



Brookhollow Office Park Association

Board Meeting
February 28th, 2017
4:30 PM



AGENDA - 02/28/2017

- Administrative
 - Call to Order/Determination of quorum
 - Approval of prior meetings' Minutes
- New Business
 - 2017 Election
 - Sign Lease/Auction
- Owner Business
 - Parking
 - 1570 Event
 - 1508 Termite Tenting
- Association/Common Area Matters
 - Lighting Enhancement Evaluation
- Financials
 - High Level
 - Asphalt
 - Reserve Study
- Other Updates
 - Sanitation District Refund
 - Landscaping Upgrade
- Open discussion/owner forum
- Adjournment

2017 Election

- 2/24 - Candidate Solicitation Mailing
- 3/10 - Candidate Registration Deadline
- 3/24 - Proxy Mailing
- 4/20 - Meeting

Sign Leases

- A sign leases come due end of March. One slot expected to be available . Forecast is based on current payments not accounting for the one slot expected to be available.
- B signs are on month to month basis with 8 slots available. Forecast is per budget based on current payments

Grand -B2	Grand - B2		Warner - B3		Wanrer-B3
Victory Church	AyZar		Sit N Sleep		Sit N Sleep
Available	Available		Nakamoto		Nakamoto
Spectrum	Nakamoto		Wine Exchange		Wine Exchange
Available	VA		Victory Church		Victory Church
PreSchool	Available		The Flame Broiler		The Flame Broiler

Parking

Management has received complaints regarding

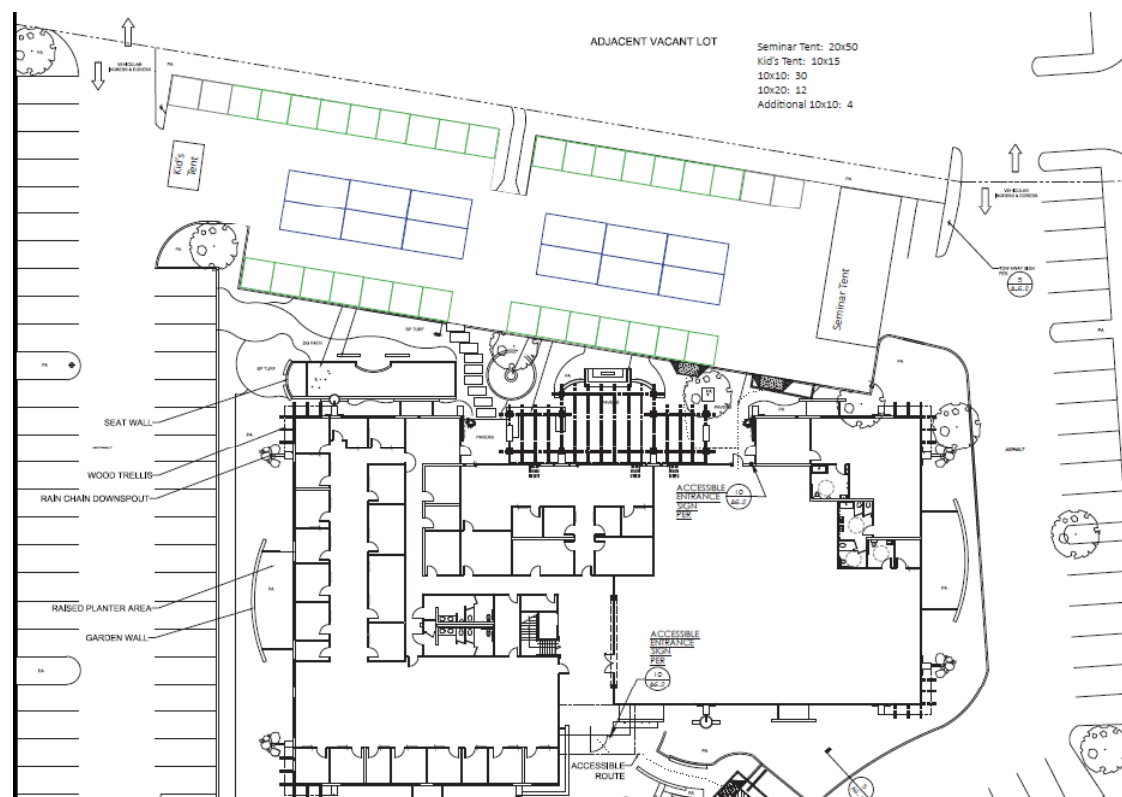
- Lacking of parking at 1526
- Parking at 1510/1508
- Parking signage at 1524

