

**MINUTES**  
**GENERAL SESSION**  
**BOARD OF DIRECTORS MEETING**  
**FIRENZE–ANAHEIM HILLS, INC.**  
*A California Nonprofit Corporation*

**SEPTEMBER 22, 2021**

**Notice of Meeting**

In accordance with Civil Code §4920, notice of the meeting and the agenda was posted at the bulletin board at the community pool area at least four (4) days prior to the General Session of the Board of Directors of Firenze–Anaheim Hills, Inc. held on the above date via Zoom teleconference.

**Roll Call**

A quorum of the Board (Three Directors per Bylaws) was established with the following Directors in attendance:

Directors Present:        Brian Kohut, President  
                                  Jim LaBarber, Vice President  
                                  Chris Nguyen, Secretary / Treasurer

Directors Absent:        None

Others Present:         Gabriel Hipolito, CMCA®, Certified Community Manager, Optimum Professional Property Management, Inc.

**Executive Session Disclosure**

In accordance with Civil Code §4935(e), notification is hereby provided of an Executive Session of the Board of Directors held prior to this meeting on **September 22, 2021 from 6:38 p.m. to 6:56 p.m.** for the following:

- Contracts: Janitorial Services, Pool and Spa Maintenance
- Delinquencies: A/R Aging and Collection Reports 08/31/21, Request to Waive Fees
- Minutes: Executive Session 07/28/21

**Call to Order General Session**

President and Presiding Chair, Brian Kohut, called the General Session of the Board of Directors to order **following Executive Session at 7:00 p.m.**

**Architectural Committee**

Members of the Architectural Committee were present. There were no new architectural items presented. No action required.

**Landscape Committee**

Members of the Landscape Committee were present and provided a verbal report. No action required.

**Social Committee**

Members of the Social Committee were present and provided a verbal report. No action required.

**Secretary's Report / Minutes**

A motion was made, seconded and unanimously carried to APPROVE the Minutes of the July 28, 2021 General Session of the Board of Directors as written.

**Treasurer's Report / Financials**

A motion was made, seconded and unanimously carried to ACCEPT the financial statements and reconciled bank statements for periods ending 07/31/21 and 08/30/21 as presented, subject to audit/review at fiscal

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year-end by CPA.

**Reserve Study FY 01/01/22 to 12/31/22**

A motion was made, seconded, and unanimously carried to TABLE the reserve study **onsite** by Reserve Data Analysis, California dated 07/27/21 version 001 for fiscal year 01/01/22 to 12/31/22 until the October board meeting pending further review.

**Proposed Budget, Reserve Study and Reserve Funding Plan Fiscal Year 01/01/22 to 12/31/22**

The Board reviewed proposed budget #1 prepared 08/18/21 for fiscal year 01/01/22 to 12/31/22 with an increase in assessments of \$238.28 (59.2%) from \$402.22 to \$640.50 per unit per month and monthly funding to reserves of \$16,952.65 per the reserve study **onsite** by Reserve Data Analysis, California dated 07/27/21 with reserves funded at 30% at beginning of new fiscal year and 65% in five (5) years. The Board reviewed proposed budget #2 prepared 08/18/21 for fiscal year 01/01/22 to 12/31/22 with an increase in assessments of \$80.28 (20%) from \$402.22 to \$482.50 per unit per month and monthly funding to reserves of \$8,262.65 per the reserve study **onsite** by Reserve Data Analysis, California dated 07/27/21 with reserves funded at 30% at beginning of new fiscal year and 65% in five (5) years. A motion was made, seconded, and unanimously carried to TABLE the budget for fiscal year 01/01/22 to 12/31/22 until the October board meeting pending further review. The Board was advised that the budget must be approved no later than 11/01/21 in order to meet the mailing deadline per California Civil Code or a \$250.00 preparation rush fee will be charged.

The Board of Directors is NOT currently considering a special assessment and/or obtaining a bank loan for fiscal year 01/01/22 to 12/31/22 to repair any major common area components or to fund the reserves.

Components with a remaining useful life of 30 years or less listed on the Executive Summary will continue to be funded per the approved budget and repairs or replacement of these items is not currently being deferred.

Furthermore, the Board TABLED the Reserve Funding Plan by Foresight Financial Services for fiscal year 01/01/22 to 12/31/22 with reserves funded at 65% in five (5) years based on the approved reserve funding amount of \$16,952.65 per month.

