

# PACIFIC POINT HOMEOWNERS' ASSOCIATION

## Board Of Directors' Meeting

June 16, 2008

### Minutes

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#### 1. Call To Order

President Peter Guzman-Garcia called the meeting to order at 7:35 PM.

##### **Board Members In Attendance**

Peter Guzman – Garcia, David Hirzel, Paul Montelaro, Victor Carmichael and Joseph Higdon were present.

##### **Others in Attendance -**

Dave Esty, representing The Manor Association.

#### 2. Review Agenda and Annual Calendar

The Agenda was reviewed with no additions or corrections requested.

The 2008 Annual Calendar was reviewed with requested additions to calendar including: October-add "Special Clean Up." Manor to have Roto Rooter contact Peter for specifications on sewer line cleaning.

#### 3. Presidents Report

President Peter Guzman-Garcia advised no formal report to be given, but noted mobilization of stack repairs at 5003-81-83 to begin in July and then proceed to other priorities.

#### 4. Homeowner Forum

5011-13 – Owner inquired in tree trimming progress. The Board advised of a \$7,500 bid being received for "trim for view", with expected completion in September. A question pertaining to the "free cable box" brought a response that the basic service contract included a slight rate increase that is paid by the Association, on one of the three available cable boxes being offered. One outlet per unit is the contracted limit, with additional outlets available at requesting owner's expense.

5009-34- Owner reported having sent back Comcast billings twice for additional fees on "free" cable box. David Hirzel offered to contact Cable vendor to assist in correcting the billing. Owner thanked the Board for the recent bench dedication in the name of her late husband.

5009-27- Owner again requested reconsideration of the charges posted to account for water intrusion damages to #26 resulting from a leaking shower door in #27, with the owner requesting the HOA retain a third opinion. The Board took the request under advisement.

5005-60 – Owner advised of dry rot being found at balcony wall during renovations. Dave Hirzel responded, indicating Kirk Kloepfer would inspect and advise.

5005-51 – Owner thanked the Board for their efforts in renegotiating the Comcast Cable contract.

5017-63 – Owner noted the entry doors at rental units 64 and 65 still not being painted, with Kirk Kloepfer to schedule painting of these doors.

4/10/08

5005-49 – Owner raised issue of treetop trimming, with Peter advising he will investigate and advise in the next several days.

5003-83 – Owner advised received letter from Attorney citing new gardening rules sent with the April billing, but not received. The cited safety hazards and light complaints were not warranted. Management noted that the CC&R's require written approval for any and all modifications to the common areas.

Victor Carmichael noted the list of rules being reasonable, with this owner being present at the meeting where the rules were developed, the common area complaints by neighboring owners being the direct result of the unauthorized modifications to the common area, with Victor becoming verbally assaulted by the co-owner of this residence.

Open Forum was closed at 8:50 PM.

## **5. Treasurers Report**

Treasurer Paul Montelaro submitted his written Treasurers report, with the Operating account noted as doing well, having a balance of \$74,147 as of May 23, reserves are being funded, with reserves having \$68,289 as of June 16. A CD for the 5003 building roof replacement in the amount of \$68,400 is in place with a balance due in assessments of \$29,655 for total assets of \$240,491.

Liabilities include a balance to the Special Assessment Loan, of \$13,653, for which the Board has decided to accelerate payments to close, and to Bay Contract Maintenance for prior services rendered of \$11,500 as of June 16.

Known capital expenditures to be incurred by end of year include \$22,000 for landscaping, \$17,500 for Janitorial, \$27,438 for Maintenance, and roof replacement of \$68,400 for a total of \$160,491, leaving a net cash position of \$80,000.

The operating account has a balance of \$57,000 with \$76,000 remaining in reserves. A Special Assessment can be expected to be required in 2009. A Reserve Study update has been ordered, with much of the maintenance being done over the last several years being reserve items.

## **6. Old Business**

- a. Parking – Peter noted the services of a towing company are forthcoming.
- b. Maintenance
  - (1). Elevation repairs to correct water intrusion problems will have the replacement windows being received this week, with cost less than the \$8,700 originally quoted. Unit owner will be billed-back for the required windows to correct the water intrusion.

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Dawn Summers requested the Board not expend the funds to replace the roof at 5003 if leaks are not an issue. The Board noted the initial \$60,000 set aside for this work having earned interest for a total of \$68,000 presently with current quotations of \$70,000 for roof replacement at this point.

Replacement costs for the buildings roof mounted boilers are being investigated.

(2). Landscaping issues were reviewed. Victor advised irrigation pipe repairs are ongoing, with several valves being replaced on an as-needed basis. A hose bib at front of 81 was reported as being inoperative, with Peter to check with owner on this.

**7. New Business**

a. Managers Report

Correspondence issued over the month was reviewed.

Clubhouse use fees from owners at units #8 and #10 were delivered to Management for deposit to the operating account.

Scheduling of replacement garage doors 7&10; 21&23 and 38&39 garages have been set for June 18, 19 and 20.

Janitorial services by TLC will change, effective June 1 from Thursdays to Fridays to follow refuse collection and better prepare the common areas for the weekends.

Pacifica City Council person, Sue Digres, has requested trimming of trees overhanging adjacent property owner's fence lines. Management has requested specific addresses involved to determine cost to trim.

Lighting issues include intermittent problems with the main circuit breaker at the 5005 building, with Miscio Electric to inspect and advise.

Nominating Committee requirements, as noted in the CC&R's were reviewed. Dawn Summers offered to assist in the Nominating Committee. Management will include Candidates Statements with the July Newsletter.

The approved updated Reserve Study has been initiated with John D. Beatty and Company. Management has submitted the initial financial information to vendor on June 12. Details of valid reserve expenditures through Draeger and the Board are requested to be identified for inclusion in the updated study.

A summary report of work orders issued over the last 30 days was submitted for the Boards review.

- b. Legislation Update – The following Davis Sterling Newsletters were submitted for review:
- 1 – Davis Sterling – 6-1-08 – Death of a resident
  - 2 – Davis Sterling – 6-8-08 – More on Death of a resident.

4/30/6

- b. **Community Activities** – The Board will host the next community related cleanup in October.

**8. Secretary's Report**

The Draft Minutes of the April 21, and May 19, 2008 meetings were tabled to review in Executive Session.

**9. Unfinished Business** – None.

**10. Next Meeting and Adjournment** - The meeting was adjourned at 9:15 PM. The next meeting will be held on July 21, 2008.

4406