Parking Management

- Ev Tapia & Barbara Patison Update?
 - Purpose: The purpose of the parking program is to provide reserved spaces to owners to enhance their
 - businesses. This program is designed to be "self-policing" with owners enforcing the use of their reserved space(s).
 - Definitions:
 - Reserved -This space is reserved to the owner for the purpose of whatever type of parking they choose, within
 - CCR regulations. This type of parking can be requested for a minimum of one space to a maximum of five spaces
 - (not to exceed one space per 1,000 square feet of office)
 - Limited -The purpose of limited reserved parking is to facilitate special needs of the business. Example: a school
 - may need dropoff / pickup parking that is limited to 15 minutes in the morning and afternoon or throughout the day.
 - This type of parking, because of its temporary nature, can be requested up to ten spaces (not to exceed one space
 - per 1,000 square feet of office).
 - Guidelines: Each condo owner will be able to reserve based on the type of parking being requested. Best efforts
 - will be made to provide a parking space that is closest to their unit in the "front row" of parking.

1570 Event

- Saturday May 13
- All Association requirements in place
- News alerts will be going out to announce the event



JOIN US AS A SPONSOR

at Our First Annual

HOME, LIFESTYLE & RESOURCES EXPO

The goal of this expo is to provide homeowners with information and educational resources related to home improvement, safety practices, and health & wellness. We aim to provide opportunities for families and their children to learn good practices to live a healthier and safer life.

SPONSOR BENEFITS

- ◆ Company name/logo featured on all advertising
 - **Radio** - minimum of 25 60-second spots the week of the expo plus streaming
 - **Newspaper ads** - 5 ads run the week of the expo
 - **Mail/Email Campaigns** - to over one million highly qualified homeowners
 - **Online** - banner ads on radio station, newspaper, etc.; eblasts; social media ads, including Facebook & Instagram

PLUS

- ◆ 10x20 booth at expo
- ◆ Brand exposure to thousands of qualified homeowners
- ◆ Link to website on expo landing page

ADVERTISING: ALL PARTICIPANTS WILL BE RESPONSIBLE FOR PUBLICIZING THE EVENT INTERNALLY AND EXTERNALLY. CO-OP ADVERTISING WILL INCLUDE: RADIO, NEWSPAPER, WEB, SOCIAL MEDIA, ETC.

WE WOULD LIKE YOU TO JOIN AS A SPONSOR!

CONFIRMED SPONSORS:



SYSTEM PAVERS®
Outdoor Living
Designed Around You®



Reborn
CABINETS INC.
kitchen & bath remodeling specialists Est. 1983

OUTDOOR
ELEGANCE
PATIO DESIGN CENTER



EVENT DETAILS



Special Guest
BILL HANDEL

- EXHIBITOR BOOTHS • SPEAKERS
- CHARITIES • FOOD & WINE TASTING
- PRIZES • CHILDREN'S ACTIVITIES

WHEN & WHERE

EVENT DATE:

Saturday, May 13, 2017

LOCATION:

System Pavers Headquarters
1570 Brookhollow Drive
Santa Ana CA 92705

EXPO HOURS:

11:00 AM – 4:00 PM

CONTACT INFO

NAME:

Ila Barot-Oldakowski

PHONE:

(949) 477-6639

PARTICIPATION FEE:

\$7,500

ESTIMATED ATTENDANCE: 1,000+

1508 Termite Treatment

- Friday tenting
- Spray to start Friday after hours
- Tent off on Sunday
- Have informed Owner about impact on surrounding landscape and their responsibility in such event

Financials - High Level

- \$50K available discretionary spending in Operational forecast (after \$9K assigned to seating areas)
- \$6K NOI due to dues carried over from 2016
- \$20K available in Grounds Reserve budget

