

**THE MINUTES OF THE GENERAL MEETING  
OF THE  
BOARD OF DIRECTORS  
OF THE  
SORRENTO HOMEOWNERS ASSOCIATION**

May 19, 2009

**CALL TO ORDER**

The following are the Minutes of the General Meeting of the Board of Directors of the **Sorrento Homeowners Association** held May 19, 2009 at 20512 Sorrento Lane, Porter Ranch, CA. A **Quorum** was noted and the meeting was called to order at 6:47 p.m.

**BOARD MEMBERS PRESENT**

Pat Pope, President; David Sobel, Vice President; Greg Norris, Treasurer; Philip Minton, Member at Large and Melissa Centeno, Secretary.

**OTHERS PRESENT**

Marinel Agbunag of Ross Morgan and Company (RMC) and Lisa Holtke of Recording Secretaries, Inc. (RSI) were also present.

**APPROVAL OF MINUTES**

Pat Pope moved to approve the Minutes of the General Meeting of April 21, 2009, provided each occurrence of "Anton" is amended to read Norris. Centeno seconded the motion, which carried unanimously.

**TREASURER'S REPORT (April 30, 2009)**

Operating .....	\$29,515.28
Reserves .....	\$552,959.12
Delinquent Account Balance .....	\$121,177.21

The Treasurer clarified line item 62190: \$37,965 reflects two billing cycles and year to date expenses are \$4,000 under budget.

The Treasurer identified misclassification of a line item expense: lighting maintenance costs were listed under general repairs and will be reclassified as a 62190 expense.

**ITEMS FOR DISCUSSION – Melissa Centeno**

**Review of janitorial services and proposals to change vendors** – Bids were solicited from the existing vendor and other vendors. The objective: improve performance and decrease costs. A detailed analysis of services to be provided, frequency by season and cleaning supply costs was presented and reviewed by the Board. Melissa Centeno moved to accept Stratus' bid, as presented, with Management providing written notice to the existing vendor and Stratus commencing service at the end of the required notice period. Pope seconded the motion, which carried unanimously.

**ITEMS FOR DISCUSSION – Melissa Centeno (Cont.)**

**Pool rental** – Tabled.

**ITEMS FOR DISCUSSION – Philip Minton**

**Water and landscaping update** – One year of excess water billing fees, the maximum recoverable, has been recouped from the DWP by identifying and eliminating billing for meters not on the property. Minton cautioned that meters on the property may not be properly rated. If they are rated “residential”, the association’s common area water usage will be charged as tier two use under the city’s new guidelines and at a more expensive rate. Minton advised that meter ratings be assessed and reported.

**Meadows gate security service changes Security service changes** – Philip Minton explained that security service cost savings were calculated approximately eight months ago and estimated at \$32,000, if the Meadows gate is closed.

**Economic direction and distressed homes** – Homeowners ninety days or more delinquent in assessments impose a financial hardship on the association. Minton urged the Board to mitigate the impact of delinquencies and provide meaningful economic direction to the association.

**ITEMS FOR DISCUSSION – Pat Pope**

**Meadows guard house and security patrols** – Closing the Meadows guard house from 10 p.m. to 6 a.m. daily is under consideration and general cost and security considerations are being evaluated. Initial guard house security enhancements may include a license plate camera, spike strips, a security system that monitors the guard house when unoccupied and relays alerts to the occupied Sorrento guard house, etc., and a shared roaming security patrol at an estimated cost of \$11,000. During the first six months of Meadows gate closure security service cost savings are estimated at \$16,000. In subsequent years the cost savings could be as high as \$32,000. Models of overlapping security patrol coverage have been created and submitted by the Security Committee along with a sample bid for security enhancements at the Meadows gate. Pope seeks homeowner input and encourages homeowners in the Meadows area to communicate their opinions.

**COMMITTEE REPORTS**

**Architecture/Landscape (David Sobel, Chairperson)** – Water use restrictions are the current focus. The committee is prepared to comply with use restrictions in the short term and is in the process of addressing near and long term concerns. The next committee meeting will feature a consultant who will address questions and answers regarding common area and homeowner transitions to water wise planting and maintenance. At the same time, the committee is evaluating water wise fire prevention strategies for canyon and slope areas in and near the community.

