

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

September 15, 2009

CALL TO ORDER

The following are the Minutes of the General Meeting of the Board of Directors of the **Sorrento Homeowners Association** held September 15, 2009 at the Sierra Canyon Upper Campus, 20801 Rinaldi Street in Chatsworth, California. A **Quorum** was noted and the meeting was called to order at 7:10 p.m.

BOARD MEMBERS PRESENT

Melissa Centeno, President; Pat Pope, Vice President; Victor Florian, Treasurer; Phillip Minton, Member at Large (Arrived at 6:34 p.m.) and Mary Cooley-Lopez, Secretary.

BOARD MEMBERS ABSENT

None.

OTHERS PRESENT

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

APPROVAL OF MINUTES

Pate Pope moved to approve Minutes of the Special Meetings held June 15, 2009, August 4, 2009, August 12, 2009 and August 17, 2009, and include hard copy opinions by Phillip Minton at the Special Meetings are included as an attachment. Mary Cooley-Lopez seconded the motion, which carried with Phillip Minton opposed and Victor Florian abstained.

PRESIDENT'S REPORT

Melissa Centeno, President, announced that the Election has been certified and a new Board is in place. Each member has been assigned as Committee liaison. The responsibilities follow:

- Melissa Centeno, President – Hospitality Committee liaison
- Pat Pope, Vice President – Security Committee liaison
- Victor Florian, Treasurer – Finance Committee liaison
- Mary Cooley-Lopez, Secretary – Newsletter/Website and Architectural/Landscape Committee liaison
- Phillip Minton, Member at Large – Pool Committee liaison

PRESIDENT'S REPORT (Cont.)

The President explained that meetings are conducted in accordance with Association Bylaws and Robert's Rules of Order and announced a new Parliamentary Committee. Mike Gombar is Chairperson

The President read an excerpt from Association Bylaws (§2:2C) citing courtesy and a code of civility as the guideline for Board conduct and interaction with vendors. Melissa Centeno explained that she will adjourn a Board Meeting or excuse a Board Member during a meeting when this guideline is violated.

The President discussed the monthly meeting calendar: the Board will generally meet on the fourth Wednesday of each month.

The President indicated that calendaring later in the month should enable Management to provide financials for review and Board reporting. The formal components of the Treasurer's Report (Operating/Reserves/Delinquent Account Balance) are not available at this time for review and will be presented during the next meeting.

TREASURER'S REPORT

Victor Florian, Treasurer, presented an income analysis, month-at-a-glance expense categories for August 2009 and year-end projections. The Treasurer and Board discussed general ledger cost categories and changes that can and should be made by Management to capture expense categories (e.g. Security Patrol, Sorrento and Meadows Pool, etc.).

OLD BUSINESS

Meadows Gate – Phillip Minton, Member at Large, moved to reduce guard coverage at the Meadows gate on weekdays and weekends with unattended hours to begin at 5:00 p.m. or 8:00 p.m. and attended hours commencing at 8:00 a.m. or 9:00 a.m. depending on the day of the week. Victor Florian seconded the motion which failed on a vote with Mary Cooley-Lopez, Melissa Centeno and Pat Pope opposed.

Phillip Minton explained that his second motion, redirecting cost savings to enhance Meadows surveillance, died with the first.

The Board agreed to send the Meadows gate guard and surveillance equipment matter to the Security Committee for detailed consideration and a proposal.

NEW BUSINESS

Committee Ratification and Expectations – Melissa Centeno, President, explained the Committees, identified Chairpersons and her expectations. The President will appoint committee members and have authority to remove members; members may not serve on more than two committees; committees must meet quarterly (at a minimum); committee reports to the Board will be supported with bids, data or other documents if appropriate.

NEW BUSINESS (Cont.)

The President instructed each Committee to meet, identify their goals for the year, how they will accomplish those goals and to report at the next General Meeting.

- Finance Committee Chairperson, Marc Bratman
- Architectural/Landscape Committee Chairperson, Cathy Sersknas
- Pool Committee Chairperson, Phillip Minton
- Newsletter/Website Committee Chairperson, Michelle Diaz
- Security Committee Chairperson, Neil Estrin
- Hospitality Committee Chairperson, Mara Cohen

Budget Process Explanation/Expectation – Victor Florian, Treasurer, explained that the Finance Committee has met, established a meeting calendar, highlighted unused budget resources as income, identified cost categories for spending reductions, an existing vendor cost reduction requirement (ten percent by vendor) and established a near term goal to forego a ten dollar increase in assessments scheduled to take effect in January 2010 and accomplish a further reduction in assessments of twenty dollars per month per homeowner. Victor Florian submitted two documents to the Board and Management entitled “Presentation of the Budget Process, September 15, 2009” and “Finance Committee Initial Meeting Minutes, September 14, 2009”).