Financials -Asphalt

- Obtained additional saving (\$11K):
 - Completing the whole park except BH Drive in 2017
 - Completing 1570 seal in 2017
- Obtained concessions from Vendor to pick up additional areas through mid project inspections

Source	First Bid			Final Bid			(Better)/Worse		
	2017	2018	Total	2017	2018	Total	2017	2018	Total
Reserve Balance-1570 Area	33,005		33,005	33,005		33,005	0	0	0
2014 Accrual On Books-Ramp	7,900		7,900	7,900		7,900	0	0	0
2015 Accrual On Books-1570 Area	16,990		16,990	16,990		16,990	0	0	0
2016 Accrual On Books-2016 Ops	6,500		6,500	6,500		6,500	0	0	0
2017/2018 Operations Budget	24,000	24,000	48,000	24,000	24,000	48,000	0	0	0
2017 Reserve Spending	30,000	30,000	60,000	30,000	30,000	60,000	0	0	0
	118,395	54,000	172,395	118,395	54,000	172,395	0	0	0
Use	Asphalt	Seal	Total	Asphalt	Seal	Total	Asphalt	Seal	Total
1570 Area	43,000.00	6,995.00	49,995.00	40,000	6,995	46,995	(3,000)	0	(3,000)
BH Drive	35,000.00		35,000.00	32,500		32,500	(2,500)	0	(2,500)
1580 Area	10,000.00		10,000.00	7,000		7,000	(3,000)	0	(3,000)
Other Areas	60,000.00		60,000.00	57,900		57,900	(2,100)	0	(2,100)
Other as needed	10,400.00		10,400.00	21,669		21,669	11,269	0	11,269
AyZar Project Management	6,752.00	209.85	6,961.85	6,772	210	6,982	20	0	20
	165,152.00	7,204.85	172,356.85	165,841	7,205	173,046	689	0	689
Use By Year	2017	2018	Total	2017	2018	Total	2017	2018	Total
1570 Area	43,000.00	6,995.00	49,995.00	46,995		46,995	3,995	(6,995)	(3,000)
BH Drive		35,000.00	35,000.00		32,500	32,500	0	(2,500)	(2,500)
1580 Area	10,000.00		10,000.00	7,000		7,000	(3,000)	0	(3,000)
Other Areas	51,000.00	9,000.00	60,000.00	57,900		57,900	6,900	(9,000)	(2,100)
Other As Needed	9,005.00	1,432.15	10,437.15	1,000	20,000	21,000	(8,005)	18,568	10,563
AyZar Project Management	5,390.15	1,572.81	6,962.96	5,387	1,575	6,962	(3)	2	(1)
	118,395	54,000	172,395.11	118,282	54,075	172,357	(113)	75	(38)

Financials-Reserve Study

- Reserve monthly contribution is between Minimum and Recommended
- Reserve study does not account for funds available in operational budget

Findings/Recommendations as-of: January 1, 2017:

Projected Starting Reserve Balance:	\$130,021
Currently Fully Funded Reserve Balance:	\$383,888
Average Reserve Deficit (Surplus) Per Unit:	\$10,578
Percent Funded:	33.9 %
Recommended 2017 Monthly "Full Funding Contributions":	\$6,600
Alternate minimum contribs* to keep Reserves above \$0:	\$5,100
Most Recent Reserve Contribution Rate:	\$5,850

