

**LAURELWOOD  
HOMEOWNERS ASSOCIATION**

**NOTICE & AGENDA  
BOARD OF DIRECTORS MEETING**

**DATE: TUESDAY, JANUARY 16, 2018**

**TIME: 4:30 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>4:30 P.M.</b> |
| <b>II.</b>  | <b>CONTRACTS</b>                                     | <b>4:30 P.M.</b> |
|             | A. Landscape Maintenance                             |                  |
| <b>III.</b> | <b>DELINQUENCIES</b>                                 | <b>4:45 P.M.</b> |
|             | A. A/R Aging & Reconciliation Report 11/30/17        |                  |
|             | B. Homeowner Request to Waive Late Fees and Interest |                  |
|             | C. Homeowner Request to Waive Late Fees              |                  |
| <b>IV.</b>  | <b>HEARINGS</b>                                      | <b>5:00 P.M.</b> |
|             | A. Hearing Summary Report                            |                  |
|             | B. Hearing: Landscape                                |                  |
|             | C. Hearing: Alley Fence                              |                  |
|             | D. Hearing: Fence                                    |                  |
|             | E. Hearing: Property Maintenance                     |                  |
|             | F. Hearing: Front Patio Gate                         |                  |
|             | G. Hearing: General Appearance                       |                  |
|             | H. Hearing: Rear Alleyway Landscape                  |                  |
|             | I. Hearing: Property Maintenance                     |                  |
|             | J. Hearing: Property Maintenance                     |                  |
|             | K. Hearing: Landscape Maintenance                    |                  |
|             | L. Hearing: Property Maintenance                     |                  |
|             | M. Hearing: Property Maintenance                     |                  |
|             | N. Hearing: Property Maintenance                     |                  |
|             | O. Hearing: Loose Wire                               |                  |
|             | P. Hearing: Architectural Violation                  | <b>6:00 P.M.</b> |
| <b>V.</b>   | <b>LEGAL</b>   | <b>6:15 P.M.</b> |
|             | A. Legal Updates                                     |                  |
|             | B. Common Area Rules and Regulations                 |                  |
|             | C. No Parking/Tow Signage                            |                  |
| <b>VI.</b>  | <b>MINUTES</b>                                       | <b>6:25 P.M.</b> |
|             | A. 11/28/17 Executive Session Minutes                |                  |
| <b>VII.</b> | <b>ADJOURN EXECUTIVE SESSION</b>                     | <b>6:30 P.M.</b> |

## **GENERAL SESSION**

- I. DECLARATION OF QUORUM / CALL TO ORDER 6:30 P.M.**
- II. EXECUTIVE SESSION DISCLOSURE**  
*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. COMMITTEE REPORTS 6:45 P.M.**
- A. Architectural Committee
    - 1. Landscape, Hardscape at 14431 Raintree
    - 2. Gutters at 14451 Cherrywood
    - 3. Lattice Fence 14252 Pinewood – Review
  - B. Landscape Committee
    - 1. WB Starr Pending Proposals
    - 2. Tree Replacement at Townhomes
- V. SECRETARY’S REPORT / MINUTES 7:00 P.M.**
- A. 11/28/17 General Session Minutes
- VI. TREASURER’S REPORT / FINANCIALS 7:05 P.M.**
- A. Treasurers Report – Director Mudra
  - B. Patrol Masters Invoice 9.16.2016
  - C. WB Starr Invoice – Remove Vines from Back Wall - \$2,850.00
  - D. 11/30/17 Financial Statements
- VII. LIEN APPROVALS 7:15 P.M**
- VIII. GENERAL BUSINESS 7:20 P.M.**
- A. Park Patrol Service Proposals
  - B. Towing Policies and Procedures
  - C. Pilot Painting Proposal for Townhouse Perimeter Wall and Pool Fence
  - D. Pool Re-plaster Project
  - E. Inspector of Elections
  - F. APPROVE revised collection policy due to mandatory changes per legislation
  - G. APPROVE legal counsel to draft Clubhouse Rental Policy, Electric Vehicle Charging Policy and Solar Equipment Policy
  - H. Access Control/FOB Proposals
  - I. (3) Three Doggie Waste Station \$1047.00 for Waste Stations from Fido House Green Pet Waste Station; \$965 Installation by Tri-Star
  - J. 2018 Management Site Walk Schedule
  - K. Golf Cart Purchase/Rental and Insurance Costs
  - L. Painting/Striping of Guest Spots
  - M. CC11504 Certified Manager Disclosure in Minutes
  - N. Establish Goals for 2018
  - O. Newsletter
  - P. Park Bench Replacement Proposal
  - Q. Safety Committee Charter
- 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, February 20, 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)*  
**ACCREDITED COMMUNITY MANAGEMENT FIRM**  
230 Commerce, Suite 250, Irvine, CA 92602  
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