

PACIFIC POINT HOMEOWNERS' ASSOCIATION

Board Of Directors' Meeting

July 21, 2008

Minutes

DRAFT

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 Montelero, 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 a request to delete New Business item d -“Solar Collectors” and replace with “5017 Tree Removal and insert item e- “5003 Boiler Replacement.” The Agenda was approved as revised.

The 2008 Annual Calendar was reviewed with no additions or corrections requested.

3. Presidents Report

President Peter Guzman-Garcia reported that the Board is working hard to restore irrigation to the common area landscaping with the available funds. A brief overview of repairs to date was conducted.

4. Homeowner Forum

5017-653 – Resident received a letter regarding garage storage and requested one month to finish move-in. The Board advised the fine would be waived and granted a 30-day extension.

An owner requested a replacement parking permit, with the tenant to e-mail vehicle information for make, model and license number.

A question was raised regarding non-resident use of the clubhouse. Concerns noted included liability for injury to non-residents in addition to increased parking within the proeprty7.

5009-49 owner inquired on status of pole that needs to be repaired. David Hirzel reported the many issues being addressed for water intrusion has delayed action on this item, but he would do what he could to expedite repairs.

Approval for installation of a requested hose hanger has not been received, with Peter Guzman offering to provide the documentation on the approval.

Landscape upgrades were discussed with Peter reporting the original equipment gate valves being upgraded at buildings 5011 and 5015 in the recent past with upgrades underway at the 5005 building, with completion by next week.

Overall landscape upgrades have been investigated at a total cost of between \$100,000 to \$2000,000. Hedges will be trimmed for view, with the question of when the funds will be available.

Clubhouse use for reading was requested, with Joe Higdon indicating tentative approval, subject to determining a suitable deposit amount. Modified guidelines for clubhouse use have been posted at the Association web page.

Window washing at individual units was requested, with Management to inquire if TLC Janitorial would offer such services.

Owner of 5011-17 requested approval for rental of their unit. Following discussion approval to rent the unit was granted.

Open Forum was closed.

5. Treasurers Report

Treasurer Paul Montelaro submitted his written Treasurers report, with the Operating account having a balance of \$61,000 as of June 25; reserves are funded with a balance of \$60,500 as of June 30. A CD for the 5003 building roof replacement in the amount of \$68,400 is in place with a balance due in assessments of \$24,100 for total assets of \$214,000.

Liabilities include a balance to the Special Assessment Loan, of \$7,340 as of July 5. Bay Contract Maintenance has been paid in full.

Known liabilities include the balance to the Special Assessment Loan of \$7,340, Capital Expenditures through the end of year include landscaping of \$22,000, Janitorial of \$15,660, Maintenance of \$25,000 and roof replacement of \$75,000 for a total of \$145,000. The net cash position of the Association, as of this date, being \$69,000.

6. Old Business

- a. Parking – Peter noted the services of Broadmoore Towing Company were being considered for use on the property. Once put in place a special mailing to the membership will be conducted, with a possible change in the August meeting date anticipated.

Changes to the Parking Rules are being considered with mailing to the membership and implementation 30 days later also anticipated.

- b. Maintenance -Landscaping issues were reviewed with discussion conducted on the recent changeover of the existing manual valves with automatic irrigation controllers. A quotation was requested for removal of a dead pine tree at the North end of the tennis court.
- c. Common Area use was reviewed, with improvement noted to the problem areas of personal property being maintained in the common areas. Legal council has recommended more restrictive rules for common area use be implemented, with Peter Guzman recommending against the stronger enforcement at this time.

7. New Business

a. Managers Report

Correspondence issued over the month was reviewed. Delinquency issues were reviewed in executive session.

Garage door replacements at 7 & 10, 21 & 22, 27 & 30 and 38 & 39 have been completed with painting of new doors to be completed by vendor later in the week. Management was requested to add the garage door replacement at #32 to the list of replaced garage doors.

For budget development, Management identified 2009 budget figures for garage door replacement at \$2,217 in 2009 and \$2,381 in 2010.

Landscaping issues were reviewed. City Council person Sue Digres inquired of tree trimming requested by neighboring owners. President Peter Guzman-Garcia has made contact with Ms. Digres on this issue. Replacement of broken remove control valves near 5011 and 5015 was approved at a cost NTE \$4,169.

Roto Rooter has completed the approved building line cleaning of the 2" vents on 8 buildings at a cost of \$1,600 and cleaning of the 4" & 6" laterals cleanouts at a cost of \$1,850.

Bay Cities Boiler proposal for replacement of a heat exchanger and related equipment to 5001 building at a cost of \$4,915 was submitted for review. Preventive maintenance on all boilers was conducted in early July to assist in reducing ongoing service calls.

David Hirzel reported the 5003 boiler having doubled the rate of leakage since 2 weeks ago and requested the vendor contact him ASAP to determine if replacement or repairs is required.

Victor Carmichael suggested consideration of leased solar collectors as an option to the estimated installation expense of \$25,000 to reduce water-heating expenses.

Candidates statements, sent to the membership with the July Newsletter have not resulted in any responses to date.

The Reserve Study, through John Beatty and Company has been initiated with reserve component expense information passed to vendor on July 15.

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 – 6-22-08 – Washing Machine Flood
 - 2 – Davis Sterling – 6-29-08 – Water Damage & Insurance.
 - 3 – Davis & Sterling – 7-6-08 – Commercial Vehicles
 - 4 – Davis & Sterling – 7-13-2008 – Recreational Vehicles
 - 5 – Davis & Sterling – 7-30-2008 – Security Cameras.
- c. Community related activities were tabled to the next meeting.
- d. Water intrusion issues were discussed earlier in the meeting by David Hirzel.

8. Secretary's Report

The Draft Minutes of the June 16, 2008 meeting were approved upon a motion by Joseph Higdon and second by David Hirzel.

- 9. **Unfinished Business** – David Hirzel reported not having received reimbursement of expenses from the clean up day in June. Management will investigate and expedite reimbursement.

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