

**THE MINUTES OF THE MEETING
OF THE
BOARD OF DIRECTORS
OF THE
SUNDANCE HOMEOWNERS ASSOCIATION**

June 17, 2025

CALL TO ORDER

The following are the Minutes of the Meeting of the Board of Directors of **Sundance Homeowners Association**, held on June 17, 2025, at the Sundance clubhouse, Cerritos, CA. A **Quorum** was present and the meeting was called to order at 6:00 p.m.

BOARD MEMBERS PRESENT

Chris Aafedt, President; Jane Arellano, Vice President; Pi Hui (Jerry) Liang, Secretary; Peggy Paddock, Treasurer; Trudy Shiroma, Member at Large.

BOARD MEMBERS ABSENT – None.

MANAGEMENT

Valerie Cuonzo, The Management Trust (TMT), was also present.

HOMEOWNERS FORUM – None.

EXECUTIVE MEETING SUMMARY

At the Executive Meeting of June 17, 2025, the Board approved minutes, held hearings and reviewed delinquencies.

APPROVAL OF CONSENT CALENDAR

The Board unanimously approved the Consent Calendar as follows:

- Approval of the May 20, 2025, Board Meeting Minutes as presented.
- **Liens Approved:** None.
- **Foreclosures Approved:** None.

MANAGEMENT REPORT

Management included in the Board Meeting packet the Action List of May 20, 2025, and Site Review of June 10, 2025. The Board noted no significant issues.

Reserve Payments Approved: \$8,980 to Landis Williams; \$650 to 1st Touch Electric.

COMMITTEE REPORTS

Architectural: No issues noted.

Landscape: Written report reviewed.

Communications/Website: No issues noted.

Clubhouse: No issues noted.

UNFINISHED BUSINESS

Pipe Identification: Complete. Ken's Plumbing investigated an unknown pipe and determined it to be electrical conduit, not a water line.

Mailbox Lighting: Tabled.

Tree Replacements Proposal: Tabled.

NEW BUSINESS

Cement Driveway: The Board noted a newly installed cement driveway at **16525 Bluegrass**. While not specifically prohibited, the Board requested Management ask Homeowner to complete an Architectural Request form for Association records.

Spa Key Lock/Crack: The Board agreed to replace the spa's key lock mechanism with a timer. Management already has a proposal. The Board also agreed to request pool maintenance staff monitor a crack in the spa surface; if it worsens, the Board will consider further action.

Handicapped Parking Placard Issue: The Board noted **12500 Fallbrook** parks two vehicles in guest parking with handicapped placards and has a parking permit for a third vehicle. None of the vehicles park in the home's garage. The Board requested Management ask Patrol One to check the expiration dates on the handicapped placards. The Board further requested Management ask Patrol One why a parking permit was issued for the third car. The Board requested Management call the Homeowner to a hearing to discuss why the third car is not parked in the garage.

Guidelines for Board Member Communication with Legal Counsel: The Board unanimously approved the following guidelines:

"In general (barring an unforeseen, emergency situation), Sundance HOA Board members should follow the following guidelines with respect to communications with Sundance HOA attorneys:

- 1. The Board President should ONLY communicate with the attorneys, with prior notification given to ALL Board members and Management. Additionally, the approval of the majority of the Board is required.*

NEW BUSINESS (Cont.)

2. *The above-mentioned notification must detail not only the purpose/intent of the communication, but also the relevance to the Sundance HOA community.*
3. *A summary of the communication must be provided to ALL Board members as well as Management. This summary should detail the contents of the discussion as well as any legal guidance from the attorneys."*

Guidelines for Board Member EMail: The Board unanimously approved the following guidelines:

"When initiating emails to and/or responding to emails from: Sundance HOA Board members, Management or other concerned parties, all Board members are expected to make a concerted effort to:

1. *Include only the email addresses of: Board members, members of Management and/or other parties directly associated with the email.*
2. *Any names contained in the email and/or addressee list should consist only of the first and/or last name of the parties concerned.*
3. *The use of BCC (blind carbon copy) in the email to non-Board members is prohibited."*

TREASURER'S REPORT

May 2025 Financial Report:

Cash Operating	\$113,331.00
Cash Reserves	\$2,691,325.09
Total Liabilities and Equity.....	\$2,846,588.92
Income	\$92,059.29
Expenses	\$95,854.42
Excess Revenue over Expenses for May	(-\$3,795.13)
Excess Revenue over Expenses YTD	(-\$23,206.53)

Variances:

GL 60080 Insurance

Variance for the Month(-\$2,112.14)

Variance for the Year ... (-\$10,560.87)

GL 61260 Tree Trimming/Removals

Variance for the Month(-\$8,418.33)

Variance for the Year (-\$34,920.65)

GL 61320 Irrigation

Variance for the Month(-\$1,549.13)

Variance for the Year(-\$2,640.84)

Funds Transfers: None.

CORRESPONDENCE

Reviewed as submitted. No action was necessary.

NEXT MEETING(s)

Executive Meeting: Tuesday, July 15, 2025, 5:45 p.m.

Board Meeting: Tuesday, July 15, 2025, after Executive Meeting.

ADJOURNMENT

The Board Meeting adjourned at 7:55 p.m.

Prepared by: Pam Dingwell, Recording Secretary (RSI)

Approved by:

 7/15/2025
Secretary Date
Sundance Homeowners Association

As Submitted ☒ As Amended ☐

END OF FILE