - \$546.00 (5/10)
  - e. PCM - \$5,641.00 (5/10)
  - f. PCM Extras - \$2,541.48 (5/10)

**D. Unfinished Business**

1. Rule Revisions – Garage Doors & Front Doors  
The Board formally adopted the garage doors and front doors for inclusion in the Rules and Regulations.
2. 6048 ADC – Front Door Varnishing Reimbursement  
The Board approved to reimburse the owner of 6048 ADC \$200.00 for the varnishing of his front door.

**E. New Business**

1. 480-101 Kakkis – Skylight Replacement  
Jordan Roof Company submitted a proposal for skylight replacement at a total cost of \$865.00
2. 460 -103 Providence – Skylight Replacement  
Jordan Roof Company submitted a proposal for skylight replacement at a total cost of \$925.00.

**F. Committee Reports**

1. Architectural
  - a. Meeting Minutes  
It was noted that the Satellite Dish Guidelines to be mailed were revised 6/1/2010 (version 2)
2. Common Area

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- a. Jack Speciale Monthly Report
- b. Meeting Minutes – None at this time
- 3. Finance
  - a. Meeting Minutes
- 4. Social
  - a. Meeting Minutes – None at this time
- 5. Landscape
  - a. Meeting Minutes
  - b. Updated Proposal Spreadsheet
  - c. New Proposals for Approval

Proposal No.	Description	Location	Cost	Decision
15615	Planting	Various Locations	\$505.00	Approved
15614	Planting	Various Locations	\$439.50	Approved

Total			<b>\$944.50</b>	
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- 6. Tree
  - a. Meeting Minutes
  - b. Updated Proposal Spreadsheet
  - c. New Proposals for Approval

Proposal	Description	Location	Cost	Decision
15648	Planting of (1) Podocarpus	631-101 Brocton Slope	\$277.70	Approved
15650	Planting of (1) Flowering Plum	650-101 Brocton	\$277.70	Approved
15654	Planting of (1) Tristania	501-101 Medford	\$277.70	Approved
15653	Planting of (1) Liquid Amber	551-101 Pittsfield	\$350.00	Approved

Total			<b>\$944.50</b>	
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- 7. Parking
  - a. Meeting Minutes – None at this time

**G. Monthly Management Report**

- 1. Violation Report
- 2. Architectural Report



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decision would be based solely on the financial foundation of the Association in regards to this matter.

Recommendation for  
Holbrook Roof Project

Jordan Roof submitted two (2) proposals for Board review regarding the possible roof acceleration for Holbrook. The first proposal was for (3) Holbrook buildings (581, 601 and 611). The second proposal was for the entire street of Holbrook (581, 590, 591, 601, 611, 620, 630, 631, 640, 641 and 651). Discussion ensued. It was noted that this decision would be made at the July meeting pending the receipt of the four (4) updated studies provided by the Reserve Analyst.

Clubhouse & Solar

Director Napolillo provided an update regarding the solar project for the clubhouse. It was noted that the clubhouse should not be considered for reroofing until the solar studies are received; noting that these should not be ready for review for another few months.

2010 Concrete Repairs

Director Sausen noted that the MOR provided by the CAC stated that Z-Best Concrete was the best value for the Association based on price and other factors.

**Motion: Napolillo**

**Second: Sausen**

**Resolved:** The Board approved the proposal submitted by Z-Best for the 2010 concrete repair project; noting that the additional line items should also be included in the approved work. The motion carried and passed unanimously.

2010 Paint Project

**Motion: Williams**

**Second: Napolillo**

**Resolved:** The Board approved the proposal submitted by Premier Commercial Painting for the 2010 project per the recommendation of the MOR; excluding the painting of the pony wall. The motion carried and passed unanimously.

2009-2010 Audit

**Motion: Sausen**

**Second: Williams**

**Resolved:** The Board approved the proposal submitted by Inouye, Shively and Longtin for the 2009-2010 audit and income tax preparation. The motion carried and passed unanimously.

**COMMITTEE REPORTS**

**Committee Reports**

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**Architectural**

Chair Report Mr. Roger Keyfauver, Architectural Committee Chair, provided an update regarding the Committee business. It was noted that an excess of 65 violation letters had been sent out and the majority had been closed out within the last 40 days due to homeowner cooperation.

It was noted that a specification was being written for the extension of the pony wall.

