

**BRIARCLIFF HOMEOWNERS ASSOCIATION  
NOTICE & AGENDA**

**BOARD OF DIRECTORS MEETING**

**DATE: WEDNESDAY, MAY 8, 2019**

**TIME: 5:30 P.M. EXECUTIVE / 5:45 P.M. GENERAL**

**LOCATION: OPTIMUM PROFESSIONAL PROPERTY MANAGEMENT  
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).*

- I. DECLARATION OF QUORUM / CALL TO ORDER 5:30 P.M.**
- II. DELINQUENCIES**
  - A. A/R Aging & Reconciliation Report 04/30/19
  - B. Collection Attorney Status Reports
- III. MEMBER DISCIPLIN**
- IV. NON-COMPLIANCE**
- V. LEGAL**
  - A. Letter to Neighboring Business
- VI. MINUTES**
  - A. 04/10/19 Executive Session Minutes
- VII. ADJOURN EXECUTIVE SESSION 5:45 P.M.**

**GENERAL SESSION**

- I. DECLARATION OF QUORUM / CALL TO ORDER 5:45 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) 5:45 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. SECRETARY'S REPORT / MINUTES 6:00 P.M.**
  - A. 04/10/19 General Session Minutes
- V. TREASURER'S REPORT / FINANCIALS 6:10 P.M.**
  - A. 03/31/19 Financial Statement (*Previously Tabled*)
  - B. 04/30/19 Financial Statement (*Previously Emailed*)

**VI. LIEN APPROVALS**

**VII. GENERAL BUSINESS**

**6:15 P.M.**

- A. Great Scott Tree Service: Tree Trimming Proposal for \$9,545.00 Operating G/L #7232 (Tree Maintenance)
- B. Audit & Tax Return Proposals (4) for FYE 06/30/19
- C. Ranscapes Landscape Proposal: Install Concrete Near Shower Stall for \$578.00 Operating G/L # 7614 (Common Area Repairs)
- D. Ranscapes Landscape Proposal: Trim Queen Palms at Pool Area for \$315.00 Operating G/L #7232 (Tree Maintenance)
- E. Ranscapes Landscape Proposal: Remove Three (3) Dead Alder Trees at Pool Area for \$1,125.00 Operating G/L #7232 (Tree Maintenance)
- F. Ranscapes Landscape Proposal: Remove Two (2) Dead Alder Trees Near 15168 Moir Ct. for \$900.00 Operating G/L #7232 (Tree Maintenance)
- G. Ranscapes Landscape Proposal: Remove and Stump Grind Seven (7) Koelretuteria Trees Alongside Main Street for \$7,700.00 Operating G/L #7232 (Tree Maintenance)
- H. Correspondence Re: Farmers Insurance
- I. Appoint **THREE (3)** Inspectors of Election (OPPM can be IOE) and Authorize OPPM to Receive Ballots
- J. CC&R Amendment
- K. Aqua-Tek Invoice #90681 for Controller Installation for \$3,425.20 Reserves G/L #3140 (Pool)
- L. Aqua-Tek Pool Proposal: Install New Pool Heater for \$5,375.50 Reserves G/L #3140 (Pool/Spa)
- M. Ranscapes Proposal: Donwest Wall Repair and Remove Three (3) Palm Trees for \$10,770.00 Reserves G/L #3300 (Contingency) and Operating G/L #7232 (Trees)
- N. Ranscapes Proposal: Remove Three (3) Palm Trees on Donwest for \$4,895.00 Operating G/L #7232 (Trees)
- O. Solar Panel Proposals (3)

**VIII. 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.*

**IX. NEXT MEETING**

The next meeting of the Board of Directors will be held on **Wednesday, June 12, 2019** at 5:30 pm Executive Session and 5:45 pm General Session at community pool area, Tustin, California

**X. ADJOURN GENERAL SESSION**

**7:30 P.M.**

*Professionally Managed By:*  
*Optimum Professional Property Management, Inc. (ACMF)*  
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