Lighting Enhancement Evaluation

- Prior Wall Pack Rebate Program had owners contribute to half the cost

BROOKHOLLOW OFFICE PARK Lighting ANALYSIS																			
Recommended Priority		Tactics									Costs							Total	
Bldg No	RPLC WP W LED	Add Wall Packs LED	Add Pole Lights	Add Flood Lights LED	Replace Flood Lights W LED	Add LDSC Lighting	Retrofit Pole Light Heads To LED	Add Pole Lights Solar	Add LDSC Light LED	RPLC WP W LED	Add Wall Packs LED	Add Pole Lights	Add Flood Lights LED	Replace Flood Lights W LED	Add LDSC Lighting	Retrofit Pole Light Heads To LED	Add Pole Lights Solar	Add LDSC Light LED	
1500							4			-	-					3,000			3,000
1502	7				1					2,940	-			420					3,360
1504										-	-								-
1506	1									420	-								420
1530	2									840	-								840
1532	4									1,680	-								1,680
1534		2								-	1,090								1,090
1536										-	-								-
1538										-	-								-
1508										-	-								-
1510			1		2	4			?	-	-	4,520		840	725				6,085
1560	2	2					8			840	1,090					6,000			7,930
1570							6			-	-					4,500			4,500
1540	9				1					3,780	-			420					4,200
1544	7				2					2,940	-			840					3,780
1548	5				7					2,100	-			2,940					5,040
1554	10				7					4,200	-			2,940					7,140
1516				1						-	-		582						582
1518	6			1	1					2,520	-			420					3,522
1520				3	2					-	-		1,746	840					2,586
1522	6			1	1					2,520	-			582	420				3,522
1524				1	5					-	-			582	2,100				2,682
1526	2		1		1		1			840	-	5,270		420		750			7,280
1528	6			2						2,520	-		1,164						3,684
STREET										-	650								650
1580										-									-
Total	60	4	2	9	29	4	19	-	-	28,140	2,830	9,790	5,238	12,600	725	14,250	-	-	73,573

Lighting Enhancement

- Management signed up for a program Edison offers to convert the Brookhollow Drive light poles to LED. This will provide us with greater lighting as well as savings:
 - \$690/Year in the first 20 years
 - \$1,473/Year in the years post the first 20 years
- Also inquired as to possibility of having a head added to the other side of the pole. That will have to go through a service planner and may not be cost effective.
- Also inquired about increasing the wattage of the LED to be replaced and the cost impact. Awaiting to hear back.

Brookhollow
BHOPA
Office Park Association



BROOKHOLLOW OFFICE PARK ASSOCIATION (BHOPA)
Sanitation Fee Refunds 2015-2016

Brookhollow Business Park Board of Directors is pleased to announce the completion of application on behalf of the Owners with the Orange County Sanitation District for a sanitation fee refund for excess fees charged as part of property tax bills for Fiscal Year 2015-2016. AyZar Asset Management worked closely with OSCD on required calculation. **Total fees were reduced by \$16,476.66 or 32% .**

Below spreadsheet shows reduction in fees per APN number. A Special Assessment Change request has been sent by the OSCD to the County of Orange Auditor/Controller's office to issue a rebate and/or corrected property tax bill.

Please allow 12 weeks for the Auditor Controller to process the request. You should be expecting the reduction as either credit or refund depending on the status of tax bills and amounts outstanding. Refunds will go to the entity paying the tax bills.

