

REEF GATE WEST HOMEOWNERS ASSOCIATION
GENERAL SESSION MEETING MINUTES
January 14, 2023

Upon notice duly given and received, the General Session Meeting of the Reef Gate West Homeowners Association Board of Directors was held on January 14, 2023, via Zoom video conferencing.

DIRECTORS PRESENT:

Mark Lauria	-	President
Vito Borruso	-	Vice President
Cindy Furman	-	Secretary
John Sullivan	-	Member at Large
Sam Saul	-	Member at Large
Melad Ghabrial	-	Member at Large

DIRECTOR ABSENT: Ernie Garcia - Member at Large

TSG MANAGEMENT: George Gustave - Account Executive

HOMEOWNERS PRESENT:

Call to Order

The meeting was called to order at 8:07 A.M.

Board welcomed and thanked new member, Melad Ghabrial, who will be undergoing a new board member orientation.

Committee List

A new Board of Directors Committees of the Board assignments effective 1/1/23, presented by Mark Lauria, along with spending limits, was up for Board approval. A Motion made by Sam Saul, seconded by Cindy Furman, and passed unanimously.

Future Meeting Dates

A list of future meeting dates was presented. A motion to approve these dates was made by Melad Ghabrial, seconded by Sam Saul, and was approved unanimously. There was some discussion that future plans may not be known at this time and dates may change.

Minutes

Approval of minutes from General and Organizational meetings from 11/19/22. Changes to be made were 1) Meetings were not conducted via Zoom, and 2) Hugh Batten had resigned earlier in the year and was not present.

A motion was made by Vito Borruso, and seconded by Sam Saul, to approve the Organizational Minutes of November 19, 2022 as amended. The Motion passed unanimously.

A Motion was made by Vito Borruso, seconded by Melad Ghabrial, to approve the General Session Minutes of November 19, 2022 as amended. The Motion passed unanimously.

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Mark Lauria stressed that more responsibilities will be taken by assigned committees.

Financials

Vito Borruso, the new treasurer, presented the financial overview. He stated he would change the way payables are done, by backing up written checks with original quotes, invoices, and other back up documentation. He will meet with TSG regarding this.

There is currently 255K in Reserve accounts. Vito estimates that our current operating monthly expenses are around 41K per month. He would like to have twice this amount in the operating account. The 2022 end of year operating exceeded this amount by 31K, so that 31K will go to the Reserve account, which will leave us with 286K in Reserves starting Fiscal Year 2023.

Our Reserve accounts are currently in CD's that are paying a minimal amount of interest due to the economic conditions of the last few years at Merrill Lynch. Vito wants to close the ML account, and open one CD with Pacific Western (FDIC insured) that currently pays higher rates, 3-4% depending on time commitment, along with 2 Money Market accounts with Pacific Western for our monthly reserve allotment (\$16,638/mo), and the 2nd for our special assessment (\$21,600/mo). The money market accounts offer more flexibility should we need funds from them.

A motion to move 31K from Operating Account at the end of 2022 to Reserves was made by Vito Borruso, seconded by John Sullivan. The Motion was unanimously approved.

A motion was made by Vito Borruso, seconded by Sam Saul to close the Merrill Lynch accounts and authorize Vito Borruso to open CD's at Pacific Western Bank. The Motion was unanimously approved.

A motion was made by Vito Borruso, seconded by John Sullivan to approve the financials for November/December 2022, pending audit. The Motion was unanimously approved.

Management to check the Insurance line items for proper posting of fees.

Earthquake Insurance

A motion was made by Vito Borruso, seconded by Cindy Furman to approve the Earthquake insurance in the amount of 24,000. The Motion was unanimously approved.

Onsite Manager Report

- B Building pull stations are bad as one warning bell is going off. If found easily, it will be a quick fix.
- "A" Elevator door package quote will be coming soon to repair the "A" Elevator
- Terminix stopped showing so a bid from Newport Exterminating was obtained. Newport Exterminating will begin Feb/March.

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- Valve Replacement – this work is to begin January 24th and notice needs to go out ASAP.
- Dryer Vent cleaning
A Motion was made by Vito Borruso, seconded by Sam Saul to approve NTE \$3,000 for dryer vent cleaning. Sam Saul, Jim Flores, and John Sullivan to oversee the project. The Motion was unanimously approved.
- Storm drain repair in the B Garage for \$6,000, Marcello did most of the work as it was nearly blocked on the Casa side that connects to the 6" pipe. Doheny to complete the remainder of the work.

A Motion was made by Vito Borruso, seconded by John Sullivan to approve Doheny Plumbing to complete the storm drain cleanout in the B garage. The Motion was unanimously approved.

- Unit 46 Window Rusting-Jim will work with Vito to reseal the window as that would be owner responsibility. TSG to assist with Jim as needed.
- Unit 60 Copper water line replacement – HOA's general protocol is to replace cast iron plumbing when a unit is being remodeled. Since this unit is copper, if the owner wants to pay for the piping then the HOA will approve.
- Unit 46 flooring – Management to inquire as to the removal of the flooring per the agreement with owner prior to sale of the property.
- A/B Garage parking repair....it was felt that the water leak is in the spider cracks and seam in the concrete. Board to fix the spider cracks on the ocean side of B garage and the B parking lot.
- "A" Building elevator crows nest – Vito to call JJ Roofing to investigate the repairs.
- It was noted that more units are complaining about bed bugs. Once Newport Exterminating is onsite then they will look into this.
- "A" Building steps – scheduled to be replaced at the end of January

Facilities Committee

Revised Rental Rules – the Board discussed approval of the revised rental rules to the membership.

A Motion was made by Vito Borruso, seconded by John Sullivan to approve submitting the Rental Rules to the Membership for the 28 day review. The Motion was unanimously approved.

B/C Garage seam repair

A Motion was made by Vito Borruso, seconded by Cindy Furman to approve contracting with Western Specialty for NTE \$45,500 to repair the B/C garage seam repair.

The Board requested further bids with the Facilities Committee and Chuck Hartman. The Motion did not pass pending further investigation.

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“A” Deck Repair

A Motion was made by Vito Borruso, seconded by Sam Saul to approve the bid to repair the “A” Deck above Unit 21 in the amount of \$3,800 with the work to be performed by Ozone Roofing. The Motion was unanimously approved.

Landscape Committee

Casa Tree Update – Sam and Mark have met numerous times with the Casa representatives as they are now asking how they can help Reef Gate West. It was noted that they could assist with noise and tree height issues. They will now pick up rental equipment at 7:30 am on weekends. There is another meeting scheduled in the next 2 to 3 weeks.

Next Meeting

The next regular Board of Directors meeting will be March 4, 2023, at 8 A.M.

Adjournment

There being no further business to come before the Board, the meeting adjourned at 10:54 a.m.

Attest:

Signature

Date