**Management Invoices**

The Board reviewed the monthly management invoices for 08/01/21. No action required.

**Insurance Renewal Quote & Proposal**

The Board reviewed the renewal policy quote from LaBarre Oksnee Insurance and a proposal from Berg Insurance Agency for insurance coverage renewing 10/01/21. A motion was made, seconded, and unanimously carried to APPROVE the renewal quote from LaBarre Oksnee Insurance dated 09/09/21 to include property coverage with a policy limit of \$21,437,142 and deductible of \$10,000, liability coverage with a policy limit of \$1 million, umbrella coverage with a policy limit of \$2 million, and Directors & Officers coverage with a policy limit of \$1 million for a total annual premium of \$12,834.00 subject to rate changes to be paid from Operating.

**Monthly Janitorial Services Contracts**

A motion was made, seconded, and unanimously carried to TABLE the three (3) proposals for monthly janitorial services until the October board meeting pending further review.

**Monthly Pool and Spa Maintenance Proposals**

A motion was made, seconded, and unanimously carried to TABLE the three (3) proposals for monthly pool and spa maintenance until the October board meeting pending further review.

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**Classic Handyman Proposal – Address Light Repairs Community-wide**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from Classic Handyman dated 08/19/21 to replace 55 address lights on each unit throughout the community for \$1,690.00 to be paid from Reserves G/L #34800 (Lighting).

**SecurityWorkz Proposals (2) – Street Light Pole Repair**

The Board reviewed two (2) proposals to repair the street lights in the community. A motion was made, seconded, and unanimously carried to APPROVE the proposal from SecurityWorkz dated 07/26/21 to replace one (1) existing street light pole with LED head for \$1,133.20 to be paid from Reserves G/L #34800 (Lighting).

**RGS Landscape Proposal – Scalping/Overseeding Community-wide**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from RGS Landscape dated 08/19/21 to scalp and overseed certain turf areas throughout the community for a cost not to exceed \$1,500.00 to be paid from Operating G/L #60300 (Landscape: Replacement).

**RGS Landscape Proposal – Melaleuca Tree Trimming Community-wide**

A motion was made, seconded, and unanimously carried to TABLE INDEFINITELY the proposal from RGS Landscape dated 09/16/21 to trim 74 Melaleuca trees throughout the community for \$4,415.00.

**SecurityWorkz Proposal – Replacement Entrance Gate Kiosk**

A motion was made, seconded, and unanimously carried to APPROVE the proposal from SecurityWorkz dated 09/16/21 to upgrade the DoorKing entry system cellular voice and data dialer for \$997.78 to be paid from Reserves G/L #33300 (Gates).

**Homeowner Forum**

In accordance with State Statute the homeowners present were given an opportunity to address the Board of Directors. The following items were presented:

- Website
- Landscaping

**ITEMS NEEDING IMMEDIATE ACTION**

Civil Code §4930(d) states that the board may take action on any item of business not appearing on the agenda posted and distributed pursuant to subdivision (a) of Section 4920 with certain conditions.

Therefore, a motion was made, seconded and unanimously carried to APPROVE review of the following items not previously identified on the Agenda as they require immediate action and the Board advised the membership of such:

- **Roof Maintenance and Gutter Cleaning**

A motion was made, seconded, and unanimously carried to APPROVE the lowest bid obtained by Management for the annual roof maintenance and gutter cleaning for a cost not to exceed \$11,000.00 to be paid from Reserves G/L #36300 (Roofs).

**Next Meeting**

NOTE: Meetings of the Board of Directors are held every other month in January, March, May, July, September and November. The Annual Membership Meeting and Election is held in September.

The next Board of Directors Meeting is scheduled for **Wednesday, October 27, 2021** at 6:30 p.m. Executive Session and 7:00 p.m. General Session via Zoom teleconference.

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**Adjourn General Session**

There being no further business to come before the Board of Directors in General Session, a motion was made, seconded and unanimously carried to ADJOURN at **8:00 p.m.**

**SECRETARY'S CERTIFICATE**

I, \_\_\_\_\_, duly Appointed and Acting Secretary of Firenze–Anaheim Hills, Inc., do hereby certify that the foregoing is a true and correct copy of the Minutes of the General Session of the Board of Directors held on the above date, as approved by the Board of Directors Firenze–Anaheim Hills, Inc.

ATTEST:

DocuSigned by:

*Chris Nguyen*

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Appointed Secretary

10/28/2021

Dated