

PACIFIC POINT HOMEOWNERS' ASSOCIATION

Board Of Directors' Meeting

October 20, 2008

Minutes

1. Call To Order

Vice President David Hirzel called the meeting to order at 7:32 PM.

Board Members In Attendance

David Hirzel, Victor Carmichael, Joseph Higdon and Paul Clegg 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 a request to delete the December entry for Construction/Painting meeting.

3. Designation of Directors

Following Discussion, the Board of Directors for 2008/2009 shall be:

President – Victor Carmichael

Vice President – David Hirzel

Secretary – Joseph Higdon

Treasurer – Paul Clegg

4. Presidents Report

President Victor Carmichael advised that no formal Presidents report would be provided but noted that budget development is underway with a slight increase in assessment rate for 2009 is anticipated to meet ever increasing utility and maintenance requirements of the property.

5. Homeowner Forum

5015-1 – New homeowner introduced herself to the membership and inquired on whom to contact regarding an intermittent signal with her cable service. David Hirzel advised he would request Craig at Comcast to contact owner for assistance.

5011-13 – Owner inquired on status of tree trimming, with some locations cut back for view and some area not yet done. The Board reviewed the prior trimming having been completed as the available funds permitted.

Open Forum was closed at 8:50 PM.

6. Treasurers Report

The Board reported mailing of an approved budget by November 30 would be provided, with the Budget being developed at this point. Water intrusion repairs will remain the priority for 2009 funding.

Landscaping was reviewed with numerous upgrades completed to the aging irrigation system. Replacement of maturing groundcover and areas with inadequate planting are also being considered for 2009 funding.

All utilities were reported as having increased in 2008 with an anticipated increase of 3-4% in monthly assessments for 2009.

The updated Reserve Study is being utilized in the 2009 budget development with reserve transfers of \$10,000 presently funded each month.

The Board will attempt to avoid special assessments in 2009 with accurate budgeting with the dry rot repairs from the water intrusion remaining the largest maintenance item.

7. **Old Business**

- a. Parking – No formal Parking Committee report was given.

The Board reported being prepared to adopt the services of a Tow company to enforce parking regulations with revisions to the Parking Rules to be included in the next Newsletter and posted on the Web Page.

Management was requested to obtain additional parking hangers for distribution to Residents.

- b. Maintenance

- (1) Chimney caps will be inspected with a quotation forthcoming.
- (2) Utility door replacements will be completed on an as needed basis by Kirk Kloepfer of Plumb, Square and Level.
- (3) Boiler repairs over the year were reviewed, with Management requested to provide Bay City Boiler expense history to David Hirzel.

- c. Water Intrusion

David Hirzel reported many of the known water intrusion issues have been addressed with the 2009 winter season expected to be less of a problem than in the past.

The majority of the water intrusion issues being faced have been identified as being the result of inadequate repairs or replacements in the past. The remedial repairs underway have unit owners honoring costs of windows with the Association funding the remedial exterior repairs.

Major completion of known water intrusion issues is anticipated within the next two years.

c. Landscape

Landscape Committee volunteers have walked the property with Victor to review the site condition. Victor has met with the landscaper. Ken McPherson and Scott Hosterman have met with Victor.

Some of the existing irrigation fixtures were reported as not having been activated due to prior problems. Additional funding is expected to be required to update existing hardware and further dead growth removal, with amendments to soil bed, having been neglected for years, requiring additional work.

8. New Business

a. Rules Change – Window repair guidelines

David Hirzel reported the language of guidelines for window repairs is under construction with the guidelines to be published on the web page once completed.

b. Managers Report

Budget information pertaining to contract vendors and insurance was submitted for review. The Board approved inclusion of Workman's Compensation Insurance with the blanket policy renewal.

Earthquake coverage will renew on 12-1, with Management to forward renewal costs upon receipt.

Correspondence issued over the month was reviewed.

Garage door preventive maintenance by R&S Erection was reviewed.

b. Legislation Update – Davis Sterling Newsletters were submitted for review:

- 1 – Davis Sterling – 08-31 – Balcony tile leaks/No 10- year warranty for defects
- 2 – Davis Sterling – 09-07- Open Forum/Directors may not hold two seats
- 3 – Davis Sterling – 09-14 – Officer Voting Revisited/D&O Insurance required
- 4 – David Sterling – 09-21 – Paid Directors/Treasurer's Powers
- 5 – Davis Sterling – 09-28 – Brokerage Accounts/\$100,000 FDIC limit
- 6 – Davis Sterling - 10-12 – Suspending Deadbeats/Reader Comments

9. Secretary's Report

The Draft Minutes of the Annual Meeting of September 15, 2008 meeting was tabled to review at the next meeting date.

9. Unfinished Business – None.

10. Next Meeting and Adjournment - The meeting was adjourned at 9:15 PM. The next meeting will be held on November 17, 2008.