Motion to explain vendor payments operating under two names for the same service – Pat Pope moved to approve the Motion as amended, wherein *explain* replaced the word “investigate”. Mary Cooley-Lopez seconded the motion, which carried unanimously.

DELINQUENCIES

In accordance with California Civil Code §1367.1(c)(2): a motion was made by Pat Pope, seconded by Mary Cooley-Lopez and unanimously carried to approve recording a lien in accordance with the Association’s adopted Delinquent Assessment Collection Policy and California Civil Code on property as follows:

- **Account No. 108-5833**
- **Account No. 144-7662**
- **Account No. 144-1008**
- **Account No. 128-2209**
- **Account No. 160-9280**

COMMITTEE REPORTS

Architecture/Landscape Committee - Liaison Mary Cooley-Lopez – The Committee will meet September 24, 2009 at 7:30 p.m., with location to be determined.

Finance Committee - Liaison Victor Florian – The Committee has met and submitted minutes of their September 14, 2009 meeting. The Committee’s objective: reduce expenses and accomplish their goal of foregoing a ten dollar increase in assessments scheduled to take effect in January 2010 and accomplish a further reduction in assessments of twenty dollars per month per homeowner. The Committee has members that are CPAs, Auditors and Insurance professionals.

COMMITTEE REPORTS (Cont.)

Hospitality Committee Chairperson –Mara Cohen - The Committee recapped the Fiesta event held during the prior weekend and explained that next project will be a gate and house decorating contest.

Pool Committee Chairperson Phillip Minton – The Committee stated that they are not projecting any problems with pools remaining open during the season. The Committee would like to move racks in the Meadows pool equipment room to Sorrento so that both pools will have equipment racks - the Board agreed. Bids for equipment repair are being solicited. The Sorrento pool is older and, therefore, likely to incur repair fees that will be a capital expense (i.e. Reserve). Electrical bids are being obtained and light change outs at the pools will be bid.

Newsletter/Website Committee - Liaison Mary Cooley-Lopez – The Committee will meet September 28, 2009 at a time and location to be determined, and quarterly thereafter.

Security Committee - Liaison Pat Pope – The Committee explained that Bill Wallace was not able to attend and a September 21, 2009 meeting will be confirmed, time and location to be determined. Shared security patrol and gate motors are among the topics to be addressed in the near-term. The Sorrento gate DVR is out for warranty repair and a loaner is in place until it is returned.

Rules Committee - Liaison Pat Pope – The Committee will set a date, time and meeting location. A draft set of rule changes, compiled by Marc Bratman will be the focal point of discussion. In general, the Committee believes that the rules must align with the CC&Rs, Bylaws and be reasonably crafted (e.g. no power tool usage and no parking in driveways seem to be unreasonable rules).

OPEN FORUM

Homeowner Glenn, asked about Rules – A homeowner survey was conducted during the prior year and is being used as a resource for drafting rules.

Homeowner Bob, asked about Defaults – The Board explained recent records reflected 42 homes. The Association is recovering costs and fees and intends to continue to pursue recovery.

Homeowner A.J., asked about DWP Recovery Action – The Board discussed a cap on recovery for DWP overcharges that appears to limit the Association to one year – only – of recovery. The homeowner explained that there are eight years of overcharge payments to be recovered and asked the Board to look into pursuing recovery beyond one year – now. Phillip Minton agreed to look into the matter and place it on the Agenda for the next meeting.

OPEN FORUM (Cont.)

A.J., also asked about existing Vendor Licensing and Liability Coverage – The Board asked Management to confirm vendor license and insurance information and obtain updated information from existing vendors as needed.

A.J., also asked about Handicap Parking Violations and Conduct of Centurion Security Staff – The Board asked A.J. and other homeowners to please report such information to the Security Committee and provide time and date when possible.

Homeowner Monica, asked about the Emergency Call Button and Alarm Coverage – The Board explained current call button wiring and re-wiring that they would like to have done to extend coverage.

Homeowners discussed Resident Gate Access, Security Guest List calls to homeowners (or the lack thereof), Vendors Soliciting Homeowners for Business and how long lines at the Sorrento Gate are handled – The Board engaged in discussion and explained that Bill Wallace of Centurion Security will be present at the next General Meeting to address these concerns. Homeowners that have been admitted through the gates, by Security, as pedestrians are asked to please report the matter to Pat Pope who will follow-up.

Phillip Minton raised questions about the Handling of Equipment the Association Owns – The Board agreed that the Association's walky-talkies and similar equipment should be tracked and/or returned.

ADJOURNMENT

The General Meeting was adjourned at 9:01 p.m.

NEXT MEETING

General Meeting, 6:00 p.m., Wednesday, October 28, 2009 at Sierra Canyon Upper Campus in Porter Ranch, CA.

Submitted by: Lisa Holtke, Recording Secretary (RSI)

Approved by:

Mary Cooley-Lopez, Secretary _____ Date
Sorrento Homeowners Association
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