

# LAURELWOOD HOMEOWNERS ASSOCIATION

## NOTICE & AGENDA BOARD OF DIRECTORS MEETING

**DATE: TUESDAY, NOVEMBER 28, 2017**

**TIME: 5:00 P.M. EXECUTIVE / 6:30 P.M. GENERAL**

**LOCATION: OPTIMUM'S OFFICE  
230 COMMERCE, SUITE 250, IRVINE**

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*Civil Code §4930: The Board may NOT discuss or take action on any item at a non-emergency meeting unless the item was placed on the agenda included in the notice that was posted and distributed pursuant to subdivision (a) of Section 4920.*

### **EXECUTIVE SESSION**

*Pursuant to Civil Code §4935(a) an Executive Session will be held prior to the General Session to consider any of the following: litigation, matters relating to the formation of contracts with third parties, member discipline, personnel matters, or to meet with a member, upon member's request, regarding the member's payment of assessments, as specified in Section 5665. This is a closed meeting and is not open to owners unless specifically agreed to by the Board per Civil Code §4925(a).*

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|-------------|---|------------------|
| <b>I.</b>   | <b>DECLARATION OF QUORUM / CALL TO ORDER</b>                | <b>5:00 P.M.</b> |
| <b>II.</b>  | <b>CONTRACTS</b>  | <b>5:00 P.M.</b> |
|             | A. Monarch Environmental                                    |                  |
|             | B. Fiore, Racobs & Powers – Assessment Collection Agreement |                  |
| <b>III.</b> | <b>DELINQUENCIES</b>  | <b>5:15 P.M.</b> |
|             | A. A/R Aging & Reconciliation Report 10/31/17               |                  |
|             | B. Collection Attorney Status Report                        |                  |
|             | C. Homeowner Request to Waive Late Fees and Interest        |                  |
| <b>IV.</b>  | <b>LEGAL</b>  | <b>5:30 P.M.</b> |
|             | A. Legal Updates  |                  |
|             | B. 2016 FYE Audit   |                  |
|             | C. Common Area Rules and Regulations                        |                  |
| <b>V.</b>   | <b>MINUTES</b>  | <b>6:15 P.M.</b> |
|             | A. 10/17/17 Executive Session Minutes                       |                  |
| <b>VI.</b>  | <b>ADJOURN EXECUTIVE SESSION</b>                            | <b>6:30 P.M.</b> |

### **GENERAL SESSION**

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| <b>I.</b>  | <b>DECLARATION OF QUORUM / CALL TO ORDER</b> | <b>6:30 P.M.</b> |
| <b>II.</b> | <b>EXECUTIVE SESSION DISCLOSURE</b>          |                  |

*Civil Code §4935(e): Any matter discussed in executive session shall be generally noted in the minutes of the immediately following meeting that is open to the entire membership.*

- III. HOMEOWNER FORUM (15 Minutes) 6:30 P.M.**  
*(3 minutes per member / 15 minutes maximum)*  
*Civil Code §4925(b), 5000(b): The board shall permit any member to speak at any meeting of the association or the board, except for meetings of the board held in executive session. A reasonable time limit for all members of the association to speak to the board or before a meeting of the association shall be established by the board.*
- IV. SECRETARY’S REPORT / MINUTES 6:45 P.M.**  
 A. 10/17/17 General Session Minutes
- V. TREASURER’S REPORT / FINANCIALS 6:50 P.M.**  
 A. Treasurers Report – Director Mudra  
 B. 10/31/17 Financial Statements
- VI. LIEN APPROVALS 7:00 P.M.**
- VII. COMMITTEE REPORTS 7:00 P.M.**  
 A. Architectural Charter  
 B. Landscape Charter  
 C. Tree
- VIII. GENERAL BUSINESS 7:10 P.M.**  
 A. Appoint Nominating Committee Per Bylaws  
 B. Appoint Either One (1) or Three (3) Inspectors of Election (OPPM Can Be IOE)  
 & Authorize OPPM to Receive Ballots 30 Days Prior to Mailing Ballots  
 Per Election Rules  
 C. Approve Welcome Letter  
 D. Sports Court Gate Electronic Lock Proposal  
 E. Access Control Proposals  
 F. Architectural Application – 14252 Pinewood – Lattice Privacy Fence  
 G. Personal Touch Janitorial – Monthly Maintenance Increase 2018  
 H. Personal Touch – Fall 2017 Cleaning Proposal  
 I. Personal Touch – Basket Hoop Net Replacement Proposal  
 J. WB Starr – Monthly Maintenance Increase 2017  
 K. WB Starr Landscape Proposals  
 L. Monthly Pool Maintenance & Title 22 Proposals  
 M. Pool Re-Plaster Proposals  
 N. Park and Common Area Emergency Safety Policies  
 O. Painting Proposals – Back Wall  
 P. Reserve Study Items – Deferred Maintenance  
 Q. Holiday Lighting
- IX. ITEMS NEEDING IMMEDIATE ACTION**  
*Before discussing any item not on the posted Agenda pursuant to Civil Code §4930(d), the Board shall openly identify the item to the members in attendance at the meeting.*
- X. NEXT MEETING**  
 The next meeting of the Board of Directors is Tuesday, January 16, 2018 at 5:00 p.m. Executive Session and 6:30 p.m. General Session at Optimum’s office, 230 Commerce, Suite 250, Irvine
- XI. ADJOURN GENERAL SESSION 7:30 P.M.**

*Professionally Managed By:*  
*Optimum Professional Property Management, Inc. (ACMF)*  
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