**COMMITTEE REPORTS (Cont.)**

**Finance (Greg Norris, Chairperson)** – The committee reviewed first quarter financial results in relation to budget and identified three central cost categories that impact the fiscal performance: security, landscape and utilities. The committee advises monitoring, controlling and making timely adjustments in response to changes/needs in these areas on an ongoing basis.

Richard Witkin of Witkin & Neal is scheduled as a guest speaker for the association's July meeting. Witkin will discuss delinquent assessments, recovery, and remedies available to the association and entertain questions from homeowners. The Finance Committee encourages all homeowners to attend and participate in the discussion at the July general meeting.

**Hospitality (Melissa Centeno, Chairperson)** – The Annual Election is the current focus of the committee. The election will take place on June 23, 2009 and homeowners are encouraged to participate by ballot and attending the June meeting. Regarding clubs and activities, the Hospitality Committee is prepared to provide information and updates via e-mail to interested homeowners.

**Pools** – The Jacuzzi at Sorrento is closed. The pump failed and the cause is being determined and remedied. Homeowners should expect the Jacuzzi to be repaired and open in approximately two weeks.

Water temperature in the pools and Jacuzzi are being monitored as a cost-saving measure.

Melissa Centeno proposed that the Board increase Security at the pools during the Memorial Day weekend. Centurion has prepared cost estimates. The Board agreed to vote on the matter via e-mail.

**Security (Pat Pope, Chairperson)** – The committee will evaluate and address pedestrian access monitoring and security protocol. A security log will be added to the website to provide homeowners with incident and activity information within the community.

**Website and newsletter (Melissa Centeno, Chairperson)** – The website currently features Annual Election candidates and a question and answer link is being developed to enable homeowners to contact candidates using e-mail or telephone. The newsletter has been handled at by Coldwell Banker and Mrs. Florian in the past with considerable success and the committee extends their appreciation and recognition of their efforts. The newsletter is now being produced by the committee and financed by local advertising.

**ELECTION PROCEDURES**

**Adoption of legislated election rules** – Melissa Centeno moved to adopt new rules and regulations regarding elections, based on California law, provided that the text of the proposed rules is amended to read 629 homes. Pope seconded the motion, which carried unanimously.

**ELECTION PROCEDURES (Cont.)**

- **Appointment of inspector of elections and election committee** – Melissa Centeno moved to formally appoint Alan Cohen Inspector of Elections and Chairperson of the Election Committee, to include Sue Gallegos and Joe Rice as Election Committee members. Pope seconded the motion, which carried unanimously.
- **Explanation of election rules** – Alan Cohen explained that civil code governs the election process and described election, tabulation, address verification and Quorum requirements. There are two positions available and five candidates.

**CANDIDATE FORUM**

Five homeowners spoke for five minutes each and entertained questions and answers from the audience for three minutes.

- **David Sobel**
- **Mary Angelina Cooley-Lopez**
- **Victor Florian**
- **A.J. Silvia**
- **Dominic Little**

**HOMEOWNERS FORUM**

- **Water restrictions and homeowner landscape guidelines** Homeowners requested water wise landscape and maintenance guidelines. The Landscape/Architectural Committee will be holding a meeting on the first Tuesday of the month at the home of A.J. Silvia at 7:30 p.m.
- **Pool rental and holiday monitoring** Homeowners raised questions and concerns regarding pool rental concepts and costs, benefits and alternatives to increasing security staff in the pool areas during holiday weekends.
- **Pool Heating** A homeowner suggested that the association consider covering pools to reduce utility expenses. The Board explained that common area pools are governed by rules and regulations that prohibit the use of covers.

**ADJOURNMENT**

The General Meeting was adjourned at 8:43 p.m.

**NEXT MEETING**

General Meeting 6:00 p.m., Tuesday, June 23, 2009 at the Sorrento Pool in Porter Ranch, CA.

Submitted by: Lisa Holtke, Recording Secretary (RSI)

Approved by:

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Melissa Centeno, Secretary \_\_\_\_\_ Date  
**Sorrento Homeowners Association**  
**End of File.**