Patio Home Mailbox  
Availability

Mr. Keyfauver noted that there had been concern from patio homeowners that the mailboxes that were approved at the May meeting were not carried by Lowes. It was noted that it had been confirmed with the local Lowes that these mailboxes are carried and an order was placed for additional shipments to guarantee that they would be in stock. There was a box on display at the Board meeting for review.

Liaison Motions  
Satellite Dish Guidelines

**Motion:** Galuhn  
**Second:** Williams

**Resolved:** The Board adopted the proposed satellite dish guidelines as presented by the Committee; noting that they would be mailed out for the mandatory 30 day review. The motion carried and passed unanimously.

**Common Area**

Chair Report

Mr. David Spencer, Common Area Committee Chair, was absent.

It was noted that Rick Panos submitted his resignation from the CAC.

Project Status

Director Napolillo provided a project status update for the following projects:

Dry Rot

The 2010 Dry rot project was underway as the work had already started on Medford, Kakkis, Paseo Dorado and some of the units on ADC.

Paint Schedule/Colors

The 2010 Paint vendor was approved at this meeting and the work would commence early July 2010.

Roof Schedule

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The 2010 Roof project started the week of June 7, 2010; noting that Milton Court was almost completed. The roofs on John K were to commence the week of June 14, 2010.

Chair Casters

The chair casters had been installed on all chairs located at the Clubhouse.

Liaison Motions

Patio Home Mailbox Posts

Discussion ensued regarding the possibility of painting the mailbox posts for the (64) patio homes.

**Motion:** Napolillo

**Second:** Galuhn

**Discussion:** Director Galuhn noted that white may not be the best color as it would blend too much into the Community and necessitate additional repairs in the future. Director Napolillo noted that many surrounding communities had white posts; which looked aesthetically pleasing.

**Resolved:** That the Board approved to paint the patio home posts white with brown lettering; noting Jack would complete the work. The motion carried with Director Galuhn opposing.

420 Paseo Dorado

An update was provided regarding the light post that was knocked over by a guest of 420 Paseo Dorado. Information and photo documentation were provided to the Board by Jack for review.

**Motion:** Napolillo

**Second:** Galuhn

**Resolved:** That PCM contact the owner requesting the information of her guest who hit the pole; noting that if the owner was unwilling to share the contact information, legal counsel would be contacted to send the owner a letter indicating they are responsible for the repairs. It was noted that a police report would be filed to make sure that the incident is on file. The motion carried and passed unanimously.

Clubhouse/Social Committee

Chair Report

Ms. Gear-Chasse provided an update regarding the business of the Committee. Good Will was scheduled to be onsite on Saturday June 12<sup>th</sup> for donations. It was noted that the summer event would be on June 26<sup>th</sup>; there would

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be a band and picnic. Director Chasse indicated that an email blast would be sent with this information.

In celebration of Father's Day, the June door prize was awarded to Claude Prince.

**Finance Committee**

Chair Report

Mr. Steve Gabel, Finance Committee Member, provided an update regarding the business of the Committee.

Liaison Motions

Delinquent Accounts

It was indicated that there were two (2) owners who were severely delinquent and the Financial Committee recommended that the Board pursue legal action regarding the two (2) owners.

**Motion: Sausen**

**Second: Williams**

**Resolved:** That the Board approved to send Account No. 0810061-7 and Account No. 0810152-7 to the Judge Law Firm for review. The motion carried and passed unanimously.

Account No. 0810244-8

**Motion: Sausen**

**Second: Galuhn**

**Resolved:** That the Board approved to serve the owners with a judgment of debtor at the cost of \$450.00; noting that an Abstract of Judgment should also be recorded. The motion carried and passed unanimously.

Reserve Method

**Motion: Sausen**

**Second: Napolillo**

**Discussion:** Director Sausen noted that the other option does not necessarily demonstrate the "real" numbers for the Association.

**Resolved:** That the Board approved to continue to use the current Reserve Method. The motion carried and passed unanimously.

Federally Insured  
Investments

It was noted that the Articles of Incorporation state that the Association can invest in Treasury Bills or CD's that are FDIC insured.

**Motion: Sausen**

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**Second: Williams**

**Resolved:** That the Board resolved to replace the Federated Government MM fund with a pure US Treasury MM fund; noting that the Treasury fund should meet the Articles of Incorporation revisions. The motion carried and passed unanimously.