Brookhollow Office Park Association					
Orange County Sanitation District Fee Reassessment/Reduction					
Fiscal Year 2015-2016					
Fee based on water		\$33,841.31			
No	Parcel No	Processing Fee	Corrected Fee	Fee on tax bill 2015-16	Reduction
1500	016-221-31	\$ 15.00	\$ 888.30	\$ 1,240.59	\$ 352.29
1502	016-221-30	\$ 15.00	\$ 914.83	\$ 1,257.89	\$ 343.06
1504	016-221-04	\$ 15.00	\$ 1,748.53	\$ 2,492.54	\$ 744.01
1506	016-221-17	\$ 15.00	\$ 1,823.43	\$ 2,568.32	\$ 744.89
1508	016-221-16	\$ 15.00	\$ 1,682.50	\$ 2,408.04	\$ 725.54
1510	016-221-15	\$ 15.00	\$ 1,077.14	\$ 1,482.44	\$ 405.30
1516	016-221-32	\$ 15.00	\$ 1,045.01	\$ 1,482.45	\$ 437.44
1518	016-221-33	\$ 15.00	\$ 1,823.62	\$ 2,492.54	\$ 668.92
1520					
1520_40	932-111-20	\$ 15.00	\$ 171.48	\$ 322.00	\$ 150.52
1520_30	932-111-24	\$ 15.00	\$ 171.48	\$ 322.00	\$ 150.52
1520_31	932-111-25	\$ 15.00	\$ 171.48	\$ 322.00	\$ 150.52
1520_33	932-111-26	\$ 15.00	\$ 171.48	\$ 322.00	\$ 150.52
1520_35	932-111-27	\$ 15.00	\$ 171.48	\$ 322.00	\$ 150.52
1520_36	932-111-28	\$ 15.00	\$ 171.48	\$ 322.00	\$ 150.52
1520_37	932-111-29	\$ 15.00	\$ 171.48	\$ 322.00	\$ 150.52
1520_38	932-111-19	\$ 15.00	\$ 171.48	\$ 341.14	\$ 169.66
1520_41	932-111-21	\$ 15.00	\$ 171.48	\$ 322.00	\$ 150.52
1520_43	932-111-22	\$ 15.00	\$ 171.48	\$ 322.00	\$ 150.52
1520_44	932-111-23	\$ 15.00	\$ 171.48	\$ 341.14	\$ 169.66
1522	016-221-34	\$ 15.00	\$ 1,077.14	\$ 1,482.45	\$ 405.31
1524	016-221-20	\$ 15.00	\$ 1,076.02	\$ 1,607.74	\$ 531.72
1526					
1526_70	932-111-13	\$ 15.00	\$ 155.71	\$ 383.39	\$ 227.68
1526_72	932-111-14	\$ 15.00	\$ 155.71	\$ 322.00	\$ 166.29
1526_73	932-111-15	\$ 15.00	\$ 155.71	\$ 322.00	\$ 166.29
1526_74	932-111-16	\$ 15.00	\$ 155.71	\$ 322.00	\$ 166.29
1526_75	932-111-17	\$ 15.00	\$ 155.71	\$ 322.00	\$ 166.29
1526_76	932-111-18	\$ 15.00	\$ 155.71	\$ 341.14	\$ 185.43
1526_80	932-111-06	\$ 15.00	\$ 155.71	\$ 322.00	\$ 166.29
1526_82	932-111-07	\$ 15.00	\$ 155.71	\$ 322.00	\$ 166.29
1526_83	932-111-08	\$ 15.00	\$ 155.71	\$ 322.00	\$ 166.29
1526_84	932-111-09	\$ 15.00	\$ 155.71	\$ 322.00	\$ 166.29
1526_85	932-111-10	\$ 15.00	\$ 155.71	\$ 322.00	\$ 166.29
1526_86	932-111-11	\$ 15.00	\$ 155.71	\$ 322.00	\$ 166.29
1526_87	932-111-12	\$ 15.00	\$ 155.71	\$ 322.00	\$ 166.29
1528	016-221-36				
1528-100	932-111-30	\$ 15.00	\$ 359.45	\$ 841.76	\$ 482.31
1528-200	932-111-31	\$ 15.00	\$ 359.45	\$ 322.00	\$ (37.45)
1528-300	932-111-32	\$ 15.00	\$ 359.45	\$ 393.95	\$ 34.50
1528-500	932-111-34	\$ 15.00	\$ 359.45	\$ 322.00	\$ (37.45)
1528-400	932-111-33	\$ 15.00	\$ 359.45	\$ 841.76	\$ 482.31
1530	016-221-07	\$ 15.00	\$ 836.38	\$ 1,166.00	\$ 329.62
1532	016-221-08	\$ 15.00	\$ 836.38	\$ 1,166.00	\$ 329.62
1534	016-221-09	\$ 15.00	\$ 692.65	\$ 957.94	\$ 265.29
1536	016-221-10	\$ 15.00	\$ 839.37	\$ 1,166.00	\$ 326.63
1538	016-221-11	\$ 15.00	\$ 931.26	\$ 1,299.86	\$ 368.60
Retail	016-221-12	\$ 15.00	\$ 7,987.17	\$ 10,822.74	\$ 2,835.57
1560	016-221-13	\$ 15.00	\$ 3,543.79	\$ 5,336.25	\$ 1,792.46
1570	016-221-14	\$ -	\$ -		\$ -
Total		\$ 690.00	\$34,531.31	\$ 50,998.07	\$ 16,466.76
Percent Reduction					32%

Landscaping Update

- Drip irrigation completed all throughout the park (may still have some odd balls remaining here and there)
- All buildings have received some form of upgrade over the past 18 months, except for 1500 (next)
- Next landscape project will focus on the burm along Warner. Will be presenting scope and costs.