Reserve Study

**Motion: Sausen**

**Second: Galuhn**

**Resolved:** That the Board approved the Reserve Study; noting that this approval included the three (3) revised Reserve Studies. The motion carried and passed unanimously.

**Landscape Committee**

Chair Report

Ms. Colleen Pando, Landscape Committee Chair, provided an update regarding the business of the Committee. It was noted that the controller replacements were continuing and nearly completed.

Parking Islands

Director Sausen noted that the original amount for the parking island proposals that was approved at the May meeting had been reduced from \$14,045.00 to \$12,679.02; noting that two (2) of approved islands would not be completed in exchange for two (2) smaller items being completed.

Liaison Motions  
2009 Expenses

**Motion: Sausen**

**Second: Napolillo**

**Resolved:** That the Board approved to have the 2009 Artistic Maintenance invoices paid out of the prior year surplus. The motion carried and passed unanimously.

Water Conservation Plan

Mr. Claude Prince, Irrigation Committee Chair, was not present and no updates were reported at this time.

**Tree Committee**

Chair Report

Ms. Colleen Pando, Tree Committee Member, provided an update on the business of the Committee. It was noted that the tree trimming was still being completed by Harvest. The Tree Committee was examining three (3) slopes; including John K for various planting options as they had appeared bare post tree trimming.

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It was noted that a proposal would be submitted to the Board via email prior to the July meeting for Board approval.

The one-for-one tree replacement spreadsheet (2008-present) was provided to the Board for review.

**Parking Committee**

Chair Report

Mr. Carl Schiermeyer, Parking Chair, provided an update on the business of the Committee. It was noted that the Parking Committee was ahead of schedule in regards to violations being sent.

It was noted that Diane Sansoterra submitted her resignation from Parking Committee.

**Communications**

Webmaster

John Schroeder, Webmaster, provided an update on the business of the Committee.

**Insurance**

Chair Report

Mr. Lowell Morrow, Insurance Committee Chair, was absent.

Workers Compensation

Director Chasse noted that the Board researched whether or not a Committee member would be covered under the Workers Compensation that the Association carries.

**Motion:**           **Sausen**

**Second:**          **Galuhn**

**Resolved:**       That the Board approved the Employers Comp Workers Comp proposal at a cost of \$2,803. The motion carried and passed unanimously.

Liaison Motions  
Proposed Letter

Director Chasse provided a proposed letter to be mailed to the membership regarding Earthquake Insurance for the BVCA. The letter was informational and requesting owner feedback regarding the need for Earthquake Insurance.

**Motion:**           **Chasse**

**Second:**          **Galuhn**

**Discussion:**     Director Sausen noted the differences in coverage and premiums over the last decade.

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**Resolved:** That the Board resolved to mail the letter to the membership to request owner feedback. The motion carried and passed unanimously.

**HOMEOWNER FORUM**

**Homeowner Forum**

480-101 Medford

The owner was present to discuss a squirrel issue; noting that the squirrels were eating the plant material and appeared to have been fed by owners. Director Chasse requested information via email for inclusion in the August newsletter.

450-102 Medford

The owner was present to discuss parking; noting that she did not notice an improvement and that the issues may have gotten over worse over the past few years. Director Chasse noted that Director Sausen had compiled a parking proposal for the Board review at the July meeting.

611-102 Holbrook

The owner was present to discuss the potential roof acceleration on Holbrook. The owner noted that this was the original roof and the pine tree above the roof had done substantial damage over the past few years; also noting that vendors had been located on the roof during various projects. It was noted that there was a tarp on the roof due to a leak at an adjacent unit.

6089 ADC

The owner was present to discuss the painting of the Bixby Village sign at 6<sup>th</sup> and Avenida. PCM was directed to issue a work order to Jack to complete this work. The owner noted that there should be more research for the Earthquake insurance for real estate reasons. Chasse to call Louella and Maureen regarding this matter.

Homeowner Forum was closed at 8:41p.m.

Correspondence Discussion

The Board reviewed correspondence regarding the pool not being closed promptly at 10:00pm. The Board noted that per the Security contract; the BVCA is a shared account and Nordic has until 11:00pm to lock the gate each night.

**ANNOUNCEMENT**

The next General Session meeting of the Board of Directors was scheduled for Wednesday, July 14, 2010 at 7:00 p.m. at the community clubhouse located at 5951 Bixby Village Drive in Long Beach, California.

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:42p.m.

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**ATTEST**

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Name

Date

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Name

Date